

**ACADEMIC INTEGRITY HANDBOOK  
FOR FACULTY  
AND OTHER INSTRUCTIONAL PERSONNEL**



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Academic Affairs  
Oklahoma State University  
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**<http://academicintegrity.okstate.edu>**



# ACADEMIC INTEGRITY HANDBOOK FOR FACULTY AND OTHER INSTRUCTIONAL PERSONNEL

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## Preface

You, as a faculty member or a teaching assistant, are a front-line leader in communicating and overseeing the professionally respected standards of integrity in academic work in this educational institution. Recent examples abound concerning data-altering researchers, plagiarizing authors, cheating accountants, deceiving business persons, and misleading governmental officials, among many other categories.

Why are standards of academic integrity important? A number of negative consequences can be cited: violations may result in lowering public respect for and the value of the university's degrees and programs, violators often gain an undeserved advantage at the expense of the honest students, and repeated violations may further corrupt the student's approach to other areas of life such as professional practices and social relationships. In short, cheating harms the school, other students, and the cheater. At their primary basis, however, violations of academic integrity are usually violations of trust between student and teacher, student and student, and student and the larger academic community, and, at the same time, exhibit the cheater's disrespect for these three parties. For example, a researcher who publishes well-documented findings trusts that others who use the findings will give proper credit; in evaluating a student's work, a teacher trusts that a student is honest in indicating sources of material in a term project; and in doing similar term projects, students trust that fellow students have conscientiously abided by the same rules and requirements that they are obligated to follow. A cheater marks himself or herself as an untrustworthy member of the university and to that extent, not a person meriting the future professional or moral respect of others in the university or in the larger society.

It is obvious that the tasks of a teaching professional are not only to communicate and evaluate subject matter and techniques but also to communicate and maintain standards of appropriate professional behavior. If you do not take this important responsibility seriously, you can be sure that neither your students nor the OSU administrative staff will be likely to honor standards of academic integrity. It's up to you! Technological developments have increased the ways people can cheat, but they have also increased the mechanisms for detecting cheating. The purpose of this booklet is to provide you with the relevant information and resources to do this important part of your job.

--Neil R. Luebke, Ph. D.  
Emeritus Professor of Philosophy

## **BRIEF ANSWERS TO FREQUENTLY ASKED QUESTIONS**

### **What are violations of academic integrity (AI)?**

Violations include, but are not limited to, unauthorized collaboration, plagiarism, cheating on examinations, altering or destroying the work of others, fabricating information, and several other behaviors (see 1.04 and 6.01 in the policy).

### **What if the alleged violation is not listed in the policy?**

Section 6.02 in the policy says, "Instructors may identify other behaviors that violate academic integrity."

### **What is not a violation of academic integrity?**

All non-academic student misconduct (e.g., inappropriate classroom behavior, theft, drunkenness, etc.) is handled through the Office of Student Conduct.

### **How do I deal with a violation of academic integrity?**

If you have sufficient evidence that it is "more likely than not" the student committed an academic integrity violation, you should complete the following process within 5 school days of the discovery:

- organize the evidence
- contact an Academic Integrity Facilitator from the list provided at <http://academicintegrity.okstate.edu/doc/facilitators.pdf>
- complete the Academic Integrity Inquiry Form (A) and send or give them to the student.

After the student responds (within 5 school days following receipt of the Inquiry Form), schedule a meeting time for you, the student, and the facilitator to discuss the charge. At the end of the meeting, the three persons complete and sign the Academic Integrity Resolution Form (B or C), file the form, and send the Inquiry and Resolution forms (A & B or C) to the Office of Academic Affairs. For more complete information see Part III of the Academic Integrity Handbook "Detecting and Reporting Academic Integrity Violations" and see Appendix C "Notifying Student of Possible Academic Integrity Violation."

### **How do I handle a violation of academic integrity that occurs at the end of the semester?**

In the event an academic integrity incident is not resolved at the time grade reports are due to the Registrar, an 'I' grade should be assigned with a default grade that reflects the proposed sanction. The default grade will be "F!" or a grade calculated to reflect a "zero" or "F" for the assignment(s) or examination(s) that are under review for violating academic integrity. Students have 5 school days to appeal the violation. This 5 day appeal period will roll over into the next regular semester (fall or spring). The default grade becomes final if the student does not appeal by the 5 day deadline.

### **Can I email the student form A?**

You may email the form to the student's university email address.

### **Who is allowed to facilitate a resolution meeting?**

Only someone trained in the academic integrity policies and procedures can act as an Academic Integrity Facilitator. A list of facilitators is available at: <http://academicintegrity.okstate.edu/doc/facilitators.pdf>.

### **What is the role of the Academic Integrity Facilitator?**

An Academic Integrity Facilitator is an instructor, adviser or academic administrator who is trained in academic integrity policy and procedures. The role of the Academic Integrity Facilitator is to provide information about Oklahoma State University's academic integrity policy and procedures, and serve as an impartial observer during the initial meeting between the instructor and student. The facilitator does not act as a mediator or negotiator, but aids the academic integrity process by explaining the standard of proof required for an allegation and encouraging the instructor and student to reach their own conclusion after they discuss the evidence supporting the alleged violation

of academic integrity. The facilitator will describe the appeals process if the student and instructor disagree about the student's responsibility for the violation or the appropriateness of the sanction and provide a copy of the appeal form.

**Can a facilitator also hear a case?**

No. Some facilitators are also members of the academic integrity panel. If a panel member is called as a facilitator for a resolution meeting they will not be allowed to hear the case if it is appealed and should recuse themselves if asked to serve on the panel.

**Does the Academic Integrity Facilitator have to be from my department?**

No. It is suggested that instructors select facilitators from a different department. Instructor may select a facilitator from the same college. The facilitator of choice must be trained by Academic Affairs about the policies and procedures. A list of facilitators is available at <http://academicintegrity.okstate.edu/doc/facilitators.pdf>.

**What sanctions will be assigned by the instructor for alleged violations of academic integrity?**

Four sanctions are recommended based on the seriousness of the violation.

1. Admonition: warning issued by the instructor and a grade reduction that does not exceed the value of the assignment in question for violations including but not limited to the following:
  - Plagiarism/copying of work done for a course, if the plagiarized/copied material is less than 10% of the assignment or deemed minor by the instructor.
  - Unauthorized collaboration on homework assignments making up less than 10% of the assignment or deemed minor by the instructor.
2. Level one sanction: award a grade of "zero" or "F" for the assignment or examination for violations including but not limited to the following:
  - Copying a few sentences of material (1-5 sentences or a minor portion) from a written or Internet source without proper citation.
  - Cheating on a quiz or minor assignment (less than 10% of the final grade).
  - Receiving unpermitted help on an assignment.
  - Working on an assignment with others when the instructor asked for individual work.
  - Using a false excuse to obtain an extension on a due date.
  - Signing an attendance roster for someone who is absent or asking someone else to sign the roster to avoid being counted absent.

Instructors can also assign students found responsible for level one violations an academic integrity education sanction.

3. Level two sanction: award a grade of "F!" for the course for violations including but not limited to the following:
  - Turning in a paper copied from another student.
  - Turning in a paper obtained in full or in part from a term paper "mill" or website.
  - Copying material almost word for word from a written source and turning it in as one's own work.
  - Fabricating or falsifying a bibliography.
  - Getting questions or answers from someone who has taken an examination.
  - Obtaining an unauthorized copy of an examination in advance.
  - Using unauthorized notes during an examination.
  - Having another student take an examination.
  - Inappropriate use of technology (camera phones, text messaging, programmable calculator, etc.) during an examination.
  - Copying from another student during an examination with or without his/her knowledge.
  - Helping someone else cheat on an examination.

- Stealing an examination or problem answer from the instructor.
- Altering a grade or scoring on an examination or paper to obtain unearned credit.
- In a course requiring computer work, copying another student's program rather than writing one's own.
- Fabricating or falsifying laboratory or research data.
- Inappropriately sharing or using work on an online assignment or examination.
- Turning in work done by someone else.
- Submitting substantial portions of the same assignment to more than one class without permission of the instructors.

For level two sanctions the transcript will indicate that a grade of "F!" signifies that the student failed the course because of an alleged violation of academic integrity.

4. Level three sanction: recommend a transcript notation of "Administrative Withdrawal for Academic Integrity Violation" and dismissal from the graduate or professional program and dismissal from the university for the following types of violations:
  - Plagiarism or other violations of academic integrity in a thesis or dissertation proposal, qualifying examination, comprehensive examination, thesis or dissertation, report for a creative component, thesis or dissertation defense, professional education portfolio, or professional presentations or publications.
  - Fabrication or falsification of research or laboratory data used in a creative component, report, thesis or dissertation, presentation or publication.
  - Altering academic records such as transcripts, falsification of applications for admission or cheating on required prerequisite exams.

### **What is an Admonition?**

An admonition is a warning issued by the instructor and not considered a grievance. An admonition should be used for first time minor offenses. The sanction for an admonition is a grade reduction not to exceed the value of the assignment or examination in question. A first time offense is not automatically treated as an admonition. Admonitions will be reported to the Office of Academic Affairs, but will not be recorded in the Student Conduct database or noted on a student's transcript. An admonition will be taken into account if additional academic integrity violations are reported. An admonition can be assigned for the following violations of academic integrity:

- Plagiarism/copying of work done for a course, if the plagiarized/copied material is less than 10% of the assignment or deemed minor by the instructor.
- Unauthorized collaboration on homework assignments making up less than 10% of the assignment or deemed minor by the instructor.

### **Is an instructor allowed to assign other sanctions for violations of academic integrity?**

Instructors should assign an admonition, level one, level two, or level three sanctions for alleged violations of academic integrity. Instructors should use standards consistent with the Academic Integrity Policy in their courses.

### **Can a student drop a course once a violation of academic integrity has been identified?**

The instructor or Academic Integrity Panel may permit a student to drop a course with a grade of "W" if the allegation is dismissed or if the student admits responsibility for a level one sanction, however, the student must drop the course by the drop deadline. A student may not drop a course in which the "F!" grade was assigned.

### **What is a resolution meeting?**

At this point in the process the student has not been found responsible for a violation of academic integrity. This meeting is an opportunity for the instructor and student to discuss the allegation and determine if a violation occurred and if so what sanction is appropriate.

### **Can a parent/s and/or friend/s attend the resolution meeting?**

No. The resolution meeting is attended by the facilitator, instructor and student. If a student appeals he or she has the right to be accompanied to the Academic Integrity Hearing Panel meeting by one adviser of their choosing.

### **How does the student appeal the instructor's decision?**

The student submits an appeal form and a statement to the Academic Integrity Coordinator within 5 school days after the official email notification is sent from the Academic Integrity Office. The Coordinator, who can be contacted in the Office of Academic Affairs located in 101 Whitehurst, gives the student notice of receipt of the appeal, notifies the instructor of the course, assists the student and instructor in understanding the appeals process, assembles the supporting documents, and transmits the case to the Academic Integrity Panel.

The instructor submits sufficient information to substantiate an alleged violation of academic integrity and the sanction. The instructor must return the evidence and make themselves and any graduate assistants/teaching assistants available for a hearing within 20 school days after the student returns the appeal form or the case will be dismissed.

An Academic Integrity Hearing Panel will schedule a hearing to listen to statements by the instructor, student and others; review materials submitted by the instructor and student; decide if it is "more likely than not" that the student committed the alleged violation; and determine if the sanction is appropriate for the violation. The hearing panel will make one of the following decisions:

- The student is not responsible for a violation of academic integrity. The Academic Integrity Coordinator will remove the sanction and the instructor will assign an appropriate grade.
- The student is responsible for a violation and the sanction is appropriate.
- The student is responsible for a violation but the sanction is not appropriate. The panel may increase or decrease the sanction.

After the decision the Academic Integrity Coordinator will send a hearing report to the student, instructor, student's advisor, instructor's department head, student's dean and the Registrar (if necessary).

### **How are grades assigned when a violation of academic integrity has occurred?**

If more than 5 school days remained in a semester after the resolution meeting, the grade should be assigned by the instructor with the sanction applied (including the assignment of an F! in the course). Pre-finals and finals weeks do not count as school days. If an alleged violation occurs at the end of the semester and the resolution meeting has not been held or the 5 school day appeal deadline falls in the next regular semester, then a grade of "I" should be assigned with a default grade that reflects the proposed sanction. The default grade will be "F!" or a grade calculated to reflect a "zero" or "F" for the assignment(s) or examination(s) that are under review for violating academic integrity. At the end of the appeals deadline the Academic Integrity Coordinator will send a copy of the resolution form to the Registrar so that the appropriate grade can be assigned.

### **What are rights of the student in the Academic Integrity appeals process?**

The procedures for the Academic Integrity Panel afford the student his/her rights by providing:

- Written notification of the time and place of the hearing of the appeal. This notice will be emailed to the student's University email address.
- A copy of the Academic Integrity Violation and Resolution forms and the instructor's statement.
- The right to appear in person and present his/her case. Either party may elect not to appear; in this instance, the hearing shall be held in his/her absence. Failure to appear must be noted without prejudice.
- The right to meet with the hearing panel at the same time, so no further allegations can be made against the student without the student's knowledge or against the instructor without the instructor's knowledge.
- The right to be accompanied by one adviser (colleague or friend); however, the adviser may not address the hearing panel.
- The right to call witnesses to assist in establishing facts of the case.
- The right to ask questions.

- The right to an explanation of the reasons for any decision rendered.
- The right to be free from retaliation by the instructor.
- The assurance that all personally identifiable information about alleged violations of academic integrity will be confidential under provisions of the Family Educational Rights and Privacy Act (FERPA) and will not be disclosed except as permitted by the Act or with written permission of the student.

**What are the chances of this charge being overturned?**

Each appeal is heard on a case by case basis. The pertinent questions for the Academic Integrity Panel are “Did a violation of academic integrity occur?” and “Is the assigned sanction appropriate?” The instructor should present all evidence and testimony that led them to conclude a violation of academic integrity occurred. The student should present any evidence or witness statements when they turn in their appeal form. (From Fall 2012-Fall 2015, 24 of 130 appeals were overturned by the Academic Integrity Panel).

**Who can help me if the student appeals the alleged violation of academic integrity?**

The Academic Integrity Coordinator will assist both the student and instructor in understanding the appeals process. Both parties are encouraged to contact this person if they have any questions about going before the panel or for any policy questions.

**Can the sanction be reduced by the panel?**

Yes. The Panel will review the proposed sanction and may determine a lesser sanction is more appropriate. They will consider the recommended sanctions outlined in the Academic Integrity Policy.

**Can the sanction be increased by the panel?**

Yes. If it is discovered the student has a prior violation then the Academic Integrity Coordinator will contact the student and notify them of a hearing regarding the second violation. The Panel also has the option of increasing a sanction if they believe a greater sanction is more appropriate.

**How will the instructor know that an appeal has been filed?**

Within 5 school days of the official notification being sent from the Office of Academic Affairs, the student may submit an appeal form with supporting documentation. You will be notified by the Academic Integrity Coordinator via email. For more complete information see sections 3.01 - 3.12 in the policy.

**Does the Academic Integrity Panel consider grade appeals?**

No. While a grade change may occur as the result of an academic integrity hearing the Academic Integrity Panel deals only with violations of academic integrity. Grade appeals are handled by the Grade Appeals Board.

