

Letter from Academic Integrity Chair Notifying Student of Academic Integrity Board Hearing

Date

Dear :

I have received a complaint from (name of instructor) alleging that you violated the Code of Academic Integrity. (name of instructor) states that you (describe alleged violation)

Because of the seriousness of the alleged offense, (name of instructor) believes the penalty should be more than just a change in grade for the course and has therefore requested a Board Hearing. The Academic Integrity Hearing Board will meet at (time) on (date) in room (number) to hear this case.

You may appear with any witnesses or evidence on your own behalf, and you will be entitled to question any witnesses who appear against you. You are also entitled to bring an advisor of your choice to the hearing. Although you may choose to act as your own counsel, you may find it helpful to consult your faculty advisor or the Judicial Codes Counselor, who is available to assist members of the Cornell Community who are accused of violating University rules and regulations.

You should be aware that failure to appear before the Hearing Board without being excused for good cause shown may result in the Hearing Board proceeding in your absence; therefore, if you cannot attend at the time set, be sure to contact me well in advance. I will attempt to reschedule the hearing, or if that is impossible, you may submit written evidence for a hearing in absentia.

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/>

If you have any questions, please contact me or the Judicial Codes Counselor.

Sincerely,

Chair, Academic Integrity
Hearing Board

encl.