

ACADEMIC INTEGRITY CODE REPORTING PROCEDURES

I. DEFINITIONS

- A. Alleged Violator: a current or previous student alleged to have violated the Academic Integrity Code, or one about whom a reasonable suspicion of violation arises in the course of an investigation.
- B. Admonition: a warning imposed for an Integrity Code violation.
- C. Class Day: any day, excluding Saturday, Sunday, and Winter Intersessions, when Norman Campus classes are in session.
- D. Discovery: the point at which a university official (including student Integrity Council officers and Investigators) discovers enough evidence to create a reasonable suspicion of a violation on the part of a specific Alleged Violator, or in the case of a University employee or agent the point at which such evidence should have been discovered through reasonable diligence. Reasonable diligence may be established by reference to relevant University policies and governing bodies, including, but not limited to, the Faculty Handbook, the Center for Faculty Excellence, and the Reporter's department.
- E. Investigation Report: a written report issued by the OAIP noting the sufficient evidence received and the Investigators' findings and recommendation to proceed to a hearing.
- F. Investigator: an Integrity Council student assigned to inquire into possible violations. An Investigator may be aided by other Investigators and/or by a faculty or staff advisor.
- G. Notice: actual notice; or any form of notice that is reasonably calculated to reach the Alleged Violator, for example U.S. mail to an address on file with the university or email to the Alleged Violator's official university address.
- H. The Office of Academic Integrity Programs ("OAIP"): the office approved by the Board of Regents and overseen by the Provost to be primarily responsible for handling all aspects of Academic Misconduct and the academic integrity process at the University of Oklahoma.
- I. Provost: the Senior Vice President and Provost of the University of Oklahoma Norman campus and/or their designee.

- J. Report: communication by a Reporter to the OAIP that a named Alleged Violator has or appears to have violated the provisions of the Academic Integrity Code. Reports are to be distinguished from (a) informal requests for advice on which no further action is taken and (b) requests for investigation of potential misconduct when no Alleged Violator has been identified.
- K. Reporter: the faculty member or other appropriate individual who reports a potential integrity violation.
- L. Violation: Any act that fits within the provisions of the Academic Integrity Code as improperly affecting the evaluation of an Alleged Violator's academic performance or achievement.

II. GENERAL REPORTING AND NOTIFICATION GUIDELINES

- A. Who may report. Faculty, students, or other persons as allowed by the Academic Integrity Code, may report suspected Violations of the Academic Integrity Code. Reporters are encouraged to provide information by completing and submitting the form available on the OAIP webpage. However, Reports may be received by the OAIP in any form.
- B. Timing of report. Reports of misconduct concerns should ordinarily be filed with the OAIP within fifteen (15) Class Days of Discovery, but in no case will Notice to the Alleged Violator, as described below, exceed thirty (30) Class Days from Discovery.
- C. Investigative findings of alleged misconduct. In the course of an investigation, the Investigators may find reason to believe that an individual not originally reported has violated the Academic Integrity Code or that an Alleged Violator has committed a materially separate Violation. In these cases, the Investigators shall initiate a new Report of Academic Misconduct. Investigators may also find reason to believe that additional related Violations have occurred, that the Alleged Violator has interfered with the investigation, or that a Violation is materially more or less significant than originally alleged. Ordinarily, such discoveries will expand the scope of the original investigation into the existing Report. In those cases, Notice of the new Violations or circumstances shall be communicated to the Alleged Violator via the written Investigation Report and grade reductions and remedial sanctions may be adjusted, as appropriate.

III. CHOOSING AND IMPOSING THE ADMONITION

- A. Admonitions are typically reserved to document a teachable moment. Administratively, the Admonition permits a limited grade penalty [up to zero on the assignment(s)] and creates a record of the incident but forecloses any other institutional consequence for the incident that led to the existing Report. It is not reportable outside of the university as an incident of misconduct. Admonitions should not be considered in determining eligibility for scholarships, membership in honorary societies, or graduation with honors.
- B. Admonitions are typically appropriate for minor offenses involving either a limited moment of panic or genuine confusion regarding the rules. However, Admonitions are not automatically appropriate for every first-time offense. A student should ordinarily not receive more than one Admonition.
- C. In order to facilitate a culture of academic integrity on campus, an instructor who elects to use the Admonition option should do the following before imposing any grade reduction or other requirement: (1) inform the Alleged Violator of the nature of and basis for the alleged misconduct; (2) give the Alleged Violator an opportunity to respond; (3) explain the grade reduction or other requirement to be imposed; (4) where appropriate, instruct the Alleged Violator to resolve any confusion the Alleged Violator may have had regarding what constitutes proper academic conduct and inform the Alleged Violator of their rights and responsibilities. Notice of an Alleged Violator's rights and responsibilities, including procedural steps to appeal an Admonition, should be provided in writing. Such Notice will be presumed adequate if the course syllabus provides a reference to the OAIP webpage or other information published by the Provost on the consequences of accepting the Admonition and the procedures for appeal.
- D. Unless the OAIP escalates the severity of the Alleged Violator's case to a full violation and imposes a disciplinary sanction as described below, an Alleged Violator who accepts an Admonition and resulting grade reduction under this subsection shall not be deemed to have accepted responsibility for an act of academic misconduct; provided the record of the Admonition may be used in any subsequent academic misconduct proceeding, as appropriate, to establish the Alleged Violator's prior familiarity with the fundamental rules of academic integrity.
- E. The OAIP reserves the right to elevate a reported Admonition to a full violation or lower a reported full violation to an Admonition, if deemed appropriate based on the reported facts and/or additional context (i.e., severity of the offense, repeated documented

