

## **Template Letter for Faculty**

### **(Request for Conference Regarding Academic Misconduct)**

Note: Place letter on letterhead and include entire letter—except any section of this template with text highlighted must be erased and replaced with the appropriate information.

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DATE: **(Date of letter)**

TO: **(Student's Name)**

#### **RE: NOTIFICATION OF REQUEST FOR CONFERENCE ON ALLEGED ACADEMIC MISCONDUCT**

This message is sent to request that we schedule a meeting to occur no later than **(date)** to discuss the allegations of academic misconduct described below. If you so desire, you may have an independent party participate in our meeting. The best method of contacting me to schedule this meeting is to contact me by **(telephone number or email – insert here)**. **(Also provide office hours, or a specific time to meet – based upon student's schedule, however be sure to provide the student with time to respond and reschedule, if time does not coordinate.)**

I believe that you **(select item(s) that most closely resemble the charges you think the student allegedly completed:)**

- a) **violated the acceptable practices of collaboration in working on the assignment; and/or**
- b) **engaged in cheating on your final; and/or**
- c) **plagiarized your paper; and/or**
- d) **arranged to have another person take your final;**
- e) **other;**

by **(describe the student's efforts)**.

If you have behaved as alleged, you have violated provisions of UWS/UWSP Chapter 14.03, which includes the following as acts of misconduct: **(select item(s) that most closely align with the charges you think the student allegedly completed:)**

- a. **Seeks to claim credit for the work or efforts of another without authorization or citation;**
- b. **Uses unauthorized materials or fabricated data in any academic exercise;**
- c. **Forges or falsifies academic documents or records;**
- d. **Intentionally impedes or damages the academic work of others;**
- e. **Engages in conduct aimed at making false representation of a student's academic performance;**

**Or**

**f. Assists other students in any of these acts;**

During our meeting:

1. I will explain to you the evidence that supports the allegations, and/ or conduct upon which I based my allegations.
2. You will have an opportunity to present evidence, witnesses, and arguments on your behalf.  
You will have an opportunity to present a written statement. You may also submit a written statement to me before the conference, if you wish.
3. You will have an opportunity to refute any and all charges against you.
4. You will have an opportunity to explain any mitigating circumstances you believe relevant.
5. You may be accompanied by one person of your choice, including legal counsel at your expense. This is neither necessary, nor recommended, but it is an option available to you.

If, after our meeting, I believe you are not guilty of academic misconduct, all charges will be dropped and the matter closed. If established to be true, this behavior may result in disciplinary action by the University under the informal adjudication provisions of UWS/UWSP Chapter 14.04. You are advised to familiarize yourself with the sanctions that could be invoked. You are referred to the Dean of Students Office web page to see the full chapter:  
<http://www.uwsp.edu/dos>.

Whatever my decision, determined during or after the discussion of this issue, you will receive a letter of decision from me within seven to ten days following our meeting or the date in which I have concluded the discussions with all students for whom I believe engaged in this collaboration with you, whichever is later. The letter will also explain appeal procedures.

These procedures are primarily designed to protect your rights as a student. They also serve to allow UWSP to deal in a manner it deems appropriate with students who engage in academic misconduct and minimally to uphold the academics integrity of the institution. If you have any questions concerning these procedures, you may contact me at my office phone at (715) 346-XXXX and leave a message, send me an email at [XXX@uwsp.edu](mailto:XXX@uwsp.edu), or contact the Dean of Students Office, 212 Old Main, (715) 346-2611.

**(Your Signature)**

**(Your Title)**

Cc: Office of the Dean of Students

## Template Letter for Faculty (Notification of Decision on Academic Misconduct)

Note: Place letter on letterhead and include entire letter—except any section of this template with text highlighted must be erased and replaced with the appropriate information.

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DATE: (Date of Letter)

TO: (Student's Name)

RE: NOTIFICATION OF DECISION ON (ALLEGED) ACADEMIC MISCONDUCT

After considering the evidence and the results of our conference/meeting on (date), I have concluded that you did engage in academic misconduct in my course (title, number, section number) on (date) by (description of the misconduct).

In response to your actions in my course, I have decided to impose the following disciplinary sanction: (specify in full).

As explained in Section 14.06 (3)(c) of the UWS/UWSP Chapter 14 – Academic Misconduct, you have the right to request within ten (10) days of the mailing of this report a hearing before the Academic Misconduct Review Committee or a hearing examiner. Should you make such a request, my decision will be stayed, pending the committee's determination. Should you **NOT** request such a hearing, my decision as to the facts and disciplinary sanction described above shall become effective.

A copy of this report has been filed with the Dean of Students Office so they may decide whether to seek further disciplinary action under Section 14.07 of the UWS/UWSP Chapter 14.

(Your Signature)

(Your Title)

Cc: Office of the Dean of Students

Department Chair

Academic Dean

Letters may be delivered to the student in person or mailed to his/her current local address (or home address if occurs during summer periods). An email copy of the letter may also be sent, but not substituted for the original letters sent to the student's physical address.