

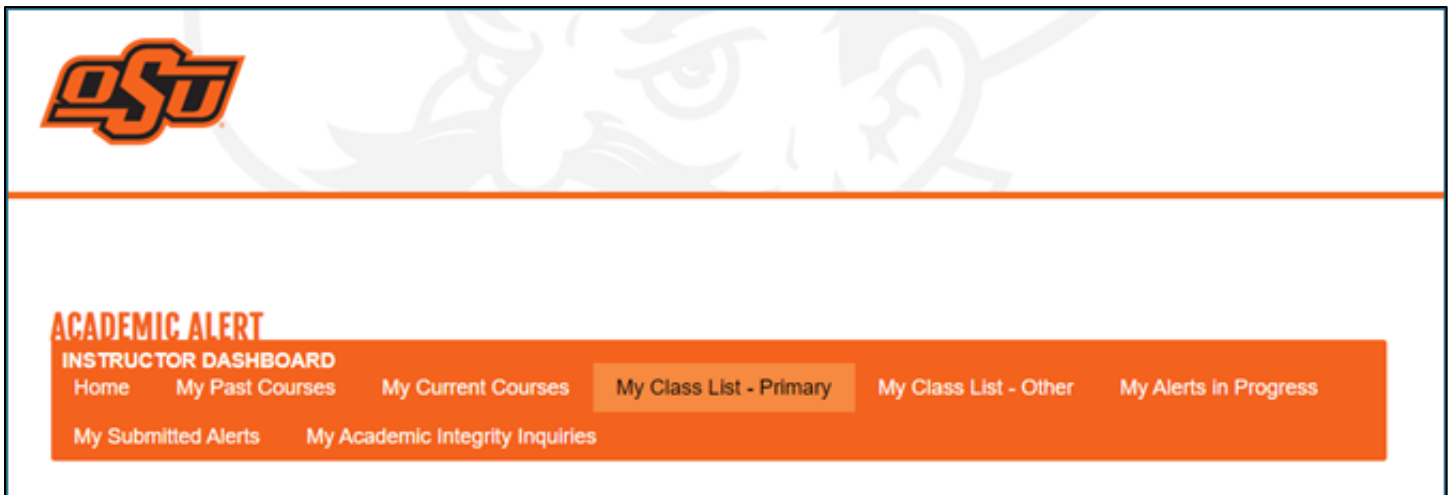
# Instructor Instructions: Academic Integrity Process

[Academic Integrity Inquiry Form Instructions](#)

[Academic Integrity Facilitator Notification Form](#)

## Academic Integrity Inquiry Form Instructions

**STEP 1:** Navigate to your [Instructor Dashboard](#) and then the [“My Class List – Primary” Tab](#) (also linked on *Academic Affairs website*)



**STEP 2:** Search for your student; Click the orange “Submit” button to start the form

**Students Enrolled in My Courses – Primary Instructor**


\*Your class lists are displayed below for courses where you are the primary instructor.

\*Clicking on a form link will open the form in a new browser with the student's information. If you need to submit multiple forms, you can navigate to the original tab in your browser where your results have already loaded.

Use the Search Bar Below to Filter Records:

Name	Banner ID	CRN	Course	Days	Location	Academic Alert	Academic Integrity	AI Facilitator
M: [redacted] Ka [redacted]	A2 [redacted] 73	42473-202440	ENSC2113		Web/Internet Course WEB	<b>Submit</b>	<b>Submit</b>	Notify

The form will open, and the student and course data will automatically populate into the appropriate areas on the form (see next page)



### AA: Academic Integrity - Inquiry Form

Kaci Marshall (kaci\_marshall@okstate.edu)  
Not Kaci Marshall? [Click here](#)

101 Whitehurst Hall  
Stillwater, OK 74078  
(405) 744-5627  
[academics@okstate.edu](mailto:academics@okstate.edu)

#### DIVISION OF ACADEMIC AFFAIRS

#### ACADEMIC INTEGRITY INQUIRY FORM (Given to the student before Resolution Hearing)

**Instructor Notification**

Below is a report indicating a **possible** violation of Oklahoma State University's Academic Integrity Policy.

It is very important that you contact me no later than:  My contact information is listed below.

**Possible Facilitator Selections**

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

(Instructor: Please select **FOUR** facilitators from this list who may attend your meeting. Your selections will appear in orange once you click on their name.)