**How does an appeal of an academic integrity violation charge differ from a grade appeal?**

The situations are definitely different. The charge of an academic integrity violation is brought by an instructor against a student. In a grade appeal, which is handled by the Grade Appeals Board, the action is initiated by the student against an instructor and is filed after a course grade has been assigned. In this case, the question for the Grade Appeals Board is “Did the instructor act fairly (i.e., follow stated procedures accurately and consistently, etc.) in assigning the grade?” If the Grade Appeals Board determines that a (lower) grade was given as a penalty for suspected cheating (or some other academic integrity violation), the case will be immediately referred to the Academic Integrity process. For more information on grade appeals, see <http://academicaffairs.okstate.edu/content/grade-appeals-board-policies-procedures>.

**Can an academic integrity violation be charged for work completed outside of a formal class?**

In accordance with a policy developed by the Graduate College, a graduate or professional student may be charged with a violation of academic integrity related to work in non-class settings such as comprehensive or qualifying examinations or dissertation drafts. Alleged violations of academic integrity in these activities are handled by the Academic Integrity Panel. For appeals involving alleged violations of academic integrity by graduate students outside

of class (e.g., qualifying or comprehensive examinations, proposals, theses/dissertations), the Academic Integrity Hearing Panel will be composed of graduate students and members of the graduate faculty.

For more information, contact the Associate Dean for the Graduate College, 202 Whitehurst, 405-744-6368.

### **Can a person not enrolled in the course be charged with a violation of academic integrity?**

Only in the cases outlined above. The only sanctions available in this policy are related to a grade in a class.

### **What can I do to encourage academic integrity in my classes and on campus?**

This is the most important question. Faculty can lead discussions of academic integrity in classes, provide a clear explanation of permissible and impermissible academic behavior (e.g., regarding collaboration, use of Internet sources, term paper documentation, and the like), include statements about academic integrity in the course syllabus, show the academic integrity video, and reduce opportunities for cheating (e.g., adjust seating during examinations and record the examination seating arrangement, modify examinations and other projects from term to term, limit or prohibit the use of electronic devices during examinations). For more suggestions, see Part II of the Academic Integrity Handbook "Detecting and Reporting Academic Integrity Violations."

### **What is a grade of "F!"?**

A grade of "F!" (pronounced F shriek) on the student's transcript indicates that the student received a failing grade in the course because of an alleged violation of academic integrity. The first "!" may be removed through successful completion of an academic integrity education program (see below); however, the "!" will remain on the transcript for at least one semester.

### **What is the Academic Integrity Panel?**

The Academic Integrity Panel is composed of faculty, undergraduate student and graduate student representatives from each college. When a hearing panel is convened to hear an appeal, it will be composed of a student chair and at least two student members and two faculty members. The hearing panel will listen to statements by the instructor, student and others who have direct knowledge of the incident; review materials submitted by the instructor and student; decide if it is "more likely than not" than the student committed the alleged violation; and determine if the sanction is appropriate for the violation.

### **What standard of proof is required for alleged violations of academic integrity?**

When an instructor confronts a student with an alleged violation of academic integrity the instructor is expected to provide sufficient information to substantiate the allegation. The information should support a determination that it is "more likely than not" that a violation of academic integrity occurred.

The standard of proof requires more than a mere assertion by an instructor that a student has been involved in an alleged violation of academic integrity. In most circumstances, information supporting the instructor's assertion of a violation of academic integrity should be presented in the form of documents or corroborating statements from other University faculty or staff, or both.

Only in instances in which no other supporting information is available should the instructor ask other students in a class to support an allegation of a violation of academic integrity. An instructor should not report a violation of academic integrity based on an allegation by another student that is unsupported either by documents or observation of the alleged violation by a member of the University faculty or staff.

Examples of documents that have been found helpful in past cases include examinations with identical or highly similar answers, particularly when the answer on one or both examinations is incorrect, and when the instructor can demonstrate that the papers were produced by students seated in close proximity to one another during an examination; copies of a student's written work and the original source(s) from which the work is alleged to have been taken; improper source materials such as notes taken from a student during the course of an examination for which no notes were allowed; and texts or other materials improperly in possession of a student during the examination. In these situations, the documents should be retained by the instructor. It strengthens the instructor's

case to have another witness to the presence of improper materials during the examination, particularly if there is a dispute as to the presence of the materials.

Written statements by persons who do not attend the Academic Integrity Panel hearing normally will not be considered by the panel. In the event that a majority of the panel concludes that such written statements are necessary, the record of the case shall contain the reasons for the conclusion.

### **What should an instructor do if they feel a violation has occurred but aren't sure they have enough evidence to substantiate the "more likely than not" standard?**

When an instructor suspects that a student violated academic integrity, they are obligated to investigate the allegation and determine if there is sufficient information to substantiate the allegation. In most cases the instructor should complete form A and conduct a resolution meeting to determine if there is adequate evidence. However, it is up to the instructor to determine if the alleged violation constitutes an admonition, sanction or a "teachable moment." A "teachable moment" can occur when the student has made an error or there is not enough evidence to substantiate the claim of a violation. It may also be defined as a misunderstanding or miscommunication occurring between the student and instructor regarding the process by which the assignment should be completed. In this case the instructor does not feel that the student is responsible of a violation. This would be an opportunity to educate the student regarding academic integrity and the danger of their actions. The assignment would be graded as an error but not processed as a violation of academic integrity.

### **What happens to students who violate academic integrity a second time?**

Students who are accused of a second alleged violation of academic integrity in the same course in the same semester may have the second violation increased to an F! for the course, even if both incidents were level one violations.

Students who are accused of a second alleged violation of academic integrity resulting in a second F! will be referred to the Academic Integrity Panel. The panel will conduct a hearing and determine if the student violated academic integrity.

Students who are found responsible for multiple academic integrity violations could be suspended from the University. If a student is found responsible for a violation resulting in suspension during the spring semester (even if the violation occurred during the previous fall or winter intersession semester), the student will be suspended for the subsequent summer and fall semesters. If a student is found responsible for a violation during the fall semester (even if the violation occurred during the previous spring or summer semester), the student will be suspended the subsequent spring and summer semesters. Examples of circumstances that could result in suspension include, but are not limited to:

- Two or more level two violations.
- A level two violation followed by a level one violation
- Three or more violations (level one and/or level two)
- In rare circumstances, the Academic Integrity Panel may consider a different sanction if two violations occur at or about the same time.

### **Can the student or instructor appeal the decision of the Academic Integrity Hearing Panel?**

Only the student can appeal a decision of the Academic Integrity Hearing Panel. The student may submit a written request for a decision (final) appeal before the Appeals Panel within 5 school days after the Hearing Report is sent by the Office of Academic Affairs if the academic integrity procedure was not followed. If new information becomes available after the hearing that could substantially affect the outcome, the student may submit an appeal within one year. The Chair of the Appeals Panel will determine if the final appeal will be considered.

The student will use the following procedures in filing a decision (final) appeal:

- The student obtains and completes a Decision (final) Appeal Form (F) that is available from the Office of Academic Affairs, 101 Whitehurst. The burden of proof rests upon the student to establish his/her case with a preponderance of information.

- The student submits the decision appeal form to the Academic Integrity Coordinator by the date specified on the email sent to the student's University email address. The Coordinator gives the student receipt of the appeal, notifies the instructor, assembles the supporting documents, and transmits the case to the Appeals Panel.

The Academic Integrity Appeals Panel reviews written materials and determines if the academic integrity procedure was followed or if the new information warrants another hearing in front of the Academic Integrity Hearing Panel. The Academic Integrity Appeals Panel may take any of the following actions:

- The academic integrity procedure was not followed. The Academic Integrity Appeals Panel may remand the case to the Academic Integrity Hearing Panel.
- Academic integrity procedure was followed. The Academic Integrity Appeals Panel upholds the decision of the Academic Integrity Hearing Panel.
- New information does not warrant a new hearing. The Academic Integrity Appeals Panel upholds the decision of the Academic Integrity Hearing Panel.
- New information warrants another hearing in front of the Academic Integrity Hearing Panel.

The Academic Integrity Coordinator notifies the student and instructor of the Appeals Panel decision. The decision of the Academic Integrity Appeals Panel is final.

### **What is an approved Academic Integrity Education Program?**

Students may remove the first "I" from their transcript by successfully completing an Academic Integrity Education Program. The Academic Integrity Education Program includes the Multimedia Integrity Teaching Tool (MITT) and the OSU academic integrity video program.

- The MITT is a self-paced integrity education course on a computer in 101 Whitehurst on the Stillwater campus or Enrollment Services on the OSU-Tulsa campus. The MITT program covers various topics of academic integrity via video and tests the student on each of the topics. Proficiency in each section is required to complete this course.
- The OSU academic integrity video is an overview of our university policy and procedures. The student is required to take a test on the information covered in the video.

Both parts must be completed and passed in order for the "I" to be removed from the student's transcript after one semester.

A subcommittee of the Academic Integrity Panel will review and approve applications for Academic Integrity Education Programs for students who are not able to complete the two part program.

### **How will the Office of Academic Affairs handle allegations of violations of academic integrity that are received through EthicsPoint?**

The Associate Vice President for Undergraduate Education will receive reports of alleged violations of academic integrity from EthicsPoint, a confidential reporting service that has a contract with OSU. These reports will be immediately forwarded to the instructor of record for the class. The instructor will determine if it is appropriate to conduct an investigation of the allegation.

### **Are instructors obligated to report all alleged violations of academic integrity to the Academic Integrity Panel?**

When an instructor suspects that a student violated academic integrity, they are obligated to investigate the allegation and determine if there is sufficient information to substantiate the allegation. The information should support a determination that it is "more likely than not" that a violation of academic integrity occurred.

If sufficient information exists, the instructor should meet with the student and Academic Integrity Facilitator to discuss the case. If the instructor believes that the student violated academic integrity he or she is expected to report the incident to the Office of Academic Affairs. These reports will identify students who repeatedly violate academic integrity. Unreported violations will not be considered when hearing an appeal.

Each classroom environment is unique regarding the level of instruction regarding academic integrity and the expectations of how assignments should be completed. Therefore it is up to the instructor to determine if the alleged violation constitutes a sanction or a “teachable moment.” A “teachable moment” can occur when the student has made an error but there is not enough evidence to substantiate the claim of a violation. It may also be defined as a misunderstanding or miscommunication occurring between the student and instructor regarding the process by which the assignment should be completed. In this case the instructor does not feel that the student is responsible for a violation. This would be an opportunity to educate the student regarding academic integrity and the danger of their actions. The assignment would be graded as an error but not processed as a violation of academic integrity.

**If an alleged violation of academic integrity is discovered after a student graduates, can the degree be revoked?**

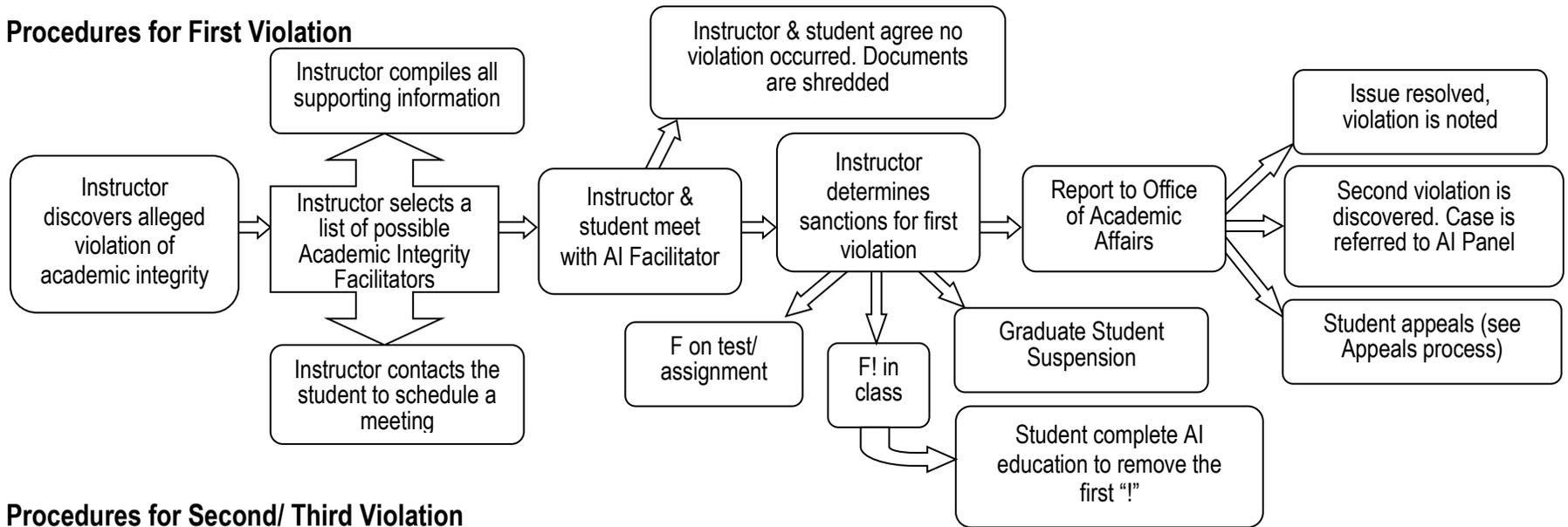
Yes. Serious violations of Academic Integrity (such as significant plagiarism in a proposal, qualifying examination, comprehensive exam, or thesis or dissertation; or fabrication or falsification of research data) may result in degree revocation. See section 7 (7.01 to 7.18) for procedures regarding degree revocation.

**Does the Academic Integrity Policy and Procedures apply to the Center for Health Sciences, OSU-Okmulgee, or OSU-Oklahoma City?**

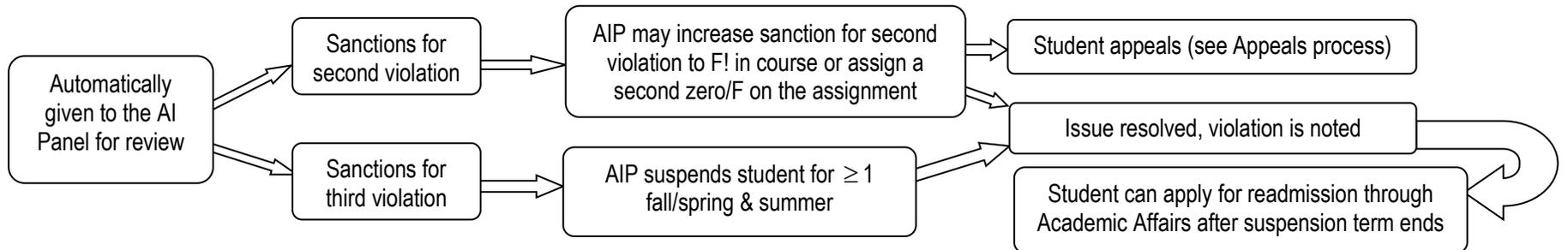
No. The Academic Integrity Policy and Procedures applies to students and instructors of OSU-Stillwater, OSU-Tulsa and Center for Veterinary Health Sciences courses.

