

## Oklahoma State University Policy and Procedures

### Academic Integrity

2-0822  
Academic  
Affairs  
July 2007

#### **POLICY**

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

1.02 The following statement summarizes 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.

1.03 All members of the Oklahoma State University 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. appropriately cite 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.

Students are urged to sign the OSU Commitment to Academic Integrity statement and inform students or notify instructors when they observe violations of academic integrity.

b. Instructors are expected to:

1. understand and uphold this academic integrity policy and procedures. Instructors have the authority to set reasonable standards in their classes within the guidelines provided.
2. clearly 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. fairly and consistently evaluate students 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. be fair in the evaluation of 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.

Instructors are urged to use the OSU Commitment to Academic Integrity statement in course syllabi or examinations.

- 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.

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
- e. Fabricating information
- f. Helping another person cheat
- g. Unauthorized advance access to examinations
- h. Altering or destroying the work of others
- i. Fraudulently 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, and 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 seven school days of the discovery, the instructor prepares an Academic Integrity Violation Notification Form (including a list of possible Academic Integrity Facilitators) and gives or mails the form to the student. 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). An Academic Integrity Facilitator is an instructor, adviser or academic administrator who is trained in academic integrity policy and procedures.

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 should be assigned until the allegation is resolved.

2.03 The student contacts the instructor within five school days of receiving the memo to schedule a meeting.

2.04 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 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 assigns 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).
- d. The student denies responsibility for the alleged violation and does not agree with the sanction. The instructor assigns 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 assigns a sanction, and they sign the Academic Integrity Resolution Form. A copy of the form is mailed to the student, 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 Panel by the five day deadline.

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

a. Level one sanction

Level one sanction: award a grade of "zero" or "F" for the assignment or examination for violations including but not limited to the following:

1. Copying 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.
3. Receiving unauthorized help on an assignment.
4. Working on an assignment with others when the instructor asked for individual work.
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.

b. Level two sanction

Level two sanction: award a grade of "F!" for the course for violations including but 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. Altering a grade or scoring on an examination or paper to obtain unearned credit.
14. In a course requiring computer work, copying another student's program rather than writing one's own.
15. Fabricating or falsifying laboratory or research data.
16. Inappropriately sharing or using work on an online assignment or examination.
17. Turning in work done by someone else.
18. 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.

c. Level three sanction

Level three sanction: recommend dismissal from the graduate, professional education, or Veterinary Medicine program and suspension from the university for the following types of violations:

1. 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, or professional education portfolio.
2. Fabrication or falsification of research or laboratory data used in a creative component, report, thesis or dissertation.
3. Violations listed under 2.05.b., committed by veterinary medicine students.

Instructors should assign level one or two sanctions for alleged violations of academic integrity. The recommended levels of sanction should be used by the instructor unless they provide a specific written policy during the first week of class (e.g., an instructor may assign an F! for receiving unauthorized help on an assignment if they provide a written statement during the first week of class).

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 with a sanction of a "zero" or "F" on an assignment or examination will be referred to the Academic Integrity Panel. After conducting a hearing the Panel may change the sanction for a second violation to an "F!" for the course.

2.10 Students who received one "F!" and violate academic integrity a second time will be suspended from the university. This penalty will be assessed if the first "!" was or was not removed (see 2.08), or if the second incident was a level one or level two violation. In such cases, the Academic Integrity Panel will meet with the student and instructor to determine if the student is responsible for violating academic integrity. If the Academic Integrity Panel finds that the student committed the alleged act, the student will be suspended from the university for no less than one regular (fall or spring) semester. Students suspended for the fall will also be suspended for the previous summer sessions and those suspended for the spring will also be suspended for the subsequent summer sessions.

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.

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

3.01 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 Academic Integrity Panel.

3.02 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. The student should submit documentation to support his or her appeal.
- b. The student submits the appeal form to the Assistant of the Academic Integrity Panel within five school days after the Academic Integrity Resolution Form was signed. The Assistant, 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, and assigns a consulting member of the Academic Integrity Panel to assist the instructor and student in understanding the appeals process, assembling the supporting documents, and transmitting the case to the Academic Integrity Panel.

3.03 The instructor submits sufficient information to substantiate the alleged violation of academic integrity and the sanction.

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 instructor shall remove the sanction and 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 increase or decrease the sanction.