- Abby Feden - Arts & Sciences - English (Composition Courses Only)
- Aditi Grover - Tulsa - Spears School of Business - Marketing & International Business
- Aditya Jayadas - Education and Human Sciences - Design & Merchandising

**Student Information**

Preferred Name:  First Name:  Last Name:  Banner ID:

**STUDENT NOTIFICATION INCLUDED IN STUDENT EMAIL:**  
Be aware that if you 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. For a complex situation or situations involving multiple students, the instructor may postpone any decision about the alleged violation until all facts have been gathered. You may not drop this course. If you drop the course, you will be re-enrolled by the Registrar.

**Course Information**

Term:  CRN:  Course Prefix & Number:

Instructor Name:  Instructor Phone:  Instructor Email:

**Alleged Incident Information**

Per policy, an instructor should notify the student of an alleged violation within five school days of discovery but no more than 30 calendar days from the assignment due date.

Date Alleged Violation Discovered:  Assignment Due Date:

Alleged Violation of Academic Integrity:  
(See [P&P 2-0822.1.04, 2.04, or 6.01](#) for examples)

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

**Upload Materials**

Upload Academic Integrity Materials  
 No file chosen

Add Additional Documentation

**Possible Sanction Selection**

Possible Sanction for Incident:  
(See [P&P 2-0822.2.04](#))

- Admonition\* - An official warning for a minor academic integrity violation. Instructor can assign a grade reduction and/or resubmission of the assignment as a penalty. Instructor must verify with Academic Affairs that the student is eligible for an admonition before the Resolution meeting.
- Level One Violation - Sanction is an F or zero on the assignment, quiz, or examination.
- Level Two Violation - Sanction is a final grade of FI in the course.
- Level Three Violation - Administrative withdrawal and dismissal

\*Before issuing an admonition, please verify with the Office of Academic Affairs (405-744-5627 or [academics@okstate.edu](mailto:academics@okstate.edu)) that the student is eligible to receive an admonition.

For questions or concerns regarding alleged violations of academic integrity, please contact the Office of Academic Affairs at 405-744-5627.

Revised 07.30.2021

### STEP 3: Fill out the Inquiry Form

Indicate your deadline for the student to contact you

**Instructor Notification**

Below is a report indicating a **possible** violation of Oklahoma State University's Academic Integrity Policy.

It is very important that you contact me no later than:  My contact information is listed below.

Select 4 potential facilitators –selections will turn orange when you click on them.

**Possible Facilitator Selections**

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

(Instructor: Please select **FOUR** facilitators from this list who may attend your meeting. Your selections will appear in orange once you click on their name.)

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- Aditi Grover - Tulsa - Spears School of Business - Marketing & International Business
- Aditya Jayadas - Education and Human Sciences - Design & Merchandising
- Andrew Parker - Arts & Sciences - Michael & Anne Greenwood School of Music**
- Andy Dzialowski - Arts & Sciences - Integrative Biology
- Bill Schwartz - Tulsa - Spears School of Business - Accounting
- Brandy Wells - Arts & Sciences - History
- Candace Schell - Education and Human Sciences - Teaching, Learning, and Educational Sciences
- Daniel Shoup - Ferguson College of Agriculture - Natural Resource Ecology & Management
- Danielle Bellmer - Ferguson College of Agriculture - Biosystems and Agricultural Engineering**
- David Bennett - Education and Human Sciences - EHS Academic Advising
- David Carter - Spears School of Business - Finance
- Erika Lutter - Arts & Sciences - Microbiology & Molecular Genetics
- Evan Davis - Spears School of Business - Business Administration

**Student Information/Course information** – pre-populated based on selected student (see page 2)

**Alleged Incident Information and Possible Sanction Selection** – all areas completed by instructor

**Upload Materials** – select any files associated with the alleged incident to upload by clicking “Choose File.”  
To add another, click “Add Additional Documentation”

