

TEMPLATE OF ITEMS TO BE INCLUDED IN THE LETTER

INFORMING A STUDENT OF DECISION REGARDING ACADEMIC MISCONDUCT NO DISCIPLINARY ACTION

This letter is to the Student from the Department Head/Associate Dean/Dean/Director. The items sketched out below comprise the essential items that should be included in your letter to the student. The template is organized such that the items are ordered so that the letter will be clear and contain the necessary information for the student.

Each heading contains information that should be included in the letter and there are samples of text that you may wish to use or edit slightly for your own purposes. The headings themselves should not be included in your final letter.

A sample of a letter INFORMING A STUDENT OF DECISIONS REGARDING ACADEMIC MISCONDUCT NO DISCIPLINARY ACTION is included in the Sample Letters link.

1. Prepare your letter on official letterhead of the office of the author of the letter. Include in the heading the following details:

Date

Student Name & Student #

Student Address (options: registered mail, pdf letter via U of M email and hard copy via mail)

Dear _____:

Thank you for attending the meeting/hearing on DATE regarding the allegations of academic misconduct in COURSE #.

The following individuals were also in attendance: NAMES.

2. Inform student of decision:

This letter is to inform you that the allegations of academic misconduct in COURSE #, Section #, Term X have NOT been upheld.

For example,

The information provided to me including a review of the examination scripts has led me to believe that there was no copying by you during the examination in question. Therefore, the allegations of academic misconduct are dismissed and there is no disciplinary action. This matter is now closed.

Thank you for your cooperation with the investigation and if you have any questions or require further information, please contact me.

3. Copy letter to:

cc Associate Dean/Dean/Director

(if appropriate) Dean, faculty/unit of registration

Instructor/Professor involved in the matter