

Faculty Letter/Email to Inform Student of Allegation

The letter should be hand-delivered or sent by email to the student's University account from your University email 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. 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 business 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.

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.

Here is the link to your [Rights and Responsibilities](#) during a disciplinary process.

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,

[signature]