The correspondence to the student should provide relevant information about the issue that is in violation of the University academic integrity policy. Important information to include:

* A description of the specific assignment or activity and the academic integrity error (please refer to the University list of errors in the Student Code of Conduct: Appendix B <https://www.umb.edu/media/umassboston/content-assets/learningdesign/pdf/FINALUMBCode9-5-18-Appendix_B_V2.pdf>);
* Information about where resources/guidance about academic integrity are located within your course (syllabi, Blackboard modules, discussions, handbook, etc.);
* Specific language from the code of conduct about the violation;
* Proposed sanction;
* Offer of meeting within 10 business days of suspected violation;
* Next steps in process

Date, 202X

Student Name

Student ID

Student Email Address

PERSONAL AND CONFIDENTIAL

Dear [Student Name],

In reviewing your essay on "…." for ABC 124 this semester (semester/term 202x) I discovered that you did not abide by the University’s academic honesty policy. All but four sentences in your paper match paragraphs in the free online paper “….” available at [http://freepapersforyou.com.](http://freepapersforyou.com/)

The syllabus states that, “The academic standards of the University of Massachusetts Boston require that: ‘Students may not solicit or use unauthorized material or assistance for their own benefit and may not offer or give such assistance to another student. The honest documentation of the student’s written work is absolutely essential.’”

In this assignment, you submitted material without any acknowledgment that the words in your paper are not your own, thus violating Section I.1 of the academic honesty provisions of the University Code of Student Conduct, which prohibits “submitting as one’s own an author’s published or unpublished work (e.g. material from a journal, Internet site, newspaper, encyclopedia), in whole, in part, or in paraphrase, without fully and properly crediting the author.” For further reference, the academic honesty section of the Code of Student Conduct is available online at the following address: <https://www.umb.edu/life_on_campus/dean_of_students/student_conduct>.

As a result of the infraction(s) mentioned above, I am proposing the following sanctions:

[Faculty members may impose one or more of the following sanctions:

* A failing grade in the assignment in which the infraction occurred.
* Forced withdrawal: the student is required to withdraw from the course. A grade of W will appear on the transcript and there will be no refunds of tuition, fees, or other charges. (\*Please note that a forced withdrawal may have visa or financial aid implications for students.)
* A failing grade in the course or competency in which the infraction occurred.
* Recommendation of additional sanctions: The faculty member, in cases of an especially serious nature, may recommend to the AVP the imposition of additional penalties, including those listed in the Code for misconduct.]

I am not recommending additional university sanctions. If this charge is deemed serious upon further review or if other academic misconduct reports have been filed, you may also be subject to additional university sanctions imposed directly by the Associate Vice Provost.

You may meet with me and/or the department chair within 10 business days, by X date, to discuss this matter further. If after the meeting, I determine that there was no academic misconduct, I will withdraw the sanction, and this case will be removed from your record. However, if you do not respond or if I determine that there was academic misconduct, my sanction will be imposed.

Within ten days after the sanction is imposed, the Associate Vice Provost will review your case to determine whether to impose additional university sanctions. You will receive a letter with that decision and an explanation of the next steps to take if you would like to file an appeal. You may also find additional information about academic integrity, the academic honesty policy, and the next steps in the process on the university’s academic integrity website: <https://www.umb.edu/academics/provost/academic-integrity/student-guidance/>.

Sincerely,

Faculty Member Name

Faculty Member Department

Cc:

[For undergraduate student-related cases only:]

Name of Department Chair

Name of College Dean

Lynnell Thomas, Associate Vice-Provost for Inclusive Excellence

Shawn De Veau, Associate Vice Chancellor for Student Affairs/Dean of Students

**-or-**

[For graduate student-related cases only:]

Name of Graduate Program Director

Tracy Baynard, Associate Vice-Provost for Graduate Education

Justin Maher, Assistant Dean for Graduate Studies