Access the Academic Integrity Form from your Instructor Dashboard. Select the “My Class List - Primary” tab. Select the student from the list and click the “Submit” button under the “Academic Integrity” heading. Enter the student’s deadline to contact you to schedule an Academic Integrity Resolution Meeting. The student should be given five school days to contact you.

Select four possible academic integrity facilitators to meet with you and the student during the Academic Integrity Resolution Meeting. Facilitators do not have to be from your department or college. The Facilitators selected will receive an automatic email notifying them that you listed them as possible Facilitators. Please follow up with the selected Facilitators to determine who will be present during the Resolution Meeting.
Enter the information regarding the alleged incident. Include the following details:

- Date the alleged violation was discovered (Students should be notified of an alleged violation within five days of discovery.)
- Date the assignment was due (Students should be notified of an alleged violation within 30 calendar days of the assignment due date.)
- Select the type of violation that allegedly occurred from the drop-down list
- Provide a brief description of the alleged violation
Upload any supporting documentation to substantiate the alleged violation. Check the “Add Additional Documentation” box if you have multiple documents. The supporting documentation will be available to the Facilitator before the Resolution Meeting.

Check the box next to the possible sanction.
- Admonition - Official warning for a minor, first-time violation. The penalty can be a grade reduction on the assignment and/or resubmission of the assignment.
- Level One - F or zero on the assignment.
- Level Two - Final grade of F! in the course.
- Level Three - Administrative withdrawal and dismissal.
Be sure to click “Submit.”

If you have questions about which sanction would be appropriate, please contact the Office of Academic Affairs.
- Students can only receive one admonition. Please verify a student’s eligibility before assigning an admonition.

Contact our office: 101 Whitehurst  academics@okstate.edu  405.744.8789
After submitting the form,
- The instructor receives an email confirmation.
- If necessary, the Inquiry Form can be edited through your Instructor Dashboard.
- The student receives an email notification and is asked to contact the instructor within five school days.
- The Facilitators receive an email notification.
- Work with the student and the Facilitator to determine a convenient date, time, and location for the Resolution Meeting. Resolution Meetings can be in-person or virtual.

Complete the Academic Integrity Facilitator form to select the Facilitator who will be present during the Resolution Meeting with you and the student. Click “Notify” to open the form.

Select the Academic Integrity Facilitator from the drop-down list. The Facilitator is emailed a link to view the Inquiry Form and supporting documentation.

Please contact the Office of Academic Affairs if you have questions about the Academic Integrity policy and procedures.
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