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

***Use your department letterhead***

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

Date: MM/DD/YYYY

Name of Student

Email address of student

Dear Student,

After considering the evidence and results of our meeting/correspondence on (date), I have concluded that you **did/did not** engage in academic misconduct in my course, (Title and Number).

Therefore, you **are/are not** being charged with a violation of Wis. Admin. Code UWSP 14 Student Academic Disciplinary Procedures. More specifically, I **am/am not** finding you responsible for: (if NOT responsible, delete UWSP 14.04(1) sanctions, and leave information regarding UWSP14.08).

UWSP 14.03(1) (include only specified violation(s))

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**

The incident that serves as the basis for this charge is description of academic misconduct including the nature of the misconduct and the assignment(s) involved. Include information and evidence you are basing your decision on and include what was discussed in meeting if applicable.

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

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 written 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**](mailto: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/UWSP14-Final2019.pdf](https://www3.uwsp.edu/dos/Documents/UWSP14-Final2019.pdf) Sincerely,

Instructor of Course

Cc: Office of the Dean of Students