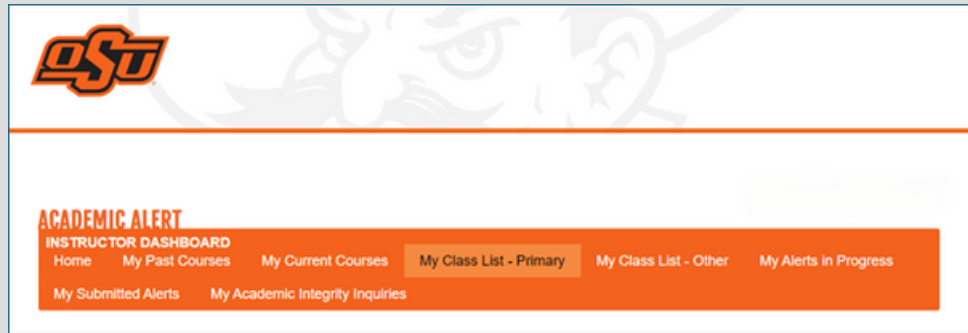
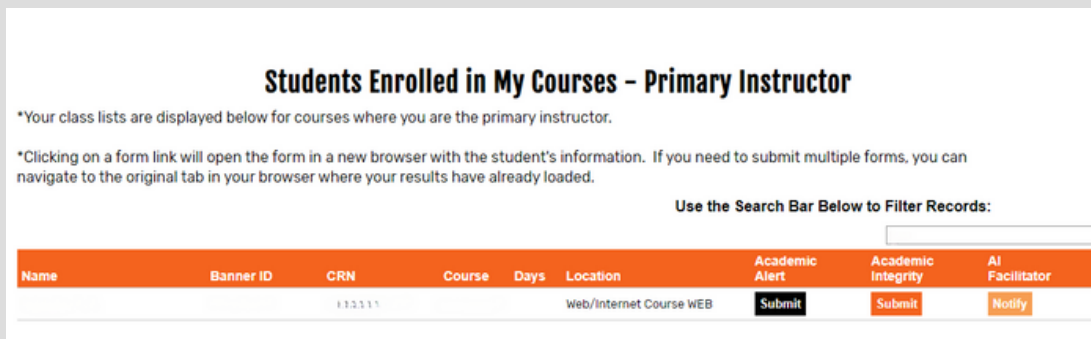


Academic Integrity Inquiry Form Instructions

Access the Academic Integrity Form from your Instructor Dashboard. Select the “My Class List - Primary” tab.



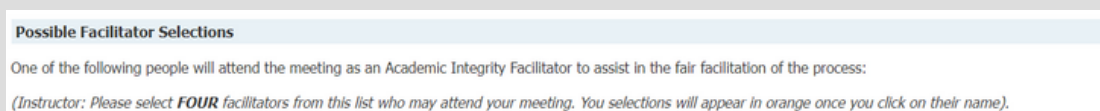
Select the student from the list and click the “Submit” button under the “Academic Integrity” heading.



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.



Academic Integrity Inquiry Form Instructions

The student's information should automatically populate on the form.

| Student Information | | | |
|--|----------------------|----------------------|----------------------|
| Preferred Name: | First Name: | Last Name: | Banner ID: |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| STUDENT NOTIFICATION INCLUDED IN STUDENT EMAIL: Be aware that if you fail to schedule a meeting by the date noted or choose not to attend your scheduled appointment, a decision will be made in your absence based upon the information available as to whether or not a violation of Academic Integrity has taken place. For a complex situation or situations involving multiple students, the instructor may postpone any decision about the alleged violation until all facts have been gathered. You may not drop this course. If you drop the course, you will be re-enrolled by the Registrar. | | | |

The course information should automatically populate on the form.

| Course Information | | | |
|----------------------------|----------------------|---|--|
| Term: (ex: Fall 202360) | CRN: (ex: 10001) | Course Prefix & Number: (ex: ENGL1113) | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| Instructor Name: | Instructor Phone: | Instructor Email: | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | |

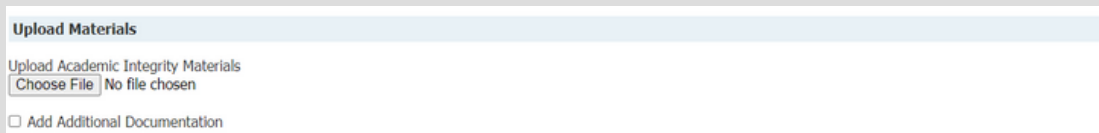
Enter the information regarding the alleged incident. Include the following details

- 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

| Alleged Incident Information | |
|---|----------------------|
| Per policy, an instructor should notify the student of an alleged violation within five school days of discovery but no more than 30 calendar days from the assignment due date. | |
| Date Alleged Violation Discovered: | Assignment Due Date: |
| <input type="text"/> | <input type="text"/> |
| Alleged Violation of Academic Integrity: (See PSP 2-0822 1.04, 2.04, or 6.01 for examples) | |
| <input type="text" value="Plagiarism"/> | |
| Description of Alleged Incident: (Please include a copy of all supporting documents/attach additional pages if needed) | |
| <input type="text"/> | |

