

Your Department

Your Name and Title  
Your Campus Address  
University of Manitoba  
Winnipeg, Manitoba  
Canada R3T (your code)  
Telephone (204) XXX-XXXX  
Fax (204) XXX-XXXX  
Email XXX.XXX@umanitoba.ca

- This is a template for the letter sent to the student by the Department Head, Program Coordinator, or Institute Director when the student has failed to make themselves available for a meeting.
- It outlines the finding and the penalty (if any) and informs the student of the deadline to appeal and to whom the appeal should be directed.
- This sample is for a student from outside the Faculty of Arts **who failed to attend the hearing.**

(Insert date)

(Insert student's name)

(Insert student's address)

Dear Mr./Ms. (Insert student's surname):

**Student Number:** (Insert Student number)

On (insert date of first letter sent to student) I wrote to advise you that were the subject of a disciplinary investigation surrounding an allegation of academic dishonesty, namely (insert type of allegation - e.g. plagiarism) in (insert course number - e.g. PSYC 1200), section (insert section number - e.g. A01) taught during the (insert specific term - e.g. 2016 Fall Term). In my letter I requested that you contact my office to set up an appointment to discuss this matter.

Because you failed to make yourself available for a meeting to respond to the allegation, I have considered the matter without the benefit of your input. After careful consideration of the information provided by (insert Instructor's name), I conclude that the allegation of academic dishonesty has been upheld. In accordance with the University of Manitoba Student Discipline By-Law and in consultation with (representative of student's home faculty), I hereby issue the following penalties:<sup>1</sup>

- (1) a final mark of "F" (zero) on the assignment; and,
- (2) a final grade of "F" in (insert course number - e.g. PSYC 1200)

OR

a final grade of "F-DISC" (*disciplinary*) in (insert course number - e.g. PSYC 1200)

Please be aware that you do have the right to appeal this decision. The Office of Student Advocacy can be of assistance should you decide to undertake this process. They are located in room 520 University Centre (ph. 204.474.7423). For further information regarding the appeal process you may obtain a copy of the Student Discipline By-law from the Office of Student Advocacy, the Office of the University Secretary (312 Administration Bldg.), or online at: [http://umanitoba.ca/admin/governance/governing\\_documents/students/index.html](http://umanitoba.ca/admin/governance/governing_documents/students/index.html).

If you choose to appeal, you must do so by sending a written letter of appeal not later than (insert the date, which should be *no later than 10 days from the date on your letter*) to Associate Dean (insert name of Associate Dean, Undergraduate), Faculty of Arts, 3<sup>rd</sup> floor, Fletcher Argue Building, University of Manitoba, Winnipeg, Manitoba, R3T 5V5. Your letter must indicate clearly whether you are appealing the finding, the penalty, or both the finding and the penalty.

Sincerely,

(Insert your name)

Head, Department of (insert name of Department, Program, or Institute)

(Insert your initials)/(Insert initials of person preparing the letter)

- c. Associate Dean (insert name), Faculty of Arts  
Professor (insert name), Course Instructor  
Dean/Director of student's unit of registration

**Please note:** If a 'DISC' notation is not imposed e.g. a penalty of 'F' (zero) in the assignment and/or a final grade of 'F', a statement on the student's record outlining the fact that an infraction has occurred should be included as an additional part of the penalty.

e.g. The following comment will be placed on your record: "Allegation of Academic Dishonesty upheld in PSYC 1200 A01 taken during the 2016 Fall Term." You may appeal to the Registrar to have this comment removed from your record 3 years from the date of this letter or upon confirmed graduation from the University of Manitoba – provided there are no future allegations of academic dishonesty upheld against you.

The length of time the comment will remain on the record should approximate the remaining period of time the student would be at the U of M.

If the "DISC" notation is part of the penalty, a similar statement regarding how long the 'DISC' notation will remain on the student's record must be included in the letter.

Example 1: 'The 'DISC' notation will remain permanently on your record'.

Example 2: 'The 'DISC' notation will remain on your record for (a period of time e.g. 3 years from the date of this letter). You may appeal to the Registrar to have this comment removed from your record 3 years from the date of this letter or upon confirmed graduation from the University of Manitoba – provided there are no future allegations of academic dishonesty upheld against you.

<sup>1</sup> Other possible requirements that may be imposed as supplemental penalties:

**Academic Integrity and Student Conduct Tutorial and the associated quiz.**

E.g. You are required to:

Complete the **Academic Integrity and Student Conduct Tutorials and the associated quiz** by logging into your UMLearn account. The course will show up as “*Student Advocacy Student Conduct and Academic Integrity*”. This resource will help you to better understand the expectations of the University as it relates to academic integrity as well as your rights and responsibilities as a student.

You must receive a score of 100% on the quiz and you may re-attempt the quiz until you achieve the required score. You must complete the quiz within 10 days of the date on this letter. Failure to do so will result in a **Disciplinary Hold** being placed on your account and may result in further disciplinary action.

This letter has been copied to the Office of Student Advocacy as they must add you to the course within UMLearn.

Once you have completed the quiz, an email will be sent to you and to ([enter the email address of the person who will track this to ensure the quiz has been completed](#)).

Should you experience any difficulty accessing or completing the tutorials or quiz, contact the Office of Student Advocacy ([stadv@ad.umanitoba.ca](mailto:stadv@ad.umanitoba.ca) or 204.474.7423).

**An Essay**

E.g. You are required to submit a 500 word essay to properly reference and site sources, also additional sanctions may be imposed.

**Academic Learning Centre**

E.g. Contact the Academic Learning Centre at 204-480-1481 to obtain information on how to properly reference and cite your sources and provide confirmation in writing that you met this condition. Failure to meet this condition may result in additional sanctions being imposed.