# ACADEMIC INTEGRITY PROCEDURES AT-A-GLANCE

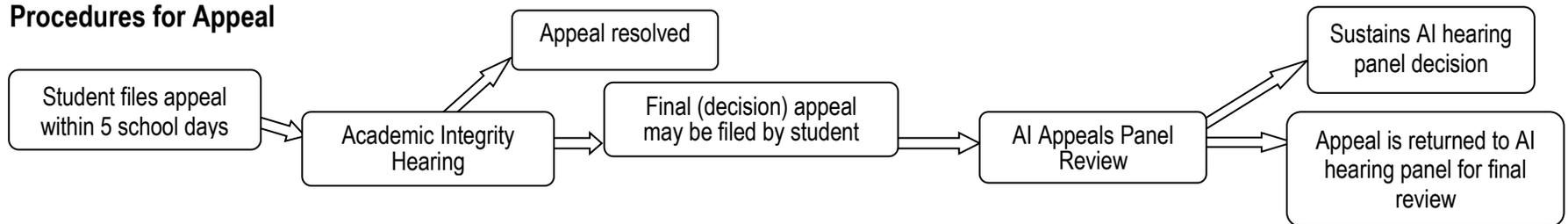
## Procedures for First Violation



## Procedures for Second/ Third Violation



## Procedures for Appeal



## **PART I. INTRODUCTION AND THE OSU APPROACH**

### **1. Background and Purposes of the New Academic Integrity Policy**

**Background.** Efforts to develop the new OSU Academic Integrity Policy began in the Fall Semester of 2003 when the Academic Standards and Policies Committee of Faculty Council, under the leadership of Dr. Andrea Arquitt, attempted to deal with the numerous criticisms of OSU's then current policy on academic dishonesty. After reviewing the policies of the other Big 12 institutions, the Committee learned of the activities of the Center for Academic Integrity. Provost Marlene Strathe immediately supported OSU membership in the Center and, during the Spring Semester 2004, assembled a Committee on Academic Integrity that included both student and faculty representation from every college on the Stillwater campus. The Committee decided to use the Center's email survey on academic integrity on the OSU campus. The results are available in Appendix B. Following the survey, the Committee divided itself into two subcommittees: (1) Policy and Procedures and (2) Education. In addition, the Director of the Center was invited to campus, gave presentations, and met with Committee members. Representatives of the OSU Committee (faculty, staff, and students) have attended national meetings organized by the Center for Academic Integrity. The Office of Associate Vice President for Undergraduate Education served as the administrative center for work on the Academic Integrity Policy, with Dr. Gail Gates taking the lead in organizing the work of the Committee and numerous subcommittees. The policy and related procedures that have derived from these faculty-administration-student cooperative activities have been officially approved by the respective groups and are officially in effect at the beginning of the Fall 2006 semester.

**Purposes.** The previous academic dishonesty policy was criticized, among other factors, for being unnecessarily adversarial, requiring too many bureaucratic steps, likely to lead to a lengthy appeals procedure, providing little practical guidance on penalties (sanctions), being more penalty-oriented than education-oriented, and requiring proof of a student's intent—clearly difficult to establish—for serious violations. Understanding the needs to protect student rights and privacy and for a reasonably well-documented records regarding alleged violations, the Academic Integrity Committee has designed a policy that not only responds to the criticisms above but also lays a positive groundwork for an improved academic climate at OSU. In particular, the new policy aims:

- To provide an easier and more efficient mechanism for instructors to report and to deal with cases of plagiarism and other violations of academic integrity
- To render the procedures more educational and less adversarial
- To promote an earlier resolution of academic integrity problems
- To provide a means for recording a serious violation of academic integrity on a student's transcript
- To support a more consistent application of sanctions for academic integrity violations
- To separate the processes concerned with violations of academic integrity from the processes concerned with grade appeals
- To involve students more directly in maintaining standards and dealing with violators of academic integrity
- To move the campus culture toward greater support for the values of academic integrity, both in the classroom and in the world generally

### **2. Main Features of the Academic Integrity Policy and Procedures (See Appendix A)**

- The Policy provides a simple statement regarding commitment to academic integrity that instructors are urged to use in classes, on examinations, and in other appropriate situations. The statement reads "I will respect Oklahoma State University's commitment to academic integrity and uphold the values of honesty and responsibility that preserve our academic community."
- The Policy provides a straightforward listing of academic integrity expectations for students, instructors, and members of Academic Integrity Panels.
- The Policy lists, and classifies by appropriate sanction, the most common violations of academic integrity.
- The Policy and Procedures provide a grade of "F!" (pronounced F shriek) for more serious or repeated violations of academic integrity, but also provides an educational mechanism for a student, in some cases, to remove the "!" from the transcript record. F! on a transcript indicates that the student has failed the course because of a violation of academic integrity.

- The Procedures provide for a simple but official first step by an instructor who has evidence of a student academic integrity violation. This first step involves the use of an independent third party, a trained Academic Integrity Facilitator. It is hoped that the Policy will promote an early resolution of an alleged academic integrity violation and thus avoid an appeal. Simple reporting forms are also provided. Record-keeping is important for identification of second violators.
- If there is student-instructor disagreement about the charge of an academic integrity violation or about the sanction, and the student elects to appeal either matter, or if there is a second violation by the student, the Procedures specify a follow-up process.
- Personnel for Academic Integrity Panels are drawn from a trained pool of at least 24 faculty and up to 49 students from every college on campus.
- An Academic Integrity Hearing Panel, which handles initial disagreements between student and instructor, is composed of one student chair and at least two additional students, and two faculty members. If a case involves an alleged non-class academic integrity violation by a graduate student (e.g., qualifying examination or thesis), all persons on the Academic Integrity Hearing Panel will be either graduate students or members of the graduate faculty.
- An Academic Integrity Appeals Panel is composed of the student chair, one additional student, and one faculty member. The Appeals Panel hears appeals of decisions by the Academic Integrity Hearing Panel based on procedural errors or new information.

### **3. Major Differences from Preceding Policy on Academic Dishonesty or Misconduct**

- The preceding policy (Allegations of Academic Dishonesty or Misconduct) made a distinction between “dishonesty” and “misconduct” by which the former involved *a deliberate intent* by the student to obtain undeserved academic credit by fraudulent means. As intent was difficult to prove, allegations were frequently downgraded to misconduct. The Academic Integrity Policy does not require proof of intent but rather focuses on objective facts regarding an act.
- The standard of evidence under the preceding policy was “clear and convincing.” The Academic Integrity Policy requires a “more likely than not” standard. The preceding policy did not encourage the early (pre-appeal) resolution of an allegation and required a good deal of paperwork if any disciplinary action was taken. The Academic Integrity Policy encourages early resolution by requiring minimal paperwork and the use of an Academic Integrity Facilitator.
- The preceding policy used only standard grades, suspension, or expulsion as sanctions. The Academic Integrity Policy introduces the “F!” course grade and permits the student to remove the “!” through an educational program.
- The preceding policy did not make stronger sanction provisions for repeat violators. The Academic Integrity Policy does. Stronger sanctions are also recommended for students in graduate or professional programs.
- Under the preceding policy, the same group—the Academic Appeals Board—ruled on both grade appeals and on dishonest/misconduct appeals. The Academic Integrity Policy separates academic integrity appeals from grade appeals, with different groups reviewing the two types of cases.

## **PART II. STRENGTHENING ACADEMIC INTEGRITY AND PREVENTING VIOLATIONS**

### **1. Class Activities**

- Distribute a written course syllabus that includes information related to academic integrity such as the Academic Integrity Commitment Statement, a basic description of plagiarism, clear instructions about permitted and prohibited use of devices (calculators, cell phones, etc.) during tests, comments on permissible collaboration on projects and laboratory reports, and clarification of impermissible assistance given another student. Regard OSU’s Academic Integrity Policy as a “default” position.
- Use class time to discuss the topics above and any other relevant matters. Encourage students to ask questions to avoid misunderstandings later. DO NOT assume students, especially international students, understand the nature of and reasons against plagiarism, fabricated or altered data, faulty documentation, and unauthorized collaboration. An understanding of these matters should be seen as a basic part of a student’s education. In pre-professional courses, special efforts should be made to relate integrity to the student’s future career.

- Also use class time to discuss possible sanctions for academic integrity violations and the meaning of the F! grade. Make sure the students understand that the F! grade is a *transcript* grade.
- Encourage students to assist in preventing cheating in your classes. Invite and welcome suggestions for improving the level of academic integrity. Provide a copy on examinations—to be undersigned by the student—of the Academic Integrity Commitment Statement.
- In appropriate cases, set up an authorized way for students to access sample examinations or project materials, such as a file on closed reserve in the Library. Set a good personal example of academic integrity in your own work.
- Use measures to discourage cheating before it happens in examinations or projects. Here are some suggested measures:

### **Examinations.**

- Have two or three versions (or formats) of an examination, possibly mixing up or modifying similar items on the examination.
- Slightly vary the order of questions or make slight changes in a few key variables.
- Number tests to make sure no “spare” copies leave the room.
- Have students deposit books, backpacks, cell phones, coats, and other non-necessary items at the front of the room, to be claimed at the conclusion of the examination.
- In large classes, check photo IDs.
- Re-arrange student seating during the examination (if possible, with seats between them), keeping a record of the examination seating arrangement.
- Use some essay questions (that are difficult to copy).
- If the students answer questions on separate sheets (or booklet), make sure the examination is turned in with the answer sheets.
- Either provide answer sheets, blank answer paper, or have students exchange blue books before the examination starts.
- Have the students write in ink rather than pencil as this makes post-test “tampering” with the answer more difficult.
- Insist that all calculation work be shown on the examination paper and that no “scratch” paper be removed from the test room.
- Proctor examinations, using an additional proctor or proctors if necessary.
- If you suspect (but cannot prove) a student of cheating on an examination, seat the student so as to make copying from another person virtually impossible (such as in the front right corner seat with an empty seat to the left).
- Separate students whom you know often work together and probably collaborate in preparing for examinations.
- When possible, pick up completed examinations from students while they are still seated rather than have examinations “lost” during a general rush to the front of the room at the end of the testing period.
- If you have assistance in grading, have the same grader evaluate all answers to the same question. Carefully monitor items in the student’s possession during the examination and any student comings or goings from the room during the examination.
- When grading the examination, be alert to the possibility that the student may alter answers after receiving back the examination and then come to you requesting a re-grading. You can deter this behavior by marking a score (using a different color pen) over the answer and noting blank spaces following an answer (draw a vertical line through such blank spaces).

### **Papers & Projects.**

- Vary term paper or research project topics or parameters from term to term.
- If possible, assign term papers or projects in stages (i.e., outline, first draft), schedule a brief interim report, and/or have a brief oral review with the student after the term paper or research project has been submitted.
- Have the student, during the class period, write a brief “progress report” on the term paper or project. Keep these reports to compare with the final product.
- If possible, obtain a relevant Internet-source paper or discussion and examine it during class. Among other benefits, this indicates to students that you know that Internet sources exist!
- Give an assignment to critique Websites on a particular topic.

- Use a service such as turnitin.com to check on possible plagiarism (contact OSU's Institute for Teaching and Learning Excellence at itle.okstate.edu to set up a turnitin account); however, typing a suspect sentence or clause into a search engine such as Google may prove to have as much investigative pay-off.
- If you have grading assistance, have the same grader evaluate all the papers that are written on the same topic or closely related topics.
- Collect papers or projects during class, with personal and recorded submission by the student, to make it impossible for the student to claim that the paper was submitted (to a mailbox) but subsequently stolen or lost before the instructor could record submission.

## **2. Non-class Activities**

- Be willing to serve on Academic Integrity Panels and as an Academic Integrity Facilitator.
- For faculty in professional programs, make sure that the pre-professional students know their profession's code of professional behavior. Whenever provisions of the code apply to the educational situation, insist that your students and fellow faculty members follow them.
- Be willing to help your college with special activities to educate incoming students, transfer students, international students, and new graduate assistants about academic integrity and the OSU Academic Integrity Policy.
- Promote the values of academic integrity in your personal conversations with faculty, graduate teaching assistants, and students
- In your own professional work, be true to the values of academic integrity and comply with the provisions of OSU's Scientific Misconduct Policy.

## **PART III. DETECTING AND REPORTING ACADEMIC INTEGRITY VIOLATIONS**

### **1. Detecting Violations on Tests and Laboratory Reports**

- If you think you witness copying on a test, be sure to make a note of the seating arrangement so that you can compare answers after the completion of the test. If another proctor is available, ask that person to observe also. Be sure to allow the student to finish the test, for you might be mistakenly acting against an innocent person and unfairly interfering with the student's opportunity to do well on the examination.
- Identical answers to essay or short essay questions and a string of identical answers to multiple-choice or single-term questions (especially if identical mistakes are made) are also indicators of probable cheating. However, you should be careful not to jump to conclusions. The students may have prepared for the examination together, producing the similar wording and mistakes. Such pre-examination close collaboration is especially common among Asian students. You may wish to photocopy suspect examinations before handing them back in order to retain possible evidence for future use.
- If you think an examination or report was completed by another person (possibly even a "ringer"), compare handwriting with other examples for the student (or get an example for this purpose). Obvious differences in handwriting may be valuable evidence for a violation. This is another reason to have at least short, handwritten, one to two paragraph essay answers on a test or report, perhaps adding, in class, a handwritten final paragraph to a laboratory report.
- Survey your students to find out whether, in their judgment, cheating occurs during your class; if so, what type; and what might be done about it. Do not ask them for names of possible cheating classmates but indicate that if any student wanted to talk with you privately about the topic, you would keep all communications strictly confidential.

### **2. Detecting Violations on Term Papers and Projects**

- Plagiarism-related violations are often easier to establish on term papers, where verbatim or near-verbatim passages, lifted without citation, can be identified. There are a number of preliminary indicators of plagiarism: (a) The writing style or vocabulary level changes markedly in passages of the paper, (b) information is presented for which the student would likely have had an outside source but none is listed, (c) conclusions or opinions are presented that seem to be based on premises not included in the paper, exceed the student's usual level of ability or are somewhat remote from the focus of the paper. Typing a suspect sentence or clause into Google or some other search engine such HotBot may turn up surprising results. Identical passages in two or more papers, especially if

not quoted or appropriately cited, should raise a warning flag and spur further investigation. You are advised not to submit a complete paper to an advertised “free” detection Website (submitting at most a couple of paragraphs) as the site might channel the paper for sale on another site.

- For other or related suggestions, see “Additional Resources,” Part IV. 2.

### 3. Types of Violations and Levels of Sanctions

The Academic Integrity Policy lists four recommended levels of sanctions, based on the seriousness of the violation, with examples for each level. Instructors should use standards consistent with the Academic Integrity Policy in their courses.

**Admonition.** A warning issued by the instructor for the following – and similar – types of violations. An admonition is designed for first time minor violations of academic integrity. An admonition is kept on file in the Office of Academic Affairs and will be taken into consideration if additional violations occur.

- Plagiarism/copying of work done for a course, if the plagiarized/copied material makes up less than 10% of the assignment, or deemed a minor violation by the instructor.
- Unauthorized collaboration on homework assignments making up less than 10% of the assignment, or deemed a minor violation by the instructor.

**Level One Sanction.** Award a grade of zero or “F” for the assignment or test for the following - and similar - types of violations. Level one violations are recorded in the Student Conduct database and become part of the student’s educational record.

- Copying or paraphrasing a few sentences of material (1-5 sentences or a minor portion) from a written or Internet source without a proper citation.
- Cheating on a quiz or minor assignment. Minor is defined as 10% or less of the total points for the course.
- Receiving unauthorized help on an assignment.
- Working on an assignment with others when the instructor asked for individual work. Turning in work that is identical or very similar to others’ work. Excessively relying upon and using the ideas and work of others in a group effort.
- Using a false excuse to obtain an extension on a due date.
- Signing an attendance roster for someone who is absent or asking someone else to sign the roster to avoid being counted absent.
- Failing to observe the rules governing the conduct of examinations (for example, continuing to work on an examination after time is called at the end of an examination).

**Level Two Sanction.** Award a grade of “F!” for the course for the following - and similar - types of violations. The transcript grade of “F!” signifies that the student failed the course because of a violation of academic integrity. Students may remove the first “!” (though not the “F”) from their transcripts by completing an academic integrity educational program. See “Sanction Reduction” in Part IV. Level two violations are also recorded in the Student Conduct database and become part of the student’s educational record.

