

# Academic Integrity Resolution Options



## Voluntary Resolution

*Incident resolved between faculty and student.*

- The faculty meets with the student, explains the alleged violation, and proposes sanctions
- The student acknowledges the violation
- The student accepts the proposed sanctions
- The faculty and the student sign the Academic Integrity Violation Report Form
- Form and referral materials forwarded to OSCAI

**A**

## Hearing

Incident referred directly to OSCAI and a hearing takes place.

Appropriate in the following situations:

- The severity of the alleged violation warrants a response greater than a grade sanction
- The student denies the allegation(s)
- The student does not agree to faculty proposed sanctions

**B**

### Questions?

Contact a staff member in the Office of Student Conduct & Academic Integrity (OSCAI) at 757-683-3431 or [oscai@odu.edu](mailto:oscai@odu.edu)

## ✓ MATERIALS TO INCLUDE IN A REFERRAL



### ACADEMIC INTEGRITY VIOLATION REPORT FORM

This form is required for all referrals



### COURSE SYLLABUS



### NARRATIVE

A description of the information giving rise to the allegation



### COMMUNICATION

Copies of any relevant communications between the faculty and the student regarding the incident



### ASSIGNMENT/EXAM

In cases of cheating, copies of the assignments/exams should be provided. Each student's assignment/exam should have alleged or in question passages highlighted.



### STUDENT'S PAPER

In cases of plagiarism, a copy of the student's paper and the source text(s) should be provided. The student's paper should have alleged or in question passages highlighted.

## CASES INVOLVING GRADUATE STUDENTS

Faculty who suspect a graduate student may have violated one or more standards of Academic Integrity should consult with the Office of Student Conduct & Academic Integrity, as graduate students are normally reviewed for suspension or expulsion, even for a first Academic integrity violation.

## ASSIGNING A GRADE OF "I" WHILE A CASE IS PENDING

No grade sanction should be assigned by the faculty member until the referral is fully resolved, including the process of considering the student's appeal, if any. If the referral is not resolved prior to the end of the semester, a grade of "I" should be assigned. The student is to remain enrolled in the course and all other assignments are to be graded normally. Written notification of the final outcome for the case will be sent to inform the appropriate grade for the semester.



# OLD DOMINION UNIVERSITY

Student Conduct & Academic Integrity  
odu.edu/oscai

## ACADEMIC INTEGRITY VIOLATION REPORT FORM

2124 Monarch Hall • Norfolk, VA, 23529  
Telephone: (757) 683-3431 • Fax: (757) 683-6220

Name of Student: \_\_\_\_\_ Student UIN: \_\_\_\_\_  
 Date of Violation: \_\_\_\_\_ Report Date: \_\_\_\_\_  
 Name of Faculty: \_\_\_\_\_ SUBJ & Level: \_\_\_\_\_  
 Faculty ODU Email Address: \_\_\_\_\_ Faculty Phone: \_\_\_\_\_

### Academic Integrity Violations

- Cheating:** Using unauthorized assistance, materials, study aids, or other information in any academic exercise.
- Plagiarism:** Using someone else's language, ideas, or other original material without acknowledging its source in any academic exercise. *A student who attempts to identify and credit his or her source, but who misuses a specific citation/format or incorrectly uses quotation marks or other forms of identifying material taken from other sources, has not plagiarized. Instead, such a student should be considered to have failed to cite and document sources appropriately.*
- Fabrication:** Inventing, altering or falsifying any data, citation or information in any academic exercise.
- Facilitation:** Helping another student commit, or attempt to commit, any Academic Integrity violation, or failure to report suspected Academic Integrity violations to a faculty member.

**ATTENTION: Students should not be expected to agree/disagree with the resolution at the time that the alleged violation is made known to them and sanctions are proposed. Students are encouraged to contact the Office of Student Conduct & Academic Integrity (757-683-3431) with questions prior to signing this form.**

### Option A: Voluntary Resolution

The student and I have agreed to the following sanctions (check all that apply):

- |   |   |
|---|---|
| <input type="checkbox"/> "0" on assignment/exam       | <input type="checkbox"/> Reduced Grade on Assignment: _____ |
| <input type="checkbox"/> "F" in course                | <input type="checkbox"/> Reduced Grade in Course: _____     |
| <input type="checkbox"/> Academic Transcript Notation | <input type="checkbox"/> Rewrite plagiarized passages       |
| <input type="checkbox"/> Academic Integrity Module    | <input type="checkbox"/> Effective Time Management Paper    |
| <input type="checkbox"/> Cheating Reflection Paper    | <input type="checkbox"/> Professional Development Plan      |
| <input type="checkbox"/> Plagiarism Reflection Paper  | <input type="checkbox"/> Professional Ethics Review Paper   |

**In addition to the above-noted sanction(s), the student will be placed on Conduct Probation for One Year from the date of this agreement. The student will also be required to attend a meeting with an OSCAI staff member to review the standards of behavior related to Academic Integrity. Due dates will be assigned by the Office of Student Conduct & Academic Integrity. *If the student is currently on conduct probation or has previously been found responsible for an Academic Integrity Violation, a hearing will be convened.***

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Option B: Hearing

I am directly referring this case to the Office of Student Conduct & Academic Integrity (OSCAI).

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The student  has /  has not seen this referral and  is /  is not aware of this allegation.