

LETTER TEMPLATE
INFORMING A STUDENT OF ALLEGATIONS OF ACADEMIC MISCONDUCT
INVOLVING ARTIFICIAL INTELLIGENCE

This letter template is intended for use by Department Heads/Associate Deans/Deans/Directors when informing students of an allegation of academic misconduct. The items outlined in the template below are essential and must be included in your letter to the student. The letter template is organized so that necessary information is presented clearly and concisely to the student.

Each heading contains information that must be included in the letter. Sample text is provided under each heading, which can be used verbatim or edited to align with the specific situation.

Delete the headings from the final letter that will be sent to the student.

- 1. Prepare 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 University of Manitoba Email Address (preferred method of delivery is via email)

Dear _____:

- 2. Inform student of allegations:**

The purpose of this letter is to inform you that an allegation of academic misconduct has been forwarded to my office regarding your conduct in COURSE #, Section #, Term X.

Your instructor has identified content in [identify the specific assignment, paper, exam in question] that appears to be completed, in whole or in part, by unauthorized and undeclared human or technological assistance (e.g., generative artificial intelligence).

- 3. Advise student of process:**

You are hereby advised that:

- My office has initiated an investigation of the allegation(s).*
- My office will conduct a meeting/hearing that you are asked to attend and to respond to the allegation(s). You may attend the meeting/hearing with a Student Advocate or representative. The following individuals will also be present at the hearing: NAMES.*
- (if appropriate) Because you are registered as a FACULTY/UNIT student, NAME will be informed and involved in the process moving forward.*
- (as required) Your records will be placed on “hold” until DATE.*
- Your status in the course where the matter is under investigation is not changed until this matter is resolved (i.e., student remains registered in the course).*

- 4. Inform student of Student Advocacy services and right to appeal:**

I strongly recommend that you contact Student Advocacy (520 University Centre, 474-7423) for advice and assistance. Your right to appeal decisions on this matter is detailed in the Student Discipline Bylaw (please see below).

- [Student Discipline Bylaw](#)

5. Provide information about supports:

Receiving this information can be distressing. Resources are available at the Student Counselling Centre, which provides free counselling and mental health support to University of Manitoba. Find more information about the Student Counselling Centre on their website:

<https://umanitoba.ca/student-supports/counselling-resources-students>. Contact the Student Counselling Centre by phone at 204 474-8592.

5. Provide links to the University of Manitoba's Academic Regulations, Requirements and Bylaws:

I also advise you to refer to the University of Manitoba's Academic Integrity regulations available at:

- [Academic Integrity](#)

6. Instruct the Student to arrange appointment:

Please call [insert your NAME] at [insert your PHONE NUMBER] to make an appointment to meet with me as soon as possible. It is important that you contact my office no later than [insert DATE (i.e., 10 working days as of the date on this letter)]. You are required to declare the Student Advocate or representative who may attend the hearing with you. If you do not contact my office by this date, I will proceed to a decision without the benefit of your input.

7. Copy letter to:

c. Associate Dean/Dean/Director

(if appropriate) Dean, faculty/unit of registration

Instructor/Professor involved in the matter