

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

Date

Dear :

(name of instructor) has found you guilty of a violation of the Code of Academic Integrity in the course (name of course) in (semester year). The alleged violation was (describe the violation), and the penalty imposed by (name of instructor) was (give the penalty).

You are appealing [fill in whichever the student is appealing] (1) the verdict of guilt on procedural grounds, (2) the verdict of guilt because new evidence has come to light, (3) the penalty.

The Academic Integrity Hearing Board will meet at (time) on (date) in room (number) to hear your appeal.

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/>

r

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

Sincerely,

Chair, Academic Integrity
Hearing Board

encl.