- Turning in a paper copied from another student.
- Turning in a paper obtained in full or in part from a term paper “mill” or website.
- Copying material almost word for word from a written source and turning it in as one’s own work.
- Fabricating or falsifying a bibliography.
- Getting questions or answers from someone who has taken an examination.
- Obtaining an unauthorized copy of an examination in advance.
- Using unauthorized notes during an examination.
- Having another student take an examination in one’s place.
- Inappropriate use of technology (camera phone, text messaging, programmable calculator, etc.) during an examination.
- Copying from another student during an examination with or without the student’s knowledge.
- Helping someone else cheat on an examination.

- Stealing an examination or problem answer from the instructor. (Note: Theft may also violate the Student Code of Conduct. An instructor should report any such violation to the Student Conduct Office.)
- Having unauthorized access to solutions and/or instructors or solutions manual for a course.
- Altering a grade, scoring, or answer on an examination or paper to obtain unearned credit.
- In a course requiring computer work, copying another student's program rather than writing one's own.
- Fabricating or falsifying laboratory or research data.
- Inappropriately sharing or using work on an online assignment or examination.
- Turning in work done by someone else.
- Submitting substantial portions of the same assignment to more than one class without permission of the instructors.
- Altering course withdrawal slips and similar academic documents. This includes forging an instructor or advisor signature.

**Level Three Sanction (graduate or professional work only).** Recommend a permanent transcript notation of "Administrative Withdrawal for Academic Integrity Violation" and dismissal from the graduate or professional education program and dismissal from the university for the following types of violations:

- Plagiarism or other violations of academic integrity in a thesis or dissertation proposal, qualifying examination, comprehensive examination, thesis or dissertation, report for a creative component, thesis or dissertation defense, professional education portfolio, professional presentation, or publication.
- Fabrication or falsification of research or laboratory data used in a creative component, report, thesis or dissertation, presentation or publication.
- Altering academic records such as transcripts, falsification or applications for admission or cheating on required prerequisite exams.

#### 4. Reporting Violations

If you have detected a possible academic integrity violation with the probability that the student is "more likely than not" responsible for the infraction, you should take the following steps within 5 school days. A school day is defined as a regular class day during the fall or spring semester (if the student is enrolled in a class during summer school or intersession, a school day includes regular class days during the term). Remember that you do not have to prove intent; you need only a "50%+ probable" case that the student actually did the alleged action, whether or not the student knew the action was a violation or sought to obtain a competitive advantage by means of the action. The student's "ignorance" is no excuse. Obviously, you strengthen your case if you have, during a class meeting, explicitly discussed academic integrity to make sure that student "ignorance" has been addressed.

- (1) Complete the Academic Integrity Inquiry Form (see copy in Appendix D).
- (2) Contact an Academic Integrity Facilitator, who will be in attendance at your meeting with the student. A list of trained facilitators is available at <https://academicintegrity.okstate.edu>.
- (3) Give or send the Academic Integrity Inquiry Form to the student.
- (4) Keep copies of the form for your file and for the Facilitator. A copy of the form will also be forwarded to the Office of Academic Affairs, 101 Whitehurst, after the Resolution meeting if the student is found responsible for the academic integrity violation.

Note: Once you have identified an alleged violation, the student may not drop the course while the case is pending. If the student succeeds in dropping the course, the Registrar will re-enroll the student. In the event an incident is not resolved at the time grade reports are due to the Registrar (e.g., an alleged violation is discovered during the final examination period), an incomplete grade should be assigned until the allegation is resolved.

- (5) The student should contact you, within 5 school days of receiving notification, to schedule a meeting with you and the Academic Integrity Facilitator. If, after a reasonable time (noted on the Inquiry Form), the student has not contacted you, you should contact the Academic Integrity Facilitator for a two-person meeting to review the case. If, as a result of the meeting, you conclude that no academic integrity violation has occurred, no further

action is necessary and the forms you completed earlier should be shredded. If there is a different conclusion, proceed to the next step.

- (6) At the conclusion of the meeting between you, the student, and the Academic Integrity Facilitator, all three parties should complete and sign the Academic Integrity Resolution Form (see Appendix C), retain copies of the Form, and send it, with a copy of the Academic Integrity Inquiry Form, to the Office for Academic Affairs, 101 Whitehurst. If the student chooses not to attend the meeting, you and the Facilitator should complete the Resolution Form, retain copies, and send copies of the Form to the student and to the Office of Academic Affairs, attaching a copy of the Academic Integrity Inquiry Form.
- (7) Unless the charge and/or the sanction are overturned on appeal, you should apply your specified sanction in calculating or assigning the student's grade in the course. By the Academic Integrity Policy, the sanction becomes final if the student does not complete an appeal form, with supporting documentation, within 5 school days of official notification being sent from the Office of Academic Affairs. If the notification or meeting takes place so late in the semester that the alleged academic integrity violation is not resolved before grade reports are due in the Registrar's Office, a grade of "I" should be assigned temporarily and removed as soon as resolution takes place.

## **PART IV. ACADEMIC INTEGRITY APPEALS PROCESS AND SANCTION REDUCTION**

### **1. The Appeals Process**

There are two possible stages of an appeal of an alleged academic integrity violation: (1) an appeal by the charged student to an Academic Integrity Hearing Panel, and (2) a subsequent appeal of the Hearing Panel's decision, either on procedural grounds or on the grounds of significant new information, by the charged student, to an Academic Integrity Appeals Panel. The Academic Integrity Appeals Panel either supports the decision of the Hearing Panel or returns the case to an Academic Integrity Hearing Panel for review. If the decisions of the Hearing Panel and the Appeals Panel are in agreement, the decision of the Appeals Panel is final. No further appeal to the OSU Administration is authorized.

***The Academic Integrity Hearing Panel.*** If the student decides to appeal your decision, the student must do so within 5 school days from the date in which official notification was sent by the Office of Academic Affairs, filing an appeal form with the Academic Integrity Coordinator. The student must also provide documentation substantiating the grounds for appeal. The Academic Integrity Coordinator will notify you of the appeal and will assist both you and the student in the appeals process. The Academic Integrity Coordinator will assemble the relevant documents (including the forms you originally forwarded and any other supporting material you submit), and will transmit the case to an Academic Integrity Hearing Panel.

The Hearing Panel will, depending on the nature of the appeal, determine whether the student has committed an academic integrity violation and/or whether the sanction assigned is appropriate. The Panel will determine one of the following:

- The student is not responsible for an academic integrity violation. The Academic Integrity Coordinator will remove the sanction and the instructor will assign an appropriate course grade. The Panel or the instructor may permit the student to drop the course with a grade of "W." However, the student must meet the deadline to drop the course or withdraw from the university.
- The student is responsible for an academic integrity violation but the sanction is not appropriate. The Panel may increase or decrease the sanction.
- The student is responsible for an academic integrity violation and the sanction is appropriate. The Panel or the instructor may permit the student to drop the course with a grade of "W" if the student admits responsibility for a violation meriting a level one sanction. However, the student must meet the deadline to drop the course or withdraw from the university. A student may not drop a course in which the "F!" grade was appropriately assigned.

The Academic Integrity Coordinator will communicate the Panel's decision, by email, to the student, the instructor, the instructor's department head, the student's advisor, the student's dean, and the Registrar (if applicable).

***The Academic Integrity Appeals Panel.*** The student may file, within 5 school days of the Academic Integrity Hearing Report being sent by email from the Office of Academic Affairs, a written request for a decision (final)

appeal before the Academic Integrity Appeals Panel on the grounds that academic integrity procedures were not properly followed (see Form F in Appendix D). If new information becomes available that might substantially affect the outcome of the case, an appeal may be filed by the student within one year. The Academic Integrity Appeals Panel either upholds the decision of the Hearing Panel or remands the case back to the Panel for a new hearing. The decision of the Academic Integrity Appeals Panel is final.

## **2. Composition of Academic Integrity Panels**

The Academic Integrity Panel is composed of at least three faculty representatives (at least one of whom must be a member of the Graduate Faculty) from each OSU college and up to seven student representatives (five undergraduate, one master's level, one doctoral level). Each student representative must have completed at least one semester at OSU and be in good academic standing. Members of the Academic Integrity Panel complete special training and subsequently serve on Academic Integrity Hearing Panels and/or on Academic Integrity Appeals Panels.

**Academic Integrity Hearing Panels.** Each Academic Integrity Hearing Panel is composed of a student chair and at least two additional students and two faculty. For appeals involving alleged violations of academic integrity by graduate or professional students outside of class (e.g., comprehensive or qualifying examinations, thesis/dissertation proposal or defense) the Academic Integrity Hearing Panel will be composed of graduate students and members of the graduate faculty.

**Academic Integrity Appeals Panel.** An Academic Integrity Appeals Panel, which rules on questions of possible procedural errors or on relevance of new information, is composed of one student chair, one student member, and one faculty member. The panel members are selected at random from among the Academic Integrity Panel members not involved with the case.

## **3. Sanction Reduction through Education Program**

A student who has received a grade of 'F!' as a sanction for an academic integrity violation, may remove the first "!" (not the "F" grade) by satisfactory completion of an Academic Integrity Education Program. The "F!" will appear on the student's transcript for a minimum of one semester. The Academic Integrity Education Program (a self-paced instructional program) is specially designed to inform the student about the basis, nature, and consequences of academic integrity violations. If the student receives a second "F!," the second "!" cannot be removed and will be a permanent mark on the student's transcript. The reason for the sanction reduction is to make a provision to correct a possible educational deficiency in the student's background.

# **PART V. ACADEMIC INTEGRITY FOR FACULTY AND OTHER OSU RESEARCHERS**

OSU Policy and Procedures Letter 4-0125 "Complaints of Scientific Misconduct" was adopted November 2002. The Policy describes a procedure for handling allegations of "fabrication, falsification, plagiarism, or other practices that seriously deviate from those that are commonly accepted within the scientific community for proposing, conducting, or reporting research. It does not include honest differences in interpretations or judgments of data." Any complaints or allegations are transmitted to the Vice President for Research and Technology Transfer, who, if further review seems warranted, appoints a three-person committee of senior faculty to conduct an Initial Inquiry. The procedures and reporting requirements of the Initial Inquiry are set forth in the Policy. The Initial Inquiry does not determine whether scientific misconduct has occurred but rather lays out the facts and evidence pertaining to the question and makes a recommendation as to whether a formal Investigation should be undertaken. The Investigation Committee, whose procedures and reporting requirements are also detailed in the Policy, makes a recommendation to the Vice President for Research. The Vice President for Research, who, after consulting others in the University, is required to make the final decision in the case, may impose sanctions on the person (if found responsible for scientific misconduct), impose sanctions against those making allegations (if the allegations are baseless and were not made in good faith), or actively seek to restore the reputation of the person charged (if there are no findings of scientific misconduct).

# **PART VI. RELATED INFORMATION**

## **1. Definitions of Common Academic Integrity Violations**

The following definitions are intended as a guide. Instructors may identify and describe other behaviors that violate academic integrity.

- **Unauthorized Collaboration.** Subject to procedures permitted by the instructor, completing an assignment or examination with other students, turning in work that is identical or very similar to others' work, or receiving help on assignments without permission of the instructor. This may also include excessively relying upon and borrowing the ideas and work of others in a group effort.
- **Plagiarism.** Presenting the written, published, or creative work of another as one's own work. Whenever a student uses wording, arguments, data, design, etc. belonging to someone else in a paper, report, oral presentation, or other assignment, the student must make this fact explicit by correctly citing the appropriate references or sources. The student must fully indicate the extent to which any part or parts of the project are attributed to others. The student must also provide citations for paraphrased material. The following are examples of plagiarism: copying another student's assignment, computer program, or examination with or without permission from the author; copying another student's computer program and changing only minor items such as variable names or labels; copying or paraphrasing material from an Internet or written source without proper citation; verbatim copying without using quotation marks, even if the source is cited; expressing in the student's own words someone else's ideas without giving proper credit.
- **Multiple Submissions.** Submitting substantial portions of the same academic work for credit to more than one class (or to the same class if the student repeats a course) without permission of the instructors.
- **Cheating on Tests and Examinations.** Gathering unauthorized information from others before or during an examination, using notes or other unapproved aids during an examination, failing to observe the rules governing the conduct of examinations (e.g., continuing to work on an examination after time is called), or having another student take an examination for the student.
- **Unauthorized Advance Access to Examinations.** Obtaining an advance copy of an examination without the instructor's permission or getting questions and answers from someone who took the examination earlier.
- **Fabricating Information.** Making up references for a bibliography, falsifying laboratory or research data (e.g., tampering with experimental data to obtain a "desired" result or creating results for experiments that were never done), or using a false excuse for an absence or extension on a due date.
- **Fraudulently Altering Academic Records.** Altering graded papers, computer materials or records, course withdrawal slips, or academic documents. This includes forging an instructor or adviser signature and altering a transcript.
- **Helping Another Person Cheat.** Providing information about an examination to another student (e.g., sending an electronic message with answers during an examination), giving unauthorized help on assignments, or failing to prevent misuse of work by others (e.g., allowing another student to copy an examination or computer program). A student must take reasonable care that examination answers are not seen by others or that term papers or projects are not plagiarized or otherwise misused by others. This category also includes taking an examination on behalf of another student.

## 2. Additional Resources

Books and monographs available in the OSU Library.

- Anderman, Eric M., and Murdock, Tamera B. (Eds.) *Psychology of Academic Cheating*. Boston: Elsevier Academic Press, 2007. OSU Library: 371.58 P974.
- Bertram Gallant, Tricia, *Academic Integrity in the Twenty-First Century: A Teaching and Learning Imperative*. ASHE-ERIC Higher Education Report. San Francisco: Jossey-Bass, 2008. OSU Library: 378.08 E105ac v.33 no.5.
- Carter, Stephen L., *Integrity*. New York: HarperPerennial, 1997. OSU Library: 170 C325i.
- Cizek, Gregory J., *Detecting and Preventing Classroom Cheating: Promoting Integrity in Assessment*. California: Corwin Press, 2003. OSU Library: 371.26 C582d.
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Roberts, Tim (Ed), *Student Plagiarism in an Online World: Problems and Solutions*. Hershey, PA : Information Science Reference, 2008. OSU Library: 371.58 S933.  
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#### Web-based sources

OSU's Academic Integrity video is a thirteen minute video that explains the expectations OSU has of its students, what violates academic integrity, the resolution meeting and tips on going through the academic integrity process. Links to the video are available on the academic integrity website, the syllabus attachment, and Desire2Learn. (The suggested handout with the video is the "Top Ten Ways to Promote Academic Integrity" found on the academic integrity website at <http://academicintegrity.okstate.edu/doc/stuproai.pdf>.)

The OSU Library provides a webpage with links to several dozen sites dealing with definition, examples, prevention, and detection of plagiarism. <http://www.library.okstate.edu/access/ils/plagiarism.htm>

The Center for Academic Integrity: [www.academicintegrity.org](http://www.academicintegrity.org)

OSU's Institute for Teaching and Learning Excellence (ITLE) provides free access to turnitin.com plagiarism detection software.

Other detection sites: [www.mydropbox.com](http://www.mydropbox.com), [www.plagiarism.org](http://www.plagiarism.org), [www.google.com](http://www.google.com), [www.hotbot.com](http://www.hotbot.com) (access to Google and Ask Jeeves)

## Appendices

### A. Oklahoma State University Academic Integrity Policy and Procedures

<b>ACADEMIC INTEGRITY</b>	<b>2-20822</b> <b>Academic Affairs</b> <b>May 2016</b>
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#### POLICY

1.01 An institution's reputation and intellectual freedom depend on its uncompromising commitment to the ideal of academic integrity. OSU is committed to instilling and upholding integrity as a core value. This policy embodies OSU's dedication to maintaining an honest academic environment and ensures fair resolution of alleged violations of academic integrity.

