

# Academic Integrity

*Honesty*  
FAIRNESS  
TRUST  
Respect  
*Responsibility*

## 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
  - 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](http://academicintegrity.okstate.edu)**

Candace Thrasher  
Office of Academic Affairs  
101 Whitehurst  
405.744.8789  
[candace.thrasher@okstate.edu](mailto:candace.thrasher@okstate.edu)

*“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 <https://academicintegrity.okstate.edu>.
- 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

- I**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.
- N**avigate through the academic integrity website for a copy of the policy, forms, resources, training, and a list of trained academic integrity facilitators.
- T**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.
- E**xplain what unauthorized collaboration, multiple submissions, plagiarism, and other academic integrity violations are. Engage students in discussions about ethics.
- G**ive examples of previous violations and discuss why the student's action violated the University's academic integrity policy.
- R**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.
- I**nform students that academic integrity sanctions could result in additional consequences (drop their GPA below the University's academic requirements, impact scholarship/aid funding, result in enrollment holds, impact visa status for international students, etc.)
- T**reat each academic integrity violation as an educational opportunity for the student. The academic integrity policy was intended to be educational, not punitive.
- Y**ou are the University's best resource for maintaining academic standards. Thanks for all you do!