



ACADEMIC INTEGRITY MANUAL

OFFICE OF ACADEMIC AFFAIRS



Langston University Academic Integrity Manual

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Preface

The true value of an institution of higher learning lies primarily in the quality of its degrees. The level of public trust will determine if those degrees are viewed as being high or low in quality. Faculty status will be affected by this degree quality designation and so will the future degrees of matriculating students and the present degrees of recent graduates and alumni.

Preservation of the value of a Langston University degree, its programs, research, and publications is why having high standards of academic integrity is such an imperative. Public trust in an academic institution is subjected to professional erosion each time an episode of academic dishonesty is confirmed. Confirmed cases may lay the ground work for speculation and distrust of the University. University programs requiring periodic recertifications, as well as program and full university accreditations, are contingent upon the institution demonstrating ongoing academic integrity. The primary products of an institution of higher learning are its graduates. A questionable institutional record of academic integrity may unfairly label and hinder graduates in their quests for future plans.

Within the workplace and the classroom setting, cheating on examinations, plagiarizing research papers, publications, and other forms of academic violations need to be viewed for what they are: violations of ethical standards and unfair shortcuts that may give some an unfair advantage while dampening the zeal and desire of hardworking faculty and students.

The faculty and students at Langston University have responsibilities to ensure an atmosphere of academic integrity in the classroom, the laboratory, the digital classroom, and all areas representing the University. Faculty must lead the way and see to it that high standards of integrity are maintained. Sometimes it may simply be a matter of providing standards for students to follow and then vigorously enforcing those standards. We live in a digital world which not only provides new ways of getting work completed quicker but also new ways of cheating and violating academic integrity standards. The purpose of this document is to make you aware of the standards of academic integrity, violations and the consequences of violations.

Part I. Frequently Asked Questions and Brief Responses

1. What is a violation of academic integrity?

A violation of academic integrity is any act of academic dishonesty that may include, but is not be limited to, unauthorized collaboration on assignments, copying, cheating on examinations, plagiarizing, falsifying data, and other violations.

2. How should the faculty respond to a violation of academic integrity?

If you have sufficient evidence that “more likely than not” the student committed a violation of the University’s academic integrity policy, complete the following process within seven (7) school days:

(Note that a school day is defined as a university class day (Monday-Friday) during that fall, spring, summer semester and intersession.)

- Organize the evidence.
- Complete the Academic Integrity Violation Notification (Appendix E, Form A) and send or give it to the student.
- Provide a copy of the Academic Integrity Violation Notification (Appendix E, Form A) to the Dean and/or Site Coordinator.
- After the student responds to you (within five (5) school days of receiving the notification form), schedule a meeting between yourself, the student and the Dean (or appointee).
- If, at the conclusion of the meeting it is determined that no academic integrity violation has occurred, then no further action is necessary.
- If, at the conclusion of the meeting it is determined that an academic integrity violation has occurred, then refer to Part V of this manual.
- If the student does not respond to the Academic Integrity Violation Notification (Appendix E, Form A) within five (5) days, then contact the Dean (or appointee) for a two-person meeting to review the case.
- If the student chooses not to attend the meeting, then you and the Dean (or appointee) should complete the Academic Integrity Resolution (Appendix E, Form C). Send copies of Form C to the student and the Office of Academic Affairs.

For more complete information on this process, see Part IV of this manual.

3. How should the faculty address an academic integrity violation that occurs at the end of the semester?

If an academic integrity incident is not resolved by the time grades are due in the Office of the Registrar, an incomplete grade (**I**) should be assigned until the allegation is resolved.

4. What is a grade of “F!”?

A grade of “**F!**” (pronounced F shriek) on the student’s transcript indicates that the student received a failing grade in a course because of a violation of academic integrity.

5. What sanctions will be assigned by the faculty for confirmed violations of academic integrity?

Three (3) sanctions are recommended based upon the seriousness of the violation.

- a. Level One Sanction: Assign a grade of “**zero**” or “**F**” for the assignment or examination for violation of academic integrity policies. For a listing of level one violations, refer to Part V, Section B of this manual.
- b. Level Two Sanction: Assign a grade of “**F!**” for the course for violation of academic integrity policies. For a listing of level two violations, refer to Part V, Section B of this manual.
- c. Level Three Sanction: Assign a grade of “**F!**” for the course, dismissal from the program and suspension from the University. For a listing of level three violations, refer to Part V, Section B of this manual.

6. How may a student appeal an academic integrity violation decision?

If a student decides to appeal a decision indicating that there has been a violation of the University’s academic integrity policy, the student should complete the Academic Integrity Violation Appeal Form Appendix F, Form A (Student), within five (5) school days and submit it to the Office of Academic Affairs.

7. How will the faculty know that an appeal has been filed?

Faculty will be notified by the Office of Academic Affairs if a student has filed an appeal.

8. What can faculty do to encourage academic integrity in their classes?

- Faculty should provide a clear explanation on what constitutes a violation of academic integrity.
- Discuss University policy on academic integrity.
- Include policy on academic integrity in course syllabus and explain it to your students.
- For more suggestions, see Appendix D of this manual.

Part II. Introduction

Academic integrity depicts the trustworthiness of a college or university's programs, publications and research, as well as the certainty that students are given credit for the work they have done. Academic integrity confirms that grades received for tests taken, assignments completed, papers written, and research performed were correctly credited for work properly and honestly done. The academic integrity reputation of an institution of higher learning supersedes the classroom and enters the realms of faculty research, data presented at professional meetings, and publications.

Academic dishonesty in the world of academia is gaining velocity. Student cheating during classroom or on-line examinations, receiving unauthorized help on individual class assignments, giving unauthorized help to other students during examinations, plagiarizing the work of another on a term paper, falsifying student research data and stealing tests or buying copies of a test are all components of academic dishonesty. The consequences of violation of academic integrity will include a cheapening of the degrees not only of dishonest students, but also those of students who have done the work and demonstrated the highest levels of integrity. The public, accreditation associations, and funding agencies will not trust the value of that university's degrees, the validity of its research, or the reliability of its publications.

