

TEMPLATE OF ITEMS TO BE INCLUDED IN THE LETTER

INFORMING A STUDENT OF ALLEGATIONS OF ACADEMIC MISCONDUCT

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 ALLEGATIONS OF ACADEMIC MISCONDUCT 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 or hard copy via mail)

Dear _____:

2. Inform student of allegations:

This letter is to inform you that allegations of academic misconduct have been forwarded to my office regarding your conduct in COURSE #, Section #, Term X.

For example,

- *During the final examination held on DATE, an invigilator alleges that you were in possession of unauthorized material in the form of XX.*
- *In the ASSIGNMENT, the professor alleges that you submitted plagiarized material in the use of uncited sources from XX.*
- *In the LAB REPORT, the professor alleges that you submitted material copied from XX.*

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 which you are asked to attend and respond to the allegation(s). You may attend with a Student Advocate or representative. The following individuals will also be present at the hearing: NAMES.*
- *(if appropriate) Since 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 links to the University of Manitoba’s Academic Regulations, Requirements and Bylaws:

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

- [Academic Integrity](#)

6. Instruct student to arrange appointment:

Please call NAME at PHONE # to make an appointment to meet with me as soon as possible. It is important that you contact my office no later than DATE (i.e., 10 working days as of the date on this letter). You will be 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*

TEMPLATE