**Academic, Scholarly, and Professional Integrity and Misconduct Notification Template and Samples:**

Purpose:

The purpose of the following document is to provide faculty guidance in crafting academic misconduct notification letters to students. These letters notify students and provide a summary of information of why you are reporting the incident through the Academic, Scholarly, and Professional Integrity and Misconduct Process. In addition, this letter informs the student of their rights in the process.

Template:

DATE  
FULL NAME OF STUDENT  
ID# OF STUDENT  
University of Connecticut

Dear FIRST NAME OF STUDENT,

This letter serves as a follow up to our meeting on (INSERT Date). (INSERT a summary of your discussion). Specifically, this incident of misconduct would be (INSERT Alleged Violation/s (Violations: Cheating, Plagiarism, Misrepresenting, or Non Compliance)) as defined in the University of Connecticut’s, [Academic, Scholarly, and Professional Integrity and Misconduct (ASPIM), Policy](https://policy.uconn.edu/2023/07/11/academic-scholarly-and-professional-integrity-and-misconduct-aspim-policy-on/).  Due to this discovery, I must follow the Procedures for Addressing Alleged Violations of the Policy on Academic, Scholarly, and Professional Integrity and Misconduct as set in Appendix A of [*Responsibilities of Community Life: The Student Code*](https://community.uconn.edu/the-student-code/the-student-code-pdf/).

Specifically, as we discussed yesterday, my evidence for this allegation is (INSERT Evidence that supports the allegation)

Therefore, you are being informed that it is my intent to impose (INSERT academic consequence) as indicated in the syllabus. Should this matter not be resolved when final grades are due a grade of an ‘I’ will be indicated. In accordance with *The Student Code*, you may request a hearing with the Academic, Scholarly, and Professional Integrity and Misconduct Hearing Board if you disagree with the allegations.  You have five business days following outreach from the Office of Community Standards to submit a written request for a hearing.  If Community Standards does not receive any communication from you, the said academic consequence will be imposed.

The Community Standards staff members are available to meet with you to review The Student Code and answer any questions that you may have regarding academic integrity or students rights as set forth under The Student Code. Please note that a copy of this letter is forwarded to Community Standards, who has the right to convene the Academic and Scholarly Hearing Panel or Administrative Review Process to consider additional sanctions if you have a significant student conduct history.

You may reach Community Standards at (860) 486-8402 Monday through Friday from 8:00 a.m. to 5:00 p.m., via email at [community@uconn.edu](mailto:community@uconn.edu), or visit online at [www.community.uconn.edu](http://www.community.uconn.edu).

Sincerely,

SIGNATURE  
NAME  
TITLE

**SAMPLE LETTER:**

January 29, 2023

Betty Aubuchon

ID# 1234567

University of Connecticut

Email:Betty.aubuchon@uconn.edu

Dear Betty:

This letter serves as a follow up to our meeting on January 29, 2023.  Based on our conversation and the evidence I have, I must inform you that I have reason to believe that you were involved in an instance of academic misconduct in History 2897-SEC8. Specifically, this incident of misconduct would be plagiarism as defined in the University of Connecticut’s, [Academic, Scholarly, and Professional Integrity and Misconduct (ASPIM), Policy](https://policy.uconn.edu/2023/07/11/academic-scholarly-and-professional-integrity-and-misconduct-aspim-policy-on/).  Due to this discovery, I must follow the *Procedures for Addressing Alleged Violations of the Policy on Academic, Scholarly, and Professional Integrity and Misconduct* as set in Appendix A of [*Responsibilities of Community Life: The Student Code*](https://community.uconn.edu/the-student-code/the-student-code-pdf/).

Specifically, as we discussed yesterday, my evidence for this allegation is a term paper, submitted by you on January 4, 2023, to Husky CT, on the subject of the settlement of Rock Port, Maine.  This same paper was located on a college papers for sale service entitled “Rock Port, Maine:  1600-1890”.  The paper that you submitted was verbatim in text and shared the same citations. Additionally, you indicated during our meeting that you had accessed this paper, and during our conversation you were unable to identify the source of your citations and explain why you used them in the paper.

Therefore, you are being informed that it is my intent to impose the letter grade of ‘F’ for the course. In accordance with *The Student Code*, you may request a hearing with the Academic, Scholarly, and Professional Integrity and Misconduct Hearing Board if you disagree with the allegations.  You have five business days following outreach from the Office of Community Standards to submit a written request for a hearing.  If Community Standards does not receive any communication from you, the said academic consequence will be imposed.

The Community Standards staff members are available to meet with you to review *The Student Code* and answer any questions that you may have regarding academic integrity or students rights as set forth under *The Student* *Code*.  Please note that a copy of this letter is forwarded to Community Standards, who has the right to convene the Academic, Scholarly, and Professional Integrity and Misconduct Hearing Board to consider additional sanctions if you have a significant student conduct history.

You may reach Community Standards at (860) 486-8402 Monday through Friday from 8:00 a.m. to 5:00 p.m., via email at community@uconn.edu, or visit online at www.community.uconn.edu.

Sincerely,

Emile Jones

Professor of History

cc: Community Standards, Unit 4119