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

***Use your department letterhead***

***\*Adjust highlighted text, delete red text\****

Date: MM/DD/YYYY

Name of Student

Email address of student

Dear Student,

I have reason to believe that you engaged in academic misconduct in my course (Title and Number). I would like to meet and discuss these allegations no later than date. The best method of contacting me to schedule a meeting is by (phone number, email address, office hours).

Based on the academic work you provided I believe that you: Describe specific situation.

If you behaved as alleged, you have violated provisions of UWSP Chapter 14.03 Academic Misconduct:

(Specify charge(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**

During our meeting, I will explain why I believe academic misconduct has occurred. You will have an opportunity to present evidence and witnesses on your behalf, and to explain any mitigating circumstances you believe relevant, and, if necessary, to refute the charges. Should you choose to not attend a meeting I will make a decision based on the information available.

Please remember that if you do not attend a meeting with me, you do not have the opportunity to respond to my allegations. Should you choose to meet with me regarding this issue, you may be accompanied by a representative or support person of your choice.

If established to be true, the behavior described may result in disciplinary action by the university under the adjudication provisions of UWSP 14.04(1)(a-j). You are advised to familiarize yourself with the sanctions that could be imposed. UWSP Chapter 14 can be found here: [https://www.uwsp.edu/dos/Documents/UWSP14-Final2019.pdf](https://www3.uwsp.edu/dos/Documents/UWSP14-Final2019.pdf)

These procedures are designed to protect your rights as a student. 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