

**ADDENDUM TO POLICY:** sample memo informing a student that the grade on an assignment has been lowered on account of alleged academic misconduct

## **Memorandum**

**To:** (student's name)

**From:** (Instructor's Name)

(Instructor's Department)

**CC:** Department Head (write dept. head's name here)

**Re:** Alleged Academic Misconduct

**Date:** (Current Date)

Dear (insert student's full name here):

After reviewing assignment X (here, list the specific assignment/example/research paper/test/presentation, etc.), I believe you may have been involved in alleged academic misconduct. My review indicates that you were involved in: (here, list type of misconduct choosing from among the four areas: *plagiarism, cheating, fabrication, facilitation or collusion*). I will be forwarding your name and a copy of this memorandum to the Office of Student Affairs at Austin Peay State University based on APSU Policy # 3:005.

As a result of your alleged academic misconduct, I am assigning a grade of (here, list your grade recommendation –i.e. an F for the assignment, and an “F” for the course etc.). You may allow the charge to stand and accept the consequences imposed; or, if you believe that you have been erroneously accused of academic misconduct, you may appeal your case through appropriate institutional procedures within three (3) business days by signing this memorandum and returning the memorandum to me, which will then be forwarded to the Dean of Students.

Should you believe that you have been erroneously accused of academic misconduct and request a hearing, the Dean of Students will contact you via APSU email and/or other means to schedule a meeting with you in person to discuss the alleged academic misconduct. The Office of Student Affairs will conduct an investigation of this allegation and consider all information that is brought forward. Once the investigation is completed, one of two things can occur:

1. You can be found *guilty* of academic misconduct.
2. You can be found *not guilty* of academic misconduct.

The Dean of Students will determine if you are responsible for this offense. If you are found guilty of academic misconduct, the grade assigned will stand. If you are found not guilty of academic misconduct, I will reassess your grade based on the finding.

Please be advised that you are expected to cooperate fully with this investigation. It is imperative that you be completely honest with the Office of Student Affairs. I recommend that you review the Student Code of Conduct and APSU Policy # 3:005 on Student Academic Misconduct to become familiar with the procedures and rights you have in this disciplinary situation. Should you wish to speak with me, please call (list your phone number and email address) to make an appointment.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Instructor Name: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Plea: (Please place an "X" in the appropriate blank space)

\_\_\_\_\_ I plead GUILTY to academic misconduct and accept the charge and consequences imposed.

\_\_\_\_\_ I plead NOT GUILTY to academic misconduct and request a hearing.

**Note:** This form must be signed and dated by the instructor and must be delivered to the Student Affairs Office, Room 206, in the Morgan University Center, **no later than three (3) business days** from the date signed. Failure of the student to sign and elect a hearing option (to enter a plea as described above) is a waiver of all hearing rights.