Instructor Instructions: Academic Integrity Process

**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)

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

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

The form will open, and the student and course data will automatically populate into the appropriate areas on the form (see next page)
**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: **5:00pm, Monday, 01/09/2023**

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.

<table>
<thead>
<tr>
<th>Selections</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abby Felden - Arts &amp; Sciences - English (Composition Courses Only)</td>
</tr>
<tr>
<td>Amber Green - Tulsa - Spears School of Business - Marketing &amp; International Business</td>
</tr>
<tr>
<td>Airbnb - Education and Human Sciences - Design &amp; Merchandising</td>
</tr>
<tr>
<td>Andy Schwartz - Arts &amp; Sciences - Integrative Biology</td>
</tr>
<tr>
<td>Bill Schwartz - Tulsa - Spears School of Business - Accounting</td>
</tr>
<tr>
<td>Brande Webb - Arts &amp; Sciences - History</td>
</tr>
<tr>
<td>Candice Scheel - Education and Human Sciences - Teaching, Learning, and Educational Sciences</td>
</tr>
<tr>
<td>Daniel Group - Spears College of Agriculture - Natural Resources &amp; Environment Management</td>
</tr>
<tr>
<td>Danny Beller - Spears College of Business - Finance</td>
</tr>
<tr>
<td>David Caster - Spears School of Business - Finance</td>
</tr>
<tr>
<td>David Litter - Arts &amp; Sciences - Microbiology &amp; Molecular Genetics</td>
</tr>
<tr>
<td>Evan Davis - Spears School of Business - Business Administration</td>
</tr>
</tbody>
</table>
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”

STEP 4: SUBMIT

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

The form will open, and the student data will automatically populate into the appropriate areas on the form (see next page)
STEP 3: Fill out the Facilitator Notify Form

Indicate your facilitator for notification

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 State.

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 admission, please verify with the Office of Academic Affairs (405) 744 5627 or academics@okstate.edu) that the student is eligible to receive an admission.

For questions or concerns regarding alleged violations of academic integrity, please contact the Office of Academic Affairs at 405.744.5627.