



Academic Integrity Procedures

I. Introduction

Old Dominion University is committed to students' personal and academic success. To achieve this vision, students, faculty, and staff work together to create an environment that provides the best opportunity for academic inquiry and learning. All students must be honest and forthright in their academic studies. Students' work in the course and classroom must align with the expectations outlined in the Code of Student Conduct. These expectations are upheld by the Office of Student Accountability & Academic Integrity (OSAAI).

II. Definitions

- A. Academic Exercise:** All forms of work (oral, written, electronic, or otherwise) submitted as a draft, extra credit, or for credit, grading, continuance, graduation, honors, awards, scholarships, or recognition at the University as well as materials submitted to other institutions, associations, or organizations for evaluation (e.g., awards, scholarships, or publication). The term "Academic Exercise" does not include "Misconduct in Scientific Research and Other Scholarly Activity" as defined in the Teaching and Research Faculty Handbook policy: Policy, Procedures and Timeline for Responding to Allegations of Misconduct in Scientific Research and Scholarly Activity.
- B. Academic Integrity Meeting (AIM):** A meeting with a Conduct Educator to resolve alleged violations of academic misbehavior.
- C. Academic Integrity Voluntary Resolution (AIVR):** Formal resolution between the faculty member and the student. The faculty member meets with the student and outlines the information that has been discovered. If the student accepts responsibility for the academic misbehavior, the faculty member and student will reach an agreed-upon resolution.
- D. Behavioral Status:** A designation assigned to a student who violates the Code and informs them of their behavioral standing with the University.
- E. Business Day:** Any weekday the University is open, regardless of whether classes are in session.
- F. Conduct Educator:** A staff member trained in the student accountability process to resolve cases and has the authority and responsibility to assign pathway projects in an efficient, consistent, fair, and educationally meaningful manner. The Conduct Educator reserves the right to assign the most appropriate pathway project.
- G. Faculty Member:** Full-time or part-time university official who facilitates classroom, lab, conducts research, or teaching activities, including practicum/internships.
- H. Notice:** Written communication sent to a respondent, complainant, or other participant in an accountability case. Notice will be sent to a student's official University email address. The Academic Integrity Meeting (AIM) or Academic Integrity Voluntary Resolution (AIVR) notice will include the alleged prohibited behavior, the date and location of the alleged incident, and information about the accountability meeting sent to the respondent's ODU email.

- I. Pathway Project:** An educational activity assigned by the Conduct Educator for a policy violation. Students who meet with the University Accountability Board will not choose their pathway projects.
- J. Preponderance of Evidence:** The standard of evidence used in determining violations of the Code. This means that, based on the evidence provided, it is more likely than not that a violation occurred.
- K. Resolution Letter:** The letter a student receives when they are found not to be in violation of the Code.
- L. Respondent:** Any individual or student organization/group reported for allegedly violating the Code.
- M. School Day:** Any weekday the University is open, and classes are in session.
- N. Student:** An individual enrolled or registered for study at the University for any academic period, including periods between academic sessions. A person shall also be considered a student during any period while the student is under suspension from the institution or when the person is attending or participating in any activity before attending classes, including, but not limited to, fraternity or sorority recruitment, orientation, placement testing, and residence hall check-in. Students who withdraw from the University after allegedly violating the Code will be considered "students" for the purposes of resolving alleged violations.

III. General Rules

- A. Artificial Intelligence (AI) Checker Percentage as Evidence:** The AI Checker percentage alone does not determine if the student used AI to complete an assignment. The AI Checker percentage will be considered with all other evidence to determine if there was a violation.
- B. Faculty Notification of Resolution:** The faculty member will be notified of the academic integrity meeting's findings and pathway projects to assign an appropriate grade.
- C. False Discrimination Complaints:** Students who knowingly file false discrimination complaints may face Retaliation charges under the Code of Student Conduct. However, this does not discourage students from submitting good-faith concerns about discrimination.
- D. Grade Sanctions:** No grade sanction should be assigned by the faculty member until the incident has been fully resolved, including the process of considering the student's appeal, if any. Should the incident not be resolved prior to the end of the semester, a grade of "I" should be assigned by the faculty member. A faculty member may not issue a grade sanction in outcomes where a student has not been found responsible for an academic integrity violation process. A student who is found not responsible must be issued the grade they earned based on the academic exercise criteria.
- E. Retroactive Review of Assignments:** Faculty should not retroactively review past assignments for academic misbehavior solely due to recent alleged act of academic misbehavior. OSAAI will not accept reports based on incidents identified after subsequent academic misbehavior cases have occurred.
- F. Student Notification:** Faculty should speak with the student(s) regarding their concern(s) with the assignment prior to submitting an incident report with OSAAI. The faculty should explain their concern and what components of the academic exercise bring in question that there might be academic misbehavior.

IV. Resolution Types

A. Academic Integrity Voluntary Resolution (AIVR)

An Academic Integrity Voluntary Resolution is an informal way to resolve an academic integrity concern between the faculty member and the student. The faculty member meets with the student and outlines the information discovered. If the student accepts responsibility for the academic misbehavior, 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 is reached, the faculty member will submit a report to OSAAI using the [Academic Integrity Report Form](#). Upon submission, the Academic Integrity Voluntary Resolution Form should be signed by both the student and the faculty member. OSAAI will meet with the student to determine the appropriate behavioral status (e.g., formal warning, behavioral probation, etc.). If the student has previously been found in violation for academic misbehavior, a University Accountability Board (UAB) meeting or an Academic Integrity Meeting will be scheduled. An AIVR can be agreed upon or changed as long as a resolution has not been made by OSAAI. **Students are only eligible for one AIVR during their collegiate career at the University.** If the student has previously acknowledged an academic integrity violation, an AIM will be instituted to determine if additional behavioral statuses are appropriate.

