

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 Debra Morey, Secretary of the Academic Integrity Hearing Board (dsm2@cornell.edu/255-7061), within ten working days.

The University Code of Academic Integrity spells out your rights and the appeals procedures in more detail <http://cuinfo.cornell.edu/Academic/AIC.html>. If you have any questions please contact either Professor Rachel Weil or Professor Andrew Galloway, Co-Chairs of the Academic Integrity Hearing Board, or the Judicial Codes Counselor, jccoffice-mailbox@cornell.edu

Sincerely,

(faculty member)

Cc: Debra Morey, A&S Recordkeeper