

DATE: [Date]

TO: [Student Name]

 [Address/Email]

FROM: [Professor Name]

Cc: Academic Integrity Specialist

 [Dean of College]

 [Department Chair]

RE: **Written Determination of Suspected Academic Misconduct**

Dear [Student Name],

I am writing this notification as a follow-up to our conversation on **[date, time, and location of the Initial Meeting];** regarding suspected Academic Misconduct (Policy 6.33).

In our meeting, we discussed **[Include a clear and concise statement of the allegations giving rise to the Initial Meeting]**

Based on the following information **[explain the supporting and refuting evidence that was considered and what information was persuasive in reaching the conclusion]**; the Preponderance of Evidence indicates that you **[have/have not]** engaged in Academic Misconduct.

\*\*End Letter of Notification of Written Determination here if the Preponderance of Evidence does **NOT** suggest that Student engaged in Academic Misconduct. Copy any emails to the Academic Integrity Specialist\*\*\*

As we discussed, this qualifies as **[Specific act of Policy #6.33, e.g. Plagiarism, Cheating, Fabrication, etc.]** and violates Policy 6.33. Specifically, **[explain the conduct–as determined by the findings of fact–and how the conduct meets the definition of Academic Misconduct. Copy and paste the appropriate definition as given in section III of Policy 6.33].**

As a result of this violation of Policy 6.33, it has been decided **[Insert a clear and concise statement outlining any Sanctions that will be imposed].** This sanction was decided upon **[A statement explaining the justification for the determined Sanctions].**

A copy of this letter will be sent to the Academic Integrity Specialist, and a note of this incident will be made in their records. If you have been found responsible for violating the Academic Misconduct policy previously, or if you are involved in any additional incidents of this nature, further consequences, up to and including dismissal from the University, may be imposed.

You have the right to appeal this decision and may request, via an email to the Academic Integrity Specialist within five (5) Days of this Written Determination being sent, that the matter be reviewed. The Academic Integrity Specialist may consider any of the following during the review:

1. There was a denial of adequate and fair due process that resulted in a material error that impacted the outcome of the process.
2. This Policy was applied in a Clearly Erroneous manner in reaching the decision on violation findings.
3. Evidence from both the Student and the Faculty and evaluate its weight, persuasiveness, probative value, and sufficiency in concluding the Preponderance of Evidence demonstrates Academic Misconduct.
4. The Sanction imposed was not appropriate for the violation(s) which the Respondent was found to have committed.
5. There is new evidence or information that was not reasonably available at the time of the Initial Meeting which is reasonably likely to affect the outcome of the process.
6. Previous Academic Misconduct. In such instances the Academic Integrity Specialist may impose a more severe and/or additional Sanction(s) than originally determined by the Faculty.

Please consult SUU Policy #6.33 for further details (available online at <https://www.suu.edu/policies/06/33.html>).

If you have any further questions regarding this situation, please do not hesitate to contact me.

Sincerely,

**[Faculty Name]**