

Date

Dear \_\_\_\_\_ :

This letter is to notify you of my decision finding you guilty of a violation of the University's Code of Academic Integrity.

(Date) \_\_\_\_\_ (Description of violation and course.)

(This paragraph should state any grade penalty you have decided to impose and whether you have decided to refer the matter to the Academic Integrity Board for further action.)

You have the right to appeal my decision to the Academic Integrity Hearing Board of my college. If you choose to appeal, you should contact (name of Chair or Secretary of Hearing Board in your college who handles scheduling of hearings) within ten working days.

The University Code of Academic Integrity spells out your rights and the appeals procedures in more detail. If you have questions, please contact (name, email address, and office number of Chair or Secretary of Hearing Board in your college who handles scheduling of hearings) or the Judicial Codes Counselor.

This website explains Cornell's Academic Integrity procedures, contains a link to the Code of Academic Integrity, and provides information about Judicial Codes Counselors:

<http://theuniversityfaculty.cornell.edu/academic-integrity/>

Sincerely,

(faculty member)

encl.

\*\*Copies of this letter should be sent to the Hearing Board's record keeper and to Judicial Codes Counselors who are involved in the primary hearing.