Faculty will be challenged to help prevent acts of academic dishonesty. This can be done primarily through teaching the student about the merits of academic integrity, clearly stating the University's standards on cheating, and then upholding the University's policies on academic integrity. The University will be challenged to hold itself accountable to high levels of academic integrity.

An Academic Integrity Committee was formed and charged to examine the academic integrity landscape at the University and develop a manual. The manual contains policies designed to help ensure high levels of integrity on all academic fronts at the University. These policies will cover the classroom, proposal submissions, research presentations, and publications. The content of this manual has been designed to help Langston University prepare for and carry out the steps necessary for meeting the challenges of academic integrity.

Part III. Building Academic Integrity

A. Student Responsibilities

Students should know and abide by Langston University's academic integrity policies and procedures. The following suggestions are made to assist students in strengthening academic integrity and preventing violations:

- Submit your own work.
- Reference others' work using appropriate citations when submitting a paper that is not completely your own.
- When copying others' work verbatim, use quotation marks.
- The source of materials downloaded from the internet (text or images) must be properly cited.
- In your reference list, only include sources for which you have taken material that you cited in your paper.
- Do not engage in cheating on examinations or quizzes.
- List your name as an author of a project or paper only if you provided an appropriate contribution (as determined by the faculty).
- List the names of all authors who contribute to group work.
- Do not submit work which you have previously submitted in another course.
- Do not fabricate information in an assignment, paper, or project.
- Do not engage in group work on individual assignments.
- Obtain permission (if necessary) to use copyrighted information or images.
- Do not sabotage others' work (papers or presentations).

B. Faculty Responsibilities

- **Class Activities**
 - Distribute a written course syllabus that includes information related to academic integrity such as a basic description of plagiarism, clear instructions about permitted and prohibited use of electronic devices (calculators, cell phones, etc.) during tests, comments on permissible collaboration on projects and laboratory reports, and clarification of impermissible assistance given to another student.
 - Use class time to discuss student responsibilities as listed above and any other relevant matters. Encourage students to ask questions to avoid misunderstandings. Do not assume students understand the nature of and reasons against plagiarism, fabricated or altered data, faculty documentation, and unauthorized collaboration.
 - Use class time to discuss possible sanctions for academic integrity violations.
 - Encourage students to assist in preventing cheating in your classes.
 - Set a good personal example of academic integrity in your own work.
- **Examinations**

Faculty may use the following suggestions to discourage cheating on examinations.

 - Have two or three versions (or formats) of an examination.
 - Vary the order of questions or make changes in key variables.
 - Number tests to make sure no "spare" copies leave the room.

- Have students deposit books, backpacks, cell phones, coats, and other non-necessary items at the front of the room to be claimed at the conclusion of the examination.
 - Re-arrange student seating during the examination (if possible) with seats between them, keeping a record of the examination seating arrangement.
 - Use some essay questions (that are difficult to copy).
 - If the students answer questions on separate sheets (or booklets), make sure the examination is turned in with the answer sheets.
 - Provide answer sheets or blank answer paper before the examination starts.
 - Insist that all calculation work be shown on the examination paper and that no "scratch" paper be removed from the test room.
 - Proctor examinations, using an additional proctor or proctors if necessary.
 - Separate students whom you know often work together.
 - When possible, pick up completed examinations from students while they are still seated rather than have examinations "lost" during a general rush to the front of the room.
 - When grading the examination, be alert to the possibility that the student may alter answers after receiving the examination back from you. You can deter this behavior by marking a score (using a different color pen) over the answer and noting blank spaces following an answer (draw a vertical line through such blank spaces).
- **Papers and Projects**
Faculty may use the following suggestions to discourage academic dishonesty on papers and projects.
 - Vary written assignments or research project topics or parameters from term to term.
 - If possible, assign papers or projects in stages (i.e. outline, first draft), schedule a brief interim report, and/or have a brief oral review with the student after the term paper or research project has been submitted.
 - Have the student, during the class period, write a brief "progress report" on the paper or project. Keep these reports to compare with the final project.
 - Use a service such as Turnitin.com to check on possible plagiarism.
 - If you have grading assistance, have the same grader evaluate all the papers that are written on the same topic or closely related topics.
 - Collect papers or projects during class to reduce the possibilities of students claiming that papers were submitted but subsequently stolen or lost before the instructor could record submission.
 - Have students submit assignments electronically.
- **Non-Class Activities**
 - Make students aware of professional codes of behavior.
 - Promote the values of academic integrity in your personal conversations and professional work with faculty, teaching assistants, and students.

C. Administration Responsibilities

- Be knowledgeable of and adhere to policies and procedures.
- Endorse academic integrity among students and faculty.
- Provide administrative support to educate the community of scholars.

D. Faculty and Student Research

- When conducting research on human subjects, researchers must obtain prior approval from the Langston University Institutional Review Board.
- When conducting research on animals, researchers must obtain prior approval from the Langston University Institutional Animal Care and Use Committee.
- Research information, data, or citations should not be falsified.
- Research protocols should be clearly described, and data should be collected within the boundaries of the declared methods.
- University equipment and resources should be used for research purposes only and not for personal use.
- Do not sabotage the research of others.

