



The UNIVERSITY of OKLAHOMA®
Office of the Senior Vice President and Provost

MEMORANDUM

TO: Deans, Directors, and Chairs—Norman Campus

FROM: Chris Walker
Associate Provost for Academic Integrity

Lexi Walton
Director, Academic Integrity Programs

DATE: December 5, 2025

SUBJECT: Final Exams and Academic Misconduct

Please remind your faculty that the timeline for responding to new reports of academic misconduct changes slightly based on the time of the semester. The Office of Academic Integrity Programs does not send out notice letters during the week of finals, and due to the shortened work week following finals week in December they generally do not send out any new notifications until after the winter break. This means that **any reports filed on or after December 12, 2025 (the Friday before finals week) will be sent the first work week in January.**

If faculty want the Office of Academic Integrity Programs to notify a reported student before grades are due, please have them contact Lexi Walton at acwalton@ou.edu to discuss how best to address the matter.

We encourage all reporters to notify students of your concerns and whether a report has been made. There is general language provided in the [Faculty's Guide to Academic Integrity](#), and the Office is more than happy to assist you in crafting a message. Notifying students is a way for faculty to ensure concerns are clearly shared and that students know to look for a formal message from the Office of Academic Integrity Programs.

Final grades are due shortly after finals week, so:

- If you file a report as an **admonition**,
 - and the recommended grade penalty will not affect the letter grade the student will receive (*e.g., if the student will receive an "A" regardless of the grade*)

penalty), please go ahead and impose the recommended grade penalty and report the final grade accordingly.

- and the recommended grade penalty will affect the letter grade the student will receive (*e.g., if the grade penalty will drop the student from an "A" to a "B"*), please use "N" as a placeholder for the student's final grade.
- If you file a report as a **violation**, please use "N" as a placeholder for the student's final grade.

Thank you for the time and energy you devote to creating a fair academic culture in your classrooms. Please reach out to the Office of Academic Integrity Programs any time you have questions, concerns, or are seeking resources and support.