1.02 The following statement summarizes OSU's Commitment to Academic Integrity:  
I will respect OSU's commitment to academic integrity and uphold the values of honesty and responsibility that preserve our academic community.

1.03 All members of the OSU community are entrusted with academic integrity, which encompasses the fundamental values of honesty, trust, respect, fairness, and responsibility. Therefore, students, instructors and members of the Academic Integrity Panel are expected to demonstrate academic integrity through the following actions.

- A. Students are expected to:
  - 1. Understand and uphold the academic integrity guidelines established by the University and the instructor.
  - 2. Present their own work for evaluation by their instructors.
  - 3. Cite appropriately the words and ideas of others.
  - 4. Protect their work from misuse.
  - 5. Accept responsibility for their own actions.
  - 6. Treat instructors and members of the Academic Integrity Panel with respect when violations of academic integrity are examined or appealed.
  - 7. Trust instructors and members of the Academic Integrity Panel to enforce the academic integrity policy and procedures.
- B. Instructors are expected to:
  - 1. Understand and uphold this academic integrity policy and procedures. Standards set by instructors in their classes should be consistent with the guidelines provided within this policy.
  - 2. Discuss and communicate information about academic integrity to students.
  - 3. Reduce opportunities for dishonesty through vigilant exam security and proctoring, and give clear instructions for homework and projects.
  - 4. Evaluate students fairly and consistently and award credit based on professionally judged academic performance established by the instructor.
  - 5. Trust students to follow the academic integrity policy until the instructor has sufficient information to substantiate a violation, then confront students with information about the alleged violation, follow the procedures, and report violations.
  - 6. Evaluate fairly the information that may indicate a student has violated academic integrity.
  - 7. Assure that teaching assistants or adjunct instructors who work under their direction understand and uphold academic integrity policy and procedures.
  - 8. Treat students and members of the Academic Integrity Panel with respect when violations of academic integrity are examined or appealed.
  - 9. Trust members of the Academic Integrity Panel to enforce the academic integrity policy and procedures when violations are appealed.
- C. Members of the Academic Integrity Panel are expected to:

1. Accept responsibility for upholding the academic integrity policy and procedures for the University.
2. Uphold instructors' standards for academic integrity that were clearly communicated to students, consistently enforced, and compatible with the University academic integrity policy, procedure, and guidelines.
3. Evaluate information that may indicate a student has violated academic integrity.
4. Treat students and instructors with respect when violations of academic integrity are examined or appealed.
5. Participate in appropriate training.

Academic Integrity Facilitators are instructors, advisors, or academic administrators who are trained in academic integrity policy and procedures.

- 1.04 Behaviors that violate the fundamental values of academic integrity may include but are not limited to:
- A. Unauthorized collaboration
  - B. Plagiarism
  - C. Multiple submissions
  - D. Cheating on examinations (including prerequisite examinations)
  - E. Fabricating information
  - F. Helping another person cheat
  - G. Unauthorized advance access to examinations
  - H. Altering or destroying the work of others
  - I. Altering academic records

These behaviors may subject the student to disciplinary action including receiving a failing grade on assignment, examination or course, receiving a notation of a violation of academic integrity on the transcript, or suspension from the University. Serious violations discovered after a student graduates may lead to revocation of a degree. These behaviors are described in detail in the Academic Integrity Guidelines.

## **PROCEDURES**

2.01 The instructor (e.g., instructor of record, teaching assistant, member of a graduate student committee, professional education program, or veterinary house officer) discovers sufficient information to substantiate an alleged violation of academic integrity. The information should support a determination that it is "more likely than not" that a violation of academic integrity occurred.

2.02 Within five school days of discovering an alleged violation, but no more than 30 calendar days after the submission due date, the instructor prepares an Academic Integrity Inquiry Form (including a list of possible Academic Integrity Facilitators) and gives or emails the form to the student's University email address. A school day is defined as a regular class day during the fall or spring semester (if the student is enrolled in a class during summer school or intersession, a school day includes regular class days during the same summer or intersession term).

Once an instructor has identified an alleged violation of academic integrity, the student may not drop the course. Students who drop the course will be re-enrolled by the Registrar.

Note: In the event an incident is not resolved at the time grade reports are due to the Registrar (e.g., an alleged violation is discovered during the final examination period), an incomplete grade will be assigned until the allegation is resolved.

2.03 The student contacts the instructor within five school days of receiving Form A to schedule a resolution meeting. Pre-finals and finals weeks do not count as school days for this purpose, though if all parties agree, a resolution meeting may be held during these weeks.

2.04 The instructor recommends an academic sanction for alleged violations of academic integrity. For undergraduate, graduate and professional students, the instructor should recommend the appropriate sanction of an admonition or level of either one, two, or three for alleged violations of academic integrity. The following maximum sanctions are:

- A. Admonition—essentially a warning by the instructor of record of a course, and not considered a grievance. The sanction for an admonition will be a grade reduction that does not exceed the value of the assignment in question. An admonition may be assessed for violations including but not limited to the following:
  - 1. Plagiarism/copying of work done for a course, if the plagiarized/copied material makes up less than 10% of the assignment, or deemed a minor violation by the instructor of record (first offense only).
  - 2. Unauthorized collaboration on homework assignments making up less than 10% of the assignment, or deemed a minor violation by the instructor of record (first offense only).

A first offense is not automatically treated as an admonition. If an admonition is assessed, the warning and sanction will be reported to the Academic Integrity Office. Ordinarily, an admonition may only be assessed once and adjudication of additional academic integrity violations will take into account the admonition. The resolution of additional academic integrity violations may be adversely impacted by the earlier assessment of an admonition.

- B. Level one sanction—a grade of "zero" or "F" for the assignment or examination for violations including but not limited to the following:
  - 1. Copying or paraphrasing a few sentences of material (1-5 sentences or a minor portion) from a written or Internet source without proper citation.
  - 2. Cheating on a quiz or minor assignment. Minor is defined as 10% or less of the total points for the course.
  - 3. Receiving unauthorized help on an assignment.
  - 4. Working on an assignment with others when the instructor asked for individual work. Turning in work that is identical or very similar to others' work. Excessively relying upon and using the ideas and work of others in a group effort.
  - 5. Using a false excuse to obtain an extension on a due date.
  - 6. Signing an attendance roster for someone who is absent or asking someone else to sign the roster to avoid being counted absent.
  - 7. Failing to observe the rules governing the conduct of examinations (for example, continuing to work on an examination after time is called at the end of an examination).

In addition to assigning a Level One sanction, an instructor can assign the academic integrity education program to a student. After the sanction becomes final, a registration hold will be placed on the student's account. Sanctions become final if the student does not appeal within five school days of receiving official notification from the Academic Integrity Coordinator or an Academic Integrity Panel Hearing. The registration hold will be removed once the student successfully completes the academic integrity education program. The student shall contact the Office of Academic Affairs to schedule a time to complete the academic integrity education program.

- C. Level two sanction—a grade of "F!" for the course. An F! is a grade signifying the student failed the course because of an academic integrity violation. Level two violations include but are not limited to the following:
  - 1. Turning in a paper copied from another student.
  - 2. Turning in a paper obtained in full or in part from a term paper "mill" or website.
  - 3. Copying material almost word for word from a written source and turning it in as one's own work.
  - 4. Fabricating or falsifying a bibliography.
  - 5. Getting questions or answers from someone who has taken an examination.
  - 6. Obtaining an unauthorized copy of an examination in advance.

7. Using unauthorized notes during an examination.
  8. Having another student take an examination.
  9. Inappropriate use of technology (camera phones, text messaging, programmable calculator, etc.) during an examination.
  10. Copying from another student during an examination with or without his/her knowledge.
  11. Helping someone else cheat on an examination.
  12. Stealing an examination or problem answer from the instructor.
  13. Having unauthorized access to solutions and/or instructors or solutions manual for a course.
  14. Altering a grade or scoring on an examination or paper to obtain unearned credit.
  15. In a course requiring computer work, copying another student's program rather than writing one's own.
  16. Fabricating or falsifying laboratory or research data.
  17. Inappropriately sharing or using work on an online assignment or examination.
  18. Turning in work done by someone else.
  19. Submitting substantial portions of the same assignment to more than one class without permission of the instructors.
  20. Altering course withdrawal slips and similar academic documents. This includes forging an instructor or adviser signature.
- D. Level three sanction—recommend a transcript notation of “Administrative Withdrawal for Academic Integrity Violation”; and dismissal from the graduate or professional program and dismissal from the University. This transcript notation is permanent and is intended to be used primarily for violations that are not related to a specific course. Level three violations include but are not limited to the following:
1. Plagiarism or other violations of academic integrity in a thesis or dissertation proposal, qualifying examination, comprehensive examination, thesis or dissertation, report or creative component, thesis or dissertation defense, or professional education portfolio, professional presentations, or publications.
  2. Fabrication or falsification of research or laboratory data used in a creative component, report, thesis or dissertation, presentation, or publication.
  3. Altering academic records such as transcripts, falsification of applications for admission or cheating on required prerequisite exams.

At the undergraduate level, suspension from the University may be recommended for cheating on required prerequisite exams or altering academic records.

The academic integrity violation, such as receipt of a failing grade, may result in additional consequences, including program or aid ineligibility, program dismissal, visa status issues, etc.

2.05 The student, instructor, and Academic Integrity Facilitator meet to discuss the alleged violation and sign the Academic Integrity Resolution Form. The following actions may result from this meeting:

- A. The instructor and student agree that no violation of academic integrity occurred. No further action is needed.
- B. The student admits responsibility for a violation and accepts the instructor's recommended sanction. A copy of the signed form is given to the student, the instructor retains a copy, and copies are sent to the instructor's department head and the Office of Academic Affairs.
- C. The student admits responsibility but does not agree with the sanction. The instructor recommends a sanction and the case is referred to the Academic Integrity Panel. To initiate an appeal the student must submit documentation to the panel within five school days after receiving official notification from the Academic Integrity Coordinator (see procedures for appeal).
- D. The student denies responsibility for the alleged violation and does not agree with the sanction. The instructor recommends a sanction and the case is referred to the Academic Integrity Panel. To

initiate an appeal the student must submit documentation to the Panel within five school days after completion of the Academic Integrity Resolution Form (see procedures for appeal).

- E. The student fails to appear for the resolution meeting. The instructor and facilitator discuss the alleged violation, the instructor recommends a sanction, and they sign the Academic Integrity Resolution Form. A copy of the form is emailed to the student's University email address, the instructor retains a copy, and a copy is sent to Office of Academic Affairs.

The assigned sanction becomes final if the student does not submit documentation to the Academic Integrity Coordinator by the five school-day deadline.

In any case where it is determined that an academic integrity violation has occurred, the student's advisor will be notified by the Office of Academic Affairs.

2.06 The instructor or Academic Integrity Panel may permit a student to drop a course with a grade of "W" if the allegation is dismissed or if the student admits responsibility for a level one sanction, however, the student must meet the deadline to drop the course or withdraw from the University. A student may not drop a course in which the "F!" grade was assigned.

2.07 Certain violations (e.g., theft of an examination) may also violate the Student Code of Conduct. Instructors should contact the Student Conduct Office to report such violations.

2.08 Students may remove the first "!" from their transcript by completing an academic integrity education program. The "!" will remain on the transcript for a minimum of one semester.

2.09 Students who are accused of a second alleged violation of academic integrity in the same course in the same semester may have the second violation increased to an F! for the course, even if both incidents were Level One violations. Students who are accused of a second alleged violation of academic integrity resulting in a second F! will be referred to the Academic Integrity Panel.

2.10 Undergraduate students who are found responsible for multiple academic integrity violations could be suspended from the University. If a student is found responsible for a violation resulting in suspension during the spring semester (even if the violation occurred during the previous fall or winter intercession semester), they will be suspended for the subsequent summer and fall semesters. If a student is found responsible for a violation during the fall semester (even if the violation occurred during the previous spring or summer semester), they will be suspended the subsequent spring and summer semesters. Examples of circumstances that could result in suspension include, but are not limited to:

- A. Two or more level two violations.
- B. A level two violation followed by a level one violation.
- C. Three or more violations (level one and/or level two).
- D. In rare circumstances, the Academic Integrity Panel may consider a different sanction if two violations occur at or about the same time.

2.11 If clear and convincing evidence of a serious violation of academic integrity is discovered (including but not limited to the violations listed under level three sanctions in 2.05.c.) after a student graduates, revocation of the degree may be recommended by following the Degree Revocation Procedures.

2.12 Academic integrity violations and student conduct violations are entered into the University's student conduct database and become a part of the student's educational records. Employers, licensing boards, graduate, professional schools, state and federal agencies, and others may request a copy of these educational records. With the student's consent, OSU will release student education records, which are available at the time of the request.

No record of admonitions will be noted on the student's transcript. Admonitions are reported to the Academic Integrity Office and will be taken into account if other academic integrity violations are reported. No record of Level One violations will be noted on the student's academic transcript, but will appear in the student's educational record. Level Two violations will result in an F! on the transcript. Students may remove the first "!" from their transcript (see section 2.08) but the violation will remain a part of their educational record.

### **PROCEDURES FOR APPEALS OF ALLEGED ACADEMIC INTEGRITY VIOLATIONS**

3.01 If the student appeals the alleged violation of academic integrity the student and instructor will meet with the Academic Integrity Panel.

3.02 The student will use the following procedures to file an appeal:

- A. The student obtains and completes an appeal form that is available online or from the Office of Academic Affairs. The student should submit documentation to support his or her appeal.
- B. The student submits the appeal form to the Academic Integrity Coordinator within five school days after the official email is sent from the Academic Integrity office to the student's University email address. For alleged violations which occur at the end of the semester, the five day appeal period will roll over into the next regular (fall or spring) semester. The Coordinator, who can be contacted in the Office of Academic Affairs, gives the student notice of receipt of the appeal, notifies the instructor of the course, assists the instructor and student in understanding the appeals process, assembles the supporting documents, and transmits the case to the Academic Integrity Panel.

3.03 The instructor submits the necessary forms, sufficient information to substantiate the alleged violation of academic integrity, and the recommended sanction. The instructor must return the evidence and make themselves and any graduate assistants/teaching assistants available for a hearing within 20 school days after the student returns the appeal form or the case will be dismissed.

3.04 The student and instructor have the right to appear in a hearing before an Academic Integrity Hearing Panel. (Refer to the Academic Integrity Guidelines for a complete list of the rights in the Academic Integrity procedures.)

3.05 The Academic Integrity Panel determines if A) the student committed an act that violates academic integrity and B) the sanction is appropriate. The Panel will make one of the following decisions:

- A. The student is found not responsible for a violation of academic integrity. The Academic Integrity Coordinator shall remove the sanction and the instructor shall assign an appropriate grade. The instructor or Academic Integrity Panel may permit a student to drop a course with a grade of "W."
- B. The student is found responsible for a violation and the sanction is appropriate. The instructor or Academic Integrity Panel may permit a student to drop a course with a grade of "W" if the student admits responsibility for a level one sanction. A student may not drop a course in which the "F!" grade was assigned.
- C. The student is found responsible for a violation but the sanction is not appropriate. The panel may uphold, increase, or decrease the sanction.