Part IV. Detecting and Reporting Academic Integrity Violations

A. Detecting Violations on Tests

1. If faculty suspect copying on a test, be sure to make a note of the seating arrangement so that you can compare answers after the completion of the test. If another proctor is available, ask that person to observe also. Be sure to allow the student to finish the test, for you might be mistakenly acting against an innocent person and unfairly interfering with the student's opportunity to do well on the examination.
2. Similar answers to essay questions and a pattern of identical answers to multiple-choice questions (especially if identical mistakes are made) are also indicators of probable cheating. However, faculty should be careful not to jump to conclusions. The students may have prepared for the examination together, resulting in the similar wording and mistakes. Faculty may wish to photocopy suspect examinations before handing them back in order to retain possible evidence for future use.
3. If you suspect an examination or report was completed by another person, compare handwriting and writing style with other examples for the student (or get an example for this purpose). Obvious differences in handwriting and writing style may be valuable evidence for a violation.

B. Detecting Violations on Written Papers and Other Projects

1. Plagiarism is intentionally or unintentionally presenting the work, words, ideas or writing of another as one's own. Plagiarism-related violations are often easier to establish on papers, where verbatim or near-verbatim passages, lifted without citation, can be identified.
2. There are a number of preliminary indicators of plagiarism:
 - (a) The writing style or vocabulary level changes in passages of the paper.
 - (b) Information is presented for which the student would likely have had an outside source but none is listed.
 - (c) Conclusions or opinions seem to be based on premises not included in the paper, exceed the student's typical level of performance, or are somewhat remote from the focus of the paper.
3. Typing a suspect sentence or clause into Turnitin.com, Google or some other search engine such as HotBot may identify duplication. Identical passages in two or more papers, especially if not quoted or appropriately cited, should raise a warning flag and spur further investigation.

C. Detecting Violations on Laboratory, Computer, and Other Assignments

Fabricating or forgery of any laboratory, computer, or any other assignment is a violation of the academic integrity policy.

Definitions:

Fabrication is the falsification, inventing information, data, or citation, misleading information, scientific or creative misrepresentation, and altered or forged information on any assignment or academic work.

Forgery is the imitating or counterfeiting of images, documents, or signatures.

D. Detecting Other Violations

Misuse of academic resources is misuse or alteration of University property or materials such as the unauthorized use of computers or the intentional destruction of University property. This is considered a violation because it can result in inaccessibility of academic resources by other students.

E. Faculty Reporting Process

1. If you have detected a possible academic integrity violation with the probability that the student is “more likely than not” responsible for the infraction, you should take the following steps within five (5) school days. (A school day is defined as a regular class day during the fall, spring, summer semester and intersession.)

Remember that faculty does not have to prove intent; you need to prove a preponderance of the evidence that the student actually did the alleged action, whether or not the student knew the action was a violation or sought to obtain a competitive advantage by means of the action.

2. Steps in Reporting Violations:

- a. Complete the Academic Integrity Violation Notification (Appendix E, Form A). Cite appropriate in-class discussions or syllabus comments on academic integrity.
- b. Provide a copy of the Academic Integrity Violation Notification (Appendix E, Form A) to the Dean.
- c. Keep copies of the form for your file.

Note: Once faculty have identified an alleged violation, the student may not drop the course while the case is pending. If the student succeeds in dropping the course, the Registrar will re-enroll the student. In the event an incident is not resolved at the time grade reports are due to the Registrar (e.g., an alleged violation is discovered during the final examination period), an

incomplete grade (I) should be assigned until the allegation is resolved.

- d. The student should contact the faculty member within five (5) school days of receiving notification to schedule a meeting with the faculty member and the Dean (or appointee). If, after a reasonable time [noted on the Academic Integrity Violation Notification (Appendix E, Form A)], the student has not contacted the faculty member, the faculty member should contact the Dean (or appointee) for a two-party meeting to review the case. If, as a result of the meeting, the faculty member concludes that no academic integrity violation has occurred, then no further action is necessary, and the forms the faculty member completed earlier should be shredded. If there is a different conclusion, proceed to the next step.
- e. At the conclusion of the meeting between faculty, the student, and the Dean (or appointee), all three parties should complete and sign the Academic Integrity Resolution (Appendix E, Form C), retain copies of the Form, and send it, with a copy of the Academic Integrity Violation Notification (Appendix E, Form A), to the Office of Academic Affairs. If the student chooses not to attend the meeting, the faculty member and the Dean (or appointee) should complete the Academic Integrity Resolution (Appendix E, Form C), retain copies, and send copies to the student and to the Office of Academic Affairs, attaching a copy of the Academic Integrity Violation Notification (Appendix E, Form A).
- f. Unless the charge and/or the sanction are overturned on appeal, faculty should apply their specified sanction in calculating or assigning the student's grade in the course. In accordance with the Academic Integrity Policy, the sanction becomes final if the student does not complete an appeal form, with supporting documentation, within five (5) school days of the date on the Academic Integrity Resolution (Appendix E, Form C). If the notification or meeting takes place so late in the semester that the alleged academic integrity violation is not resolved before grade reports are due in the Registrar's Office, a grade of "I" should be assigned temporarily and removed as soon as a resolution takes place.

(Adopted with permission from the Oklahoma State University Academic Integrity Handbook)

