**Notice of Suspected Academic Misconduct**

<< Date>>

<<Student Name>>

<<Student Email Address>>

Sent by Email **PRIVATE & CONFIDENTIAL**

Dear <<Student First Name>>

I am writing to share a concern I have regarding a recent irregularity I learned about as it pertains to <<ASSIGNMENT/EXAM NAME>>. I am concerned that <<CLEAR, CONCISE DESCRIPTION OF FACTS>>. If this description is accurate, you may have violated the University’s policy that prohibits academic misconduct ([SUU Policy # 6.33](https://www.suu.edu/policies/06/33.html)). The specific provision that is implicated by the alleged conduct is <<BASIS for ALLEGED POLICY VIOLATION>>.

To resolve this concern and implement the requirements of the policy, I am requesting to meet with you for an Initial Meeting (see Section IV.C.2.c.). The Initial Meeting will allow us to discuss (1) the resolution process for allegations of academic misconduct, (2) information and evidence I’ve gathered related to my concerns, and (3) information you may have that would indicate you did not violate the policy. To the extent possible, we need to meet within five (5) days of the date of this letter. Our meeting can be held on Zoom or in-person. **Would you please email me your availability over the next five (5) school days so we can find a time that works for us both?**

It is important that we meet so I can hear your perspective and explanation. Should you not respond to this letter or decline to meet with me, please know that I can proceed with the process and that might lead to an unfavorable outcome for you. In an effort to make the meeting more accessible, we can have an Academic Officer (e.g., the Department Chair, Associate Chair, Dean or Associate Dean) join us. Having a third-party present can provide an independent observer to ensure the policy is implemented fairly and consistently. If you would like to have an Academic Officer present at the meeting, please include that request in your email. If I request their presence, I will let you know that they will attend before we meet.

Under the policy, I have a responsibility to evaluate all available information regarding the alleged academic misconduct. That includes information that may indicate or infer you did not violate the policy. In evaluating the evidence and determining whether that evidence supports a conclusion that you violated the policy, I must find that a preponderance of the evidence exists. The preponderance of evidence is the standard of evidence required by the policy. It simply means the evidence must indicate it is more likely than not that you violated the policy. We will be able to discuss this at greater length during our meeting.

I have included Policy # 6.33 as an attachment to this letter. I would encourage you to carefully read the policy and generate questions you may have so we can discuss them at the Initial Meeting. The policy limits your ability to withdraw from the class now that you know about this concern. Additionally, this letter and any additional information related to the letter will become part of your educational record. For this reason, your participation will help address any discrepancies or inaccuracies that may exist in these records.

If you have questions about this letter, please contact me as soon as possible. You can reach by email at <<faculty email>> or by phone at <<faculty phone number>>. You can also stop by my office during my regular office hours. I am hopeful that we can resolve this matter as quickly and effectively as we can.

Sincerely,