

Academic Misconduct Email Templates for Instructors

We understand that navigating the academic misconduct process can be challenging for instructors and students alike. In an attempt to make this process easier for instructors, the Center for Student Conduct has drafted some sample templates for instructors to utilize when communicating with students. We recognize that every instructor has their own style and preferences but hope these templates can serve as a starting point. While we have included an outline of when the letters can be utilized in the process on this front page, we encourage instructors to reference the [Academic Misconduct Resource Sheet for Instructors](#) for more details about the process.

Please review the following descriptions to determine what letter best fits the stage in the process that you are at:

[Template 1: Outreach to class offering to come forward about academic misconduct](#)

[Template 2: Outreach to individual student to schedule meeting to discuss allegations](#)

[Template 3: Post Meeting Where Student Accepts - Sending FDF](#)

[Template 4: Post Meeting Where Student Does Not Accept Responsibility](#)

[Template 5: Forwarding Case Where Student Did Not Respond](#)

Template 1: Outreach to class offering to come forward about academic misconduct

If you are in a situation where you believe that a large amount of academic misconduct has occurred, you have the option to send outreach to your class providing students the opportunity to come forward about engaging in academic misconduct prior to you reaching out to them individually. This is entirely optional.

To: Students (bcced to prevent responses to whole class and maintain student privacy)

Subject: Academic Misconduct in [Course]

Hello [Student Name],

I hope you all are well and taking care of yourself during this challenging time. I recognize that the campus' shift to remote instruction may not be felt equally by all students and hope that you are safe, healthy, and in a space where you can focus on your studies.

I'm writing to inform you that unfortunately I have discovered what appear to be instances of academic misconduct on [assignment name, test, etc.]. While I will be looking into this further, I am reaching out to offer individuals the opportunity to come forward and take responsibility for violating the university's policy on academic misconduct.

Should you choose to do so, here is what you can expect: I will send you a Faculty Disposition Form (FDF) that will propose the following academic penalty: [list academic penalties]. By signing the form, you are taking responsibility for academic misconduct as well and agreeing to these academic penalties. I will also send a copy of this form to the Center for Student Conduct, who will send you a letter issuing conduct sanctions for this case. It is my understanding that for a first time undergraduate academic misconduct case, these normally consist of a non-reportable warning and educational assignment. This type of resolution is only available to students who do not have a prior violation.

[IF APPLICABLE TO YOUR COLLEGE]: Additionally, please note that based on [College Name] policy, if you are found responsible for a violation of academic misconduct you are unable to withdraw from this course or change your grading option.

Please respond to me by [date] if you would like to move forward with taking responsibility for academic misconduct. After that point in time, I will be moving forward with reaching out to individual students.

Sincerely,

Template 2: Outreach to individual student to schedule meeting to discuss allegations

Send this email to a student that you believe may have engaged in academic misconduct to invite them to meet with you to discuss.

To: Student

Subject: Outreach concerning [assignment name, test, etc.]

Hello [Student Name],

I hope you are well and taking care of yourself during this challenging time. I recognize that the campus' shift to remote instruction may not be felt equally by all students and hope that you are safe, healthy, and in a space where you can focus on your studies.

I'm writing to inform you that I discovered something concerning with your [assignment name, test, etc.]. Specifically, I found [description of allegation with enough detail to allow students to fully understand the concerning behavior].

I'd like to give you an opportunity to discuss this with me and options for resolving the matter. Are you available to meet with me [suggested date and time] via Zoom conferencing. Please note, that if I do not hear from you by [provide a reasonable deadline, e.g. 1 week or before next assignment is due to provide an opportunity for corrective action], I will refer this matter to the Center for Student Conduct for investigation and further management. Alternatively, if you do not wish to meet, but would like to know more about your options please let me know by [consider offering a deadline consistent with the deadline above]. You can also contact the Student Advocate's Office at conduct@berkeleysao.org to learn more about the academic misconduct process.

Sincerely,

Template 3: Post Meeting Where Student Accepts Responsibility- Sending FDF

Send this email after you have met with a student to discuss the allegations of academic misconduct, where they accepted responsibility and a willingness to sign an FDF. Please only send this email to undergraduate students where this is their first time violation.

To: Student

Attach: Filled out Faculty Disposition Form

Subject: Follow Up on Recent Meeting

Hello [Student Name],

Thank you for meeting with me recently to discuss my concerns with your [assignment name, test, etc.]. I appreciate your openness about this situation. Based on our conversation, it is my understanding that you are accepting responsibility for violating the University's policy on academic misconduct. As such, I am sending you a faculty disposition form to sign.

This form outlines the academic penalties that I am proposing for this situation: [list academic penalties]. By signing the form, you are taking responsibility for academic misconduct as well and agreeing to these academic penalties. I will also send a copy of this form to the Center for Student Conduct, who will send you a letter issuing conduct sanctions for this case. It is my understanding that for a first time undergraduate academic misconduct case, these normally consist of a non-reportable warning and educational assignment.

[IF APPLICABLE TO YOUR COLLEGE]: Additionally, please note that based on [College Name] policy, if you are found responsible for a violation of academic misconduct you are unable to withdraw from this course or change your grading option.

If you do not accept responsibility, have a previous academic misconduct violation or do not agree to these penalties, you should not sign the faculty disposition form. Instead, I will forward your case to the Center for Student Conduct, where your case will move through the conduct process outlined in the [Code of Student Conduct](#). Please email me back with your signed FDF or with an email indicating that you are not accepting responsibility by [reasonable deadline]. If I have not heard from you by then, I will move forward with forwarding your case to the Center for Student Conduct.

Sincerely,

Template 4: Post Meeting Where Student Does Not Accept Responsibility

Send this email after you have met with a student to discuss the allegations of academic misconduct, where they did not accept responsibility and you still believe that they engaged in academic misconduct.

To: Student

Subject: Forwarding Case to the Center for Student Conduct

Hello [Student Name],

Thank you for meeting with me recently to discuss my concerns with your [assignment name, test, etc.]. I appreciate having had the opportunity to meet with you. Based on our conversation, it is my understanding that you are not accepting responsibility for violating the University's policy on academic misconduct.

As such, I am forwarding your case to the Center for Student Conduct, where your case will move through the conduct process outlined in the [Code of Student Conduct](#). I will abstain from inputting a grade decision until I receive notice of your case's resolution.

Please let me know if you have any questions in the meantime.

Sincerely,

Template 5: Forwarding Case Where Student Did Not Respond

Send this email if a student has not responded to your outreach either prior to or after meeting by the deadline you provided.

To: Student

Subject: Forwarding Case to the Center for Student Conduct

Hello [Student Name],

I hope that you are doing well. I recently sent you an email outlining some concerns that I had with your [assignment name, test, etc.]. That email explained that if I did not hear back from you by [date] I would be forwarding your case to the Center for Student Conduct for further investigation and management.

Given that I have not heard back from you, I am forwarding your case to the Center for Student Conduct, where your case will move through the conduct process outlined in the [Code of Student Conduct](#). I will abstain from inputting a grade decision until I receive notice of your case's resolution.

Please let me know if you have any questions in the meantime.

Sincerely,