

DATE

Student’s Full Name

Student’s email

Dear Student’s name,

This letter confirms our email correspondence on DATE and meeting on DATE in regards to the incident in which it is alleged that you engaged in academic misconduct in NAME OF CLASS.

Based upon my investigation, I believe that you STATE THE ALLEGED MISCONDUCT

When a student violates University rules and regulations, some type of disciplinary action is warranted. You are being cited from the Wisconsin Administrative Code, Chapter UWS 14:

CHOOSE APPROPRIATE POLICY VIOLATION FROM 14.03

I am recommending the following sanction(s):

CHOOSE APPROPRIATE SANCTION FROM 14.04

The above sanction(s) will become effective after ten days following the date of this letter. In accordance with UWS 14.06(3)(c) you may request a hearing before the academic misconduct hearing committee to contest the determination that academic misconduct occurred, or the choice of disciplinary sanction(s), or both. A written

request for a hearing must be received by the Dean of Students Office within ten days of the date of this letter. If there is no request for a hearing, the sanction(s) will become final.

A copy of this letter will be sent to the Dean of Students Office to be included in your disciplinary file. If there is a previous instance of academic misconduct, the Dean of Students Office will determine whether to seek additional disciplinary action, which could include disciplinary probation, suspension or expulsion.

Further information regarding Student Academic Disciplinary Procedures may be found in http://www.uwosh.edu/deanofstudents/university-polices-procedures. You may also request a hard copy from the Dean of Students Office. I suggest that you familiarize yourself with the information, which is contained in these materials.

Sincerely,

FACULTY MEMBER’S NAME

cc: Buzz Bares, Dean of Students Office

Department Chair IF REQUIRED

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(In addition, an instructor may also recommend that the Dean of Students Office consider imposing sanction(s) under UWS 14.04(1)(i) or (j): disciplinary probation, suspension or expulsion. In this case, the instructor should contact the Dean of Students Office about tailoring this letter and referring the matter to the Dean of Students

Office.)