

IOWA STATE UNIVERSITY

Office of Student Conduct

Sample Email, Notify Student of Suspicion:

Good Afternoon *Student Name*,

I was working on grading your *assignment/exam name* and an issue has come to my attention that requires some clarification. Specifically, I noted that your assignment/exam has *insert issue (striking similarities to that of another student in the course, a large amount of plagiarized text, text that is consistent with the use of artificial intelligence)*.

I would like to schedule a time for us to meet and discuss this concern. You can stop by during my office hours (*office location*) during *time* on *dates* or reply to this email to schedule an appointment.

Please reply with your availability or come into office hours no later than *insert deadline*.

Sincerely,

Sample Conversation with Student:

Hi *Student name*, thank you for coming in today. As I indicated in the email, I've asked you to come in as your *assignment/exam* has raised suspicions of academic misconduct. In cases where academic misconduct is suspected, the recommended process is that I first meet with you to discuss my suspicions and give you an opportunity to respond.

Explain specifically what your suspicions are/what the concerning academic work is. Have the assignment/exam present to show the student where/what your suspicions are. If there is comparable work, redact the other student's name and show that as well.

Can you help me understand how (*your work is nearly identical to that of another student, your work is consistent with artificial intelligence, etc.*)?

Give the student an opportunity to respond.

- *If the student admits responsibility – non-exam related violation*

I appreciate you being honest with me today regarding the academic misconduct. I will be moving forward with reporting this to the Office of Student Conduct. If this is your first allegation of academic misconduct, my understanding is that there is an educational process you can go through that will not result in a disciplinary record. Student Conduct will reach out to you via email, so be on

the lookout for communication from them. In terms of grading, *insert what your grading outcome will be.*

- *If the student admits responsibility – exam related violation*

I appreciate you being honest with me today regarding the academic misconduct. I will be moving forward with reporting this to the Office of Student Conduct. If this is your first allegation of academic misconduct, it is likely that you will have a one-on-one meeting with a staff member to discuss the incident, academic integrity, your decision making, and strategies you can use to avoid future similar violations. Student Conduct will reach out to you via email, so be on the lookout for communication from them. In terms of grading, *insert what your grading outcome will be.*

- *If the student denies responsibility*

I appreciate you taking the time to meet with me today. I will be moving forward with reporting this to the Office of Student Conduct. When you meet with Student Conduct, you will have the opportunity to share information and evidence with them and they will make a determination of responsible or not responsible. Student Conduct will reach out to you via email, so be on the lookout for communication from them. In terms of grading, I will wait to make a grading decision until after the allegation is resolved. If you are found responsible for academic misconduct, *insert grading decision.* If you are found not responsible, I will move forward with grading your *assignment/exam* as submitted.

Sample Email when unable to meet with students

This is best used when you have a large number of referrals or other circumstances prevent you from having a virtual or in-person meeting with the student.

Good Afternoon *Student Name,*

I was working on grading your *assignment/exam name* and an issue has come to my attention. Specifically, I noted that your *assignment/exam* has *insert issue (striking similarities to that of another student in the course, a large amount of plagiarized text, text that is consistent with the use of artificial intelligence).*

Please reply **no later than *insert date accepting or denying responsibility*** for the allegation of academic misconduct. Prior to responding, please familiarize yourself with the following:

[Iowa State Student Code of Conduct, Section 5.1 Academic Misconduct](#)

Please also re-familiarize yourself with the 'Syllabus Statements' section on Canvas regarding Academic Dishonesty and specific class policies on the issue in the 'Academic Integrity' section of the syllabus.

Sincerely,