Academic Integrity Inquiry Form Instructions

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. **Documentation must be submitted as a PDF file.**

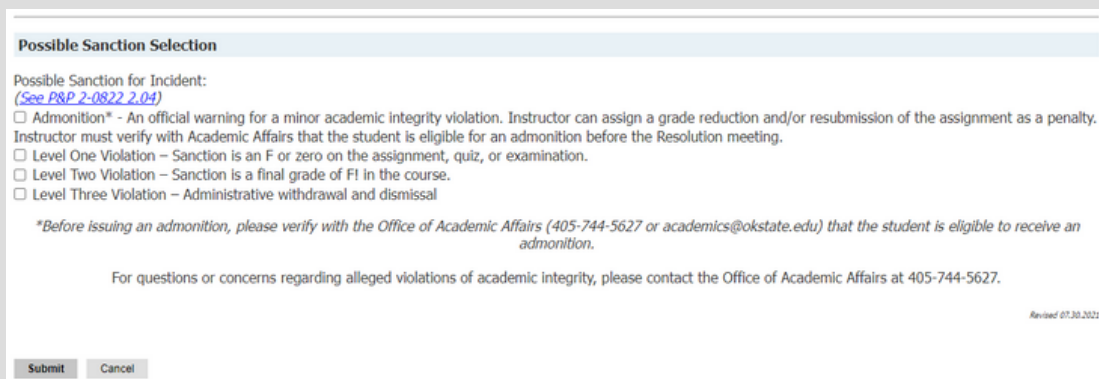


The screenshot shows a section titled "Upload Materials" with a light blue header. Below the header, it says "Upload Academic Integrity Materials" and "Choose File" with "No file chosen" next to it. At the bottom of the section, there is a checkbox labeled "Add Additional Documentation".

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.”



The screenshot shows a section titled "Possible Sanction Selection" with a light blue header. Below the header, it says "Possible Sanction for Incident:" followed by a link "(See P&P 2-0822 2.04)". There are three checkboxes with corresponding text: "Admonition* - An official warning for a minor academic integrity violation. Instructor can assign a grade reduction and/or resubmission of the assignment as a penalty. Instructor must verify with Academic Affairs that the student is eligible for an admonition before the Resolution meeting.", "Level One Violation - Sanction is an F or zero on the assignment, quiz, or examination.", and "Level Two Violation - Sanction is a final grade of F! in the course." Below these is a fourth checkbox: "Level Three Violation - Administrative withdrawal and dismissal". A note in italics says: "*Before issuing an admonition, please verify with the Office of Academic Affairs (405-744-5627 or academics@okstate.edu) that the student is eligible to receive an admonition." Below the note, it says "For questions or concerns regarding alleged violations of academic integrity, please contact the Office of Academic Affairs at 405-744-5627." At the bottom right, it says "Revised 07.30.2021". At the bottom left, there are "Submit" and "Cancel" buttons.

- **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

Academic Integrity Inquiry Form Instructions

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.

Students Enrolled in My Courses - Primary Instructor

*Your class lists are displayed below for courses where you are the primary instructor.

*Clicking on a form link will open the form in a new browser with the student's information. If you need to submit multiple forms, you can navigate to the original tab in your browser where your results have already loaded.

Use the Search Bar Below to Filter Records:

| Name | Banner ID | CRN | Course | Days | Location | Academic Alert | Academic Integrity | AI Facilitator |
|-----------|-----------|-----|--------|------|----------|----------------|--------------------|----------------|
| 1 2 3 4 5 | | | | | | Submit | Submit | Notify |

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

Abby Faden - Arts & Sciences - English (Composition Courses Only)
Aditi Grover - Tulsa - Spears School of Business - Marketing & International Business
Aditya Jaxadas - Education and Human Sciences - Design & Merchandising
Andrew Ranker - Arts & Sciences - Michael & Anne Greenwood School of Music
Andy Dzialowski - Arts & Sciences - Integrative Biology
Bill Schwartz - Tulsa - Spears School of Business - Accounting
Brandy Wells - Arts & Sciences - History
Candace Schell - Education and Human Sciences - Teaching, Learning, and Educational Sciences
Daniel Shoup - Ferguson College of Agriculture - Natural Resource Ecology & Management
Danielle Bellmer - Ferguson College of Agriculture - Bioregions and Agricultural Engineering
David Belenchi - Education and Human Sciences - EHS Academic Advising
David Carter - Spears School of Business - Finance
Erika Lutter - Arts & Sciences - Microbiology & Molecular Genetics
Evan Davis - Spears School of Business - Business Administration
Fran Junier - Arts & Sciences - English (International Composition Courses Only)
Harri Bingham Brunner - Arts & Sciences - English (International Composition Courses Only)
Harolds Hertz - Arts & Sciences - Philosophy
Janice Hermann - Education and Human Sciences - Nutritional Sciences
David Fitzgerald - Arts & Sciences - Sociology
David Carter - Spears School of Business

Submitting this form will notify the facilitator via email of the details of this submission and allow to view the form in State. The email will also have links to any uploaded documentation.

Submit

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

101 Whitehurst academics@okstate.edu 405.744.8789