3.06 If the student is found responsible for a violation of academic integrity, the Academic Integrity Panel may also assign an academic integrity education sanction which requires the student to complete the academic integrity education program. A registration hold will be placed on the student's account within five school days of the Academic Integrity Hearing Panel if the student does not appeal. The registration hold will be removed once the student successfully completes the academic integrity education program. The student shall contact the Office of Academic Affairs to schedule a time to complete the academic integrity education program.

3.07 After each decision, Academic Integrity Coordinator sends a Hearing Report to the student, instructor, advisor, instructor's department, student's dean and the Registrar (if needed).

3.08 The student may submit a written request for a final appeal before the Appeals Panel. The student must submit an appeal within five school days after the Hearing Report if academic integrity procedures were not followed. If new information becomes available after the hearing that could substantially affect the outcome, the student may submit an appeal within one year. The Appeals Panel will determine if the final appeal will be considered.

3.09 The student will use the following procedures in filing a final appeal:

- A. The student obtains and completes a final appeal form that is available online or from the Office of Academic Affairs. The burden of proof rests upon the student to establish his/her case with a preponderance of information.
- B. The appellant submits the final appeal form to the Academic Integrity Coordinator by the date specified on the email sent to the student's University email address. The Coordinator, who can be contacted in the Office of Academic Affairs, gives the appellant notice of receipt of the appeal, notifies the instructor, assembles the supporting documents, and transmits the case to the Appeals Panel.

3.10 The Appeals Panel reviews written materials and determines if the academic integrity procedure was followed or if the new information warrants another hearing in front of the Academic Integrity Panel. The Appeals Panel may take any of the following actions:

- A. The academic integrity procedure was not followed. The Appeals Panel may remand the case to the Academic Integrity Panel.
- B. Academic integrity procedure was followed. The Appeals Panel upholds the decision of the Academic Integrity Panel.
- C. New information does not warrant a new hearing. The Appeals Panel upholds the decision of the Academic Integrity Panel.
- D. New information warrants another hearing in front of the Academic Integrity Panel.

3.11 The Academic Integrity Coordinator notifies the student and the instructor of the Appeals Panel decision.

3.12 The decision of the Appeals Panel is final except when revocation of a degree is recommended by the Academic Integrity Panel. Revocation of a degree requires approval of the Provost, OSU-Stillwater President, A&M Board of Regents, and Oklahoma State Regents for Higher Education.

#### **COMPOSITION OF THE ACADEMIC INTEGRITY PANEL**

4.01 Each college will have at least three faculty representatives (at least one should be a full member of the graduate faculty) and up to seven student representatives (5 undergraduate and 2 masters, doctoral, or professional students) on the Academic Integrity Panel. For each college, faculty representatives will be appointed by Faculty Council or by Graduate Council. The college will nominate student representatives; these nominations will be approved by the Student Government Association for undergraduate students and the Graduate and Professional Student Government Association for graduate students. Each student representative should complete at least one semester at OSU in good academic standing before serving on the Panel.

4.02 All members of the Panel must complete training on academic integrity.

4.03 When a Hearing Panel is convened to hear an appeal, it will be composed of at least five members: a student chair, at least two student members and at least two faculty members. The chair will always be a student who has experience on the Academic Integrity Panel.

4.04 For appeals involving alleged violations of academic integrity by graduate students outside of class (e.g., comprehensive or qualifying examination, proposal, theses/dissertation defense), graduate students and graduate faculty will serve on the Academic Integrity Hearing Panel.

## **COMPOSITION OF THE ACADEMIC INTEGRITY APPEALS PANEL**

5.01 For final appeals involving violations of academic integrity, three members of the Academic Integrity Panel who were not involved in the case will be selected to serve on the Appeals Panel. The Panel will be composed of one student chair, one student member and one faculty member.

## **ACADEMIC INTEGRITY GUIDELINES**

6.01 Oklahoma State University's Academic Integrity policy identifies some behaviors that violate the fundamental values of academic integrity. These behaviors are described below:

- A. Unauthorized Collaboration: Completing an assignment or examination with other students, turning in work that is identical or very similar to others' work, or receiving help on assignments without permission of the instructor. This may also include excessively relying upon and borrowing the ideas and work of others in a group effort.
- B. Plagiarism: Presenting the written, published or creative work of another as the student's own work. Whenever the student uses wording, arguments, data, design, etc., belonging to someone else in a paper, report, oral presentation, or other assignment, the student must make this fact explicitly clear by correctly citing the appropriate references or sources. The student must fully indicate the extent to which any part or parts of the project are attributed to others. The student must also provide citations for paraphrased materials. The following are examples of plagiarism:
  - 1. Copying another student's assignment, computer program or examination with or without permission from the author.
  - 2. Copying another student's computer program and changing only minor items such as logic, variable names, or labels.
  - 3. Copying or paraphrasing material from an Internet or written source without proper citation.
  - 4. Copying words and then changing them a little, even if the student gives the source.
  - 5. Verbatim copying without using quotation marks, even if the source is cited.
  - 6. Expressing in the student's own words someone else's ideas without giving proper credit.
- C. Multiple Submissions: Submitting substantial portions of the same academic work for credit to more than one class (or to the same class if the student repeats a course) without permission of the instructors.
- D. Cheating on Examinations: Gathering unauthorized information before or during an examination from others, using notes or other unapproved aids during an examination, failing to observe the rules governing the conduct of examinations (for example, continuing to work on an examination after time is called at the end of an examination), or having another student take an examination for the student.
- E. Fabricating Information: Making up references for a bibliography, falsifying laboratory or research data (for example, tampering with experimental data to obtain "desired" results or creating results for experiments that were not done), or using a false excuse for an absence or an extension on a due date.
- F. Helping Another Person Cheat: Providing information about an examination to another student (for example, sending an electronic message with answers during an examination), giving unauthorized help on assignments, or failing to prevent misuse of work by others (for example, allowing another student to copy an examination, assignment, or computer program). A student must take reasonable care that examination answers are not seen by others or that term papers or projects are not plagiarized or otherwise misused by others. This category also includes taking an examination on behalf of another student.
- G. Unauthorized Advance Access to Examinations: Obtaining an advance copy of an examination without the instructor's permission or getting questions and answers from someone who took the examination earlier.
- H. Altering or Destroying the Work of Others: Changing or damaging computer files, papers or other academic products that belong to others.

- I. Altering Academic Records: Altering graded papers, computer materials/records, course withdrawal slips, or academic documents. This includes forging an instructor or advisor signature and altering transcripts.
- 6.02 Instructors may identify other behaviors that violate academic integrity.
- 6.03 Students have the following rights during the Academic Integrity hearing:
- A. Written notification of the time and place of the appeal hearing. This notice will be sent to the student's University email address.
  - B. A copy of the Academic Integrity Violation and Resolution forms.
  - C. The right to appear in person and present his/her case. Either party may elect not to appear; in this instance, the hearing shall be held in his/her absence. Failure to appear must be noted without prejudice.
  - D. The right to meet with the hearing panel at the same time, so no further allegations can be made against the student without the student's knowledge or against the instructor without the instructor's knowledge.
  - E. The right to be accompanied by one person (colleague or friend); however, this person may not address the hearing panel.
  - F. The right to call witnesses to assist in establishing facts of the case.
  - G. The right to ask questions.
  - H. The right to an explanation of the reasons for any decision rendered.
  - I. The right to be free from retaliation by the instructor.
  - J. The assurance that all personally identifiable information about alleged violations of academic integrity will be confidential under provisions of the Family Educational Rights and Privacy Act (FERPA) and will not be disclosed except as permitted by FERPA or with written permission of the student.
- 6.04 The Academic Integrity Panel determines if A) the student committed an act that violates academic integrity and B) the sanction is appropriate. The following guidelines have been developed for the Panel to use when examining an alleged academic integrity violation:
- A. The Panel will review the course syllabus statements about academic integrity.
  - B. The Panel will determine if the instructor clearly communicated the parameters of the assignment to the students.
  - C. If more than one student was involved in the alleged violation, the Panel will consider if the students were sanctioned fairly or if one student was singled out for arbitrary or discriminatory treatment.
  - D. If the student has more than one alleged violation, the Panel will consider when the violations occurred.
  - E. The Panel will not consider issues related to the quality of instruction or the academic soundness of the instructor's teaching methods.

### **PROCEDURES FOR DEGREE REVOCATION**

- 7.01 Allegations of serious violations of academic integrity directed at graduates of Oklahoma State University should be made directly to the Dean of the Graduate College (for graduate students) or the Associate Vice President for Undergraduate Education (for undergraduate students), hereafter referred to as the Investigating Official.
- 7.02 The Investigating Official will review the allegations and make a preliminary determination regarding whether the allegation provides sufficient reason to warrant the formation of a Review Committee. He or she will consult with the Office of Legal Counsel to the Board of Regents prior to making a preliminary determination regarding the allegation.

7.03 The Review Committee will be composed of one Academic Integrity Facilitator, one faculty member appointed by the Investigating Official, and one faculty member appointed by the Dean of the graduate's academic college. Persons appointed to the Review Committee may not have a conflict of interest with the graduate, the person making the allegation, or any other person involved in the case.

7.04 The purpose of the Review Committee is to determine whether clear and convincing evidence of a serious violation of academic integrity supports a recommendation of revocation of the graduate's degree.

7.05 The Investigating Official, as soon as reasonably practicable, will notify the graduate in writing of the pending allegation against him or her, the possibility of revocation of his or her degree, the placement of a transcript hold, and the formation of a Review Committee to conduct an initial inquiry into the allegation. The written notice must include:

- A. The alleged violation of academic integrity committed by the graduate.
- B. The information supporting the allegation.
- C. The course grades that may be changed to "F!".
- D. The identities of the Review Committee members.
- E. The procedure to be followed by the Review Committee.
- F. The opportunity for appeal.

7.06 The graduate will respond to the allegations and submit factual reasons for any objections to the composition of the Review Committee within 20 school days of receipt of the written notice. The graduate may request replacement of up to one member of the Review Committee for cause.

7.07 After the 20 school day period, the Review Committee will schedule a meeting with the graduate to discuss the alleged violation. Refer to the Academic Integrity Guidelines (6.03) for a complete list of the rights in the Academic Integrity procedures. The graduate may have legal counsel, at his or her own expense, present for advisory purposes only. Legal counsel may not question Committee members, make statements, or answer questions for persons called to appear before the Review Committee. The following actions may result from the meeting:

- A. The Review Committee and graduate agree that the alleged serious violation of academic integrity is not supported by clear and convincing evidence. No further action is needed and the graduate is held harmless against further allegations warranting degree revocation;
- B. The graduate admits responsibility for a serious violation and accepts the Review Committee's recommendation of degree revocation;
- C. The Review Committee recommends degree revocation. The graduate admits responsibility for the alleged violation but does not agree with the sanction. The case is referred to the Academic Integrity Panel;
- D. The Review Committee recommends degree revocation but the graduate denies responsibility for the alleged violation and does not agree with the sanction. The case is referred to the Academic Integrity Panel;
- E. The graduate fails to appear for the meeting with the Review Committee. If the Review Committee recommends degree revocation the case is referred to the Academic Integrity Panel.

The Review Committee will provide a written report of their findings to the graduate, the Academic Integrity Panel, and the Investigating Official. If degree revocation is recommended, the Review Committee will submit sufficient information to substantiate clear and convincing evidence of a serious violation of academic integrity and the recommended sanction of degree revocation.

7.08 If degree revocation is recommended the graduate will participate in a hearing with the Academic Integrity Panel unless he or she admits responsibility for a serious violation and accepts the Review Committee's recommendation. Refer to the Academic Integrity Guidelines (6.03) for a complete list of the rights in the Academic Integrity procedures. The graduate may have legal counsel, at his or her own expense, present for advisory purposes only. Legal counsel may not question Panel members, make statements, or answer questions for persons called to appear before the Academic Integrity Hearing Panel. The graduate will use the following procedures in filing an appeal:

- A. The graduate obtains and completes an appeal form that is available online or from the Office of Academic Affairs. The graduate should submit documentation to support his or her appeal.
- B. The graduate submits the appeal form to the Academic Integrity Coordinator within 20 school days after the graduate receives the written report from the Review Committee. The Coordinator, who can be contacted in the Office of Academic Affairs, will assign a consulting member of the Academic Integrity Panel to assist the graduate in understanding the appeals process, assemble the supporting documents, and present the case to the Academic Integrity Panel.

7.09 The Investigating Official will act as the proponent in presenting the alleged violation to the Academic Integrity Hearing Panel.

7.10 If the graduate does not respond within 20 school days or fails to appear for the hearing, the consulting member of the Academic Integrity Panel will act as respondent on behalf of the graduate before the Hearing Panel.

7.11 After the hearing, the Academic Integrity Hearing Panel will determine A) if the graduate committed an act that was a serious violation of academic integrity and B) if degree revocation is an appropriate sanction. The Panel will make one of the following decisions:

- A. The graduate is found not responsible for a serious violation of academic integrity;
- B. The graduate is found responsible for a serious violation and the sanction is appropriate. The Hearing Panel will recommend degree revocation to the Provost
- C. The graduate is found responsible for a serious violation but recommends a lesser sanction.

The Academic Integrity Coordinator will provide a written report of the Hearing Panel's findings to the graduate, Provost, and Investigating Official.

7.12 If the Hearing Panel recommends degree revocation the graduate will have 20 school days after receipt of the report of the Hearing Panel to submit a written request for a decision appeal before the Appeals Panel. The graduate will use the following procedures to file a decision appeal:

- A. The graduate obtains and completes a decision appeal form that is available online or from the Office of Academic Affairs. The burden of proof rests upon the graduate to establish his/her case with clear and convincing evidence;
- B. The appellant submits the final appeal form to the Academic Integrity Coordinator by the date specified on the report from the Chair of the Academic Integrity Hearing Panel. The Coordinator, who can be contacted in the Office of Academic Affairs gives the graduate notice of receipt of the appeal, notifies the Investigating Official, assembles the supporting documents, and transmits the case to the Appeals Panel.

7.13 The Appeals Panel reviews written materials and determines if the academic integrity procedure was followed or if additional information provided by the graduate warrants another hearing in front of the Academic Integrity Panel. The Appeals Panel may take any of the following actions.

- A. The academic integrity procedure was not followed. The Appeals Panel may remand the case to the Academic Integrity Panel or recommend against degree revocation.
- B. The academic integrity procedure was followed. The Appeals Panel upholds the decision of the Academic Integrity Panel and recommends degree revocation.
- C. Additional information provided by the graduate does not warrant a new hearing. The Appeals Panel upholds the decision of the Academic Integrity Panel and recommends degree revocation.
- D. New information warrants another hearing in front of the Academic Integrity Panel.

The Chair of the Appeals Panel will provide a written report of the Panel's findings to the graduate, Provost and Investigating Official.

7.14 The Provost will review the written statements of the graduate and recommendations of the Review Committee, Academic Integrity Hearing Panel, and Appeals Panel. If the Provost supports the recommendation for degree revocation, he or she will submit a letter to the President with a copy to the graduate. If the Provost does not support the recommendation for degree revocation, the graduate will be notified in writing and the case will be considered closed with the graduate held harmless against further allegations warranting degree revocation.

7.15 The President will review the written statements of the graduate and recommendations of the Provost, Review Committee, Academic Integrity Hearing Panel, and Appeals Panel. If the President supports the recommendation for degree revocation, he or she will submit a letter to the OSU/A&M Board of Regents with a copy to the graduate. If the President does not support the recommendation for degree revocation, he or she will notify the graduate in writing and the case will be considered closed with the graduate held harmless against further allegations warranting degree revocation.

