

TEMPLATE – EMAIL NOTICE OF ALLEGED ACADEMIC INTEGRITY VIOLATION

The following template is available to be used or adapted by instructors when notifying students of a potential academic integrity violation and inviting them to a meeting to discuss the matter.

The use of this template is optional and an instructor not using the template does not constitute a procedural error that would be appealable under the [Academic Integrity policy](#). For questions regarding the use of this template or the Academic Integrity policy, contact dean.students@unh.edu.

Subject: Meeting Request for Alleged Academic Integrity Violation

Body:

Dear <<Student>>,

I'm writing because I have observed your alleged involvement in a violation of UNH's [Academic Integrity policy](#) related to <<ASSIGNMENT IN QUESTION>>. Pursuant to the policy, I'm inviting you to a meeting to discuss the allegation. The purpose of the meeting is to inform you of the alleged violation, share the evidence for the alleged violation, give you the opportunity to respond, and for me decide the appropriate course of action.

Please note that if you do not respond to my attempt to schedule a meeting within seven (7) days, I may need to determine if a violation has occurred without your participation and, if so, assign an academic penalty proportionate to the violation.

<<INCLUDE INFORMATION REGARDING HOW TO SCHEDULE A MEETING>>

Please respond at your earliest convenience to schedule the meeting. You may also wish to review the [Academic Integrity policy](#) in advance of the meeting, including if you have any questions about this process.

I look forward to speaking with you.

Sincerely,

<<Instructor Name/Signature>>