**PRIVATE & CONFIDENTIAL**

**Academic Misconduct Written Determination**

DATE: [Date]

TO: [Student Name]

 [Address/Email]

 [Course Name, Number, and Section; example KIN-4030-02]

FROM: [Professor Name]

Cc: Academic Integrity Specialist (Abigail Larson; abigaillarson@suu.edu)

 [Dean of College]

 [Department Chair]

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

Dear <<Student First Name>>,

As you know, we met on <<Initial Meeting Date>> at <<Initial Meeting Time>> in <<Initial Meeting Location>> to discuss the possibility that you may have violated the University’s policy on Academic Misconduct ([SUU Policy # 6.33](https://www.suu.edu/policies/06/33.html)). Specifically, I was concerned that <<Insert a clear and concise statement of the allegations>> constituted <<Insert the policy violation>>. The policy defines <Insert Policy Violation>> as

<<“Insert the precise definition of Policy Violation (e.g., Plagiarism, Cheating, etc.)”>>

During our meeting we explored the information and evidence that supported the assertion that you did violate the policy. That evidence included:

1. Source of Evidence 1
2. Source of Evidence 2

We also considered the following information, evidence, and explanations that you offered:

1. Student Source of Evidence 1
2. Student Source of Evidence 2

These numbered lists constitute the totality of the evidence that was available to inform my decision as to whether a preponderance of evidence exists to conclude you have violated the policy. A preponderance of evidence is operationally defined as having sufficient information to conclude a violation of policy is more likely than not to have occurred.

As I contemplated the strength and relevance of this information and evidence, I am persuaded that you <<did or did not>> violate the policy for the following reason(s): <<explain your reasons and analysis of evidence>>.

Having determined that you did **not** violate the University’s policy on academic misconduct, I will consider the matter resolved. Thank you for your engaged participation, composure, and candor in the process. Even though it was unsettling to be suspected of academic misconduct, you demonstrated resilience and effectively advocated for yourself by sharing accurate information that helped me see the situation in a different way.

OR

Having determined that you violated the University’s policy on academic misconduct, I am inclined to impose the following sanction(s):

1. Sanction 1
2. Sanction 2

I view these sanctions as commensurate and fitting for this situation because <<explain the rationale for the sanction>>

In the event you believe my determination is wrong, you may request to have this matter reviewed by the Academic Integrity Specialist. You have five (5) days from the date of this letter to email a request to the Academic Integrity Specialist, Abigail Larson, at abigaillarson@suu.edu. The Academic Integrity Specialist may review the accuracy of my determination, the appropriateness of the sanctions, and the extent to which I have followed the policy in reaching this determination. The policy provides for this review to ensure that I have thought about this situation consistently with the policy.

Even though I have concluded you engaged in academic misconduct, I do not harbor ill feelings or animosity towards you. The opposite is true. I view this process as an opportunity that invites you to grow and change as a student and scholar. I am anxious to help you learn from this experience, and I would be willing to help you identify skills, strategies, and resources that can empower you to avoid such mistakes in the future. I hope you’ll take me up on this offer.

I recognize that this letter will be difficult for you to receive, and that it may invite a range of emotional responses that could be challenging to process. If that is the case, I would invite you to connect with the emotional wellness resources we have available at the University. You can learn more about these helpful resources at <https://www.suu.edu/mentalhealth/> or make an appointment at the Counseling Center by calling 435-865-8621.

Sincerely,

[Faculty Name]