

Academic Integrity

Honesty
FAIRNESS
TRUST
Respect
Responsibility

Academic Integrity Process

- Instructor discovers an alleged academic integrity (AI) violation.
- Contact a facilitator from the list on AI website. Suggested you select a facilitator from outside your department.
- Notify the student via email or in person of alleged violation using Form A.
- Send a copy of Form A to AI Manager.
- Hold the Resolution Hearing and submit Form B or C to AI Manager.
- Assign sanctions according to University policy
 - Admonition (first time, minor violation) is grade reduction
 - Level 1 (less than 10% of course grade) is a 0 or F on assignment
 - Level 2 is F! (pronounced F shriek) for the course
 - Level 3 for graduate students only
- The student has 5 school days to appeal.
- If the student appeals, the AI Manager will contact the instructor to obtain a statement and documentation.
- The panel hearing will be conducted by a student chair, 2 faculty members, and 2 additional students.
- If AI case is not resolved by the time grades are due, grade should be reported as an Incomplete.
- Increased sanctions may be applied for multiple violations.
- Students can complete AI education to remove the first ! (shriek) from their transcript.

Additional information available:

academicintegrity.okstate.edu

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*“I will respect
Oklahoma State University’s
commitment to academic integrity and
uphold the values that preserve our
academic community.”*

Recent AI Policy Updates Policy 2-0822

2.03 Pre-finals and finals week do not count as school days for scheduling Resolution meetings. If all parties agree, a Resolution meeting can be held during these weeks.

2.04a Admonition has been added to the list of possible sanctions. Warning for first time, minor violations. First time violations are not automatically treated as admonitions.

2.04b Instructors can assign the academic integrity education program in addition to assigning a Level One sanction.

2.04d Removed F! and replaced it with permanent transcript notation of “Administrative Withdrawal for Academic Integrity Violation.”

2.04 Additional consequences may result from academic integrity sanctions.

2.05 Academic advisors are notified of all violations.

2.12 Clarification of how records are kept and reported.

3.06 Academic Integrity Panel can assign the academic integrity education program to students found responsible of violating academic integrity.

Tips for Faculty

Introduce the University’s academic integrity expectations during the first week of class. Distribute your course syllabus with clear guidelines of what is permitted and prohibited.

Navigate through the academic integrity website for a copy of the policy, forms, resources, training, and a list of trained academic integrity facilitators.

Tell students that violations becomes part of their permanent education record. Employers, licensing boards, and graduate and professional schools may request a copy of their educational records.

Explain what unauthorized collaboration, multiple submissions, plagiarism, and other academic integrity violations are. Engage students in discussions about ethics.

Give examples of previous violations and discuss why the student’s action violated the University’s academic integrity policy.

Reduce opportunities for cheating through good classroom management - update tests frequently, space students out during exams, create multiple versions of the same test, monitor testing situations, use TurnItIn, etc.

Inform students that academic integrity sanctions could result in additional consequences (drop their GPA below the University’s academic requirements, impact scholarship/aid funding, result in enrollment holds, impact visa status for international students, etc.)

Treat each academic integrity violation as an educational opportunity for the student. The academic integrity policy was intended to be educational, not punitive.

You are the University’s best resource for maintaining academic standards. Thanks for all you do!