



ACADEMIC INTEGRITY POLICY

AA-AC-PO-008

POLICY OVERVIEW

This policy and the accompanying procedures are intended to reinforce the highest standards for academic integrity.

POLICY SCOPE

This policy applies to all faculty and students.

POLICY

1. **Syllabus Content** - Instructors must include the ConvergePoint link to the [Statement on Academic Dishonesty and Plagiarism](#). Instructors or departments may add additional information but it may not limit nor contradict the OLLU policy statement.
2. **Instructor Communication with Students** – When an instructor communicates with a student suspected of violating any of the academic integrity policies stated in the course syllabus, the instructor must:
 - a. Communicate directly with the student (in person, by telephone, by OLLU e-mail, by secure online chat, etc.) regarding the allegation, and the instructor must keep a record of the communication.
 - b. This direct communication of allegations must occur within 10 working days after the alleged infraction has been detected and before the instructor may impose any consequences.
3. **Sanctions for Student Violations of Academic Integrity** – The student may not withdraw from the course in which the alleged violation has occurred following the instructor’s communication of the allegation unless that allegation is withdrawn by the instructor or the student’s appeal of the allegation is successful. The following sanctions may be applied to violations of academic integrity by a student:
 - a. The maximum penalty that can be imposed by an instructor is a grade of F in the course in which the violation occurred.

- b. A penalty of expulsion or suspension from the university may be imposed by the Vice President for Academic Affairs in situations such as repeat or egregious violations.
- 4. Reporting Student Violations of Academic Integrity - The following reporting requirements apply to instructors for all alleged academic integrity violations:
 - a. The instructor must submit a report to the Vice President of Academic Affairs (VPAA) within 10 days of making the final determination that the student violated an academic integrity policy within 10 working days. Reports are submitted electronically https://ollu.formstack.com/forms/academic_integrity_reporting_form. This link is also listed on the Academic Affairs SharePoint site).
 - b. Final determination may occur in one of two ways:
 - i. If the student admits responsibility for the violation, the instructor will impose the sanction. The instructor may apply consequences consistent with OLLU, academic unit, and course-specific academic integrity policies stated in the course syllabus.
 - ii. If the student denies responsibility for the violation, or objects to the intended consequences, the student may pursue an appeal by following the Student Academic Grievance Procedures
 - c. Report recipients – Although the ultimate destination of the instructor’s report is the Provost/Vice President of Academic Affairs, other report recipients include the school director/department chair of the department in which the course is housed and the registrar’s office.
 - d. Report contents – The report includes the date of report, student name and ID, date of alleged infraction, faculty name, department, course number (if applicable), statement of alleged infraction(s), description of incident(s), and consequences instructor intends to impose. A student statement may also be provided on the report.
 - e. Report persistence – The report will remain on file in the Office of Academic Affairs.
 - f. Report privacy – The report is for internal (OLLU) use only (including instructor access) and is not part of a student’s official transcript other than the final grade, which is part of the record.

REFERENCES

[Academic Integrity Procedures](#)

[Student Academic Grievance Procedure](#)