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

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

Date: MM/DD/YYYY

Name of Student

Email address of student

I would like to meet with you about some of your course work because I have reason to believe that you may have engaged in academic misconduct in my course (Title and Number). I would like to meet to discuss these concerns 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 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**

During our meeting, I will explain why I suspect academic misconduct has occurred. I would like for you to share your perspective, present any information or evidence on your behalf, to include witnesses if any, and to explain any circumstances you believe to be relevant.

If you choose not to attend a meeting with me, you will not have the opportunity to share your perspective and I will make a decision based on the information available. During our meeting, if needed, you may be accompanied by a support person of your choice.

The purpose of this meeting is not merely to establish responsibility, but to discuss how we can work together and make your time at UWSP successful. It is also important to know violations to university policy 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/UWS%2014-1.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