Academic Integrity Process

- Instructor discovers an alleged academic integrity (AI) violation.
- Contact a facilitator from the list on AI website. Suggested you select a facilitator from outside your department.
- Notify the student via email or in person of alleged violation using Form A.
- Send a copy of Form A to AI Manager.
- Hold the Resolution Hearing and submit Form B or C to AI Manager.
- Assign sanctions according to University policy
 - Admonition (first time, minor violation) is grade reduction
 - Level 1 (less than 10% of course grade) is a 0 or F on assignment
 - Level 2 is F! (pronounced F shriek) for the course
 - o Level 3 for graduate students only
- If the student appeals, the AI Manager will contact the instructor to obtain a statement and documentation.
- The panel hearing will be conducted by a student chair, 2 faculty members, and 2 additional students.
- If AI case is not resolved by the time grades are due, grade should be reported as an incomplete.
- Increased sanctions may be applied for multiple violations.
- Students can complete AI education to remove the first ! (shriek) from their transcript.

Additional information available:

academicintegrity.okstate.edu

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Academic Integrity



"I will respect Oklahoma State University's commitment to academic integrity and uphold the values that preserve our academic community."

Frequently Addressed Topics

- Instructors are expected to uphold the academic integrity policy and report violations when they occur.
- If a situation involves multiple students, each case should be handled on an individual basis. Any identifying information regarding other students should be redacted.
- Instructors should notify students of an alleged violation within 5 school days of discovering the violation, but no more than 30 calendar days from the submission date of the assignment.
- A trained facilitator should attend the Resolution Meeting between the instructor and student. A list of facilitators is available at <u>https://academicintegrity.okstate.edu</u>.
- Admonitions should only be assigned for first-time, minor violations. Instructors are encouraged to verify a student's eligibility to receive an admonition prior to the Resolution Meeting.
- Level One, Two, and Three sanctions become a part of a student's educational record.
- Pre-Finals Week and Finals Week do not count as school days for the purpose of scheduling a Resolution Meeting. If alleged violations occur at the end of a semester, a student's deadline to contact the instructor should roll over to the next regular semester.
- If there is a pending violation at the end of a semester, instructors should assign an incomplete.

Tips for Faculty

ntroduce the University's academic integrity expectations during the first week of class. Distribute your course syllabus with clear guidelines of what is permitted and prohibited.



avigate through the academic integrity website for a copy of the policy, forms, resources, training, and a list of trained academic integrity facilitators.

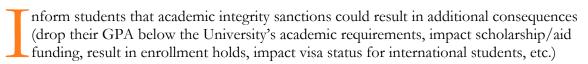


ell students that violations becomes part of their permanent education record. Employers, licensing boards, and graduate and professional schools may request a copy of their educational records.

xplain what unauthorized collaboration, multiple submissions, plagiarism, and other academic integrity violations are. Engage students in discussions about ethics.

ive examples of previous violations and discuss why the student's action violated the University's academic integrity policy.

educe opportunities for cheating through good classroom management - update tests frequently, space students out during exams, create multiple versions of the same test, monitor testing situations, use TurnItIn, etc.



reat each academic integrity violation as an educational opportunity for the student. The academic integrity policy was intended to be educational, not punitive.

