

Template 2: Where Student **Does Not Accept Responsibility** for the Allegations of Academic Misconduct (however, you still believe they engaged in academic misconduct intentionally or unintentionally).

To: Student

Subject: Forwarding Case to Academic Standards

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, I understand you are not accepting responsibility for violating the University's policy on academic misconduct. As such, I am copying Academic Standards to this email, where your case will move through the Academic Misconduct process.

All questions about the process can be directed to the Academic Standards office.

Sincerely,

Template 3: The student **Did Not** Respond to your initial outreach by the deadline you provided.

To: Student

Subject: Forwarding Case to Academic Standards

Hello [Student Name],

I hope that you are doing well. I recently emailed you outlining my concerns 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 Academic Standards. Since I have yet to hear back from you, Academic Standards will forward my proposed sanctions for your review. I will abstain from inputting a grade decision until I receive notice of your case's resolution from Academic Standards. Please let me know if you have any questions in the meantime.

Sincerely,