Part V. Accountability for Violations of Academic Integrity

A. Process for Addressing Academic Integrity Violations

1. If the faculty member discovers sufficient information to substantiate a violation of academic integrity, the Academic Integrity Inquiry Notification (Appendix E, Form B) should be completed within five (5) school days of the discovery date and given or sent by certified mail to the student.
2. The student shall contact the faculty member within five (5) school days of receiving the Academic Integrity Inquiry Notification (Appendix E, Form B) to schedule a meeting.
3. The student, faculty, and Academic Integrity Facilitator shall meet to discuss the alleged violation and sign the Academic Integrity Resolution (Appendix E, Form C). The following actions may result from this meeting:
 - a. The faculty and student agree that no violation of academic integrity occurred. No further action is needed. A copy of the signed form is given to the student, the faculty member retains a copy, and copies are sent to the Dean and Office of Academic Affairs.
 - b. The student admits responsibility for a violation and accepts the faculty member's sanction. A copy of the signed form is given to the student, the faculty member retains a copy, and copies are sent to the Dean and Office of Academic Affairs.
 - c. The student admits responsibility for a violation but does not agree with the sanction. The case is then referred to the Academic Integrity Panel. To initiate an appeal, the student must submit documentation to the Integrity Panel within five (5) school days after completion of the Academic Integrity Resolution (Appendix E, Form C) (see procedures for appeal).
 - d. The student denies that the violation occurred. A copy of the signed Academic Integrity Resolution (Appendix E, Form C) is given to the student, the faculty member retains a copy, and copies are sent to the Dean and Office of Academic Affairs.
 - e. The student fails to appear for the resolution meeting. The faculty member and Academic Integrity Facilitator discuss the alleged violation; the faculty assigns a sanction, and both sign the Academic Integrity Resolution (Appendix E, Form C). A copy of the form is sent by certified mail to the student, the faculty retains a copy, and copies are sent to the Dean and Office of Academic Affairs. The assigned sanction becomes final if the student does not submit documentation to the Academic Integrity Panel by the five (5) day deadline.

4. The faculty or Academic Integrity Panel may permit a student to drop a course with a grade of “W” if the allegation is dismissed or if the student admits responsibility for a Level One sanction; however, the student must meet the deadline to drop the course or withdraw from Langston University. A student may not drop a course in which the “F!” grade was assigned.
5. Students who have already received one “F!” and violate academic integrity policy a second time will usually be suspended from Langston University. This penalty will be assessed if the second incident was a Level One or Level Two violation. In such cases, an Academic Integrity Panel will meet with the student and faculty to determine if the student is responsible for violating the University’s academic integrity policy. If the Academic Integrity Panel finds that the student committed the alleged act, then the student will be suspended from Langston University for no less than one regular fall or spring semester.

In rare circumstances, the Academic Integrity Panel may consider a different sanction if the two violations occurred at about the same time; however, students who have three (3) reported violations will be suspended.

6. If clear and convincing evidence of a serious violation of academic integrity is discovered (including but not limited to the violations listed under Level Three sanctions) after a student graduates, revocation of the degree may be recommended (see procedures for degree revocation below).

Composition of the Academic Integrity Panel

1. The panel shall be made up of two (2) faculty representatives and one (1) student representative appointed to the Academic Integrity Panel. The student representative shall have completed at least one (1) semester at Langston University in good academic standing prior to serving on the Academic Integrity Panel. The Dean of the School where the violation occurs shall appoint the faculty members and the Vice-President of Academic Affairs shall appoint the student. The Vice-President of Academic Affairs shall also appoint a non-voting moderator for the panel.
2. All members of the panel must complete training on academic integrity policies. The Vice-President of Academic Affairs shall be responsible for that training.

Student Rights before the Academic Integrity Panel

Students have the following rights during the hearing before the Academic Integrity Panel:

- a. Written notification of the time and place of the hearing. This notice will be mailed to the student’s local address via certified mail.

- b. A copy of the Academic Integrity Notification (Appendix E, Form A), the Academic Integrity Inquiry Notification (Appendix E, Form B) and the Academic Integrity Resolution (Appendix E, Form C) shall be given to the student before the hearing.
- c. The right to appear in person and present his/her case. The student may elect not to appear and the hearing shall be held in his/her absence. Failure to appear must be noted without prejudice.
- d. The right to be accompanied by one adviser; however, the adviser may not address the Panel.
- e. The right to call witnesses to assist in establishing facts of the case.
- f. The right to ask questions.
- g. The right to an explanation of the reasons for any decision rendered.
- h. The right to be free from retaliation by the faculty.
- i. 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.

Procedures for Degree Revocation

1. Allegations of serious violations of academic integrity involving graduates of Langston University should be made directly to the Vice President of Academic Affairs.
2. The Vice President of Academic Affairs will receive the allegations and make a preliminary determination regarding whether the allegations provide sufficient reason to warrant the formation of a Degree Revocation Review Committee.
3. The Degree Revocation Review Committee will be composed of one (1) Academic Integrity Facilitator, one (1) faculty member appointed by the Vice President of Academic Affairs, and one (1) faculty member appointed by the Dean of the graduate's academic school. Persons appointed to the Degree Revocation Review Committee shall not have a conflict of interest with the graduate, the person making the allegation, or any other person involved in the case.
4. The purpose of the Degree Revocation Review Committee is to determine whether clear and convincing evidence of a serious violation of academic integrity supports a recommendation of revocation of the graduate's degree.

5. The Vice President of Academic Affairs will notify the graduate in writing of the pending allegation against him/her, the possibility of revocation of his/her degree, the placement of a transcript hold, and the formation of a Degree Revocation Review Committee to conduct an initial inquiry into the allegation. The written notice must include:
 - a. The alleged violation of academic integrity committed by the graduate;
 - b. The information supporting the allegation;
 - c. The identities of the Degree Revocation Review Committee members;
 - d. The procedure to be followed by the Degree Revocation Review Committee;
and
 - e. The opportunity for appeal.
6. The graduate will respond to allegations and submit factual reasons for any objections to the composition of the Degree Revocation Review Committee within twenty (20) calendar days of receipt of the written notice. The graduate may request replacement of one (1) member of the Degree Revocation Review Committee for cause.
7. After receipt of written response from the graduate, the Degree Revocation Review Committee will schedule a meeting with the graduate to discuss the alleged violation. The graduate may have legal counsel, at his/her own expense, present for advisory purposes only. Legal counsel may not question the Degree Revocation Review Committee members, make statements, or answer questions for persons called to appear before the Degree Revocation Review Committee. The following actions may result from the meeting:
 - a. The Degree Revocation Review Committee and the graduate agree that the alleged serious violation of academic integrity is not supported by clear and convincing evidence. No further action is needed, and the graduate is held harmless against further allegations warranting degree revocation in this case.
 - b. The graduate admits responsibility for a serious violation and accepts the Degree Revocation Review Committee's recommendation of degree revocation.
 - c. The Degree Revocation Review Committee recommends degree revocation. The graduate admits responsibility for the alleged violation but does not agree with the sanction. The case is referred to the Academic Integrity Panel.