3.06 After each decision, the Chair of the Academic Integrity Panel sends a letter to the student, instructor, and Office of Academic Affairs.

3.07 The student or instructor may submit a written request for a final appeal before the Appeals Panel. The student or instructor must submit an appeal within seven school days after the letter from the Academic Integrity Panel is mailed if the academic integrity procedure was not followed. If new information becomes available after the hearing that could substantially affect the outcome, the student or instructor may submit an appeal within one year. The Chair of the Appeals Panel will determine if the final appeal will be considered.

3.08 The student or instructor will use the following procedures in filing a final appeal:

- a. The student or instructor 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 person who submits the appeal to establish his/her case with a preponderance of information.
- b. The appellant submits the final appeal form to the Assistant to the Academic Integrity Panel by the date specified on the letter from the Chair of the Academic Integrity Panel. The Assistant, who can be contacted in the Office of Academic Affairs gives the appellant notice of receipt of the appeal, notifies the other party (instructor or student), assembles the supporting documents, and transmits the case to the Appeals Panel.

3.09 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.

3.10 The Chair of the Appeals Panel sends a letter to the student, instructor, and Office of Academic Affairs.

3.11 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 Vice President for Academic Affairs, 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 two faculty representatives (at least one should be a full member of the graduate faculty) and up to five student representatives (3 undergraduate or professional, 1 masters and 1 doctoral student) on the Academic Integrity Panel. For each college, one faculty representative will be appointed by Faculty Council and one faculty representative will be appointed 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 Oklahoma State University 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 a student chair, at least two student members and at least two faculty members. A hearing panel, once constituted for the semester, will select a chair. 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), the Academic Integrity hearing panel will be composed of graduate students and members of the graduate faculty.

#### **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 at random 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 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 to 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. Fraudulently Altering Academic Records: Altering graded papers, computer materials/records, course withdrawal slips, or academic documents. This includes forging an instructor or adviser signature and altering transcripts.

6.02 Instructors may identify other behaviors that violate academic integrity.

6.03 Students have the following rights during the hearing before the Academic Integrity Panel:

- a. Written notification of the time and place of the hearing of the appeal. This notice will be mailed to the student's local address (as listed in the Student Information System).
- 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 adviser (colleague or friend); however, the adviser 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 the Act or with written permission of the student.

## 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/her, the possibility of revocation of his/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; and
- 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 calendar 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 10 calendar 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/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/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 from the Office of Academic Affairs, 101 Whitehurst. The graduate should submit documentation to support his or her appeal.
- b. The graduate submits the appeal form to the Assistant of the Academic Integrity Panel within 20 calendar days after the graduate receives the written report from the Review Committee. The Assistant, 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, assembling the supporting documents, and presenting 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 calendar 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 Vice President for Academic Affairs;
- c. The graduate is found responsible for a serious violation but recommends a lesser sanction.

The Chair of the Academic Integrity Hearing Panel will provide a written report of their findings to the graduate, Vice President for Academic Affairs, and Investigating Official.

7.12 If the Hearing Panel recommends degree revocation the graduate will have 20 calendar 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 in filing a decision appeal:

- a. The graduate obtains and completes a decision appeal form that is available from the Office of Academic Affairs, 101 Whitehurst. 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 Assistant to the Academic Integrity Panel by the date specified on the letter from the Chair of the Academic Integrity Hearing Panel. The Assistant, 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 their findings to the graduate, Vice President for Academic Affairs, and Investigating Official.

7.14 The Vice President for Academic Affairs will review the written statements of the graduate and recommendations of the Review Committee, Academic Integrity Hearing Panel, and Appeals Panel. If the Vice President supports the recommendation for degree revocation, he or she will submit a letter to the President with a copy to the graduate. If the Vice President 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 Vice President for Academic Affairs, 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.

Note: This policy will be effective August 1, 2006, and will be reviewed after 3 years. The policy and procedures applies to students and instructors of OSU-Stillwater, OSU-Tulsa, and the Center for Veterinary Health Sciences courses.

Approved by Faculty Council January 10, 2006

Instruction Council January 20, 2006

Council of Deans March 9, 2006

Revisions approved by Faculty Council April 10, 2007

Instruction Council May 18, 2007

Council of Deans June 22, 2007

OSU/A&M Board of Regents July 27, 2007