

## Expectations of Students

According to the Academic Integrity policy, students are expected to:

- understand and uphold the academic integrity guidelines established by the University and the instructor;
- present their own work for evaluation by their instructors;
- appropriately cite the words and ideas of others;
- protect their work from misuse;
- accept responsibility for their own actions;
- treat instructors and members of the Academic Integrity Panel with respect when violations of academic integrity are examined or appealed; and
- trust instructors and members of the Academic Integrity Panel to enforce the academic integrity policy and procedures.

Students are urged to sign the OSU Commitment to Academic Integrity (located on the front of this brochure) and inform students or notify instructors when they observe violations of academic integrity.

## Behaviors that Violate Academic Integrity

Violations may include but are not limited to:

- Unauthorized collaboration
- Plagiarism
- Multiple submissions
- Cheating on examinations
- Fabricating information
- Helping another person cheat
- Unauthorized advance access to examinations
- Altering or destroying the work of others
- Fraudulently altering academic records

## Possible Violation Sanctions

The instructor awards an academic sanction for alleged violations of academic integrity. The following sanctions are recommended based on the seriousness of the violation:

- **Admonition:** award a grade reduction.
- **Level One Sanction:** award a grade of "zero" or "F" for the assignment or examination.
- **Level Two Sanction:** award a grade of "F!" for the course. A grade of "F!" (pronounced F shriek) on the transcript signifies that the student failed the course because of an alleged violation of academic integrity.
- **Level Three Sanction:** permanent transcript notation and dismissal from the graduate or professional education program, and dismissal from the university.

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. A student may not drop a course in which the "F!" grade was assigned.

Certain violations (e.g., theft of an examination) may also violate the Student Code of Conduct.

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.

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.

Undergraduate students who are found responsible for multiple violations could be suspended from the university. 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

## 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 appeal hearing will be sent to the student's university email address.
- A copy of the Academic Integrity Violation and Resolution forms.
- 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 advisor (colleague or friend); however, the advisor 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.

## Appeals Procedures

The assigned sanction becomes final if the student does not submit appeals documentation to the Panel by the five day deadline (see below).

1. If the student appeals the alleged violation of academic integrity (including cases in which the instructor and student do not agree on the violation or sanction), the student and instructor will meet with the Hearing Panel.
2. The student will use the following procedures in filing an appeal:
  - a. The student obtains and completes an appeal form that is available from the Office of Academic Affairs, 101 Whitehurst or online at [academicintegrity.okstate.edu](http://academicintegrity.okstate.edu). The student should submit documentation to support his or her appeal.
  - b. The student submits the appeal form to the Academic Integrity Manager within five school days after receiving official notification from the Office of Academic Affairs. The Academic Integrity Manager gives the student notice of receipt of the appeal, notifies the instructor of the course, assembles the supporting documents, and transmits the case to the Academic Integrity Panel.
3. The instructor submits sufficient information to substantiate the alleged violation of academic integrity and the sanction.
4. The student and instructor have the right to appear in a hearing before an Academic Integrity Hearing Panel. (Refer to the "Rights of the Student in the Academic Integrity Appeals Process").
5. The Academic Integrity Panel determines if a) the student committed an act that violates academic integrity and b) the sanction is appropriate.
6. 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 is sent to the student's university email address if 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.

7. 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 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.
  - b. The student submits the final appeal form to the Academic Integrity Manager by the date specified on the hearing report. The Academic Integrity Manager gives the student notice of receipt of the appeal, notifies the instructor, assembles the supporting documents, and transmits the case to the Appeals Panel.
8. 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 upholds the decision of the hearing or requests another hearing.
9. The decision of the Appeals Panel is final.

*Oklahoma State University, in compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, and Title IX of the Education Amendments of 1972 (Higher Education Act), the Americans with Disabilities Act of 1990, and other federal and state laws and regulations, does not discriminate on the basis of age, race, color, religion, sex, sexual orientation, genetic information, gender identity or expression, national origin, disability, protected veteran status, or other protected category, in any of its policies, practices or procedures. This provision includes, but is not limited to admissions, employment, financial aid, and educational services.*

# ACADEMIC INTEGRITY

Oklahoma State University's  
Commitment to Academic Integrity:

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



This is a brief overview of the procedures for academic integrity violations. Use this brochure as a quick reference and for more detailed information see the policy and procedures in their entirety at:  
<http://academicintegrity.okstate.edu>.

If you have questions, contact the  
Academic Integrity Manager, 101 Whitehurst,  
(405) 744-5627