University of Wisconsin River Falls

Academic Misconduct Instructor's Preliminary Investigation Letter

DATE:

TO:

My preliminary investigation indicates that you may have committed academic misconduct in my course (TITLE AND COURSE NUMBER) on (DATE). I believe that the following facts support my conclusion:

FACTS:

If misconduct is confirmed, I propose the following academic disciplinary procedures:

SANCTION:

I propose that we have a meeting with the Chair of the (insert department) within the next ten days to discuss this matter and to review evidence that is the basis of my concern. Please contact me by (insert arrangements) to schedule a meeting. Alternately, you may choose to accept the academic penalty with no further discussion or meeting. Failure to schedule a meeting within ten days will indicate that you have elected to accept the proposed discipline for the alleged misconduct. I encourage you to meet with me so that we can help you understand what happened so that we can also help you understand why UWRF takes plagiarism and other forms of academic misconduct so seriously.

Following our proposed meeting, as explained in Section 14.15 of the University of Wisconsin System Student Academic Disciplinary Procedures, you have the right to request within ten (10) days, a hearing before the Academic Misconduct Review Committee. Your request for a hearing must be made in writing, to the Associate Vice Chancellor for Student Affairs (University Center). Should you make such a request, my decision will be stayed pending the Board's determination. Should you not request such a hearing, my decision as to the facts and the academic disciplinary penalty described above shall become effective.

A complete copy of the University of Wisconsin System Student Disciplinary Procedures Chapter 14 U.W. S. as passed by the board of Regents and implemented by University of Wisconsin River Falls may be found at: http://www.uwrf.edu/sa

Sincerely,

Cc: Associate Vice Chancellor for Student Affairs

(Name) Department Chair

NOTE: This letter must either be delivered to the student in person or mailed to the student's current address as maintained at the institution.