



WAYNE STATE
UNIVERSITY

Division of Academic Affairs
Dean of Students Office

DATE

Dear Student,

The purpose of this letter is to inform you that you will receive a grade of “X” for [test, paper, course-related activity, or include course name and number if overall course grade will be affected] as I have determined that you have engaged in academic misconduct.

Specifically, [Incident Description and Details].

This course of action is consistent with Section 10.1A of the WSU Student Code of Conduct which states that when a faculty member is persuaded that a student has engaged in academic misconduct, the faculty member may downgrade the test, paper, course-related activity, or entire course grade.

If you wish to appeal this action, you may file a written request via email with [Name of Department Head/Unit Head/Academic Dean, Title, Department], at [chair’s email address] within ten school days of this notice.

(Optional) Please note that I am also filing academic misconduct charges with the Student Conduct Officer pursuant to section 10.1b of the Code.

Below, and in accordance with the Student Code of Conduct, I am providing you links to Section 10.1 and the Ombudsperson’s website. The Ombudsperson's Memo is attached to this letter which explains the Ombudsperson’s role related to matters of student conduct.

*Ombuds Memo

Any questions regarding the procedures outlined above may be directed to the Office of the Ombudsperson located in room 790 of the Student Center Building. The ombudsperson is available by appointment, via email (ombudsoffice@wayne.edu), or by phone (313-577-3487).

Sincerely,

cc: Name of Department Chair/Unit Head, Title, Department

Nikolina Camaj, Associate Director and Student Conduct Officer

Attachments:

*Ombudsperson Memo

*Section 10.1 of Student Code of Conduct