

ACADEMIC INTEGRITY FOR OSU STUDENTS

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, you are expected to demonstrate academic integrity through the following actions.

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

You are urged to sign the OSU Commitment to Academic Integrity statement "I will respect Oklahoma State University's commitment to academic integrity and uphold the values of honesty and responsibility that preserve our academic community." and inform other students or notify instructors when you observe violations of academic integrity.

What can you do to promote academic integrity on campus?

- Find out your instructor's views on academic integrity.
- Understand what behaviors are considered to be violations of academic integrity. Here are a behaviors identified in OSU's new policy on Academic Integrity:
 - 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, and fraudulently altering academic records
- Know the possible penalties for cheating at OSU:
 - Receiving no credit for the assignment, examination, paper, or project.
 - Failing the course with an "F!" grade on your transcript noting a violation of academic integrity.
 - Being suspended from the university.
- Don't wait to start working on assignments, preparing for examinations, or asking your instructor for help with class.
- When you observe another student violating academic integrity, inform the student about the academic integrity policy and procedures, notify the instructor, or report the violation using the EthicsPoint confidential reporting system (www.ethicspoint.com)
- Volunteer to serve on the Academic Integrity Panel.

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

Step 1: Within 7 school days of the discovery, the instructor prepares an Academic Integrity Violation Notification Form and gives or mails the form to you. You must contact the instructor within 5 school days of receiving the memo to schedule a meeting.

Step 2: You, the instructor, and an Academic Integrity Facilitator meet to discuss the alleged violation and sign the Academic Integrity Resolution Form. You must admit or deny responsibility for the violation. If, after discussion with you, the instructor believes he/she has sufficient information to substantiate a violation of academic integrity, the instructor will assign a sanction. You may agree or disagree with the sanction.

Step 3: You will receive a signed copy of the Academic Integrity Resolution Form, and the instructor will retain a copy and send copies to his/her department head and the Office of Academic Affairs.

The complete academic integrity policy, procedures, and guidelines are posted on the Academic Affairs webpage (<http://osu.okstate.edu/acadaffr/aa/FacultyStaff.htm>)

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 your own work. Whenever you use wording, arguments, data, design, etc., belonging to someone else in a paper, report, oral presentation, or other assignment, you must make this fact explicitly clear by correctly citing the appropriate references or sources. You must fully indicate the extent to which any part or parts of the project are attributed to others. You 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 you give the source.

Verbatim copying without using quotation marks, even if the source is cited.

Expressing in your 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 you repeat 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 take an examination for you.

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). You 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.

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 the instructor assign for alleged violations of academic integrity?

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

grade of "zero" or "F" for the assignment or examination for the following types of violations:

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.

Receiving unauthorized help on an assignment.

Working on an assignment with others when the instructor asks 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 having someone else sign the roster to avoid being counted absent.

grade of "F!" for the course for the following types of violations:

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, MP3 player, 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 your 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.

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.
Violations listed under 5.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). 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 you admit 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 your transcript indicates that you 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; however, the "!" will remain on the transcript for at least one semester. A second violation will result in suspension from the university.

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 you and the instructor. 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 you and the instructor to reach a conclusion after

you discuss the evidence supporting the alleged violation of academic integrity. The facilitator will describe the appeals process if you and the instructor disagree about your responsibility for the violation or the appropriateness of the sanction and provide a copy of the appeal form.

How do you appeal the instructor's decision?

Step 1: You submit 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 notifies the instructor of the appeal, assigns a member of the Academic Integrity Panel to assist you and the instructor in the appeals process, assembles the supporting documents, and transmits the case to the Academic Integrity Panel.

Step 2: You submit a statement explaining your position on the alleged violation of academic integrity and the sanction.

Step 3: An Academic Integrity hearing panel will schedule a hearing to listen to statements by you, the instructor and others; review materials submitted by you and the instructor; decide if it is "more likely than not" that you committed the alleged violation; and determine if the sanction is appropriate for the violation. The hearing panel will make one of the following decisions:

You are not responsible for a violation of academic integrity. The instructor will remove the sanction and assign an appropriate grade.

You are responsible for a violation and the sanction is appropriate.

You are responsible for a violation but the sanction is not appropriate. The panel may increase or decrease the sanction (Students who violate academic integrity a second time may be suspended from OSU).

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

Can you appeal the decision of the Academic Integrity Panel?

Yes. You or the instructor may submit a written request for a final appeal before the Appeals Panel. You or the 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, you or the instructor may submit an appeal within one year. The Chair of the Appeals Panel will determine if the final appeal will be considered.

What are my rights in the Academic Integrity process?

The procedures for the Academic Integrity Panel afford you your rights by providing:

Written notification of the time and place of the hearing of the appeal. This notice will be mailed to your 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 your case. Either party may elect not to appear; in this instance, the hearing shall be held in your 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 you without your 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 your written permission.