

## APOLOGY LETTER GUIDELINES

*Considering your willingness to apologize to the victim/complainant, you may take responsibility for and acknowledge the impact of your behavior and actions on the victim/complainant through an apology letter. The letter of apology must be submitted to Student Accountability & Community Standards for review and discussion of possible changes before it is forwarded to the recipient – do not submit the apology letter directly to the victim/complainant. The victim/complainant will be notified of the letter and will determine if and when the apology letter will be accepted. If the victim does not wish to receive the letter, the letter will be kept in the file.*

### **At a minimum, your letter must include the elements below:**

- Date
- Greeting (if you're not sure how to address the victim/complainant, check with your Case Administrator)
- Write a clear statement of what you have done and take responsibility for your actions.
- What was going on for you at the time this happened? What were you doing? What were you thinking?
- Include your understanding of why your actions were wrong or harmful.
- Include your understanding of the harm you have done to the victim.
- Have you learned from this experience? If so, what have you learned?
- How can you explain why you won't do this again?
- What are your plans for the future?

*Please note that your hearing officer may have assigned you additional prompts as a result of your conversation; make sure to refer to your decision letter for additional requirements.*

### **Formatting guidelines for your letter:**

- Include your name, student ID number, campus e-mail address, date of submission, and the name of the hearing officer who resolved your case at the top of the first page;
- Typed, 12-point, Times New Roman font, standard one-inch margins, double spaced;
- Check your paper for spelling and grammatical errors;
- Letter must meet length and due date requirements as specified by your hearing officer in your decision letter;
- Letter must be submitted as a PDF document via the [Sanction Submission Form](#).