***TEMPLATE: Academic Misconduct Written Outcome***

***\*Fill in yellow highlighted text, blue highlighted text must remain if responsible, 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 want to thank you for your time regarding this situation. After considering both the evidence and our discussion on (date), I have concluded that you (**did/did not)** engage in academic misconduct for your assignment (specific assignment) in course (title and number), and I am finding you **responsible/not responsible** for:

UWSP 14.03(1) (include only specified violation(s) sent in meeting letter-you cannot add new violations)

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**

I have come to my finding based on … provide description of academic misconduct/the nature of the misconduct and the assignment(s) involved. Include a description of the information and evidence you are basing your decision on and if or how your meeting informed your decision. You may also want to include any goals/expectations, or educational discussion points you had in your meeting, if applicable.

I am recommending the following sanction(s) be imposed:

(If NOT responsible, delete UWSP 14.04(1) sanctions a-j, and delete UWSP14.08 blue section).

UWSP 14.04(1) (include only specified sanction(s))

a. An oral reprimand

b. A written reprimand

c. An assignment to repeat work

d. A lower or failing grade on the particular assignment or test

e. A lower grade in the course

f. A failing grade in the course

g. Removal of the student from the course in progress

h. A written reprimand to be included in the student’s disciplinary file

\*\*If referring to the Office of the Dean of Students for (i-j): address letter and adjust language for DOS and cc: Student\*\*

i. Disciplinary probation

j. Suspension or expulsion from the university

Under Wis. Admin. Code UWSP 14.08, you have the right to a hearing before either an academic misconduct hearing examiner or committee to contest the determination that academic misconduct occurred, or the choice of disciplinary sanction, or both. You have ten calendar days from the day of this letter to request a hearing. Your request for a hearing must specify if you would like a hearing examiner or hearing committee and be directed to **the Office of the Dean of Students,** **dos@uwsp.edu****.** Should you not request a hearing within the time allowed, this determination of academic misconduct shall be regarded as final, and the disciplinary sanction sought shall be imposed.

UWSP Chapter 14 can be found here: [https://www.uwsp.edu/dos/Documents/UWS%2014-1.pdf](https://www3.uwsp.edu/dos/Documents/UWSP14-Final2019.pdf)

\*\*Based on your conversation, **if appropriate**, you could include a conclusion paragraph that encourages a continued relationship with the student. For instance, you could address: rebuilding rapport, how you hope to support the student’s academic success going forward, outline expectations for one or the both of you, and/or reflect positive elements of your conversation. This could be especially important if you know this student will be in future classes.

Sincerely,

Instructor of Course

Cc: Office of the Dean of Students