- d. The Degree Revocation Review Committee recommends degree revocation but the graduate denies responsibility for the alleged violation and does not agree with the sanction. The case is referred to the Academic Integrity Panel.
- e. The graduate fails to appear for the meeting with the Degree Revocation Review Committee. If the Degree Revocation Review Committee recommends degree revocation, then the case is referred to the Academic Integrity Panel.

The Degree Revocation Review Committee will provide a written report of their findings to the graduate, the Academic Integrity Panel, and the Vice President of Academic Affairs. If degree revocation is recommended, then the Degree Revocation Review Committee will submit sufficient information to substantiate clear and convincing evidence of a serious violation of academic integrity and the recommended sanction of degree revocation.

- 8. If the degree revocation is recommended, then the graduate shall participate in an appeals hearing with the Academic Integrity Panel unless he/she admits responsibility for a serious violation and accepts the Degree Revocation Review Committee's recommendation. The graduate may have legal counsel, at his/her own expense, present for advisory purposes only. Legal counsel may not question the Degree Revocation Review Committee members, make statements, or answer questions for persons called to appear before the Degree Revocation Review Committee. The graduate will use the following procedures in filing an appeal:
 - a. The graduate obtains and completes the Decision Appeal Form (Appendix F, Form C) that is available from the Office of Academic Affairs. The graduate should submit documentation to support his/her appeal.
 - b. The graduate submits the Decision Appeal Form (Appendix F, Form C) to the Office of Academic Affairs within twenty (20) calendar days after the graduate receives the written report from the Degree Revocation Review Committee. The Office of Academic Affairs will assign a consulting member of the Academic Integrity Panel to assist the graduate in understanding the appeals process, assembling the supporting documents, and presenting the case to the Academic Integrity Panel.
- 9. If the graduate does not respond within twenty (20) calendar days or fails to appear for the hearing (unless there are acceptable mitigating circumstances), then the original decision will stand.
- 10. After the hearing, the Academic Integrity Panel will determine A) if the graduate committed an act that was a serious violation of the University's academic integrity policy and B) if degree revocation was an appropriate sanction. The Academic Integrity Panel shall make one of the following decisions:

- a. The graduate is found not responsible for a serious violation of academic integrity.
- b. The graduate is found responsible for a serious violation, and the sanction is appropriate. The Academic Integrity Panel shall recommend degree revocation to the Vice President of Academic Affairs.

The Chair of the Academic Integrity Panel shall provide a written report of the Panel's findings to the graduate and the Vice President of Academic Affairs.

11. The Vice President of Academic Affairs shall review the written statements of the graduate and recommendations from the Academic Integrity Panel and Appeals Panel. The Vice President shall submit a recommendation to the President.
12. The President shall review the recommendation of the Vice President of Academic Affairs. If the President supports the recommendation for degree revocation, he/she shall submit a letter to the Board of Regents with a copy sent via certified mail to the graduate. If the President does not support the recommendation for degree revocation, he/she shall notify the graduate in writing via certified mail and the case shall be considered closed with the graduate held harmless against further allegations warranting degree revocation.
13. If the President supports revocation of the degree, the Board of Regents shall review the recommendation of the President. If the Board of Regents supports the recommendation for degree revocation, the Chair of the Board of Regents shall submit a letter to the Oklahoma State Regents for Higher Education (OSRHE) with notification sent to the graduate. If the Board of Regents does not support the recommendation for degree revocation, then the Chair of the Board of Regents shall notify the President in writing. The President shall notify the Vice President of Academic Affairs and the graduate in writing via certified mail, and the case shall be considered closed with the graduate held harmless against further allegations warranting degree revocation.
14. OSRHE shall review the recommendation of the President and the Board of Regents. The Chancellor shall notify the President of the decision of the OSRHE. The President shall provide a copy of the decision of the OSRHE to the graduate in writing via certified mail. If the OSRHE does not support the recommendation for degree revocation, the President shall notify the graduate in writing via certified mail, and the case shall be considered closed with the graduate held harmless against further allegations warranting degree revocation.
15. If the degree revocation is approved by OSRHE, the Registrar shall remove the degree designation from the transcript, assign "F!" grades for applicable courses, and send copies of the revised transcript to all individuals who have previously received official copies of the transcript. The Registrar shall request that the graduate return the diploma. In case of serious violations involving theses or

dissertations, the Graduate Dean will remove the thesis or dissertation from the library, and electronic copies will be recalled.

B. Penalties for Violations

- The Academic Integrity Policy lists three (3) recommended levels of sanctions based on the seriousness of the violation, with examples for each level.
- The faculty assigns an academic sanction for alleged violations of academic integrity. The following sanctions are recommended based on the seriousness of the violation:

Level One Sanction: Assign a grade of “zero” or “F” for the assignment or examination for violations including, but not limited to, the following:

- Copying or paraphrasing from a written or Internet source without proper citation.
- Cheating on a quiz or an assignment.
- Receiving unauthorized help on an assignment.
- Working on an assignment with others when the faculty required 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.
- Signing an attendance roster for someone who is absent or asking someone else to sign the roster to avoid being counted absent, tardy, or leaving early.
- Failing to observe the rules governing the conduct of examinations.
- 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.
- Using unauthorized notes during an examination.
- Having another student take an examination for you.
- Copying from another student during an examination with or without his/her knowledge.
- Helping someone else cheat on an examination.
- In a course requiring computer work, copying another student’s program rather than writing one’s own.
- Inappropriately sharing or using work on an online assignment or examination.
- Submitting substantial portions of the same assignment to more than one class without permission of the faculty.

