***TEMPLATE: Academic Misconduct Meeting Request***

***\*Fill in yellow highlighted text, blue highlighted text must remain, add/adjust plain text verbiage as needed, delete red text, unhighlight all after editing.***

Date

Name of Student

Email address of student

Dear (Student),

I would like to schedule a time to meet with you. After reviewing some of your recent course work, I am concerned you may have engaged in academic misconduct. Specifically for your assignment (specific assignment) in course (title and number).

During our meeting, I will discuss my concerns regarding your academic work, and you can share your perspective or additional information as it relates to your work. Please be in touch with me to arrange a meeting no later than date. The best method of contacting me to schedule a meeting is by (phone number, email address, office hours, etc).

Based on the academic work you provided I suspect that you (Describe specific situation)

It is important for you to know, if you are found responsible, this behavior violates provisions of UWSP Chapter 14.03 Academic Misconduct:

(Only include violation(s) which align with alleged misconduct.)

1. **Seeks to claim credit for the work or efforts of another without authorization or citation**
2. **Uses unauthorized materials or fabricated data in any academic exercise**
3. **Forges or falsifies academic documents or records**
4. **Intentionally impedes or damages the academic work of others**
5. **Engages in conduct aimed at making false representation of a student’s academic performance**
6. **Assists other students in any of these acts**

If you choose not to schedule a meeting with me, you will not be able to share your perspective, and I will proceed based on the information available.

This meeting is to both understand what happened and discuss how we can work together and make your time at UWSP successful. During our meeting, if you would like, you may be accompanied by a support person of your choice.

It is also important for you to know that violations of university policy may result in disciplinary action under the adjudication provisions of UWSP 14.04(1)(a-j). You are encouraged to familiarize yourself with UWSP Chapter 14 which can be found here: [https://www.uwsp.edu/dos/Documents/UWS%2014-1.pdf](https://www3.uwsp.edu/dos/Documents/UWSP14-Final2019.pdf). These procedures are designed to protect your rights as a student.

You may also review a student guide to the academic misconduct process here: [Ch. 14 Student Guide](https://www3.uwsp.edu/dos/Pages/Student-Conduct.aspx)

If you have any questions concerning these procedures, you may contact me by (method of contact) or contact the Office of the Dean of Students at 715-346-2611 or [dos@uwsp.edu](mailto:dos@uwsp.edu).

Sincerely,

Instructor of Course

Cc: Office of the Dean of Students