LETTER TEMPLATE - EDUCATIONAL OUTCOMES IN CASES OF ACADEMIC MISCONDUCT

1. **In-person educational support:**

In cases of academic misconduct due to a lack of understanding of expectations and/or academic skills, disciplinary authorities may require the student to meet with the Academic Integrity Coordinator (AIC). The AIC will assess the student’s needs, consult with service providers, and determine the appropriate educational programming for a successful return to studies. The AIC will connect the student to the relevant support and confirm with the academic unit once the programming is complete. Disciplinary authorities may consult the Academic Integrity Coordinator if they are unsure whether a student is a suitable candidate for in-person post-discipline educational support. The Academic Integrity Coordinator may be reached at: 204-474-9948 or AcademicIntegrity@umanitoba.ca.

Please copy the Academic Integrity Coordinator on the decision letter and set a deadline for contact by the student (e.g., recommended three weeks from date of decision letter).

**Sample wording to include this outcome in letters:**

You are required to meet with the Academic Integrity Coordinator by no later than **[PROVIDE A 3-WEEK DEADLINE].** The Academic Integrity Coordinator may require the completion of additional educational programming, and you must adhere to the deadline set forth or risk additional disciplinary action. Call 204-474-6209 to make an appointment with the Academic Integrity Coordinator on or before the above deadline.

The Academic Integrity Coordinator will help you identify current and anticipated challenges in completing your coursework, review the expectations for academic integrity, and identify an educational program to assist you in returning to successful studies and avoiding repeat allegations. Once you have met with the Academic Integrity Coordinator and all educational requirements have been met, confirmation will be sent to you and **[PROVIDE STAFF EMAIL ADDRESS].** If this case involves plagiarism, please bring a copy of your assignment with you to the meeting.

1. **Reflections on Academic Integrity Course:**

Decision makers may implement this course in addition to or in place of an in-person educational outcome. The course provides a basic understanding of academic integrity expectations and is suitable for students involved in any case of academic misconduct. Please copy the Academic Integrity Coordinator (AcademicIntegrity@umanitoba.ca) on the decision letter.

**Sample wording to include this outcome in letters:**

You are required to complete the course *Reflections on Academic Integrity* by logging into your UM Learn account. This course will help you to better understand the expectations of the University as it relates to academic integrity as well as reflect on strategies for completing the remainder of your studies successfully. You must complete all components of the course, including all content, activities and knowledge checks. You will not be able to proceed to the end of the course without meeting each module’s requirements. You must complete the tutorial and the quiz by **[PROVIDE A 2-WEEK DEADLINE**]. Failure to do so may result in further disciplinary action.

This letter has been copied to the Academic Integrity email so that you can be added to the course. This is a manual process, so please allow 2-3 days for this to occur. Once you have completed the course and all of its components, confirmation will be sent to you and to **(PROVIDE STAFF EMAIL ADDRESS).**

Contact the Academic Integrity email at [AcademicIntegrity@umanitoba.ca](mailto:AcademicIntegrity@umanitoba.ca) if you have difficulty accessing or completing the course.