

Sample request to meet with a student and discuss a potential academic integrity violation

Highlighted sections indicate situational specifics, including optional further academic ethics sanctions.

Good afternoon,

I am requesting that you and I have an in-person (or Zoom) private conference by Friday, October 25, 2024. I believe that you did not cite outside sources on Essay #2. As outlined on my syllabus, this is plagiarism and is considered an academic integrity violation.

According to the [University's Student Academic Integrity Policy](#), we need to have a conference within 5 school days to clarify what has happened. During this conference, I would like to gather information and hear your perspectives. We will also discuss a resolution and determine the next step.

If I don't hear from you by 10/25/2024, it will be considered an admission of responsibility for the academic misconduct. The consequences will be as follows:

1. You will receive a failing grade for Essay #2.
2. I will notify the Office of the Vice Provost for Academic Affairs of this incident.
3. You will need to complete an academic ethics sanctions program, designed to help you understand academic integrity and its importance in our learning community.

I would like for us to work together to address this issue. Let me know:

1. The dates/times you'd be able to meet between now and 10/25/2024.
2. Whether you'd like to meet in-person or via Zoom.

Thank you,