Level Two Sanction: Assign a grade of “F!” for the course for violations including, but not limited to, the following:

- Obtaining an unauthorized copy of an examination in advance.
- Inappropriate use of technology (camera phones, text messaging, programmable calculator, etc.) during an examination.
- Stealing an examination or problem answer from the faculty.
- Having unauthorized access to solutions and/or faculty's or solutions manual for a course.
- Altering a grade or scoring on an examination or paper to obtain unearned credit.
- Fabricating or falsifying research, clinical, or laboratory data.
- Turning in work done by someone else.
- Altering course withdrawal slips and similar academic documents. This includes forging the signature of a faculty or advisor.

For Level Two Sanctions, the transcript will indicate that a grade of "F!" signifies that the student failed the course because of a violation of the academic integrity policy.

Level Three Sanction:

Recommend assigning a grade of "F!" for the course, dismissal from the program, and suspension from Langston University for a period of two (2) years for the following types of violations:

- Plagiarism or other violations of academic integrity in a thesis or dissertation proposal or defense, qualifying examination, comprehensive examination, or professional education portfolio.
- Fabrication or falsification of a research, clinical or laboratory data report, thesis, or dissertation.
- A repeat violation of a Level Two Sanction.

C. Appeals Process

Procedures for Appeals of Alleged Academic Integrity Violations

Within five (5) school days of the mailing of the letter from the Academic Integrity Panel, the student [see the Decision Appeal Form (Appendix F, Form C)] may file a written request for a decision appeal before the Academic Integrity Appeals Panel on the grounds that academic integrity procedures were not properly followed [see the Decision Appeal Form (Appendix F, Form C)]. If new information becomes available that might substantially affect the outcome of the case, an appeal may be filed by the student within one (1) year of the mailing of the certified letter from the Academic Integrity Panel. The Academic Integrity Appeals Panel either upholds the decision of the Academic Integrity Panel or returns the case back to the Academic Integrity Panel for re-hearing.

1. If the student appeals the alleged violation of academic integrity, the student and faculty will meet with the Academic Integrity Panel.

2. The student will use the following procedures in filing an appeal:
 - a. The student obtains and completes the Decision Appeal Form (Appendix F, Form C) that is available from the Office of Academic Affairs. The student should submit documentation to support his or her appeal.
 - b. The student submits the Decision Appeal Form (Appendix F, Form C) to the Office of Academic Affairs, within five (5) school days after the Academic Integrity Resolution (Appendix E, Form C) has been signed. The Office of Academic Affairs, gives the student notice of receipt of the appeal, notifies the faculty of the course, and assigns a consulting member of the Academic Integrity Panel to assist the faculty member and student in understanding the appeals process, assembling the supporting documents, and transmitting the case to the Academic Integrity Panel.
3. The faculty member submits sufficient information to substantiate the alleged violation of academic integrity and the sanction.
4. The student and faculty member have the right to appear in a hearing before the Academic Integrity Panel.
5. The Academic Integrity Panel determines if A) the student committed an act that violates academic integrity and B) the sanction is appropriate. The Integrity Panel will make one of the following decisions:
 - a. The student is found not responsible for a violation, of academic integrity. The faculty member shall remove the sanction and assign an appropriate grade. The faculty member or Academic Integrity Panel may permit a student to drop a course with a grade of “W”. However, the student must meet the deadline to drop the course or withdraw from the course or the University.
 - b. The student is found responsible for a violation and the sanction is appropriate. The faculty or Academic Integrity Panel may permit a student to drop a course with a grade of “W” if the student admits responsibility for a Level One sanction. However, the student must meet the deadline to withdraw from the course or the University. A student may not drop a course in which the “F!” grade was assigned.
 - c. The student is found responsible for a violation, but the sanction is not appropriate. The panel may increase or decrease the sanction.
6. After each decision, the Chair of the Academic Integrity Panel sends a letter via certified mail to the student, faculty member, and Office of Academic Affairs.
7. The student may submit a written request for a final appeal before the Academic Integrity Panel. The student must submit an appeal within five (5) school days

after receipt of a certified letter from the Office of Academic Affairs. The decision of the Academic Integrity Panel shall be final if no appeal is made within thirty (30) days. If new information becomes available after the hearing that could substantially affect the outcome, the student may submit a final appeal within one (1) year of the mailing of the certified letter from the Academic Integrity Panel. The Vice President of Academic Affairs shall determine if there is sufficient documentation to re-open the case.

8. The decision of the Academic Integrity Panel is final except (A) when the student appeals the violation within the designated time frame (6 months) or (B) when revocation of a degree is recommended by the Academic Integrity Panel. Revocation of a degree requires approval of the Vice President of Academic Affairs, A&M Board of Regents, and Oklahoma State Regents for Higher Education.

Composition of the Academic Integrity Appeals Panel

1. The Academic Integrity Appeals Panel shall be made up of two (2) faculty representatives and one (1) student representative. The student representative shall have completed at least one (1) semester at Langston University in good academic standing prior to serving on the Academic Integrity Appeals Panel. The Dean of the School where the violation occurs shall appoint two (2) faculty representatives and the Vice-President of Academic Affairs shall appoint one (1) student representative to serve on the Academic Integrity Appeals Panel. The Vice-President of Academic Affairs shall also appoint a non-voting moderator for the panel.
2. For appeals involving alleged violations of academic integrity by students outside of the classroom (e.g., comprehensive or qualifying examinations, practicums, internships, clinical, proposal, thesis/dissertation defense), the Academic Integrity Panel shall also convene.

