



August 31, 2009

To the Parent(s)/Guardian of **Student Name**  
Address  
City, State, Zip

To the Parent(s)/Guardian of **Student Name**:

I am writing to inform you that your **son/daughter, Student name**, was found responsible for a violation of the University of Southern Indiana's policies related to the use, possession, or distribution of alcohol and/or other drugs during the **Fall 2008** semester. **Student Name** was sanctioned following an administrative hearing held in accordance with the *Student Rights and Responsibilities: A Code of Student Behavior* and the *2007-2008 Residence Life and Food Services Contract*.

As you may know, Congress amended the Family Educational Rights and Privacy Act (FERPA) in late 1998 to permit colleges and universities to notify the parents or guardians of students under the age of 21 about violations of campus alcohol and drug policies. This exception to FERPA was enacted because of the detrimental health and safety consequences associated with underage drinking. In addition, we also know that there is a strong association between a declining academic performance and the illegal/abusive use of alcohol and other drugs by our students.

We encourage you to participate in this teachable moment by having a discussion with your **son/daughter** about this incident. University of Southern Indiana staff members are committed to developing a partnership with students and parents so that we can all work to insure that inappropriate student behavior will not reoccur.

If, after talking with your **son/daughter**, you would like additional information about the parental notification policy, you may contact USI Office of Student Conduct and Resolution Services at 812/468-2290 or by e-mail at [conduct@usi.edu](mailto:conduct@usi.edu). A written release from **Student Name** may be necessary before we can discuss with you the specifics concerning this incident. You may find additional information about our student behavior policies and procedures at: <http://www.usi.edu/stl/codenew.asp> or <http://www.usi.edu/res/contract.asp>.

Sincerely,

A handwritten signature in black ink that reads "D. Matthew Gregory".

Dr. Matt Gregory  
Assistant Director  
Office of Student Conduct and Resolution Services