

Date

Dear _____ :

I have received information that leads me to believe that you have violated the University Code of Academic Integrity.

Date of violation:

Brief description of charge:

I request your presence at a primary hearing to discuss this matter on (date) at (time) in my office, (office address).

The purpose of this hearing is to resolve the case with a minimum of formal procedure. An independent witness appointed by my department will also be present. At the hearing I will present my evidence, and you will be given the opportunity to respond. You may bring an advisor and any evidence of your innocence, including character witnesses, if you wish. The Judicial Codes Counselor (jcoffice-mailbox@cornell.edu), is available to assist members of the Cornell community. After the hearing I will either dismiss the charge or find it supported on the basis of the evidence and assign an appropriate grade penalty. You have the right to appeal my decision to the chair of the Academic Integrity Hearing Board.

If you are unable to attend the hearing at the scheduled time or have any other questions about the process, please contact me. The Code of Academic Integrity can be found on Cornell's webpage: (<http://cuinfo.cornell.edu/Academic/AIC.html>).

Sincerely,

(faculty member)

Cc: Debra Morey, A&S Recordkeeper