Guidelines for the Academic Integrity Appeals Panel

The following guidelines shall be followed by the Academic Integrity Appeals Panel:

- a. The Academic Integrity Appeals Panel will review the course syllabus statement about academic integrity.
- b. If the faculty member used an academic integrity sanction that is different from the sanctions specified in the Langston University policy, then the Academic Integrity Appeals Panel will consider if the faculty member clearly informed the student about the sanction.
- c. The Academic Integrity Appeals Panel shall determine if the faculty clearly communicated the parameters of the assignment to the student.

- d. If more than one student was involved in the alleged violation, then the Academic Integrity Appeals Panel shall consider if the students were sanctioned fairly, or if one student was singled out for arbitrary or discriminatory treatment.

The Chair of the Academic Integrity Appeals Panel shall communicate the Academic Integrity Appeals Panel's decision by letters to the student via certified mail, the faculty member, and the Office of Academic Affairs.

Appendices

Appendix A

Academic Integrity Terminology

The following definitions are intended as a guide. Instructors may identify and describe other behaviors that violate academic integrity.

- **Unauthorized collaboration.** Completing an examination or assignment with others when individual work was required by the instructor, 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 one's own work. Whenever a student uses wording, arguments, data, design, etc. belonging to someone else in a paper, report, oral presentation, or other assignment, the student must make this fact explicit by correctly citing the appropriate references or sources. The student must fully indicate the extent to which any part or parts of the project are attributed to others. The student must also provide citations for paraphrased material. 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 variable names or labels; copying or paraphrasing material from an internet or written source without proper citation; verbatim copying without using quotation marks, even if the source is cited; and expressing in the student's 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 Tests and Examinations.** Gathering unauthorized information from others before or during an examination, using notes or other unapproved aids during an examination, failing to observe the rules governing the conduct of examinations, or having another student take an examination for the 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.

- **Fabricating Information.** Making up references for a bibliography, falsifying laboratory or research data (i.e., tampering with experimental data to obtain a "desired" result or creating results for experiments that were never done), or using a false excuse for an absence or extension on a due date.
- **Fraudulently Altering Academic Records.** Altering graded papers, computer materials or records, course withdrawal slips, or academic documents. This includes forging an instructor's or advisor's signature or altering a transcript.
- **Helping Another Person Cheat.** Providing information about an examination to another student (i.e., sending an electronic message with answers during an examination), giving unauthorized help on assignments, or failing to prevent misuse of work by others (i.e. allowing another student to copy an examination 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.

Appendix B

Reference List

Academic Integrity Handbook for Faculty and Other Instructional Personnel.
Oklahoma State University. Revised 2010. Retrieved from
<http://academicintegrity.okstate.edu>.

McCabe, D & Pavela, G. (2004). Ten Updated Principles of Academic Integrity. *Change*,
May/June, 10-14.

Appendix C

Additional Resources

Huton, P. A. (2006). Understanding Student Cheating and What Educators Can Do About it. *College Teaching*, 54(1), 171-176.

Kitahara, R. T. & Westfall, F. (2007). Promoting Academic Integrity in Online Distance Learning Courses. *MERLOT Journal of Online Learning and Teaching*, 3(3), 1-8.

Tippitt, M. Ard, N., Kline J., Tilghman, J., Chamberlain, B., & Meagher, G. (2009). Creating Environments that Foster academic Integrity. *Nursing Education Perspectives*.30(4), 239-244.

Appendix D

Top Ten Ways to Build and Promote Academic Integrity

- 1.** Recognize and affirm academic integrity as a core institutional value.
(Strong work ethic and dedication –Langston University Core Value)
- 2.** Foster a lifelong commitment to learning.
(Passion for learning – Langston University Core Value)
- 3.** Affirm the role of faculty as guide and mentor.
- 4.** Help students understand the potential of the Internet and how that potential can be lost if online resources are used for fraud, theft, and deception.
- 5.** Encourage student responsibility for academic integrity.
(Scholarly innovation and a commitment to scholarship - Langston University Core Value)
- 6.** Clarify expectations for students.
(Courage to have exemplary character - Langston University Core Value)
- 7.** Develop fair and creative forms of assessment.
- 8.** Reduce opportunities to engage in academic dishonesty.
- 9.** Challenge academic dishonesty when it occurs.
(Social responsibility - Langston University Core Value)
- 10.** Help define and support campus-wide academic integrity standards.
(Excellence - Langston University Core Value)

(McCabe & Pavela, 2004)

Appendix E

Form A

**Academic Integrity Inquiry Notification
(Given to student 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 Langston 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 _____ (time) Monday through Friday to schedule your appointment. I can be reached by phone at _____ or by email at _____.

One of the following persons will attend the meeting as an Academic Integrity Facilitator to assist in the fair facilitation of the process: _____.

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 Inquiry Notification Violation (Appendix E, Form B).

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 the Office of Academic Affairs (Page Hall/Room 128) if the Student is found responsible for the violation or referred to Academic Integrity Panel.

Appendix E

Form B

**Academic Integrity Inquiry Notification
(Given to student before meeting)**

Name of Student: _____ **Student CWID:** _____

Student Address: _____

Course Title: _____ **Course Prefix & Number:** ____ **Section:** _____

Name of Instructor _____ **Date/Time of Incident:** _____

Instructor's Dept.: _____ **Office Address/Phone:** _____

Instructor's Email: _____

Date Alleged Violation Discovered: _____ **Date Assignment was due/submitted:** _____

Alleged Violation of Academic Integrity: _____ (See pages _____ for examples)

Description of Alleged Incident: (Please include a copy of all supporting documentation/attach additional pages if needed.)

Possible Sanction for Incident: _____

For questions or concerns regarding alleged violations of academic integrity, please contact the Office of Academic Affairs at 405-466-3423.

Distribution:

Original – Student: Send with Academic Integrity Violation Notification (Appendix E, Form A).

