

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

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

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: Dean of Students Office

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.