# **SAMPLE LETTER: The Graduate School’s**

# **Scholarly Misconduct Notification**

[**DATE**]

[**STUDENT NAME**]

[**STUDENT EMAIL**[]](mailto:Betty.aubuchon@uconn.edu)

Dear [**STUDENT NAME**]:

This letter serves as a follow up to our meeting on [**INSERT SPECIFIC DATE**]. Based on our conversation and the evidence I have, I must inform you that I have reason to believe that you were involved in an instance of scholarly misconduct in [**COURSE NAME AND CATALOG NUMBER**]. Due to this discovery, I must follow The Graduate School’s procedure, *Addressing Allegations of Scholarly Misconduct* from the [Graduate Catalog.](https://gradcatalog.uconn.edu/grad-school-info/scholarly-integrity-and-misconduct/) Specifically, as we discussed, my evidence is:

**[LIST EVIDENCE HERE**. Example: “a term paper, submitted by you on March 1, 2021, on the subject of the settlement of Rock Port, Maine. This same paper was located on a college papers for sale service entitled “Rock Port, Maine: 1600-1890”. The paper that you submitted was verbatim in text and bibliography.]

You are being informed that it is my intent to impose [**DESCRIBE ACADEMIC CONSEQUENCE HERE**. Example: “the letter grade of ‘F’ for the course”]. In accordance with The Graduate School’s procedures for *Addressing Allegations of Scholarly Misconduct*, you may file an appeal if you disagree with the allegations and/or the course of action/academic consequences assigned. You have ten business days from the date this notice was sent to submit an appeal to The Graduate School, located in the Whetten Graduate Center, 2nd floor, using the [Appeal Form](https://cm.maxient.com/reportingform.php?UnivofConnecticut&layout_id=20) (also found on <https://grad.uconn.edu/forms/>). If no communication has been received by you within ten business days, the said course of action(s) and/or academic consequence(s) will be imposed.

Graduate School staff members are available to meet with you to review the procedures and answer any questions that you may have regarding this process. Please note that a copy of this letter is forwarded to The Graduate School.

Please reach out to The Graduate School ([gradschool@uconn.edu](mailto:gradschool@uconn.edu) or 860-486-3617) with any questions.

Sincerely,

[**INSTRUCTOR NAME AND TITLE**]

cc: Cinnamon Adams, The Graduate School Student’s Major Advisor