Faculty Letter/Email to Inform Student of Allegation

The italicized sections below contain directions or information and should thus be removed from the letter or email you compose.

(This letter has two optional paragraphs (option A or B); select the relevant one and delete the other. The letter should be hand-delivered or sent by email to the student’s University account. Keep a hard copy for your files.)

Date:

Student Name:

Student RUID:

Course name, number, and semester:

Dear _______:

The work you submitted on your recent [quiz, paper, report] has raised a question about a possible violation of the Academic Integrity Policy. This possible violation would not involve separation from the University. It is a serious matter and requires a response from you.

Option A paragraph – choose Option A and delete Option B You have ten working days from the date I sent this correspondence to respond and arrange to meet with me to discuss this matter. Please contact me from your Rutgers email as soon as possible to arrange a time to meet by <<calculate ten working days>>.

If you do not respond within the time limit, I am required to make a decision without your response. I will also consider any written response to this allegation. Please note, this is your opportunity to discuss the allegation from your perspective before any charges may be filed against you.

Option B paragraph – choose Option B and delete Option A I have referred this matter to the Academic Integrity Facilitator, who will contact you directly. You will need to respond to that person directly.

The university encourages you to enlist the assistance of a Campus Advisor to help you through this process. Campus Advisors are members of the university community trained to assist students in navigating the disciplinary process. If you would like the assistance of an advisor, visit this link: Campus Advisors.

Until this matter is resolved, you are not permitted to drop the course or withdraw from the University. You can find the Academic Integrity Policy online at http://academicintegrity.rutgers.edu.

Sincerely,

[signature]