7.16 The OSU/A&M Board of Regents will review the recommendation of the President. If the OSU/A&M Board of Regents supports the recommendation for degree revocation, the President will submit a letter to the Oklahoma State Regents for Higher Education (OSRHE) with a copy to the graduate. If the OSU/A&M Board of Regents does not support the recommendation for degree revocation, the President will notify the graduate in writing and the case will be considered closed with the graduate held harmless against further allegations warranting degree revocation.

7.17 OSRHE will review the recommendation of the President and the OSU/A&M Board of Regents. The Chancellor will notify the President of the OSRHE decision. The President will provide a copy of the OSRHE decision to the graduate in writing. If the OSRHE does not support the recommendation for degree revocation, the President will notify the graduate in writing and the case will be considered closed with the graduate held harmless against further allegations warranting degree revocation.

7.18 If the degree revocation is approved by OSRHE, the Registrar will remove the degree designation from the transcript, assign F! grades for applicable courses, and send copies of the revised transcript to all individuals who have previously received official copies of the transcript. The Registrar will request that the graduate return the diploma. In cases of serious violations involving theses or dissertations, the Graduate Dean will remove the thesis or dissertation from the library and electronic copies will be recalled.

Approved by: E- Team, March 2015

Revisions Approved by:  
Faculty Council, March 8, 2016  
Instruction Council, March 24, 2016  
Council of Deans, April 14, 2016  
Executive Team, May 24, 2016

## Appendix

### B. Academic Integrity Survey Results

The Center for Academic Integrity sponsored a survey that assessed Oklahoma State University students', teaching assistants' (TAs) and faculty members' perceptions of the academic environment, the extent of academic misconduct, and attitudes related to academic integrity. The survey was administered by Dr. Don McCabe at Rutgers University.

All students, faculty and TAs were invited by email to participate in the web-based survey during the spring semester 2004 and 1,864 students, 161 teaching assistants, and 420 faculty responded to the survey. Response rates were about 8% for students, 22% for teaching assistants and 43% for faculty. This summary presents responses from faculty and teaching assistants.

#### Academic Environment at OSU

Most faculty reported discussing plagiarism in the syllabus (60%) and at the start of the semester (58%), proper attribution of written (59%) and internet (57%) sources for individual assignments, and group work/collaboration (50%).

Faculty were more likely than TAs to report that if they thought a student cheated, they would fail the student on the assignment (63% faculty, 38% TAs) or report the student to administrators (45% faculty, 25% TAs).

#### Specific Behaviors

Most faculty (67%), half of students (52%) and 31% of TAs had seen a student cheat during an examination. Most faculty and TAs had observed students copying a few sentences of material from written and internet sources, working on an assignment with others when they asked for individual work, and copying another student's computer program (figure 1).

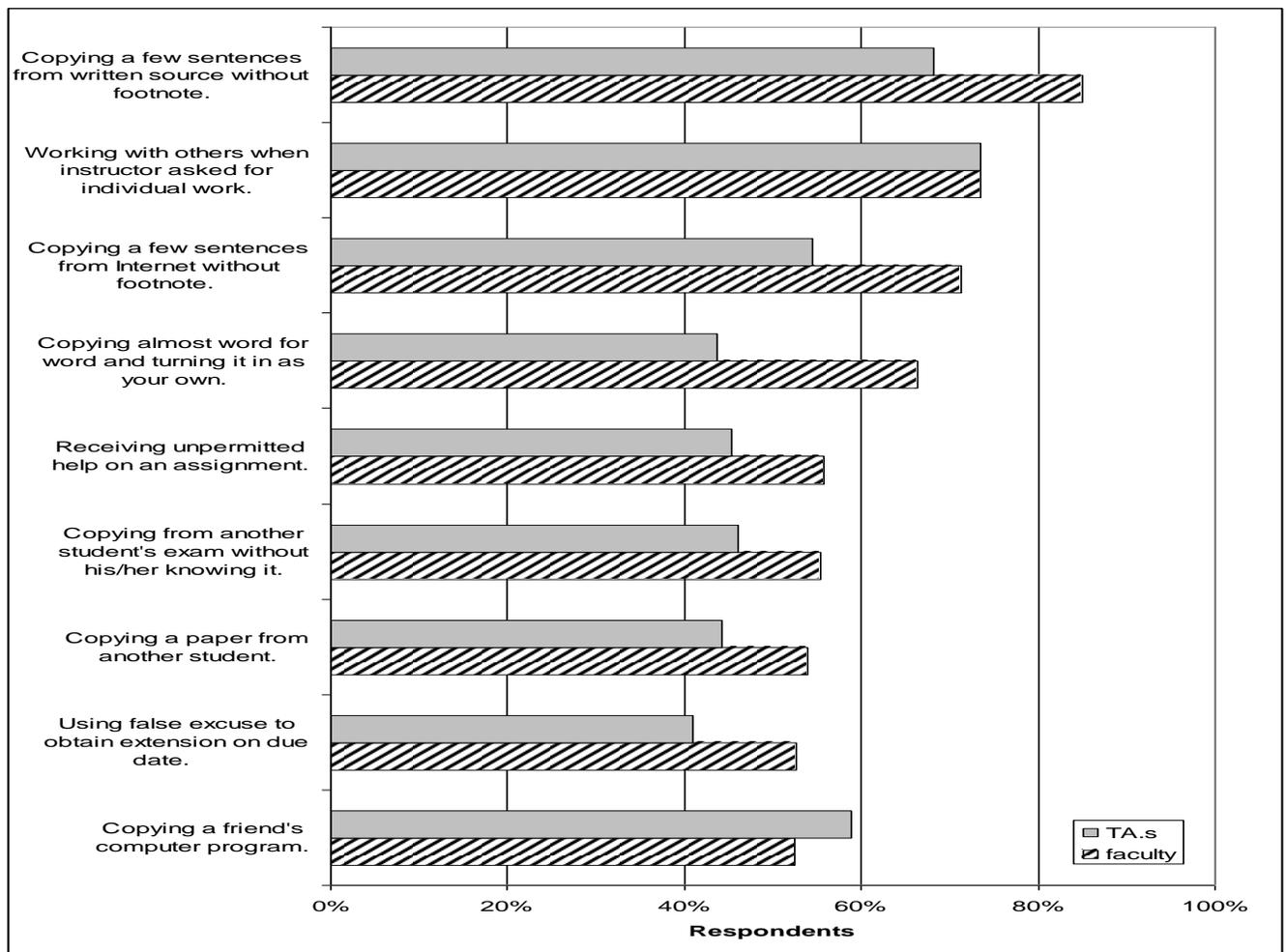


Figure 1. Proportion of TAs and faculty who reported observing the behavior in their classes at least once.

Students were less likely to consider specific behaviors to be moderate or serious cheating than faculty or TAs (figure 2), however, most faculty, TAs and students agreed that the following behaviors were moderate or serious cheating:

- Turning in work done by someone else.
- Copying material almost word for word from a written source and turning it in as your own work.
- Using unpermitted crib notes during a test.
- Turning in a paper copied from another student.
- Copying from another student during a test with his or her knowledge.
- Helping someone else cheat on a test.
- Turning in a paper obtained in large part from a term paper "mill" or website.
- Inappropriately using technology during test/exam.
- Copying from another student during a test or exam without his or her knowing it.
- In a course requiring computer work, copying a friend's program rather than doing your own.

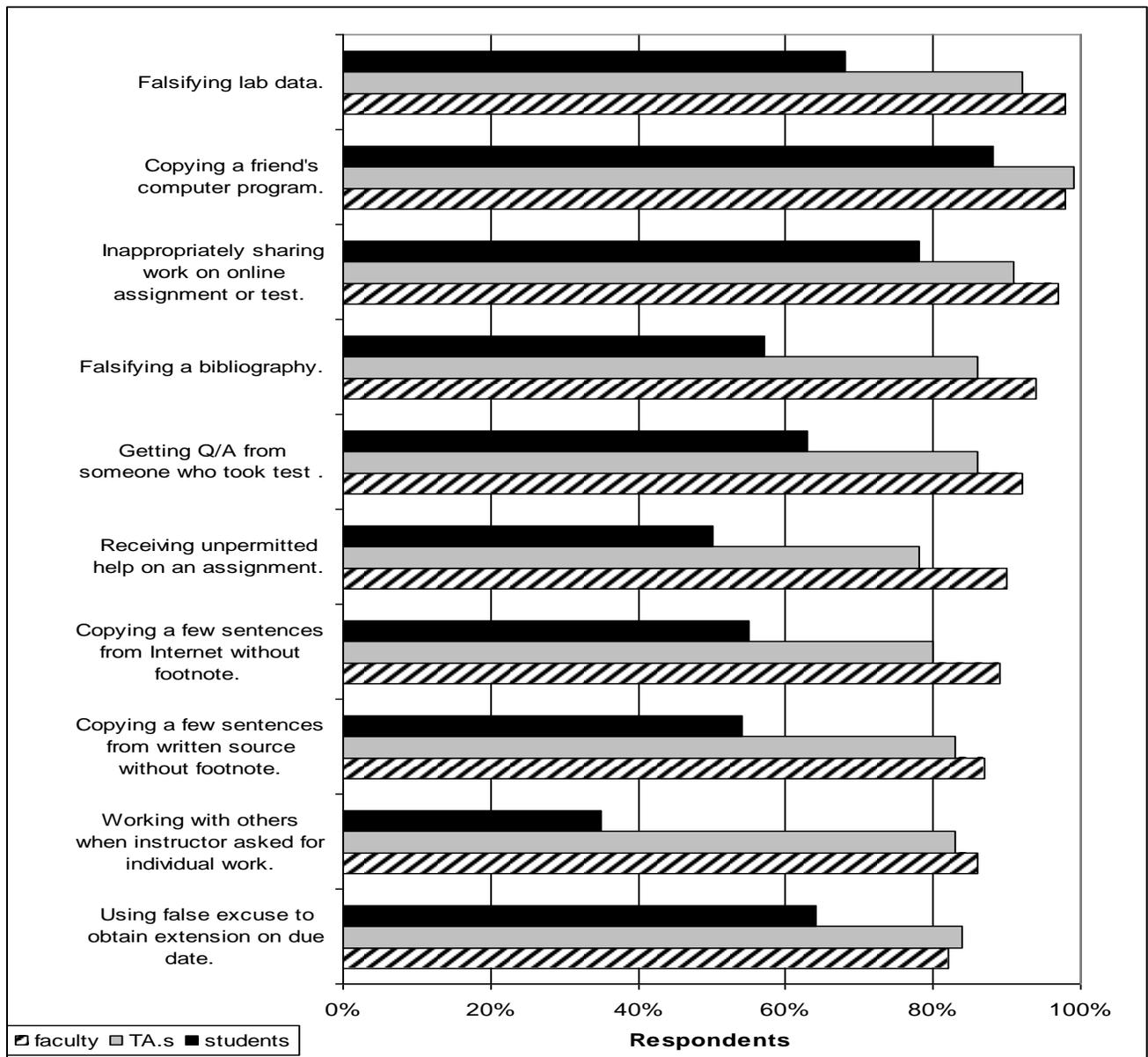


Figure 2. Proportion of faculty, students, and teaching assistants (TAs) who considered the behavior to be moderate or serious cheating.

Most faculty and TAs employed the following strategies to reduce cheating:

- closely monitor students taking examinations
- discuss their views on the importance of honesty and academic integrity with students
- provide information on their syllabus about cheating/plagiarism

Other strategies used by some faculty and TAs are listed in figure 3.

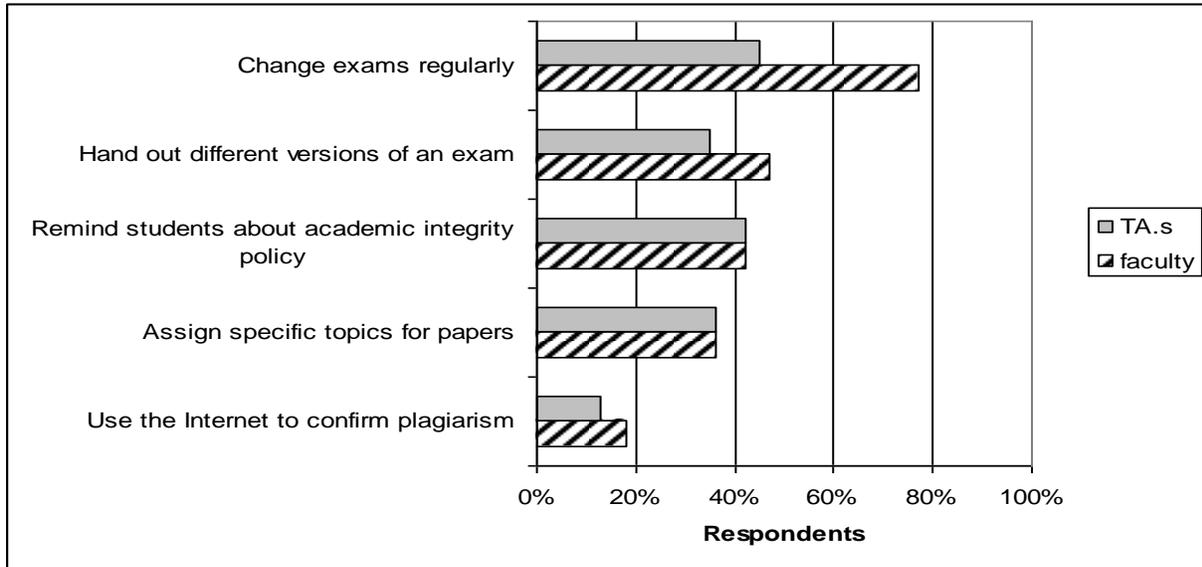


Figure 3. Strategies some faculty and TAs use to reduce cheating in their courses.

Additional information on academic integrity is available at the Center for Academic Integrity's website ([www.academicintegrity.org](http://www.academicintegrity.org)).

For information about this survey or to request a copy of the summary of national data, contact the Office of Academic Affairs, 101 Whitehurst, 405-744-5627.

