**Email Template - Informing Student of Potential Violation**

Dear [Student],

I hope this message finds you well. I’ve recently been made aware of a potential academic integrity violation that I would like to discuss with you. The issue involves *[include a brief, one to three sentence description of the potential violation that may have occurred].* I would like to meet so I can share more information about the potential violation with you, to hear your perspective on what may have happened, and to discuss how to resolve the issue.

I would like to meet with you [insert date range]. Please let me know when you are available for a conversation and whether you would prefer to discuss the matter in person or via Zoom. You are free to invite a trusted member of the MIT community to this conversation for support if you wish.

It’s my preference to hear from you before I make a decision about how to proceed in resolving the issue, however if I do not receive a response from you, I will continue to take steps to resolve this situation.

I recognize that this message may trigger a variety of emotions for you, and I want to encourage you to seek support resources on campus if needed. I’ve included contact information for some of these resources below. Please feel free to reach out to me if you have questions - it’s my hope that we can quickly and easily resolve this issue and allow you to continue your educational journey in this course and at MIT.

Sincerely,

[Instructor]

**Support Resources for MIT Students:**

**Student Support Services (S^3) [Undergraduate Students]:** Email [s3-support@mit.edu](mailto:s3-support@mit.edu), call 617-253-4861, or go to <https://studentlife.mit.edu/s3> for more information about virtual walk-ins

**Office of Graduate Education GradSupport [Graduate Students]:** Email [gradsupport@mit.edu](mailto:gradsupport@mit.edu) or call 617-253-4860.

**Student Mental Health and Counseling [All Students]:** Call 617-253-2916 for support.

**Dean on Call [after business hours; all students]**: Dial 100 from campus phones or 617-253-1212 to reach MIT Police, then ask to speak to the Dean on Call. The service is available Monday through Friday, 5PM – 9AM, and all weekend on Saturday and Sunday and on MIT-observed holidays.