B. Academic Integrity Meeting (AIM): An Academic Integrity Meeting is a formal resolution that is handled by a Conduct Educator in OSAAI. During this meeting, the alleged misbehavior is discussed, evidence is presented, and the student is able to give their perspective of the incident. The faculty members are present to present their case to OSAAI and answer any clarifying questions.

C. University Accountability Board (UAB) Meeting: The University Accountability Board Meeting is a formal resolution and gathering of Board members tasked with reviewing cases of alleged misbehavior that may require a higher level of assessment. This meeting involves a more structured process where the Board evaluates evidence, listens to the involved parties, and makes decisions regarding accountability and potential pathway projects. It is a more formalized approach to handling certain alleged violations of the Code.

i. If facilitated by the UAB, the following conditions apply:

1. At least three (3) UAB members are needed to meet quorum. There should be at least one faculty member and one student member present to hear the case. UAB meetings that have five (5) members must have a combination of at least three faculty or student members.
2. 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.
3. The UAB will determine if the student is in violation of the Code of Student Conduct. OSAAI will provide a written resolution to the student via the student's ODU email, including appeal options (if eligible).
4. OSAAI will notify the faculty member after the final resolution has been issued.

V. Incident Reporting

Faculty members who believe that a student may have engaged in an academic misbehavior should report allegations to OSAAI regarding the applicability of the Code of Student Conduct, potential courses of action, and guidance on imposing appropriate accountability measures.

Faculty must submit an incident report using the [Academic Integrity Report](#) form to OSAAI within 21 business days of the assigned due date. Failure to do so will prevent OSAAI from proceeding through the student accountability process. OSAAI will not review academic integrity reports submitted outside this designated timeframe, except in extenuating circumstances at OSAAI's discretion. However, faculty may still assign grades based on the assignment in accordance with the Faculty Handbook. Reports must be submitted using the [Academic Integrity Report form](#); any other submission format will be returned, and faculty will be asked to resubmit electronically before the case can proceed.

The submitted reports must include, when available, a detailed description of the alleged misbehavior, a copy of the course syllabus, the student's current grade in the course (not including the academic exercise in question), 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, and any other relevant information, documents or correspondences concerning the allegation. There are two resolution options for reports. The faculty members and students can resolve the incident themselves through an Academic Integrity Voluntary Resolution (AIVR) or an Academic Integrity Meeting (AIM) may be requested. The report should indicate whether the student and faculty have reached an Academic Integrity Voluntary Resolution or if an Academic Integrity Meeting (AIM) is being requested.

If a student does not agree to an AIVR or if the reporting faculty member feels the severity of the alleged academic misbehavior warrants a response greater than an AIVR, the faculty member may request an AIM, and the student will enter the academic integrity student accountability process. While the faculty member may not want to pursue an AIVR, they must discuss the alleged incident with the student to provide a better understanding of what they are being accused of and to prevent future occurrences of academic misbehavior.

If multiple incidents are reported simultaneously and the initial incident has not yet been brought to the student's attention or submitted to OSAAI, those incidents will be handled as a single case. This approach ensures that students have an opportunity to learn from their first incident before being held accountable for additional occurrences.

VI. Academic Integrity Student Accountability Process

The [Office of Student Accountability & Academic Integrity](#) will follow the steps below to address alleged academic misbehavior. Please note that every incident is different, and each incident's context, severity, and complexity may vary. Unique circumstances may lead the office to move forward in the best way possible with the information available at the time. OSAAI has sole discretion in the steps taken in particular cases.

1. Upon receiving the report, OSAAI will review the materials and assign the appropriate alleged academic misbehavior. If the reported information does not appear to allegedly violate the Code of Student Conduct, a member of the OSAAI will contact the reporting faculty member to notify them. When additional information is needed, OSAAI will contact the reporting faculty member to obtain the necessary documentation.
2. If the office determines a possible violation of the Code of Student Conduct, a member of OSAAI will contact the student and faculty member to find a time that works for everyone's schedule. Faculty members are strongly encouraged to participate in the meeting. However, the meeting can proceed without the faculty member. OSAAI will make a reasonable effort to schedule the meeting based on the availability of both students and faculty. However, if the faculty member's availability causes a significant delay in resolution or affects the availability of the University Accountability Board members' ability to hear the case, OSAAI may proceed without them.
3. The student will receive at least three (3) business days' notice of the alleged prohibited behaviors, the date, time, and location of the meeting, and the documents submitted by the faculty member alleging the academic misbehavior.
4. OSAAI uses the preponderance of the evidence as the standard of evidence when making decisions in academic integrity cases. This means if the evidence shows that it is more likely than not that a violation of the Code occurred, the student or students will be found in violation.
5. After the meeting, the student and faculty member will be notified of the decision from OSAAI.
6. If found responsible, OSAAI will contact the Registrar's office to inform them of the violation. 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.

VII. Withdrawal After Notice of Allegations

If a student withdraws from the class after they have been notified of alleged academic misbehavior, and is later found responsible, the Registrar's office will administratively re-enroll the student. This allows faculty to assign a grade sanction as deemed appropriate.

VIII. Grade Appeal Process

The purpose of the grade appeal process is to serve the needs of graduate and undergraduate students who believe that a faculty member unjustly awarded them a grade through prejudice or caprice (e.g. to act on a whim or impulsively without good reason). The burden of proof rests with the student.

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.

X. Transcript Notations

If a student is assigned a transcript notation, they can request to have it removed from their academic transcript if they are in good behavioral standing with the university, successfully completed all assigned or agreed upon pathway projects, and have not been in violation of any other academic misbehavior during their time as a student at the University.

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 it.