

Sample Email

Information for Instructors

Student Conduct & Academic Integrity

Below is a sample email to send to students if you have reported them to the Office of Academic Integrity (OAI). This email is a guide, so please feel free to modify as you see fit.

Dear Student,

As I was reviewing (**INSERT ASSIGNMENT/TEST**) I was concerned about (**INSERT BEHAVIOR**). As such, I am required to report this concerning behavior to the Office of Academic Integrity (OAI). The OAI will determine whether or not your behaviors have violated our Honor Code, beyond reporting the concern I am not a part of that particular process.

The OAI will be in touch with you via e-mail and you will have the opportunity to meet with a staff member, address the concerns and share what happened. If you'd like more information about that process please view [the Office of Academic Integrity Website](#) or call 803-777-4333.

Please note that I will not be grading this assignment until I've received a resolution from the OAI. If you are found responsible my standard grade penalty is (**INSERT PENALTY**). If found responsible the OAI will also have the opportunity to issue educational sanctions.

In the meantime, please still continue to use me as a resource for completing this class. If you would like to further discuss my concerns or have other questions about the course please connect with me during my office hours.