

**ACADEMIC INTEGRITY CODE
REPORTING AND INVESTIGATION PROCEDURES**

1. DEFINITIONS

- a. Alleged Violator: a student alleged to have violated the Academic Integrity Code, or one about whom a reasonable suspicion of violation arises in the course of an investigation.
- b. Admonition: a warning imposed for an Integrity Code violation
- c. Class Day: any day, excluding Saturday, Sunday, and December Intersessions, when Norman Campus classes are in session.
- d. Integrity Officer: the Director of Academic Integrity Programs or his or her designee
- e. Discovery: the point at which a university official (including student Integrity Council officers and investigators) discovers enough evidence to create a reasonable suspicion of a violation on the part of a specific student.
- f. Investigator: an Integrity Council student assigned to inquire into possible violations. An Investigator may be aided by other investigators or by a faculty or staff advisor.
- g. Notice: actual notice; or any form of notice that is reasonably calculated to reach the student, for example U.S. mail to an address on file with the university or email to the student's official university address.
- h. Reporter: the faculty member or other individual who reports a potential integrity violation

2. REPORTING SUSPECTED VIOLATIONS AND ADMONITIONS

- a. Who may report. Faculty, students, or other persons may report suspected violations of the Integrity Code. Reporters are encouraged to provide information by completing and submitting the form available on the Integrity Council webpage. However, reports may be received by the Office of Academic Integrity Programs in any form.
- b. Timing of report. Reports of misconduct concerns should ordinarily be filed with the Office of Academic Integrity Programs within 15 class days of discovery, but in no case will notice to the student, as described below, exceed 30 class days from discovery.
- c. Reporting admonitions. Admonitions are to be reported as provided elsewhere in this Code. As long as a student receives reasonable notice, failure to timely report to the Office of Integrity Program does not invalidate the admonition.

3. CHOOSING AND IMPOSING THE ADMONITION

- a. An instructor who elects to use the Admonition option must do the following before imposing the grade reduction or other requirement: (1) inform the student of the nature of and basis for the misconduct; (2) give the student an opportunity to explain; (3) admonish the student and explain the grade reduction or other requirement to be imposed; (4) where appropriate, instruct the student to resolve any confusion the student may have had regarding what constitutes proper academic conduct; and (5) inform the student how to appeal the decision. Notice of procedures for appeal shall be provided in writing; such notice shall be presumed adequate if provided in the course syllabus with a reference to the information published by the Provost on the consequences of accepting the admonition and the procedures for appeal.
- b. Unless the Provost imposes a disciplinary sanction as described below, a student who accepts an Admonition and resulting grade reduction under this subsection shall not be

deemed to have admitted guilt for an act of academic misconduct; provided, the record of the Admonition may be used in any subsequent academic misconduct proceeding, as appropriate, to establish the student's prior familiarity with the fundamental rules of academic integrity.

- c. The instructor shall notify the Integrity Officer of the incident, ordinarily within 15 regular class days of discovery.
 - d. In cases of repeated offenses or otherwise as appropriate, the Provost may announce a disciplinary sanction. Prior to imposing such a sanction the Provost shall send notice to the student via the Integrity Officer, ordinarily within 15 class days of receipt of notice but in no case more than 45 regular class days after discovery of the incident. The decision to impose a disciplinary sanction means the matter shall be as an alleged violation for purposes of notice and hearing, and the disciplinary penalty shall not be imposed until the student is permitted the opportunity for a hearing.
 - e. The student may contest the admonition by contacting the Integrity Officer within fifteen (15) regular class days from the date of the instructor's notice to the student and scheduling a meeting as provided below. Provided, where the Provost announces a disciplinary penalty, the student may contest the alleged violation and any fact alleged therein by contacting the Integrity Officer within fifteen (15) regular class days of receiving notice of the proposed disciplinary penalty, notwithstanding the student's prior acceptance of the admonition. If the admonition or alleged violation is contested, the student retains all rights afforded under this Code to any student against whom a complaint is filed, including without limitation the right to counsel, hearing, appeal, and the assignment of a neutral grade while the matter is pending.
4. REPORT OF MISCONDUCT: PRELIMINARY REVIEW BY INTEGRITY COUNCIL
- a. Reports of misconduct will be reviewed to ensure that there is sufficient evidence to suspect that misconduct has occurred and that, if one is named, the Alleged Violator is responsible.
 - b. If a report is received from someone other than the instructor or administrator in the class or activity in which the concern arises, the matter will ordinarily be referred to the instructor or administrator for review. The instructor or administrator should then ordinarily take reasonable steps to determine the facts and take action as appropriate, either to decide that no further action is needed, to admonish, or to report a possible violation.
 - c. An Integrity Council investigation may, upon a finding of reasonable cause, be commenced
 - i. upon a report of suspected misconduct, or upon referral of the report back from the instructor if the report was initiated elsewhere; or
 - ii. upon request by an Alleged Violator; or
 - iii. at the option of the Director of Academic Integrity Programs
5. NOTICE TO THE STUDENT AND STUDENT'S RESPONSE
- a. Ordinarily within 15 days of receiving the report or instructor's referral, but no later than 30 class days from the date of discovery, the University shall send notice to a student identified as an Alleged Violator.
 - b. The notice will state that a concern regarding misconduct has arisen, and will offer the student a meeting with the Integrity Officer or a designee. Notice is sufficient if sent to the student's university email account.

