

Template 1: Initial outreach to students to schedule a meeting to discuss allegations. (Email template)

To: Student

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

Hello [Student Name],

I'm writing to inform you that I discovered something concerning your [assignment name, test, etc.]. Specifically, I found [description of the allegation with enough detail to allow students to understand the concerning behavior fully]. I want to allow you the opportunity to discuss this with me and options for resolving the matter. Are you available to meet with me [suggested date and time within the ten academic day time frame

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 Academic Standards Office at acadstandards@buffalostate.edu or go directly to their page to learn more about the academic misconduct process.

Sincerely,