

## Guidelines and Procedures

### A Student's Guide to Academic Integrity at Oklahoma State University

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 instructors' views on academic integrity.
- Understand what behaviors are considered to be violations of academic integrity. Here are behaviors identified in OSU's 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
  - Fraudulently altering academic records
- Know the possible penalties for cheating at OSU:
  - Receiving an admonition (grade reduction or resubmission of assignment)
  - Receiving a zero or "F" on the assignment.
  - Failing the course with an "F!" grade on your transcript noting a violation of academic integrity.
  - For graduate students, receiving a permanent transcript notation of "Administrative Withdrawal for Academic Integrity Violation," dismissal from the graduate program, and dismissal from the University.
  - Suspension from the University.
- Don't wait to start working on assignments or preparing for examinations.
- Ask your instructor for help in the class or clarification of instructions.
- 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](http://www.ethicspoint.com)).
- Volunteer to serve on the Academic Integrity Panel.

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

Step 1: Within five school days of discovery, the instructor prepares the Academic Integrity Inquiry Form (Form A) and gives or emails the form to you. You must contact the instructor within five school days of the receiving the form to schedule an Academic Integrity Resolution Meeting.

Step 2: You, the instructor, and an Academic Integrity Facilitator meet to discuss the alleged violation and sign the Academic Integrity Resolution Form (either Form B or C). You have the opportunity to admit or deny responsibility for the violation. If, after discussion with you, the instructor believes he/she has sufficient information to substantiate a violation, 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 (either Form B or C), and the instructor will retain a copy and send copies to his/her department head and the Office of Academic Affairs.

Step 4: You will receive an official notification regarding the violation from the Office of Academic Affairs by email. You will have five school days from the date the notification is sent to appeal the violation and/or sanction. If you do not appeal, the sanction becomes final after the five school day deadline. If you appeal, you and the instructor will meet with the Academic Integrity Panel.

#### **What 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 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

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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). 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.
- Altering academic records: Altering graded papers, computer materials or records, course withdrawal slips, or academic documents. This includes forging an instructor or advisor 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?**

Four sanctions are recommended based on the seriousness of the violation. The instructor should recommend the appropriate sanction of an admonition, zero or "F" on the assignment, "F!" in the course, or permanent transcript notation of "Administrative Withdrawal for Academic Integrity Violation" and dismissal.

- Admonition (grade reduction or resubmission of the assignment)
  - Plagiarism or copying of work done for a course, if the plagiarized or copied material makes up less than 10% of the assignment.
  - Unauthorized collaboration on homework assignments making up less than 10% of the assignment.
  - Other violation deemed minor by the instructor.
- Grade of zero or "F" on the assignment
  - Copying or paraphrasing 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. Minor is defined as 10% or less of the total points for the course.
  - Receiving unauthorized help on an assignment.
  - Working on an assignment with others when the instructor asked for individual work. Turning in work that is identical or very similar to others' work. Excessively relying upon and using the ideas and work of others in a group effort.
  - Using a false excuse to obtain an extension on a due date.

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- Signing an attendance roster for someone who is absent or asking someone else to sign the roster to avoid being counted absent.
- 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).
- Grade of "F!" in the course
  - 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 for you.
  - 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.
  - Having unauthorized access to solutions and/or instructors or solutions manual for a course.
  - 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.
  - Altering course withdrawal slips and similar academic documents. This includes forging an instructor or advisor signature.
- Permanent transcript notation of "Administrative Withdrawal for Academic Integrity Violation," dismissal from the graduate program, and dismissal from the University
  - Plagiarism or other violations of academic integrity in a thesis or dissertation proposal, qualifying examination, comprehensive examination, thesis or dissertation, report or creative component, thesis or dissertation defense, professional education portfolio, professional presentations, or publications.
  - Fabrication or falsification of research or laboratory data used in a creative component, report, thesis or dissertation, presentation, or publication.
  - Altering academic records such as transcripts, falsification of applications for admission, or cheating on required prerequisite examinations.

An admonition should be assigned for first time, minor violations. A first offense is not automatically treated as an admonition. An instructor can assign you an Academic Integrity Education Program for violations that result in a zero or "F." All violations, except those assigned an admonition, are entered

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into the student conduct database and become a part of a student's educational record for up to ten years.

In any case where it is determined a violation of academic integrity occurred, your academic advisor will be notified.

#### **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.

#### **What is the role of the Academic Integrity Facilitator?**

An Academic Integrity Facilitator is an instructor, advisor, or administrator who is trained in academic integrity policies 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 the appeal form to the Academic Integrity Coordinator within five school days after the official email notification is sent from the Office of Academic Affairs. The Coordinator notifies the instructor of the appeal, assembles supporting documents, and transmits the case to the Academic Integrity Panel.

Step 2: The Academic Integrity Panel will schedule a hearing to listen to statements by you and the instructor, 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 Academic Integrity 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 the academic integrity policy a second time may be suspended from OSU.

Step 3: After the Academic Integrity Panel makes a decision, you will receive an email from the Office of Academic Affairs with the outcome of the hearing. The decision is also provided to the instructor, the instructor's department head, your academic advisor, your college's dean, and Registrar (if needed).

#### **Can you appeal the decision of the Academic Integrity Panel?**

Yes. You may submit a written request for a final appeal before the Appeals Panel. You must submit an appeal within five schools days after the panel's decision is sent from the Office of Academic Affairs if

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academic integrity policy and procedure were not followed. If new information becomes available after the hearing that could substantially affect the outcome, you may submit an appeal within one year.

#### **What are your rights in the Academic Integrity process?**

The academic integrity procedures afford you the following rights during a hearing:

- Written notification of the time and place of the appeal hearing. This notice will be sent to your OSU email address.
- A copy of the Academic Integrity Inquiry and Resolution forms.
- 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.
- To meet with the hearing panel at the same time as the instructor, so no further allegations can be made against the you without your knowledge or against the instructor without the instructor's knowledge.
- To be accompanied by one person (friend or advisor); however, this person may not address the hearing panel.
- To call witnesses to assist in establishing facts of the case.
- To ask questions.
- To an explanation of the reasons for any decision rendered.
- 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 FERPA or with written permission of the student.

The complete academic integrity policy and procedures (P&P 2-20822) are posted online at <https://stw.sp.okstate.edu/policies/Shared%20Documents/Academic%20Integrity%20Policy.pdf>.