



Notice of Alleged Academic Misconduct

Date: *[Avoid sending when support services are closed, such as after business hours, the weekend, or on holidays]*

Dear *[student's name and V number]*,

Re: Allegation of Academic Misconduct in *[course name and number]*.

Your instructor has provided me information that may lead me to believe you have committed academic misconduct, which may infringe *[list all relevant sections]* of the Policy on Academic Misconduct *[Insert link to undergraduate or graduate policy]*. Specifically, your instructor alleges that you may have:

- *[List comprehensive and specific details of all allegations. Do not summarize. List all actions that are alleged to have happened. List all examples you have found and indicate where they appear in the student's work]*

It is my role to examine all the relevant information available and, after I have done so, make a decision whether it was likely that you committed the alleged misconduct or not.

I have attached all of the relevant information that I may use in my decision, so that you can understand the allegations. It is important that I provide you an opportunity to respond to these allegations, so that I can have your perspective when I make my decision. Please provide your availability for a *[indicate in-person, online, telephone]* meeting by *[choose a reasonable deadline, such as 2 weeks from the date of the letter]*, otherwise I may proceed without your input. If you are unable to meet during this timeframe, under reasonable circumstances, we can agree on another time. If you would prefer to respond by writing, please do so by *[choose a reasonable deadline]*.

You are welcome to bring someone to the meeting with you for support, although I will expect you to speak for yourself. If you choose to bring someone with you to the meeting, please inform me of their name and their relationship to you by *[choose date before deadline]*. If the person you choose to bring is involved in the allegations or there is a conflict of interest, I may ask that they not attend with you.

If you have any questions about the process or potential outcomes, please refer to the Policy on Academic Integrity. You may also contact the UVic Ombudsperson, who is an impartial, independent, and confidential resource.

I acknowledge that this situation may be stressful and I encourage you to reach out for support from Student Wellness or use SupportConnect, which is free, confidential, and available 24/7.

Regards,

[your name, role, and contact information]

Attachments:

- *[List all attachments. This should include the assignments or exams that are in question, including anonymized versions of other students' work if relevant. Include emails/reports from the instructor and the course outline. Provide any other evidence you may use, such as AI detection reports, academic papers, research, or opinions from people you have consulted]*