1 Copy – Faculty Member: Retain in file if student is found responsible or shred if case is dismissed.

1 Copy – Academic Integrity Facilitator: At the end of the resolution meeting, send this memo and form to the Office of Academic Affairs (Page Hall/Room 128) if the student is found responsible for the violation or referred to the Office of Academic Affairs (Page Hall/Room 128)

Appendix E

Form C

**Academic Integrity Inquiry Notification
(Given to student before meeting)**

Name: _____ **Student CWID:** _____
Course Prefix and Number _____ **Section Number:** _____

An academic integrity violation report dated _____ named the above student in an alleged violation(s) of academic integrity. A meeting to discuss the alleged violation(s) was held on _____ (date) in accordance with the Academic Integrity policy and procedures. At the meeting, the following information was determined, and the findings are hereby on record.

Please check one:

- The student denied responsibility for violation
- The student admitted responsibility for violation
- The student admitted responsibility for the action but denied that it is a violation
- The student failed to appear or reschedule the meeting

Indicate sanction that will be used:

- Receive an F for the assignment, examination, paper or project
- Receive no credit for the assignment, examination, paper or project
- Receive grade of "F!" for the course
- The student shall be dismissed from the program and suspended from the university
- Other sanction (as stated in syllabus) specify _____

Note: In the event an incident is not resolved at the time grade reports are due to the Registrar, an incomplete grade "I" should be assigned. For questions or concerns, please contact the Office of Academic Affairs at (405-466-3423).

I have discussed the incident with my instructor and agree the information listed above is accurate. I understand that if I do not agree with the assigned sanction, I may appeal this decision to the Academic Integrity Panel for further action. I have received a copy of this form.

Student's Signature: _____ **Date:** _____

Student failed to appear or refused to sign document. The sanction will become final unless the student submits an appeal to the Office of Academic Affairs (Page Hall/Room 128) within five (5) school days.

Instructor's Signature: _____ Date: _____

Academic Integrity
Facilitator's Signature: _____ Date: _____

Distribution:

- Original – Student: Give to student at conclusion of meeting if the student is found responsible or is referred to the Academic Integrity Panel. Mail this form to the student via certified mail if he/she does not appear at the meeting.
- 1 Copy – Student’s advisor.
- 1 Copy – Instructor: Retain in file.
- 1 Copy – Instructor’s department head: Retain in file.
- 1 Copy – Send this memo and form to the Office of Academic Affairs (Page Hall/Room 128) if the student is found responsible for the violation or referred to the Academic Integrity Panel. Attach a copy of the Academic Integrity Violation Notification (Appendix E, Form A) and the Academic Integrity Inquiry Notification (Appendix E, Form B).

Appendix F

Form A (Student)

Academic Integrity Violation Appeal Form

This form must be turned in to the Office of Academic Affairs (Page Hall/Room 128) on or before the deadline five (5) school days after the resolution meeting).
Date of _____

Name _____
Classification: _____
Address: _____
City, State, Zip: _____
Email address: _____

Date: _____
Student CWID: _____
School: _____
Phone: _____

Course Title: _____
Course Prefix and Number _____ **Semester:** _____
Instructor's Name _____

The Academic Integrity Panel is available to meet on several days during the week. Please circle the days and times you are available to meet. If you are not available on any of these dates or times, please indicate two (2) dates and times when you are available to meet.

TIME BOARD MEETS	DATES STUDENT CAN MEET
The Academic Integrity Coordinator will contact you with the dates and times via email.	

Submit this form, a concise statement explaining your reason for an appeal, and a copy of the completed Academic Integrity Resolution (Appendix E, Form C) to the Office of Academic Affairs (Page Hall/Room 128) by the deadline date of _____.

Student's Signature: _____ **Date:** _____

Appendix F

Form B (Instructor)

Academic Integrity Violation Appeal Form

Name _____
Department: _____
Campus Address: _____
Email address: _____

Date: _____
School: _____
Phone: _____

Course Title: _____
Course Prefix and Number _____ **Semester:** _____

Student's Name: _____

Student's Grade: _____ if the student receives a zero on the assignment
_____ if allegation is overturned

If not enough class time has passed to assign a grade:

_____ The student needs to finish the course before a grade is assigned

_____ The student should be allowed to withdraw from the course (Level One sanction only)

The Academic Integrity Panel is available to meet several days during the week. Please circle the times you are available to meet. If you are not available on any of these dates or times, please indicate two (2) dates and times when you are available to meet.

Time Board Meets

Dates Instructor Can Meet

Determined Each Semester	
--------------------------	--

Please include the following information with this form: a concise statement explaining your reason for the allegation and sanction. Attach sufficient information to substantiate the alleged violation of academic integrity and the sanction. (This information should include, but not be limited to: a copy of the assignment in question, material(s) used to violate academic integrity such as web pages used to write a paper, and the assignment as given to the student and the class syllabus with relevant information marked.)

Please submit this form to the Office of Academic Affairs (Page Hall/Room 128).

Instructor's Signature: _____

Date: _____

Appendix F

FORM C

Decision Appeal Form

(The student submits this form to request a final appeal.)

Previous Academic Integrity Panel Hearing Date: _____

Student: _____

Instructor: _____

Appellant's Name: _____

(The appellant is the student submitting the appeal.)

Reason for Appeal:

_____The academic integrity procedure was not followed. (Deadline: within five (5) school days after the certified letter from the Office of Academic Affairs has been mailed.)

_____New information became available after the hearing that could substantially affect the outcome. Request for another hearing in front of the Academic Integrity Panel. (Deadline: within one (1) year after the certified letter from the Office of Academic Affairs has been mailed.)

Please type or attach a concise statement explaining the reason for requesting a decision appeal and the desired outcome. If appropriate, attach supporting documentation. Submit the appeal to the Office of Academic Affairs by the appropriate deadline listed above.

Signature

Date