

Faculty Letter to Student With Notice of Violation

The italicized sections below contain directions or information and should thus be removed from the letter 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 rights of 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 Level I and Level II violations are listed. You will need to write a statement about which sanctions(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 Office of Student Judicial Affairs 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 (they will sign the reporting form, indicating their action). Make copies of everything you have and send them to your academic unit's Academic Integrity Facilitator. Be sure to keep copies of all materials connected to this situation in your files.*
- 2. The student may file an appeal either to the finding or sanction or both. In any case, a representative of the Academic Integrity Review Committee (AIRC) 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*
- *Make-up assignment of a more difficult nature*
- *A paper on academic integrity*
- *Required attendance at a Judicial Affairs non-credit workshop*
- *Recommendation to Judicial Affairs for Disciplinary Warning or Disciplinary Probation*

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 Campus Office of Student Judicial Affairs 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 Academic Integrity Review Committee (AIRC). If you do not accept responsibility and do not appeal to the AIRC within the time limit, this decision will be considered final and reported to the Campus Office of Student Judicial Affairs. The Campus Office of Student Judicial Affairs 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 Associate Chancellor Mary Beth Daisey (daisey@camden.rutgers.edu) within ten working days of the date on this letter. For additional information on the process, please see the policy at: <http://academicintegrity.rutgers.edu/integrity.shtml>.