

What behaviors violate academic integrity?

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

- **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.
- **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:
 - 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 logic, variable names, or labels.
 - Copying or paraphrasing material from an Internet or written source without proper citation.
 - Copying words and then changing them a little, even if you give the source.
 - 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 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.
- **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.
- **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.
- **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.

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- Altering or destroying the work of others: Changing or damaging computer files, papers, or other academic products that belong to others.
- Altering academic records: Altering graded papers, computer materials or records, course withdrawal slips, or academic documents. This includes forging an instructor or advisor signature and altering transcripts.

Instructors may identify other behaviors that violate academic integrity.

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 happens after an instructor discovers an alleged violation of academic integrity?

Step 1: Within five school days of discovery, the instructor prepares the Academic Integrity Inquiry Form (Form A) and gives or emails the form to the student. The student must contact the instructor within five school days of the receiving the form to schedule an Academic Integrity Resolution Meeting.

Step 2: The student, the instructor, and an Academic Integrity Facilitator meet to discuss the alleged violation and sign the Academic Integrity Resolution Form (either Form B or C). The student has the opportunity to admit or deny responsibility for the violation. If, after discussion with the student, the instructor believes he/she has sufficient information to substantiate a violation, the instructor will assign a sanction. The student may agree or disagree with the sanction.

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Step 3: The student will receive a signed copy of the Academic Integrity Resolution Form (either Form B or C), and the instructor will retain a copy and send copies to his/her department head and the Office of Academic Affairs.

Step 4: The student will receive an official notification regarding the violation from the Office of Academic Affairs by email. The student will have five school days from the date the notification is sent to appeal the violation and/or sanction. If the student does not appeal, the sanction becomes final after the five school day deadline. If the student appeals, the student and the instructor will meet with the Academic Integrity Panel.

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.

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.

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- 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.

An admonition should be assigned for first time, minor violations. A first offense is not automatically treated as an admonition. An instructor can assign you an Academic Integrity Education Program for violations that result in a zero or "F." All violations, except those assigned an admonition, are entered into the student conduct database and become a part of a student's educational record for up to ten years.

In any case where it is determined a violation of academic integrity occurred, the student's academic advisor will be notified.

What is a grade of "F!"?

A grade of "F!" (pronounced F shriek) on a 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

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removed through successful completion of an academic integrity education program; however, the “!” will remain on the transcript for at least one semester.

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.

How does the student appeal the instructor’s decision?

Step 1: The student submits the appeal form to the Academic Integrity Coordinator within five school days after the official email notification is sent from the Office of Academic Affairs. The Coordinator notifies the instructor of the appeal, assembles supporting documents, and transmits the case to the Academic Integrity Panel.

Step 2: The Academic Integrity Panel will schedule a hearing to listen to statements by the student and the instructor, review materials submitted by the student and the instructor, 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 Academic Integrity Panel will make one of the following decisions:

- The student is not responsible for a violation of academic integrity. The instructor will remove the sanction and 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. Students who violate the academic integrity policy a second time may be suspended from OSU.

Step 3: After the Academic Integrity Panel makes a decision, the student will receive an email from the Office of Academic Affairs with the outcome of the hearing. The decision is also provided to the instructor, the instructor’s department head, your academic advisor, your college’s dean, and Registrar (if needed).

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” that the student committed the alleged violation; and determine if the sanction is appropriate for the violation.

What are the student’s rights during an Academic Integrity Panel?

The academic integrity procedures afford the student the following rights during a hearing:

- Written notification of the time and place of the appeal hearing. This notice will be sent to the student’s OSU email address.
- A copy of the Academic Integrity Inquiry and Resolution forms.

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- 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.
- To meet with the hearing panel at the same time as the instructor, so no further allegations can be made against the student without your knowledge or against the instructor without the instructor's knowledge.
- To be accompanied by one person (friend or advisor); however, this person may not address the hearing panel.
- To call witnesses to assist in establishing facts of the case.
- To ask questions.
- To an explanation of the reasons for any decision rendered.
- 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 FERPA or with written permission of the student.

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

Step 1: 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.

Step 2: 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.

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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 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.

What is an approved Academic Integrity Education Program?

Students may remove the first “!” 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 “!” to be removed from the student’s transcript after one semester.

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

The Vice Provost 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.

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.

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.

Does the Academic Integrity Panel hear cases of alleged violation of academic integrity by graduate students outside of classes?

Yes. For appeals involving alleged violations of academic integrity by graduate students outside of class (e.g., qualifying or comprehensive examinations, proposals, theses, or dissertations), the Academic Integrity Panel will be composed of graduate students and members of the graduate faculty.

The complete academic integrity policy and procedures (P&P 2-20822) are posted online at <https://stw.sp.okstate.edu/policies/Shared%20Documents/Academic%20Integrity%20Policy.pdf>.