

ACADEMIC INTEGRITY GUIDELINES FOR FACULTY

Which 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 the student gives 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 to 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.

Altering or Destroying the Work of Others: Changing or damaging computer files, papers or other academic products that belong to others.

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.

Instructors may identify other behaviors that violate academic integrity.

What sanctions will be assigned by the instructor for alleged violations of academic integrity?

Three sanctions are recommended based on the seriousness of the violation.

- a. 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.

- b. 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.

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.

- c. 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:

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.

Fabrication or falsification of research or laboratory data used in a creative component, report, thesis or dissertation.

Level two violations 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 the instructor provides 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). 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.

What is a grade of "F!"?

A grade of "F!" (pronounced F shriek) on the 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 removed through successful completion of an academic integrity education program (see below); however, the "!" will remain on the transcript for at least one semester.

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

Within seven school days of the discovery, the instructor prepares an Academic Integrity Violation Notification Form (see pages 8 & 9) and gives or mails the form to the student. A school day is defined as a regular class day (usually Monday through Friday) during the fall or spring semester. The student must contact the instructor within five school days of receiving the memo to schedule a meeting.

The student, instructor, and an Academic Integrity Facilitator meet to discuss the alleged violation and sign the Academic Integrity Resolution Form (see page 10). The following actions may result from this meeting:

- The instructor and student agree that no violation of academic integrity occurred. The alleged violation is not reported.
- 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.
- 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. The student must submit documentation to the panel within five school days after completion of the Academic Integrity Resolution Form (see procedures for appeal).
- 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. The student must submit documentation to the Panel within five school days after completion of the Academic Integrity Resolution Form (see procedures for appeal).
- 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.

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.

Can a student drop a course in which he or she is charged with an alleged violation of academic integrity?

Once an instructor identifies 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. After the student, instructor and academic integrity facilitator meet, the instructor 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. The Academic Integrity Panel may permit a student to drop a course if the allegation is dismissed. A student may not drop a course in which the "F!" grade was assigned.

How does the student appeal the instructor's decision?

The student submits an appeal form and a statement to the Assistant to the Academic Integrity Panel within five school days after the Academic Integrity Resolution Form was signed. The Assistant, who can be contacted in 101 Whitehurst, the Office of Academic Affairs, notifies the instructor of the course, and assigns a consulting member of the Academic Integrity Panel to assist the instructor and student. The consulting member of the Panel helps the student and instructor understand the appeals process, assemble the supporting documents, and transmit the case to the Academic Integrity Panel.

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

An Academic Integrity hearing panel will schedule a hearing to listen to statements by the instructor, student and others; review materials submitted by the instructor and student; decide if it is "more likely than not" than the student committed the alleged violation; and determine if the sanction is appropriate for the violation. The hearing 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.

After the decision the Chair of the Academic Integrity hearing panel will send a letter to the student, instructor, and Office of Academic Affairs.

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 student submits an appeal of an alleged violation of academic integrity, one consulting member of the panel is assigned to assist the instructor and student in the appeals process by describing the appeals process and helping the instructor and student assemble documents for their hearing.

When a hearing panel is convened to hear an appeal, it will be composed of a student chair, two student members and two faculty members. The panel member who assisted the student and instructor will not serve on the hearing panel for the case. 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" than the student committed the alleged violation; and determine if the sanction is appropriate for the violation.

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.

Does the Academic Integrity Panel hear cases of alleged violations 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/dissertations), the Academic Integrity hearing panel will be composed of graduate students and members of the graduate faculty.

What happens to students who violate academic integrity a second time?

Students who are accused of a second alleged violation of academic integrity will be referred to the Academic Integrity Panel for additional sanctions. The panel will conduct a hearing and determine if the student violated academic integrity. If the student's first violation had a sanction of a "zero" or "F" on an assignment or examination, the panel may increase the sanction for the second violation to an "F!" for the course. These students will be suspended for a third violation.

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, 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.

Can the student or instructor appeal the decision of the Academic Integrity hearing panel?

Yes. 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.

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

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.

The appellant submits the final appeal form to the Assistant of the Academic Integrity Panel by the date specified on the letter from the Chair of the Academic Integrity Panel. The Assistant notifies the other party (instructor or student), 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 AI Appeals Panel may take any of the following actions:

The academic integrity procedure was not followed. The AI Appeals Panel may remand the case to the Academic Integrity hearing panel.

Academic integrity procedure was followed. The AI Appeals Panel upholds the decision of the Academic Integrity hearing panel.

New information does not warrant a new hearing. The AI Appeals Panel upholds the decision of the Academic Integrity hearing panel.

New information warrants another hearing in front of the Academic Integrity hearing panel.

The Chair of the Academic Integrity Appeals Panel sends a letter to the student, instructor, and Office of Academic Affairs. The decision of the Academic Integrity Appeals Panel is final.

What is an approved Academic Integrity Education Program?

Students may remove the first "I" from their transcript by successfully completing an application for an Academic Integrity Education Program. The program will focus on the value of academic integrity, address OSU's policy and procedures for violations of academic integrity and the value of living a "good life". The program may include participation in a faculty-led seminar. A subcommittee of the Academic Integrity Panel will review and approve applications for Academic Integrity Education Programs.

