[University of Windsor Letterhead]

[ADDRESSEE INFO]

RE: Letter of Counselling

This Letter of Counselling is being provided to you to address my expectations regarding your attendance in the future and your use of test materials.

With respect to attendance, I would ask that in the future you advise me of the dates on which you expect to be absent from campus when said absences might affect your courses or participation on any University committees. Doing so will make it easier for me to address any administrative concerns that might otherwise arise due to a justified and innocent absence.

Further, with respect to your use of testing materials, I must strongly recommend that you avoid the use of test materials and practices that could inadvertently provide one group of students a significant advantage over the rest. In particular, I would discourage the use of a marking key that may be available online. This is simply a "best practice" that will promote academic integrity, although I welcome any suggestions or input regarding same.

I hope this clarifies my expectations. On a go-forward basis, I ask that you comply with the above. If you have any questions or concerns, please do not hesitate to contact me.