[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, e.g., UWS 14.03 (a) Seeks to claim credit for the work or efforts of an other without authorization or citation]

Therefore, I am recommending the following disciplinary sanctions:

* [specify in full, e.g., UWS Chapter 14.04 (d) A lower or failing grade on the particular assignment or test]

You have the right to request within ten (10) days of the date of this report a hearing before the Graduate School Scholastic Appeals Committee. If you decide to exercise this right, please send an [Academic Misconduct Hearing Request Form](https://uwm.edu/graduateschool/wp-content/uploads/sites/646/2023/12/AcademicMisconductHearingRequestForm2023-12.pdf) 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 Graduate School prior to the letter going out)

Kris O’Connor

Interim Vice Provost for Research and Dean of the Graduate School

Graduate School

[gs-appeals@uwm.edu](mailto:gs-appeals@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](https://apps.uwm.edu/secu-policies/storage/faculty/1686.pdf)

cc: Investigating Officer of student’s school or college

Kris O’Connor, Interim Vice Provost for Research and Dean of the Graduate School

Bonnie Klein-Tasman, Graduate School Associate Dean

Graduate School Appeals Coordinator  
Abby Meddaugh, Associate Dean of Students