

## **Letter #1: Letter Informing Student of Allegation**

Student name:

Student RUID:

Course name & number:

Semester:

Dear NAME:

The work you submitted on your recent QUIZ/PAPER/HOMEWORK/ASSIGNMENT has raised a question about a possible violation of the Academic Integrity Policy. This potential violation requires a response from you.

*[Choose Option A or B]*

*[Option A]* You have five (5) working days from the date of this letter to respond and arrange a meeting with me to discuss this matter. You may also submit a written response to this allegation. If you do not respond within the time limit, I am required to make a decision without your response.

*[Option B]* This matter has been referred to an Academic Integrity Facilitator, FACILITATOR'S NAME, who will contact you shortly. You will need to respond to FACILITATOR directly to arrange a meeting to discuss this matter. You may also submit a written response to this allegation. If you do not respond within the time limit, the Academic Integrity Facilitator is required to make a decision without your response. Until this matter is resolved, you are not permitted to drop the course or withdraw from the University. You can find more information about this process at <http://academicintegrity.rutgers.edu/>.

You are entitled to the assistance of a Campus Advisor; for more information, visit <http://academicintegrity.rutgers.edu/>.

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## **Letter #2: Letter Informing Student of “Not Responsible” Finding**

Student name:

Student RUID:

Course name & number:

Semester:

Dear NAME:

During our meeting on DATE we discussed possible violation(s) of the Academic Integrity Policy. I have concluded my investigation into the matter and have determined that there is no violation. This matter is now closed and all information regarding this matter will be discarded.

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**Letter #3: Letter Informing Student of “Responsible” Finding with Recommendation for Minor Sanctions**

Student Name:  
Student RUID:  
Course name & number:  
Semester:  
Dear NAME:

I have completed my review of the recent complaint that you violated the Academic Integrity Policy. I have concluded that you have committed the following violations:

[LIST VIOLATIONS]

Consequently, I am recommending the following sanction(s):

[LIST SANCTIONS]

If you do not accept this decision or the sanction(s), you have ten working days from the date above to appeal to the Campus Appeals Committee (CAC). If you do not appeal to the CAC within the time limit, this decision will be considered final. To submit an appeal, see [tinyurl.com/RUNAppeal](http://tinyurl.com/RUNAppeal).

You can find more information about this process at <http://academicintegrity.rutgers.edu/>.

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**Letter #4: Letter Informing Student of “Responsible” Finding with Recommendation for an XF Grade, Suspension, or Expulsion**

Student name:  
Student RUID:  
Course name & number:  
Semester:  
Dear NAME:

I have completed my review of the recent complaint that you violated the Academic Integrity Policy. I have concluded that you have committed the following violations:

[LIST VIOLATIONS]

Consequently, I am recommending the following sanction(s):

[LIST SANCTIONS]

If you do not accept this decision or the sanction(s), this matter will be resolved at a University Hearing. The Office of Community Standards will contact you about scheduling your hearing.

You can find more information about this process  
at <http://academicintegrity.rutgers.edu/>

[ATTACH COPY OF INVESTIGATION REPORT]