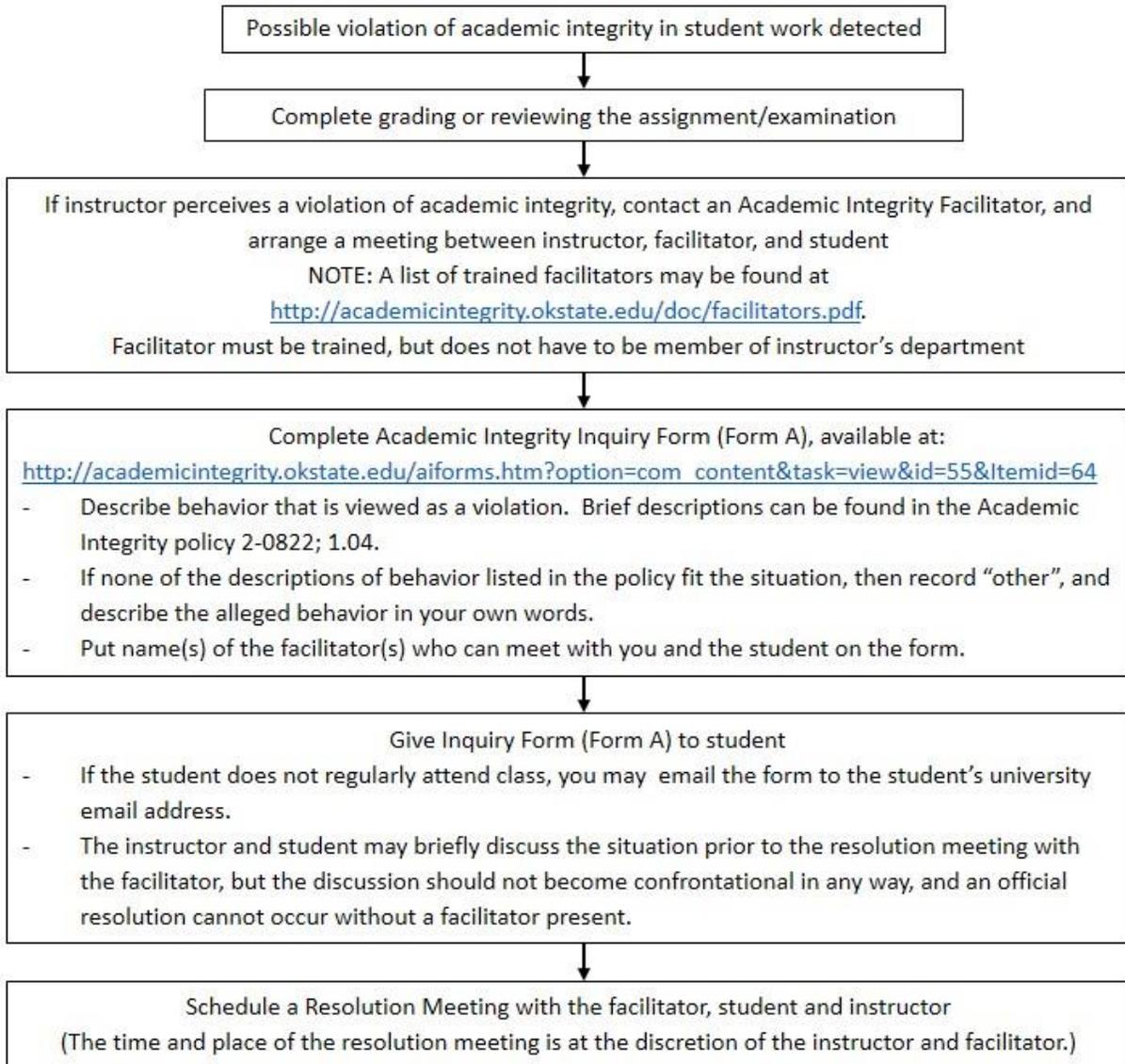
## Appendix

### C. Notifying the Student Instructions



<b>Procedure:</b>	Notifying Student of Possible Academic Integrity Violation
<b>Purpose:</b>	To communicate possible academic integrity policy violation to student
<b>Timeframe:</b>	Within five (5) class days of discovery of the incident
<b>Supplies/ Equipment:</b>	Inquiry Form (Form A); Facilitator List; evidence to substantiate alleged violation of academic integrity; course syllabus

#### Notifying Student of Possible Academic Integrity Violation Flowchart



## Appendix

### D. Reporting and Appeal Forms

Form A

#### Academic Integrity Inquiry Form

(Given to student before Resolution Hearing)

Below is a report indicating a **possible** violation of Oklahoma State University's Academic Integrity Policy. It is very important that you contact me no later than \_\_\_\_\_ (time, day, date).

My contact information is listed below.

One of the following people will attend the meeting as an Academic Integrity Facilitator to assist in the fair facilitation of the process:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

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 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.

---

Student's Name	_____	Student ID #	_____
Course Title	_____	Prefix & Number	_____
Instructor's Name	_____	Instructor's Phone	_____
Instructor's Email	_____		_____
Date Alleged Violation Discovered	_____	Assignment Due Date	_____

**SAMPLE**

Alleged Violation of Academic Integrity \_\_\_\_\_

(See P&P 2-0822 1.04, 2.04, or 6.01 for examples)

Description of Alleged Incident: (Please include a copy of all supporting documents/attach additional pages if needed)

Possible Sanction for Incident:  Admonition\*  Level Two Violation  
(See P&P 2-0822 2.04)  Level One Violation  Level Three Violation

\*Before issuing an admonition, please verify with the Office of Academic Affairs (405-744-5627 or [academics@okstate.edu](mailto:academics@okstate.edu)) that the student is eligible to receive an admonition.

For questions or concerns regarding alleged violations of academic integrity, please contact the Office of Academic Affairs at 405-744-5627.

Distribution:

Original - Student

1 copy - Faculty member

1 copy - Facilitator

1 copy - Office of Academic Affairs (please submit via email to [academics@okstate.edu](mailto:academics@okstate.edu) or deliver to 101 Whitehurst prior to Resolution Meeting)

**Admonition Form**  
**Academic Integrity Resolution**  
(Completed at conclusion of meeting)

Before completing this form, please ensure Form A was submitted to the Office of Academic Affairs prior to the Resolution Meeting and verification was received that the student is eligible to receive an Admonition.

Name \_\_\_\_\_ Student ID # \_\_\_\_\_  
Course Prefix & Number \_\_\_\_\_ CRN \_\_\_\_\_

An academic integrity violation discovered on (date) \_\_\_\_\_ named the above student in an alleged violation(s) of academic integrity. In accordance with the Academic Integrity policy and procedures, the following information was determined and the findings are hereby recorded.

**Policy:**

An Admonition is a warning issued by the instructor of a course for a first-time, minor violation of the Academic Integrity policy. A first offense is not automatically treated as an Admonition. Records of Admonitions are kept by the Office of Academic Affairs and will be taken into account if subsequent violations of Academic Integrity are reported.

**Responsibility:**

- The student denied responsibility for violation.
- The student admitted responsibility for violation.
- The student admitted responsibility for the action but denies it is a violation.
- The student failed to appear or reschedule the meeting.

**Penalty (Check all that apply):**

- Grade reduction for assignment. Please specify. \_\_\_\_\_
- Resubmission of assignment. Please specify due date. \_\_\_\_\_
- Other penalty (in accordance with University Policy). Please specify. \_\_\_\_\_

SAMPLE

**Hearing Outcome:**

- The student agreed to accept the penalty.
- The student did not agree to accept the penalty. The penalty will become final unless the student submits an appeal to the Academic Integrity Coordinator (101 Whitehurst) within 5 school days.

**Note: In the event an incident is not resolved at the time grade reports are due to the Registrar, an incomplete grade should be assigned. For questions or concerns, please contact Academic Affairs, 405-744-5627.**

I discussed the incident with my instructor and agreed the information listed above is accurate. I understand that if I do not agree with the assigned penalty, I may appeal this decision to the Academic Integrity Panel for further action. I received a copy of this form.

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

- The student failed to appear or refused to sign document. The penalty will become final unless the student submits an appeal to the Academic Integrity Coordinator (101 Whitehurst) within 5 school days.

Instructor's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Facilitator's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Facilitator's Printed Name \_\_\_\_\_

**Distribution:**

Original - Student. Give to student at conclusion of meeting. Email this form to the student if he/she does not appear at meeting.

- 1 copy - Instructor
- 1 copy - Instructor's department head
- 1 copy - Office of Academic Affairs, 101 Whitehurst
- 1 copy - Facilitator

See Attached Resource List

Form is available at  
[academicintegrity.  
okstate.edu](http://academicintegrity.okstate.edu)

## Resource List

*Your academic integrity violation could result in additional consequences that include, but are not limited to, the following issues. Please discuss your specific situation and concerns with your advisor, graduate program coordinator, and/or unit head.*

*Records of Admonitions are kept by the Office of Academic Affairs and could negatively affect the adjudication of any subsequent violations of Academic Integrity that are reported. All academic integrity violations and student conduct violations are entered into the University's student conduct database and will remain a part of your permanent educational records. Employers and licensing boards as well as graduate and professional schools may request a copy of your educational records. Your consent is necessary for the release of educational records.*

### **Undergraduates**

If this sanction drops your GPA below the University's academic requirements, you could be placed on academic notice, warning, probation, or suspension.

Failure to comply with academic integrity sanctions could result in enrollment holds.

Some colleges and programs require a higher GPA for admission to the program or courses or for continued enrollment in programs or courses.

Multiple academic integrity violations could result in suspension from the University.

Failure to make satisfactory academic progress could impact your funding. Please check with Scholarships and Financial Aid (119 Student Union, 744-6604).

If you are an international student, your visa could be impacted, depending on the outcome and additional consequences. Please check with International Students and Scholars (250 Student Union, 744-5459).

### **Graduate Students**

If this sanction drops your GPA below the University's academic requirements, you could be placed on probation, No Further Enrollment with Program Consent (NFWPC); No Further Enrollment (NFE); dismissal from the program; and/or, suspension.

Failure to comply with academic integrity sanctions could result in enrollment holds.

Academic integrity violations could result in dismissal from your graduate program or suspension from the University. Please consult your graduate program advisor, graduate program coordinator, or the Graduate College (202 Whitehurst, 744-6368).

Academic integrity sanctions could result in enrollment holds. Please consult your graduate program advisor, graduate program coordinator, or the Graduate College (202 Whitehurst, 744-6368).

If you are an international student, your visa could be impacted, depending on the outcome and additional consequences. Please check with International Students and Scholars (250 Student Union, 744-5459).

Form is available at  
[academicintegrity.  
okstate.edu](http://academicintegrity.okstate.edu)

### Academic Integrity Violation Form Academic Integrity Resolution (Completed at conclusion of meeting)

This form to be used for Academic Integrity Violations with assigned Level One, Level Two, or Level Three Sanctions.

Name \_\_\_\_\_ Student ID # \_\_\_\_\_

Course Prefix & Number \_\_\_\_\_ CRN \_\_\_\_\_

An academic integrity violation discovered on (date) \_\_\_\_\_ named the above student in an alleged violation(s) of academic integrity. In accordance with the Academic Integrity policy and procedures, the following information was determined and the findings are hereby recorded.

**Responsibility:**

- The student denied responsibility for violation.
- The student admitted responsibility for violation.
- The student admitted responsibility for the action but denies it is a violation.
- The student failed to appear or reschedule the meeting.

**Sanction: (Please check all that apply)**

- The instructor assigned a level one sanction of no credit for the assignment, examination, paper, or project.
  - In addition to the level one sanction marked above, the instructor assigned the Academic Integrity Education Program to be completed by the student.
- The instructor assigned a level one sanction of F for the assignment, examination, paper, or project.
  - In addition to the level one sanction marked above, the instructor assigned the Academic Integrity Education Program to be completed by the student.
- The instructor assigned a level two sanction of F for the course.
- The instructor assigned a level three sanction of a transcript notation "Administrative Withdrawal for Academic Integrity Violation" and dismissal from program and the University (For Graduate Students Only)
- Other sanction (in accordance with University policy). Please specify. \_\_\_\_\_

SAMPLE

**Hearing Outcome:**

- The student agreed to accept the sanction.
- The student did not agree to accept the sanction. The sanction will become final unless the student submits an appeal to the Academic Integrity Coordinator (101 Whitehurst) within 5 school days.

**Note: In the event an incident is not resolved at the time grade reports are due to the Registrar, an incomplete grade should be assigned. For questions or concerns, please contact Academic Affairs, 405-744-5627.**

I discussed the incident with my instructor and agreed the information listed above is accurate. I understand that if I do not agree with the assigned sanction, I may appeal this decision to the Academic Integrity Panel for further action. I received a copy of this form.

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

- The student failed to appear or refused to sign document. The sanction will become final unless the student submits an appeal to the Academic Integrity Coordinator (101 Whitehurst) within 5 school days.

Instructor's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Facilitator's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Facilitator's Printed Name \_\_\_\_\_

**Distribution:**

- Original - Student. Give to student at conclusion of meeting. Email this form to the student if he/she does not appear at meeting.
- 1 copy - Instructor
- 1 copy - Instructor's department head
- 1 copy - Office of Academic Affairs, 101 Whitehurst
- 1 copy - Facilitator

See Attached Resource List

Form is available at  
[academicintegrity.okstate.edu](http://academicintegrity.okstate.edu)

## Resource List

*Your academic integrity violation could result in additional consequences that include, but are not limited to, the following issues. Please discuss your specific situation and concerns with your advisor, graduate program coordinator, and/or unit head.*

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If this sanction drops your GPA below the University's academic requirements, you could be placed on academic notice, warning, probation, or suspension.

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Multiple academic integrity violations could result in suspension from the university.

Failure to make satisfactory academic progress could impact your funding. Please check with Scholarships and Financial Aid (119 Student Union, 744-6604).

If you are an international student, your visa could be impacted, depending on the outcome and additional consequences. Please check with International Students and Scholars (250 Student Union, 744-5459).

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If this sanction drops your GPA below the University's academic requirements, you could be placed on probation, No Further Enrollment with Program Consent (NFWPC); No Further Enrollment (NFE); dismissal from the program; and/or, suspension.

Failure to comply with academic integrity sanctions could result in enrollment holds.

Academic integrity violations could result in dismissal from your graduate program or suspension from the University. Please consult your graduate program advisor, graduate program coordinator, or the Graduate College (202 Whitehurst, 744-6368).

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If you are an international student, your visa could be impacted, depending on the outcome and additional consequences. Please check with International Students and Scholars (250 Student Union, 744-5459).

Form is available at  
[academicintegrity.  
okstate.edu](http://academicintegrity.okstate.edu)

## Academic Integrity Appeal Form

**THIS FORM MUST BE SUBMITTED TO 101 WHITEHURST ON OR BEFORE THE DEADLINE**  
*(5 school days after official notification is sent by the Office of Academic Affairs)*      **DATE:** \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_  
 Classification \_\_\_\_\_ Student ID # \_\_\_\_\_  
 Email Address \_\_\_\_\_ Phone \_\_\_\_\_

Course Title \_\_\_\_\_ Prefix & Number \_\_\_\_\_  
 Instructor's Name \_\_\_\_\_ Semester \_\_\_\_\_

The Academic Integrity Panel meets several times a week. If there is a date that would be inconvenient for you to meet, please write it down.

SAMPLE

**DATES STUDENT CANNOT MEET**

1. \_\_\_\_\_  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_

**This form and a concise written statement explaining your reasons for appeal should be completed and submitted to the Academic Integrity Manager in Academic Affairs, 101 Whitehurst.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

OSU's Academic Integrity Policy states, "The student must submit documentation to the panel within five school days after the official email is sent from the Academic Integrity office to the student's University email address."

Form is available at  
[academicintegrity.okstate.edu](http://academicintegrity.okstate.edu)



## Academic Integrity Decision Appeal Form

Previous Academic Integrity Panel Hearing Date \_\_\_\_\_

Student's Name \_\_\_\_\_

Instructor's Name \_\_\_\_\_

Reason for Appeal:

- The academic integrity procedure was not followed. *(Deadline: within five school days after the hearing results are sent by the Academic Integrity Manager.)*
- New information became available after the hearing that could substantially affect the outcome. Request for another hearing in front of the Academic Integrity Panel. *(Deadline: less than one year after the hearing results are sent by the Academic Integrity Manager.)*

Please attach a **concise typed statement explaining your reason for requesting a decision appeal and the desired outcome**. If appropriate, attach **supporting documents**. Submit the appeal to the Academic Integrity Manager, Academic Affairs, 101 Whitehurst, by the appropriate deadline listed above.

# SAMPLE

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Form is available at  
[academicintegrity.  
okstate.edu](http://academicintegrity.okstate.edu)

Oklahoma State University in compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services. Title IX of the Education Amendments and Oklahoma State University policy prohibit discrimination in the provision of services of benefits offered by the University based on gender. Any person (student, faculty or staff) who believes that discriminatory practices have been engaged in based upon gender may discuss their concerns and file informal or formal complaints of possible violations of Title IX with the OSU Title IX Coordinator, Director of Affirmative Action, 408 Whitehurst, Oklahoma State University, Stillwater, OK 74078, (405)744-5371 or (405)744-5576(fax).