

TEMPLATE OF ITEMS TO BE INCLUDED IN THE LETTER

INFORMING A STUDENT OF THE DECISION AND PENALTY REGARDING ACADEMIC DISHONESTY

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 PENALTY REGARDING ACADEMIC DISHONESTY 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 and hard copy via mail)

Dear _____:

Thank you for attending the meeting/hearing on DATE regarding the allegations of academic dishonesty 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 dishonesty 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 penalties:

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

For example,

- An assignment (*DESCRIBE*) to be submitted to *NAME* by *DATE*.
 - A grade of *XX* on the *ASSIGNMENT*.
 - A grade of *XX* in *COURSE #*.
 - A “*CW*” or “*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: Penalties must be assigned by disciplinary authority with the appropriate jurisdiction.

4. (Use this as required) State consequences of not adhering to remedial penalties or conditions:

Please be advised that if you do not submit the assignment by DATE, the following penalties will be assigned: For example,

- A grade of *XX* on the *ASSIGNMENT*.
- A grade of *XX* in *COURSE #*.
- A “*CW*” or “*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*.

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

I again recommend that you consult the Student Advocacy office (519 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

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: Academic Integrity (Plagiarism and Cheating)

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

<http://webapps.cc.umanitoba.ca/calendar10/regulations/plagiarism.asp>

Examination Personation

http://webapps.cc.umanitoba.ca/calendar10/regulations/exams/exams_personation.asp

Student Discipline Bylaw

http://umanitoba.ca/admin/governance/governing_documents/students/868.htm

7. 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

University Registrar