



OFFICE OF STUDENT CONDUCT & COMMUNITY EXPECTATIONS

INSTRUCTIONS FOR WRITTEN ASSIGNMENTS

You have been sanctioned with a written assignment that must adhere to the following guidelines:

- Must be sent via email to your hearing officer (or to inosc@lehigh.edu as outlined in your sanction letter) as a Microsoft Word document ending in “doc” or “docx”.
- Must use 12-point Times New Roman font.
- The document must have 1” margins on all sides.
- Must utilize correct grammar, punctuation, and spelling.
- Must contain appropriate language.
- If the assignment requires references or research, all sources must be cited using correct MLA or APA style.
- The length of the paper assigned is in your sanction letter, if the paper does not meet or exceed that length it will be considered incomplete.
- All documents submitted as sanctions to the Office of Student Conduct & Community Expectations will be submitted to TURNITIN.COM to check for plagiarism. Cases of Plagiarism will be resolved via the University Conduct System.

Details regarding your assignment have already been provided to you in your correspondence with the Office of Student Conduct & Community Expectations. Contact your hearing officer with any questions you may have.