

## Faculty Letter/Email to Inform Student of Allegation AIF Adjudicating Case

*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.*

**PLEASE REMOVE Bold words and insert appropriate content.**

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.

I have referred this matter to the Academic Integrity Facilitator (AIF) and the Academic Integrity Coordinator (AIC). Either the AIF or the AIC will contact you directly in order to schedule a meeting and discuss this matter. You will need to respond to that person directly.

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]