

DATE: <<DATE OF NOTICE>>

TO: <<STUDENT NAME>>

FROM: <<PROFESSOR NAME>>

Cc: XXXXX Name, Academic Integrity Specialist

 [Dean of College]

 [Department Chair]

RE: Notice of Suspected Academic Misconduct (Policy 6.33)

It appears in your efforts to complete <<ASSIGNMENT/EXAM NAME>>, [INSERT DATE OF VIOLATION], you may have engaged in Academic Misconduct, as defined in the Academic Misconduct Policy ([SUU Policy 6.33](https://www.suu.edu/policies/06/33.html)), by [Add specific suspected POLICY VIOLATION (e.g. Plagiarism, Fabrication, Cheating, etc.) as evidenced by [insert concise description of the FACTS and INFORMATION that led to the suspicion; for example*: “The Turnit in score on Paper #2, identified 95% plagiarized”*.]

To address this allegation, **you will need to meet with me for an Initial Meeting as prescribed by the policy**. Please contact me within the next 72 hours to schedule an appointment to meet with me within five (5) Days of my sending this notice to you.

You may reach me at <<PROFESSOR EMAIL>> or by calling <<PROFESSOR PHONE>>. If you are unable to reach me by phone, please leave a message including the times you would be available to meet. At this time, you may also request to have an Academic Officer, such as the department chair or dean, present at the Initial Meeting.

At the Initial Meeting, we will discuss (1) the University’s process for resolving alleged violations of the Academic Misconduct Policy, (2) the source of the information alleging your violation, (3) whether you are responsible for the violation and your view of the allegations and (4) if you did violate the policy, possible sanctions.

Within five (5) days of our Initial Meeting, I will send (email) you a written determination of the outcome. This written determination will inform you of any sanctions that will be imposed if, based on the preponderance of evidence, it is more likely than not, that you have engaged in Academic Misconduct. If the preponderance of evidence indicates that Academic Misconduct has not occurred, the written determination will indicate this and no sanctions will be imposed.

As you prepare for our Initial Meeting, you should carefully review the Academic Misconduct Policy at <https://www.suu.edu/policies/06/33.html> and the expectations outlined in the course syllabus.

Prior to our Initial Meeting and decision-making period, you will not be allowed to withdraw from the course to avoid accountability for the alleged violation, nor may you withdraw after the resolution process has concluded to mitigate the consequence of a violation.

You should also be aware that if you fail to respond to this notice and/or fail to attend the Initial Meeting:

* I may conclude that you violated the policy and impose a commensurate sanction for the violation, which could result in a failing grade for the course.
* This notice will become part of your permanent educational record, so it is imperative that you respond to resolve any discrepancies or inaccuracies.

If you are found responsible for violating the policy in this course, I will request that the Academic Integrity Specialist include the violation in your educational record. Students who violate the Academic Misconduct Policy more than once may be dismissed from the University.

If you have questions about this notice, please contact me at the above email, or the Academic Integrity Specialist at XXXXX

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

Sincerely,

[Faculty Name]