Complainant Appeal to University Hearing Board

A complainant may use this form to request that the University Hearing Board review the Judicial Administrator’s (JA’s) decision not to file charges in a case or with a summary decision reached in a case. This petition must be sent to the JA within three calendar days after the complainant receives notice of the JA’s action. For more information regarding this process, please contact the Office of the Judicial Administrator or see the Campus Code of Conduct, Title Three, Article III.C.5., page 22.

This hearing will be conducted solely on the written documents of the parties, unless the Board determines that a live hearing is necessary for a just resolution of this matter. Petitioner may include reasons why a live hearing would be necessary in his/her petition. The written documents may include: this petition, the JA’s response to it, the accused person’s response to it, and petitioner’s response (if any) to the documents of the JA and the accused person.

Complainant Name:

Accused Person Name:

Action taken by the JA:  
___ Case closed with no action
___ Summary decision that included (list penalties and sanctions):

Date complainant notified of JA’s action:

Please answer the following questions, in detail (separate pages may be necessary) and mail, fax, or email (judadmin@cornell.edu) the answers to the Office of the Judicial Administrator:

(1) Why do you disagree with the actions of the JA in resolving your complaint? (Please check all that apply and elaborate.)

   ___  a. The JA did not follow the procedures required by the Code. Which procedure? What did the JA do instead? For example, “The JA was required to notify me no more than two business days after the summary decision became final. She did not notify me for six weeks.”
b. The JA dismissed the case, but I believe there is clear and convincing evidence of a Code violation. Please state the type of action or behavior you believe violates the Code (or attach a copy of your written complaint). What evidence demonstrates this violation? For example, “The JA found that the accused person did not violate the Code, but three people saw her hit me and heard her make threatening statements. The witnesses are: Jane Roe, James Doe and John Smith.”

c. I disagree with the summary decision reached by the JA. The case should have been resolved as follows: For example, “The JA imposed 30 hours of community work, but I think there should have been an expulsion. I also believe I should have received $50.00 for restitution (receipt attached).”

d. Other. (please specify)

(2) What would you like the University Hearing Board to do?

a. Order the JA to reopen the investigation.

b. Order the JA to file charges so that the case can be adjudicated by a different panel of the University Hearing Board.

Signature: ___________________________ Date: ___________________________