

## **Faculty Letter/Email to Inform Student That There Is a Violation**

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

*This letter does three things:*

- 1. It informs the student that you find him or her responsible for a violation of the Academic Integrity Policy,*
- 2. It tells the student the sanction you will impose, and*
- 3. It gives the student information about his or her right to appeal.*

*This is a standard letter and should be used in all similar cases, with only the sanction imposed changing from student to student.*

*All possible sanctions permitted by the policy for major or minor violations are listed. You will need to write a statement about which sanction(s) you are imposing and substitute it for the list in the letter. You could, for example, say simply, "As a result of this violation you will receive an F on this quiz." The most lenient sanction is a Disciplinary Warning that would be issued by the Rutgers-Camden Dean of Student's Office when the matter is concluded. The most serious is failure in the course with additional requirements from the list.*

*There are two possible outcomes from this letter. They are:*

- 1. The student either accepts or refuses to accept responsibility for the violation and the sanction.*
- 2. The student may file an appeal either to the finding or sanction or both. In any case, a representative of the Campus Appeals Committee (CAC) will be in contact with you and will need your records, including copies of documents in question and any notes you have taken.*

*This letter should be emailed to the student's University account, mailed to his or her home address, or hand-delivered, and should include the following:*

Date:

Student Name:

Student RUID:

Course name, number, and semester:

Dear \_\_\_\_\_:

I have completed my review of all available evidence in the recent complaint that you violated the Rutgers University Academic Integrity Policy. I have concluded that you have committed a non-separable violation. Consequently, I am recommending the following sanction:

*[Choose one or more of the following only]*

- *Grade penalty on assignment or course, specifying the grade the student will receive.*
- *Recommendation to Judicial Affairs for Disciplinary Warning or Disciplinary Probation.*
  
- *Make-up assignment of a more difficult nature, due to the professor who reported the incident, by a deadline determined by the professor. Failure to comply with this university directive will result in further disciplinary action in accordance with the Code of Student Conduct.*
- *A paper on academic integrity, due to the professor who reported the incident, by a deadline determined by the professor. Failure to comply with this university directive will result in further disciplinary action in accordance with the Code of Student Conduct.*
- *Required attendance at a Judicial Affairs non-credit workshop. The academic integrity seminar is available on Sakai (<https://sakai.rutgers.edu/portal>). Students will log in, find the project site called "Camden Students," click "AI Tutorial" from the menu, and follow the instructions. Students must earn a grade of 80 and have 30 days from the date of the sanction letter to complete the tutorial as part of their sanction for the offense. Failure to comply with this university directive will result in further disciplinary action in accordance with the Code of Student Conduct.*

**Use either A or B (delete the paragraph that you don't use)**

**A:** You have accepted responsibility for this violation and agreed to this sanction. The Rutgers-Camden Dean of Student's Office may take additional action if you have a previous academic integrity violation.

**B:** You have not accepted this violation and the incumbent sanction. You have ten working days from the date above to appeal to the Campus Appeals Committee (CAC). If you do not accept responsibility and do not appeal to the CAC within the time limit, this decision will be considered final and reported to the Rutgers-Camden Dean of Student's Office. The Rutgers-Camden Dean of Student's Office may take additional action if you have a previous academic integrity violation.

Should you choose to appeal the finding, the sanction, or both, you must do so by filing a written appeal to Provost Michael Palis ([palis@camden.rutgers.edu](mailto:palis@camden.rutgers.edu)) within ten days of the date on this letter. For additional information on the process, please see the policy at <http://academicintegrity.rutgers.edu>.

Sincerely,

[signature]