

## 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 them 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 their 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 instructor sanctions permitted by the policy for major or minor violations are listed on the attached sheet. You will need to write a statement about which sanction(s) you are imposing and copy the language into your decision 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 taking an academic integrity instructional tutorial and quiz delivered by the Paul Robeson Library Faculty. 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.

This letter should be emailed to the student's University account, mailed to their 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 **SELECT ONE:** Level 1 or Level 2 violation for **SELECT ALL THAT APPLY:** Plagiarism, Cheating, Fabrication, Facilitation of Dishonesty, Academic Sabotage, Violation of Research or Professional Ethics. Consequently, I am recommending the following sanction:

*[INSERT one or more Sanctions located at the end of this letter (Undergraduate and Graduate Options are listed on TWO SEPARATE PAGES, then delete the rest]*

*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 this finding, the sanction, or both, you must do so by filing a written appeal via this [APPEAL FORM](#) within ten days of the date of this letter. For additional information on the process, please see the policy at [Academic Integrity Policy](#).

Sincerely,

[signature]

**Possible Instructor Sanctions For UNDERGRADUATE Students (Choose Proportionate Sanction/s and insert in letter, then delete this section)**

Grade penalty on assignment or course, specifying the grade the student will receive.

0 on the assignment

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 Student Code of 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 Student Code of Conduct.

Failure for the Course

Required completion of a Fall 2020 live synchronous academic integrity tutorial on “Avoiding Plagiarism”

1. October 22nd registration: <https://www.libraries.rutgers.edu/events/academic-integrity-and-avoiding-plagiarism>
2. October 28th registration: <https://www.libraries.rutgers.edu/events/academic-integrity-and-avoiding-plagiarism-0>

Required completion of any number of academic integrity seminars available via the Paul Robeson Library: Students will log in, select Rutgers-Camden and your status (undergraduate or graduate student), watch all the videos listed and complete the quiz. Once you have submitted all your answers, click on the “GET SCORES” box at the top of the page. Email your results to yourself and forward to [community.standards@camden.rutgers.edu](mailto:community.standards@camden.rutgers.edu) for proof of completion. Students must earn a grade of 100 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.

General Academic Integrity Seminar: <https://www.libraries.rutgers.edu/tutorials/plagiarism>

Video: [Why Citations Matter](#)

Tutorial: [Why Citations Matter](#)

Video: [APA 6<sup>th</sup> Edition Citation Style](#)

Tutorial: [APA 6<sup>th</sup> Edition Citation Style](#)

Quiz: [APA 6<sup>th</sup> Edition Citations](#)

Tutorial: [APA Citations 7<sup>th</sup> Edition](#)

Quiz: [APA Citations 7<sup>th</sup> Edition](#)

Video: [MLA 7<sup>th</sup> Edition Citation Style](#)

Video: [MLA 8<sup>th</sup> Edition Citation Style](#)

Tutorial: [MLA 8<sup>th</sup> Edition Citation Style](#)

Quiz: [MLA Citations](#)

Video: [Turabian Citation Style](#)

Quiz: [Turabian Citations](#)

***Possible Instructor Sanctions for Graduate Academic Integrity Violations***

Grade penalty on assignment or course, specifying the grade the student will receive.

0 on the assignment

Failure for the Course

Required meetings with the [Graduate Writing Assistant](#) (for The Graduate School students only)

Required Meetings with a [Paul Robeson Library Faculty](#) member (must choose appropriate field expert)

***Possible AIF Sanctions for Graduate Academic Integrity Violations (all of the above and any below)***

Dismissal from a departmental or school program

Denial of access to internships or research programs

Loss of appointment to academic positions

Loss of departmental/graduate program/school endorsements for internal and external fellowship support and employment opportunities

Removal of fellowship or assistantship support

Suspension for one or more semesters

Requiring a delay in the completion of a professional program

Dismissal from a graduate or professional program

Expulsion from the University with a permanent notation of disciplinary expulsion on the student's transcript

Degree or certificate revocation