

Sample Correspondence Regarding Academic Integrity

Initial Email

Dear Student,

Please see the attached. Can you please provide an explanation as to why your paper is identical to a student's submission from last term? There is identical word choice throughout. Please provide an explanation ASAP.

Thanks,

Your Instructor

Follow Up Email

Dear Student,

I have spoken with my Dean on this topic and we have agreed on an outcome. This submission will be graded as a 0. I am sure you understand the importance of academic integrity. I have included the policy that was also noted in the syllabus.

You have submitted two papers, one that was an identical copy of a prior submission from another student, and another that was extremely similar with your name inserted instead of the other student. As you can imagine, this is unacceptable. I would strongly encourage you not to use another student's paper, even if your initial intent was only as a reference. Please know that you have other avenues for assistance and I am always willing and able to respond to any questions on content or assignments.

Please do realize this is not an end game on the class. The course has 500 points available. While this 0 will impact your score, it can easily be overcome with good work on the remaining assignments. Based on your past work, I have no doubt that you can still be very successful in the course.

Please realize the importance of academic integrity as you move forward with your studies. Assigned work should be your own words and thoughts as that is how you really advance your knowledge on a topic.

Your Instructor