What are rights of the student in the Academic Integrity 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 hearing of the appeal. This notice will be mailed to the student's local address (as listed in the Student Information System).

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 adviser (colleague or friend); however, the adviser 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.

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

The Associate Vice President for Undergraduate Education 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 Academic Integrity Panel. These reports will allow the Panel to identify students who repeatedly violate academic integrity.

Does the Academic Integrity Panel consider grade appeals?

No. The Academic Integrity Panel deals only with violations of academic integrity. Grade appeals are handled by the Grade Appeals Board.

Do 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 apply to students and instructors of OSU Stillwater, Tulsa and Center for Veterinary Health Sciences courses.

**ACADEMIC INTEGRITY VIOLATION NOTIFICATION
(Given to Students Before Meeting)**

DATE: _____

TO: _____

FROM: _____

SUBJECT: **Alleged Violation of the Academic Integrity Policy**

Enclosed you will find a copy of a report that indicates a possible violation of Oklahoma State University's Academic Integrity Policy. It is very important that you contact me no later than Time _____ Day _____

Date _____ to schedule a meeting to discuss this issue.

Please contact me between 9:00 a.m. and 5:00 p.m., Monday through Friday to schedule your appointment. I can be reached by phone at _____ or by email at

_____.

One of the following people will attend the meeting as an Academic Integrity Facilitator:

Be aware that if you should fail to schedule a meeting by the date noted, or choose not to attend your scheduled appointment, a decision will be made in your absence based upon the information available as to whether or not a violation of Academic Integrity has taken place.

Thank you for your cooperation in this matter.

Please note: you may not drop this course. If you drop the course, you will be re-enrolled by the Registrar. If this is your second violation, you will be contacted by the Academic Integrity Panel about additional sanctions.

Distribution:

Original – Student: Send or give to student with a copy of the Academic Integrity Violation Form

1 Copy – Faculty Member: Retain if student is found responsible for the violation or referred to Academic Integrity Panel, destroy if case dismissed

1 Copy – Office of Academic Affairs: Send this memo and form to 101 Whitehurst if the student is found responsible for the violation or referred to Academic Integrity Panel.

ACADEMIC INTEGRITY VIOLATION FORM
(Given to Students Before Meeting)

Name of Student: _____

Student ID: _____

Name of Class: _____

Course #: _____ Section: _____

Name of Instructor: _____

Date/Time of Incident: _____

Instructor's Dept.: _____

Office Address/Phone: _____

Instructor's Email: _____

Description of Incident: (Please include a copy of all supporting documentation/attach additional pages if needed)

For questions or concerns regarding alleged violations of academic integrity, please contact the Office of Academic Affairs at 744-8781.

Distribution:

Original – Student: Send with Academic Integrity Violation Notification form

1 Copy – Faculty Member: Retain in file if student is found responsible or shred if case is dismissed

1 Copy – Office of Academic Affairs: Send this memo and form to 101 Whitehurst if the student is found responsible for the violation or referred to Academic Integrity Panel.

ACADEMIC INTEGRITY RESOLUTION FORM
(Completed at Conclusion of Meeting)

Name: _____ Student ID: _____

Course prefix and number: _____ Section number: _____

An academic integrity violation report dated _____ named the above student in an alleged violation(s) of academic integrity. A meeting to discuss the alleged violation(s) was held on _____ (date) in accordance with the Academic Integrity policy and procedures. At the meeting, the following information was determined and the findings are hereby on record.

Please check one:

- The student denied responsibility for violation
- The student admitted responsibility for violation
- The student failed to appear or reschedule the meeting

Indicate sanction that will be used:

- Receive no credit for the assignment, examination, paper, or project
- Receive grade of "F!" for the course
- Graduate, professional education or Veterinary Medicine student will be dismissed from the program and suspended from the university

Please check one:

- Student agrees to accept the sanction.
- Student does not agree to accept the sanction. The sanction will become final unless the student submits an appeal to the Academic Integrity Panel (101 Whitehurst) within 5 school days.

Note: In the event an incident is not resolved at the time grade reports are due to the Registrar, an incomplete grade should be assigned. For questions or concerns, please contact the Office of Academic Affairs at 744-8781.

I have discussed the incident with my instructor and agree the information listed above is accurate. I understand that if I do not agree with the assigned sanction, I may appeal this decision to the Academic Integrity Panel for further action. I have received a copy of this form.

Student's Signature: _____ **Date:** _____

- Student failed to appear or refused to sign document. The sanction will become final unless the student submits an appeal to the Academic Integrity Panel (101 Whitehurst) within 5 school days.

Instructor's Signature: _____ **Date:** _____

Academic Integrity Facilitator Signature: _____ **Date:** _____

Distribution:

Original – Student: Give to student at conclusion of meeting if the student is found responsible or is referred to the Academic Integrity Panel. Mail this form to the student if he/she does not appear at the meeting.

1 Copy – Instructor: Retain in file

1 Copy – Instructor's department head: Retain in file

1 Copy – Send to the Office of Academic Affairs, 101 Whitehurst if student is found responsible or referred to Academic Integrity Panel. Attach a copy of the Academic Integrity Violation Form