offenses, etc.). An elevation of an Admonition to a full violation shall be conducted in the same manner and shall award the same rights to the Alleged Violator as any case originally reported as a full violation and shall allow the OAIP to impose additional remedial sanctions, as appropriate.

- F. The Alleged Violator may contest the Admonition by contacting the OAIP within fifteen (15) Class Days from the date of the OAIP's Notice to the Alleged Violator. Provided, where the OAIP announces a disciplinary penalty, the Alleged Violator may contest the alleged full violation and any fact alleged therein by contacting the OAIP within fifteen (15) Class Days of receiving Notice of the proposed disciplinary penalty, notwithstanding the Alleged Violator's prior acceptance of the Admonition. If the Admonition or alleged full violation is contested, the Alleged Violator retains all rights afforded under the Academic Integrity Code and other OAIP policies and procedures to any Alleged Violator against whom a complaint is filed, including without limitation the right to counsel, hearing, and appeal. When necessary, a grade "N", or another university-designated neutral grade, should be assigned while any case affecting the final course grade is pending.

IV. REPORT OF MISCONDUCT: PRELIMINARY REVIEW

- A. Reports of misconduct will undergo a formal, cursory review to ensure that, if true, the allegations and all reasonable inferences therefrom could establish that misconduct in some form has occurred and that the Alleged Violator is responsible.
- B. If a Report is received from someone other than the instructor or administrator in the class or activity in which the concern arose, the matter will ordinarily be referred to the instructor or administrator for review. The instructor or administrator should then ordinarily take reasonable steps to determine the facts and respond as appropriate, either to decide that no further action is needed or to support the Report.
- C. Presumption of innocence. Until adjudicated responsible by admission, hearing panel decision, or default, an Alleged Violator is presumed to be not responsible for the reported Violation. If otherwise eligible to do so, the Alleged Violator may continue as a student, including without limitation enrolling in and attending class, obtaining transcripts, and participating in extracurricular activities for which student status is required. To prevent misrepresentation of academic status, transcript access will be permitted only for good cause; absent a showing of good cause, any transcript released may bear a notation of the pending misconduct case. An Alleged Violator receiving an

Admonition is deemed to be admonished when the Admonition is communicated unless the student formally contests the Admonition.

- V. NOTICE TO THE ALLEGED VIOLATOR AND THE ALLEGED VIOLATOR'S RESPONSE
- A. The Notice of a full violation Report will state that a concern regarding misconduct has arisen and will require the Alleged Violator to schedule a meeting with the OAIP or a Provost approved designee. Notice is sufficient if sent to the Alleged Violator's university email account.
 - B. The meeting with the OAIP should ordinarily be scheduled within ten (10) Class Days of the date Notice is sent, barring extenuated circumstances. Following the meeting, the Alleged Violator shall respond in writing by either accepting responsibility or denying responsibility (in whole or in part). The Alleged Violator's response is ordinarily due within five (5) Class Days of meeting with the OAIP. If the Alleged Violator denies responsibility, in whole or in part, the case shall proceed to the Investigations Panel for further review.
 - C. In addition to the other grounds for default established elsewhere in the Academic Integrity Code and other OAIP policies and procedures, an Alleged Violator who fails to respond to the OAIP's initial Notice by the deadline, or who fails to provide a written response accepting or denying responsibility is in default. An Alleged Violator in default has waived the right to a hearing and will be deemed responsible for the Violation alleged.
- VI. OFF-CAMPUS COURSES. Reasonable modifications to Norman Campus procedures may be made for cases arising in courses away from the Norman Campus, including but not limited to, in Tulsa, Study Abroad, or Advanced Programs courses. The Provost shall approve these modifications, and Alleged Violators should receive reasonable Notice of them, ordinarily in the meeting with the OAIP.