

Interim Academic Integrity Procedures

- 1. Reporting.** Faculty members who believe that a student may have engaged in an academic integrity violation are encouraged to consult with the Office of Student Accountability & Academic Integrity regarding the applicability of the Code of Student Conduct, potential courses of action, and guidance on imposing appropriate sanctions.

Faculty who suspect a graduate student may have violated one or more standards of Academic Integrity should consult with the Office of Student Accountability & Academic Integrity.

Faculty must submit a referral using the [Academic Integrity Report](#) form to the Office of Student Accountability & Academic Integrity within 21 business days of the assigned due date. Failure to do so will prevent the Office of Student Accountability & Academic Integrity from moving forward through the student accountability process. However, this does not prevent faculty from assigning the grade the student earned based on faculty's discovery and research. The referral should include, when available, a detailed summary of the alleged violation; the names of any witnesses; a copy of the course syllabus; the student's current grade in the course (despite the academic exercise in question); and any other relevant information, documents or correspondences concerning the allegation. The referral should indicate whether the student and faculty have reached a voluntary resolution or if the matter is being referred for a hearing.

- 2. Resolution.** A faculty member may offer a student the opportunity to voluntarily resolve an academic integrity allegation through Academic Integrity Voluntary Resolution (AIVR). The faculty member will meet with the student, outline the information discovered, and if the student accepts responsibility for the violation, the faculty member and student will come to an agreed resolution. The faculty member may assign an appropriate grade sanction (e.g., an F in the course or an F for the assignment or exam, redo/resubmit the original assignment, etc.). After the agreement, the faculty member will submit a report to the Office of Student Accountability & Academic Integrity using the [Academic Integrity Voluntary Resolution Form](#). The report should include a description of the allegation, copies of any relevant communications between the faculty member and student regarding the incident, a copy of the assignment/exam/quiz with the violations highlighted, a copy of the course syllabus, and the Academic Integrity Voluntary Resolution Form signed by both the student and faculty member. Additionally, the Office of Student Accountability & Academic Integrity will meet with the student and determine the appropriate behavioral status. If the student has previously been found in violation for academic misbehavior, a University Accountability Board (UAB) meeting will be scheduled.

If a student does not agree to an AIVR or the faculty member chooses not to meet with the student, the faculty member may submit an Academic Integrity Incident Report to the Office of Student Accountability & Academic Integrity, and the student will enter the student accountability process. While the faculty member may not want to pursue an AIVR, the faculty member must be willing to discuss the alleged incident with the student so the student can get a better understanding of what they are being accused of and to prevent

future occurrences. The report should include a description of the allegation, copies of any relevant communications between the faculty member and student regarding the incident, a copy of the assignment/exam/quiz with the violations highlighted, a copy of the course syllabus, and the faculty member's grade sanction recommendations.

- a.** The faculty member will be asked to attend the meeting to give insight regarding the allegation and to answer questions. The meeting may be facilitated by a Conduct Educator or the UAB.
- b.** If facilitated by the UAB, the following conditions apply:
 - i.** At least three (3) UAB members are needed to meet quorum. There should be at least one faculty member and one student member hearing the case. UAB meetings that have five (5) members must have a combination of at least three faculty or student members.
 - ii.** The student, reporting faculty member, and any relevant witnesses will be given the opportunity to provide information at any UAB meeting that occurs on the basis of the faculty member's report. The faculty member is strongly encouraged to participate in the meeting. However, the meeting can proceed without the faculty member. Faculty availability will be taken into consideration for attendance, but OSAAI will move forward without the faculty member if their availability creates a significant delay towards a resolution.
 - iii.** The UAB will determine if the student is in violation of the Code of Student Conduct. The Office of Student Accountability & Academic Integrity will provide a written resolution to the student via the student's ODU email, including appeal options.
 - iv.** The Office of Student Accountability & Academic Integrity will notify the faculty member after the final resolution has been issued.
- c.** No grade sanction should be assigned by the faculty member until the referral is finally resolved, including the process of considering the student's appeal, if any. Should the referral not be resolved prior to the end of the semester, a grade of "I" should be assigned by the faculty member.
- d.** Students may not utilize the grade forgiveness policy to retake the class in which the academic integrity violation occurred. Nothing about this provision is intended to prevent a student from retaking a course required for advancement within the student's intended course of study.
- e.** In all academic integrity cases, the faculty member will be notified of the final outcome so that an appropriate grade may be assigned. If a student accused of an academic integrity violation is not found responsible for the allegation(s), the student will have the option to withdraw from the course without a notation on the student's academic transcript, even if the deadline to withdraw without a grade of "W" has passed. Furthermore, a faculty member may not issue a grade sanction in cases where a student has not been found responsible for an academic integrity violation.
- f.** A student may petition the Director to have the notation removed from the student's academic transcript if:
 - i.** The student's period of conduct probation has expired; and
 - ii.** The student has successfully completed the University's all outstanding pathway projects; and
 - iii.** The student has not been found responsible for other academic integrity violations during the student's tenure at the University.

- g.** The Director will normally notify the student of the decision whether to remove the notation within 15 business days of receiving the petition. The notation will not be removed from the student's transcript when the violation involved substantial premeditation of deliberate conduct.
- h.** A student may only petition to have one notation removed from the student's transcript. Any subsequent violations that result in a transcript notation will not be eligible for removal.
- i.** Students may file a grade appeal utilizing the Grade Appeal procedures outlined in the appropriate [University Catalog](#) if a grade sanction for an alleged academic integrity violation occurs without substantial adherence to the above procedures. Grade recommendations made by Conduct Educators or the UAB are not subject to appeal using the Appeal Process outlined in **Section XIII of the Code of Student Conduct**.

In the event of any conflict or inconsistency between the processes of this document and the Code of Student Conduct, the Code of Student Conduct process and procedures shall take precedence. These procedures are intended to supplement the Code of Student Conduct and should be interpreted and applied in a manner that is consistent with the Code of Student Conduct.