**Faculty Email to Inform Student of Allegation if Faculty Member is Adjudicating**

Date:

Student Name:

Student RUID:

Course name, number, and semester:

Dear **[student’s name]**,

The work you submitted on your recent **[quiz, paper, report]** has raised a question about a possible **[Level 1 or 2]** violation of the Academic Integrity Policy. The violation that is alleged is **[plagiarism, cheating, etc.].** It is a serious matter and requires a response from you.

You have five 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 five 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.

Prior to the meeting, please visit the following links, which will help you to prepare for the

meeting:

[Camden Academic Integrity Site](https://deanofstudents.camden.rutgers.edu/academic-integrity)

University Code of Student Conduct

Academic Integrity Policy

Rights of Accused Students in an Academic Integrity Case

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](https://deanofstudents.camden.rutgers.edu/campusadvisor).

Until this matter is adjudicated, you are not permitted to withdraw from the course without written permission from the dean.

You can find the Academic Integrity Policy online at <http://academicintegrity.rutgers.edu>.

Sincerely,

 **[Faculty name and signature]**