- c. The meeting with the Integrity Officer should ordinarily occur within 10 class days of the date notice is sent. Following the meeting, the student shall respond in writing by admitting responsibility or denying responsibility in whole or in part. In any case the student may, for cause, request an initial or a further Integrity Council investigation. The student's response is ordinarily due within 5 class days of meeting with the Integrity Officer.
 - d. A student who fails to respond to initial notice by the deadline, or who fails to provide a written response accepting or denying responsibility, is in default. A student in default has waived the right to a hearing and may be found responsible for the violation alleged.
6. INVESTIGATIONS
- a. Investigations shall ordinarily be conducted by a team of Investigators who shall be members of the Integrity Council. Investigators may be aided and accompanied by other Integrity Council members, or others as appropriate, for example to provide special expertise or for training purposes. Cases involving graduate students should ordinarily include a graduate student Investigator.
 - b. The Investigator may review documents submitted by the Reporter or others, may interview witnesses and other persons with relevant information, may review university records including education records, and may make other inquiries reasonably necessary to conduct a thorough investigation. Where reasonably possible, the Investigator will interview both the Reporter and the Alleged Violator. The Investigator should ordinarily refrain from contacting the Alleged Violator until the Alleged Violator has met, or passed the deadline to meet, with the Director.
 - c. The Investigator does not have authority to investigate concerns of impropriety that are not covered in the Academic Integrity Code. Such concerns shall be relayed to the appropriate administrative office. Depending on the nature of the issues involved, the Reporter and/or Alleged Violator may be advised about the appropriate procedures to utilize. Where appropriate, the Provost may stay Integrity Code proceedings until the other proceedings are concluded.
 - d. The Investigators shall issue a written report noting the evidence received and the Investigator's findings and recommendations. This report should be provided to the alleged violator. The report may be shared additionally with other institutional officials with a need to know, including Integrity Council officers.
 - e. Investigations will be completed in the order requests are received. Exceptions will be permitted in the interest of justice and for good cause if requested by the Alleged Violator.
7. STUDENT RESPONSE TO INVESTIGATION REPORT; REQUESTING A HEARING
- a. Once the report is sent, the Alleged Violator's written response will be due within five class days.
 - b. Admission. A student who admits responsibility is ordinarily deemed to admit to the facts as alleged by the reporter and as modified by any investigation that has occurred.
 - c. Denial of responsibility. A student who denies responsibility for the alleged violation will receive the opportunity for a hearing. For hearing procedures, see "Academic Integrity Hearing Guidelines"
 - d. If responsibility for misconduct is established by the student's admission, by a hearing, or by default, a grade penalty and an institutional penalty shall ordinarily be imposed.

8. OFF-CAMPUS COURSES. Reasonable modifications to Norman Campus procedures may be made for cases arising in courses away from the Norman Campus, for example in Tulsa, Study Abroad or Advanced Programs courses. The Provost shall approved these modifications and Alleged Violators should receive reasonable notice of them, ordinarily in the meeting with the Integrity Officer.