[Insert school/colleges letter head]

[Date]

[Student’s Name]

[Address]

[City, State, ZIP]

**[If a conference occurs]** 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 of incident]. I believe that the following facts support my conclusion:

**[If a conference does not occur]** After considering the evidence I have and with the understanding that you did not respond to the conference request sent on [date] by [1 week after email was sent], I have concluded that you did engage in academic misconduct in my course [title and number] on [date of incident]. I believe that the following facts support my conclusion:

* [Provide a full explanation of the facts on which your conclusions are based, including supporting evidence, and if warnings/feedback was provided prior to this incident (including dates)]

In response to your actions in my course, I have concluded that you violated:

* [specific UWS violation, i.e. UWS 14.03 (c) forging or falsifying academic documents or records],

Therefore, I am recommending the following disciplinary sanctions:

* [specify in full, i.e., UWS Chapter 14.04 j. suspension for 1 year]

You have the right to request within ten (10) days of the date of this report a hearing before the Academic Misconduct Hearing Committee. If you decide to exercise this right, please send a written request to: (Group C sanctions receive an automatic hearing, student can send written requests to waive this right-If you are recommending Group C Sanctions, please contact the Dean of Students Office prior to the letter going out)

Abby Meddaugh

Associate Dean of Students

Dean of Students Office

Dos@uwm.edu

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 Chapter 14: Disciplinary Procedures

cc: Investigating Officer of student’s school or college

Abby Meddaugh, Associate Dean of Students

Molly Lynn, Administrative Specialist