

FORM A

**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 – Academic Integrity Facilitator. At the end of the resolution meeting send this memo and form to: Academic Integrity Panel Assistant, 101 Whitehurst if the student is found responsible for the violation or referred to Academic Integrity Panel.

