Date

TO: (Student’s Name
   Address
   City, State, ZIP)

**Explanation of the Facts**
After considering the evidence and the results of our conference on (date), I have concluded that you did engage in academic misconduct in my course (title and number) on (date). I believe that the following facts support my conclusion (Provide a full explanation of the facts on which your conclusions are based)

**Supporting Instructor’s Conclusion**

**Disciplinary Sanction**
In response to your actions in my course, I have decided to recommend the following disciplinary sanctions: (specify in full)

**Notification of Right to a Hearing**
You have the right to request within ten (10) days of the mailing or personal delivery of this report a hearing before the Academic Misconduct Hearing Committee. If you decide to exercise this right, please send a written request to:

(For Undergraduate Student Cases)
Abby Meddaugh
Associate Dean of Students
Dean of Students Office
Student Union 345
University of Wisconsin–Milwaukee
2200 E. Kenwood Blvd.
Milwaukee, WI 53211

(For Graduate Student Cases)
Marija Gajdardziska-Josifovska
Dean
Graduate School
Mitchell Hall, Suite 251
University of Wisconsin–Milwaukee
P.O. Box 340
Milwaukee, WI 53201-0340

If you request a hearing, my decision will be stayed pending the Committee’s decision. Should you not request a hearing, the disciplinary sanction(s) described above shall become effective.

(Instructor’s Signature,
Name & Department)

enclosure: UWM Disciplinary Procedures

cc: Investigating Officer of student’s school or college
   Rebecca Freer, Interim Dean of Students
   Abby Meddaugh, Associate Dean of Students, Dean of Students Office
   (and, if a Graduate Student case, also:)
   Marija Gajdardziska-Josifovska, Dean, Graduate School
   Jason Puskar, Associate Dean of the Graduate School
   Vicky Everson, Graduate School Coordinator for Academic Appeals