

NO SANCTION IS NEEDED:

Instructor able to resolve matter (ex.
Unintentional misunderstanding or minor
infraction)

Faculty finds evidence of
Academic Misconduct

Faculty decides to

Faculty Reminder— Use the templates!!

Notice of Academic Misconduct

- Your full name and position
- Students full name, email, T number
- Course information and section
- Date of the incident
- Description of the misconduct
- Inculpatory evidence
- Initial Meeting purpose

Written Determination

- Your full name and position
- Students full name, email, T number
- Course information and section
- Date of the incident
- Description of misconduct & evidence
- Date & Information from the Initial Meeting
 - Who attended
 - Notes from meeting (i.e. what was discussed, student's explanation, acknowledgement of misconduct etc.)
- Assigned outcome and appropriate sanctions and justifications