Instructor Instructions:  
Academic Integrity Process

**Academic Integrity Inquiry Form Instructions**

**STEP 1:** Navigate to internal “Academic Integrity Inquiry” form ([link on Academic Affairs website](https://slate.okstate.edu/manage/form/register?id=2bc386a5-f9f7-4987-823b-0cc8807af1ae))

**STEP 2:** Add “Registrant”

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**Search for your student by Name or Banner ID:**

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*Click*
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: [Your deadline]
My contact information is listed below.

Select 4 potential facilitators — your selections will turn orange when you click on them. They will be notified by email to contact you personally if they are available to facilitate.

![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)
Addi 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 — pre-populated based on selected student

![Student Information]

**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, 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”

STEP 4: SUBMIT

![Submit]

Submit  Cancel
Academic Integrity Facilitator Notification Form

STEP 1: Navigate to internal “Academic Integrity Facilitator Notify” form

https://slate.okstate.edu/manage/form/register?id=b5476777-ff4e-4f8c-a4d3-6ec240c2a7bc

STEP 2: Select “Registrant”

[Image of form]

This populates the student data in the form:

<table>
<thead>
<tr>
<th>Preferred Name:</th>
<th>First Name:</th>
<th>Last Name:</th>
<th>Banner ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Betsey</td>
<td>Betsey</td>
<td>Testing</td>
<td>A10012629</td>
</tr>
</tbody>
</table>
STEP 3: Select Facilitator – click on the drop down list, then select your facilitator

STEP 4: SUBMIT

Submit Cancel

The facilitator gets an email similar to this:

Dear Jim,

This message serves to notify you of a recent Academic Integrity inquiry for Betsey Testing A10012629. You can review the inquiry and view Student Materials in Slate.

During or after your meeting, please complete the Resolution Form.

DETAILS
Course: ENGL1113
Discovery Date: 2/14/24
Assignment Due Date: 2/14/24
 Alleged Violation: Unauthorized Collaboration
 Description of Alleged Incident: 

*Before issuing an admonition, please verify with the Office of Academic Affairs (405.744.5627 or 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.