REPORTING ACADEMIC INTEGRITY VIOLATIONS
Office of Student Conduct & Academic Integrity

REPORTING PROCESS

Prior to submitting a referral, faculty are strongly encouraged to consult with the Office of Student Conduct & Academic Integrity (OSCAI). Only the faculty of record overseeing the academic exercise in question may refer a case to OSCAI.

Please submit the referral within 10 business days of the alleged violation’s discovery.

RESOLUTION OPTIONS: VOLUNTARY RESOLUTION OR HEARING

Option A: Voluntary Resolution—Faculty meets with the student, obtains resolution, and submits documentation of the case and resolution to OSCAI.

Voluntary resolutions are appropriate when:
- The faculty met with the student (or corresponded via email if physical meeting could not be arranged), explained the alleged violation, and proposed sanctions;
- The student acknowledged the violation;
- The student accepted the proposed sanctions; and
- The faculty and the student signed the Academic Integrity Resolution Report Form on the following page (or the student emailed acceptance from their ODU-supplied email account)

Then, submit a complete referral to OSCAI in order to enable the tracking of patterns of academic integrity violations.

Option B: Hearing—Case referred directly to OSCAI.

Hearings are most appropriate in any of the following conditions:
- The severity of the alleged violation warrants a response greater than a grade sanction;
- The student denied the allegation(s); or
- The student did not agree to faculty proposed sanctions.

REFERRAL MATERIALS

- A copy of the signed Academic Integrity Resolution Report Form
- A copy of the course syllabus
- A description of the information giving rise to the allegations, including copies of written assignment instructions (if not contained in the syllabus) or a summary of any oral instructions the faculty provided
- The intended grade sanction if the student is found responsible and the student’s current average in the course (prior to referral)
- Copies of any relevant communications between the faculty and the student regarding the incident
- In cases of cheating, faculty should provide copies of the assignments/exams in which the faculty member suspects the student has cheating. The student’s assignment/exam should have alleged or in question passages highlighted. (Please note that the student may have full access to these assignments/exams and any answer keys provided.)
- In cases of plagiarism, faculty should provide a copy of the student’s paper and the source text(s) from which the faculty member suspects the student has plagiarized. The student’s paper should have alleged or in question passages highlighted and numbered to correspond to highlighted and numbered passages in the source text(s). These copies will help identify passages and sources of concern.

Online referral submissions are preferred (http://www.odu.edu/oscai). If the referral is submitted online, the original documents should be retained by the faculty.

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.
ACADEMIC INTEGRITY RESOLUTION REPORT FORM
Office of Student Conduct & Academic Integrity

2122 Webb Center ● 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: __________________________
Witness (if any): ____________________________

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):

☐ “O” on assignment/exam  ☐ Reduced Grade on Assignment: ___________________________
☐ “F” in course  ☐ Reduced Grade in Course: ___________________________
☐ Academic Transcript Notation  ☐ Rewrite plagiarized passages & resubmit by: ___________________________
☐ Academic Integrity Module by: ___________________________

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. If the student 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.

This referral form, and any supplemental materials which contain personally identifiable information, may be reviewed by the above-named student in compliance with the Family Educational Rights and Privacy Act of 1974.