

**TEMPLATE OF ITEMS TO BE INCLUDED IN THE LETTER**  
**INFORMING A STUDENT OF THE DECISION AND DISCIPLINARY ACTION**  
**REGARDING ACADEMIC MISCONDUCT**

**in cases of**

**Multiple Faculty Disciplinary Actions**

This letter is to the Student from the Department Head/Associate Dean/Dean/Director of the Faculty/School or unit of the course wherein the infraction occurred ('Course' Faculty).

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.

The UM Student Discipline website has additional resources such as sample letters.

[http://umanitoba.ca/student/resource/student\\_advocacy/academicintegrity/](http://umanitoba.ca/student/resource/student_advocacy/academicintegrity/)

**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.*

**Note: In this instance a representative from the Faculty/School or unit in which the student is registered ('Home' Faculty) will have been in attendance to consult on the matter. Other individuals might include a recording secretary.**

## 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/SCHOOL/UNIT from DATE to DATE.*

**NOTE: These disciplinary actions have been assigned in consultation with Name, ('Home' Faculty).**

## 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.*

<sup>1</sup> 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

**Note: The Local Discipline Committee will be that of the Faculty offering the course. Representation from the student's home faculty can be on the committee.**

**6. 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: For example (select and insert the appropriate link addresses). In all cases you should refer to the Student Discipline ByLaw link.*

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

**7. Copy letter to:**

*cc Associate Dean/Dean/Director  
NAME (recipient of the Notice to Appeal)  
Dean, faculty/school/unit of registration ('Home' Faculty)  
Instructor/Professor involved in the matter  
Registrar's Office*