**Upload Materials**

Upload Academic Integrity Materials

No file chosen

Add Additional Documentation

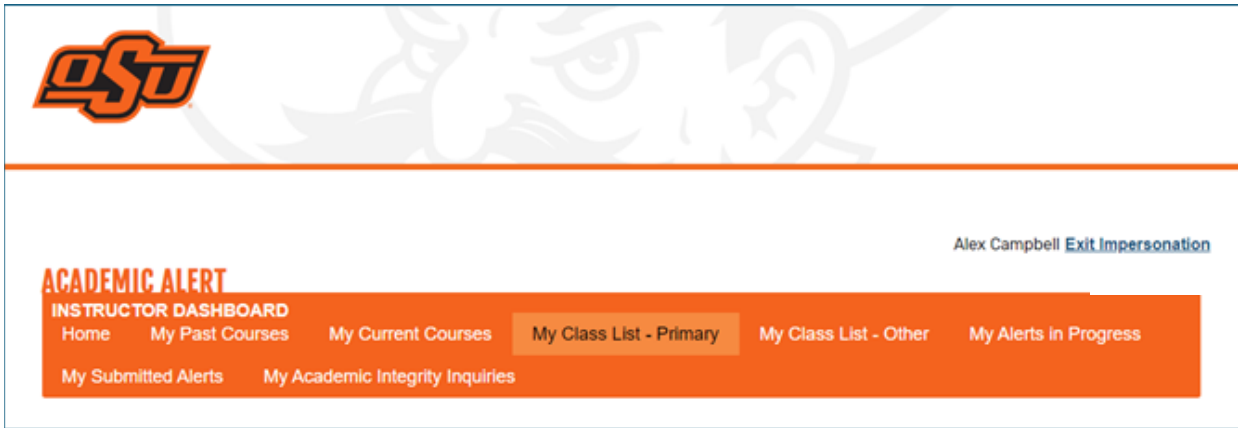
**STEP 4: SUBMIT**

Submit

Cancel

**Academic Integrity Facilitator Notification Form**

**STEP 1:** Navigate to your [Instructor Dashboard](#) and then the [“My Class List – Primary” Tab](#) (also linked on Academic Affairs website)



**STEP 2:** Search for your student; Click the light orange “Notify” button to start the form

### Students Enrolled in My Courses – Primary Instructor

\*Your class lists are displayed below for courses where you are the primary instructor.

\*Clicking on a form link will open the form in a new browser with the student's information. If you need to submit multiple forms, you can navigate to the original tab in your browser where your results have already loaded.

Use the Search Bar Below to Filter Records:

Name	Banner ID	CRN	Course	Days	Location	Academic Alert	Academic Integrity	AI Facilitator
McNeill, K	A2 73	42473-202440	ENSC2113		Web/Internet Course WEB	<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	<input type="button" value="Notify"/>

The form will open, and the student data will automatically populate into the appropriate areas on the form (see next page)

## Academic Integrity Facilitator Notification

Kaci Marshall (kaci.marshall@okstate.edu)  
 Not Kaci Marshall? [Click here](#)

### DIVISION OF ACADEMIC AFFAIRS

101 Whitehurst Hall  
 Stillwater, OK 74078  
 (405) 744-5627  
[academics@okstate.edu](mailto:academics@okstate.edu)

### ACADEMIC INTEGRITY FACILITATOR NOTIFICATION (Completion of the form allows the selected facilitator to see the Inquiry Form in question)

#### Student Information

Preferred Name:	First Name:	Last Name:	Banner ID:
Kac	Kac	Marshall	A20000003

### STEP 3: Fill out the Facilitator Notify Form

### STEP 4: SUBMIT

#### Indicate your facilitator for notification

- Abby Feden - Arts & Sciences - English (Composition Courses Only)
- Aditi Grover - Tulsa - Spears School of Business - Marketing & International Business
- Aditya Jayadas - Education and Human Sciences - Design & Merchandising
- Andrew Parker - Arts & Sciences - Michael & Anne Greenwood School of Music
- Andy Dzialowski - Arts & Sciences - Integrative Biology
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- David Bennett - Education and Human Sciences - EHS Academic Advising
- David Carter - Spears School of Business - Finance**
- Erika Lutter - Arts & Sciences - Microbiology & Molecular Genetics
- Evan Davis - Spears School of Business - Business Administration
- Fran Junnier - Arts & Sciences - English (International Composition Courses Only)
- Hann Bingham Brunner - Arts & Sciences - English (International Composition Courses Only)
- Haridas Heitz - Arts & Sciences - Philosophy
- Janice Hermann - Education and Human Sciences - Nutritional Sciences
- Jared Fitzgerald - Arts & Sciences - Sociology

David Carter - Spears School of Business

Submitting this form will notify the facilitator via email of the details of this submission and a link to view the form in Slate. The email will also have links to any uploaded documentation.

Submit

The facilitator gets an email similar to this:

