

TEMPLATE OF ITEMS TO BE INCLUDED IN THE LETTER

INFORMING A STUDENT OF THE DECISION AND DISCIPLINARY ACTION REGARDING 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 DECISION AND DISCIPLINARY ACTION REGARDING 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 _____:

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 been upheld. For example,

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

3. List disciplinary actions:

In accordance with the Student Discipline Bylaw of the University of Manitoba, I hereby assign the following disciplinary actions:

For example,

- *A grade of XX on the ASSIGNMENT.*
- *A grade of XX in COURSE #.*
- *A “DISC” grade classification which will remain until DATE. At that time you may request removal in writing to the Registrar.*
- *The following “notation” on your academic record/transcript which will remain until DATE. At that time you may request removal in writing to the Registrar.*
- *A suspension from the DEPARTMENT/FACULTY/UNIT from DATE to DATE.*
* NOTE: Disciplinary actions must be assigned by disciplinary authority with the appropriate jurisdiction.

4. Re-notify student of Student Advocacy services and right to appeal

I again recommend that you consult Student Advocacy (520 University Centre, 474-7423) for further assistance.

As per the University of Manitoba Student Discipline Bylaw (Sections 2.6, 2.7, 2.8), you have the right to appeal the decisions stated in this letter by submitting a notice of appeal (appeal letter) to NAME 1 by DATE (i.e., 10 working days as of the date on this letter). Your appeal letter shall clearly indicate your appeal of: (a) the finding of facts; (b) the disposition; or (c) both.

¹ for decisions by Department Head, appeal letter submitted to Associate Dean/Dean/Director
for decisions by Associate Dean, appeal letter submitted to Dean
for decisions by Dean/Director, appeal letter submitted to Chair, Local Discipline Committee

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

The relevant regulations, requirements and bylaws of the University of Manitoba are available at:

- [Academic Integrity](#)
- [Student Discipline Bylaw](#)

6. Copy letter to:

*cc Associate Dean/Dean/Director
NAME (recipient¹ of the Notice to Appeal)
(if appropriate) Dean, faculty/unit of registration
Instructor/Professor involved in the matter
Registrar’s Office*