Sample of Instructor’s Written Report for 
Academic Misconduct in accordance with UWS 14

(Date)

(Student’s complete name) (Student’s ID number) 
(Student’s e-mail address)

Dear (Student's name):
This letter confirms our meeting on (date) to discuss the allegation of academic 
misconduct against you. I have outlined my finding, the information related to the 
investigation of this matter, and recommended sanction.

Finding
After considering the relevant information and the results of our conference on (date), I 
have concluded that on (date) you did engage in academic misconduct in my course (title 
and number) by (description of the misconduct).

Your conduct violated UWS (insert specific code/s from below here) 
  14.03 (a) Seeks to claim credit for the work or efforts of another with-out 
  authorization or citation
  14.03 (b) Uses unauthorized materials or fabricated data in any academic exercise; 
  14.03 (c) Forges or falsifies academic documents or records 
  14.03 (d) Intentionally impedes or damages the academic work of others 
  14.03 (e) Engages in conduct aimed at making false representation of a student’s 
  academic performance 
  14.03 (f) Assists other students in any of these acts

Basis for Finding 
My finding is based on the following: (describe)

Recommended Sanction
In response to your actions in my course, I have decided to recommend the following 
disciplinary sanction: (specify in full).

Right to a Hearing

Updated 05/05/2015
As explained in UWS 14.06(3)(c) of the University of Wisconsin Administrative Code, you have the right to request, within ten (10) days of the mailing or hand delivery of this letter, a hearing before the Academic Misconduct Hearing Committee. Should you make such a request, my decision will be stayed pending the Committee's determination. Should you NOT request such a hearing within the established timeframe, my decision as to the facts and the disciplinary sanction described above shall become final and will be implemented accordingly. To request a hearing, contact the Dean of Students Office at dean@studentlife.wisc.edu.

More complete information about hearing procedures and the academic misconduct process can be found on the Dean of Students Office website at http://www.students.wisc.edu/doso/academic-integrity/. UWS Chapter 14 may be found on our website at http://www.students.wisc.edu/doso/docs/uws_chapter_14.pdf.

A copy of this letter and supporting evidence has been filed with the Dean of Students Office in order that the Dean may decide whether to seek further disciplinary action under UWS 14.07 of the University of Wisconsin Administrative Code. A copy will also be forwarded to the Dean of your school or college by the Dean of Student’s Office.

Sincerely,

(Instructor's signature)
(Instructor’s name)

cc: Dean of Students