

Sample Notification Email



Things to Consider When Drafting Your Email:

- Please identify to the student the assessment you are concerned about and explain to the student what you feel is concerning about the work they have submitted EXAMPLE: (improper citations, missing citation and/or references, submitted work that is not their own, copied content for external source etc.).
- Identify the specific part of the College Policy [AA48] that you suspect has been violated.
- Explain to the student they have [###] business days to respond (or include the exact date you need to hear from them by), to explain or clarify your concerns regarding their assignment. Also specify that should they not respond within the time frame that the incident will be filed without their input.
- Identify to the student that an academic incident will be filed because of the assignment.

Email Template:

Dear [Student Name],

I am writing to inform you of some concerns I have with the [Assignment] you submitted on [Date the assignment was submitted]. After reviewing your submitted work, I noticed [Identify the suspected Academic Integrity Issue]. The College's Academic Integrity policy stipulates that [Identify the part of the policy that appears to have been violated] is not permitted.

If you have any information you would like to share or can provide me with evidence that you have not violated the College Academic Integrity Policy, please respond to this emailing by [insert date]. If I do not hear from you by the end of [insert date], or you do not provide the necessary explanation, I will proceed with filing the Academic Incident report.

Thank you,

SAMPLE Email:

Dear Student X,

I am writing to inform you of some concerns I have with the essay you submitted on January 24, 2021. After reviewing your submitted work, I noticed there were many instances of copied and unreferenced content in your essay. The College's Academic Integrity policy stipulates that plagiarism is not permitted, and failure to properly cite and reference work is also not permitted.

If you have any information you would like to share or can provide me with evidence that you have not violated the College Academic Integrity Policy, please respond to this emailing by February 3, 2021. If I do not hear from you by the end of the day on February 3, 2021, or you do not provide the necessary explanation, I will proceed with filing the Academic Incident report.

Thank you,