MEMORANDUM

TO:  (Student’s Name)

FROM:  (Instructor’s Name)
      (Instructor’s Department)

CC:  (Department Head)

RE:  Suspected Academic Misconduct

DATE:  (Current Date)

I have information indicating that you may have been involved in a potential violation of academic misconduct. This information alleges that you (list type of misconduct (i.e., plagiarized a paper, cheated on an exam, fabricated information, etc.). I have forwarded your name and supporting documentation to the Office of Academic Affairs (CAB 111), as University policy requires.

The Office of Academic Affairs will contact you via MTSU email to schedule a meeting to discuss this alleged violation. Academic Affairs will conduct a full investigation of this situation and consider all information that is brought forward. Once the investigation is completed, one of three things can occur:

1. You can be found responsible for academic misconduct
2. You can be found not responsible for academic misconduct
3. The charge of academic misconduct can be dismissed.

Academic Affairs will determine if you are responsible for this offense. If you are found responsible for committing academic misconduct, I am recommending a grade of (list your grade recommendation – i.e., an "F" for the assignment, and “F” for the course, etc.). If you are found not responsible or the charge is dismissed, I will reassess your grade based on the finding.

Please be advised that you are expected to cooperate fully with this investigation. It is important that you be completely honest with the Academic Affairs staff. I recommend that you review the Academic Affairs website (www.mtsu.edu/) to become familiar with the procedures and rights you have in this disciplinary situation. Should you wish to speak with me, please call (list your phone number) to make an appointment.