**Faculty Email to Inform Student That There Is a Violation if Faculty Member is Adjudicating**

Date:

Student Name:

Student RUID:

Course name, number, and semester:

Dear **[student’s name]**,

During our meeting on **[insert date]**, we discussed the recent complaint that you violated the Rutgers University Academic Integrity Policy. After a review of all available evidence, I have concluded that you have committed a **[Level 1 or 2]** violation for **[plagiarism, cheating, etc.].** Consequently, I am recommending the following sanction(s):

* **List sanction(s).**

You have ten business days (**calculate ten business days from the date of the letter)** to respond (Choose One):

1. Accept my finding of “Responsible” and my recommended sanction;
2. Accept my finding of “Responsible” but do not accept my sanction;
3. Do not accept responsibility or the sanction.

Please complete this form with your decision: [Student Response Form](https://cm.maxient.com/reportingform.php?RutgersUniv&layout_id=23).

You may contact a [Campus Advisor](https://deanofstudents.camden.rutgers.edu/campusadvisor) to help you through the disciplinary process.

If you have any questions, please contact me at **[email address]**.

 Sincerely,

**[Faculty name and signature]**