# Initial Academic Misconduct Notice to Student Template

From: {Faculty University Email Address}

To: {Student University Email Address}

Subject: Academic Misconduct Concern in {Course & #}

Dear {Student Name}:

I am contacting you regarding {Academic Exercise} in {Course & #} on {Alleged Violation Date}.

I believe that a violation of our Academic Misconduct rule has occurred specifically:

{summary of what facts are alleged to have occurred, be specific and detailed}.

This conduct, if true, would represent a violation of the Behavioral Expectations and Responsibilities within the Student Code, specifically:

(2) Academic Misconduct: A student may be found to have engaged in academic misconduct, if they engage in any act of academic dishonesty which may include, but is not limited to the following:

{select the appropriate code provision(s):

a. Making use of or providing unauthorized assistance or materials in the preparation or taking of an examination or other academic coursework;

b. Acting as a substitute for another person in any academic evaluation or assignment;

c. Utilizing another person as a substitute for him/herself in any academic evaluation or assignment;

d. Committing plagiarism by presenting as one’s own work, for academic evaluation or assignment, the ideas, representations, or works of another person or persons or oneself without customary and proper acknowledgment of sources;

e. Knowingly submitting one’s work for multiple assignments or classes unless explicitly authorized by the instructor;

f. Committing an act that materially prevents, impedes, and/or impairs others from completing an academic evaluation or assignment; and/or

g. Attempting to influence or change one’s academic evaluation or record, through dishonesty, coercion, threat, and/or intimidation.}

The [Student Code](https://www.memphis.edu/knowthecode) may be found online at <https://www.memphis.edu/knowthecode>.

I am reaching out to you to schedule a time for us to meet to discuss this situation. Please contact me at {faculty contact information} to schedule a time to meet. If I don't hear from you within 5 business days, I will have to forward the matter to the Office of Student Accountability for investigation and adjudication. It is my hope that we can resolve this issue informally.

If you have questions regarding the Student Code or process for resolving complaints of academic misconduct, you may reach out to the Office of Student Accountability at (901) 678-2298 or [studentaccountability@memphis.edu](mailto:studentaccountability@memphis.edu).

Thank you,

{Faculty Name}

{Faculty Contact Information}