\*\*For sanctions d-h only\*\*

*(d. Lower or failing grade on assignment or test, e. Lower grade in course, f. Failing grade in course, g. Removal from course, h. Written reprimand in file)*

[MM/DD/YYYY]

To: [STUDENT’S NAME]

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] by [DESCRIPTION OF THE MISCONDUCT].

In response to your actions in my course, I have decided to recommend the following disciplinary sanction: [SPECIFY IN FULL].

As explained in Section 14.05(3), 14.06(3)(c), 14.07(5)(c) of the University of Wisconsin System Academic Disciplinary Procedures ([https://docs.legis.wisconsin.gov/code/admin\_code/uws/14](http://docs.legis.wisconsin.gov/code/admin_code/uws/14.pdf)), you have the right to request a hearing before the Academic Misconduct Review Committee. Should you make such a request, you must submit your request in writing to the Student Life Office (149 Main Hall) within ten (10) days of receipt of this notice. Should you exercise this right, my decision will be stayed pending the committee’s determination. Should you NOT request such a hearing, my decision as to the facts and the disciplinary sanction described above shall become effective. If you have questions regarding this procedure, you are to contact the Student Life Office.

Copies of this report have been filed with the Student Life Office and with the Dean of your college/school.

[INSTRUCTOR’S SIGNATURE], 8/31/20

CC: Student Life Office

 [DEAN OF THE STUDENT’S COLLEGE/SCHOOL]

\*\*For sanctions i-j only\*\*

*(i. Probation, j. suspension or expulsion)*

[MM/DD/YYYY]

To: [INVESTIGATING OFFICER/STUDENT LIFE OFFICE]

After considering the evidence and the results of our conference with [STUDENT] on [DATE], I have concluded that [HE/SHE/THEY] did engage in academic misconduct in my course [TITLE AND NUMBER] on [DATE] by [DESCRIPTION OF THE MISCONDUCT].

In response to [STUDENT NAME]’s actions in my course, I have decided to recommend the following disciplinary sanction: [SPECIFY IN FULL].

[INSTRUCTOR’S SIGNATURE], 8/31/20

CC: Student Life Office

 [DEAN OF THE STUDENT’S COLLEGE/SCHOOL]