



MEMORANDUM

TO: All Instructional Faculty and Graduate Teaching Assistants

FROM: Kyle Harper  
Senior Vice President and Provost *KH*

DATE: August 21, 2019

RE: **Honoring our Commitment to Our Students  
University Policies Regarding Instruction  
Academic Year 2019-2020**

In order to assist the instructors new to the University of Oklahoma - Norman Campus and as a reminder to all the returning instructors, the following pages include **important policies** that you need to consider throughout the academic year:

**To help provide a learning environment free of discrimination and harassment, along with the existing syllabus statement on disability and academic integrity (see pp. 13 and 14 below) including the following statements on all syllabi is recommended:**

Adjustments for Pregnancy/Childbirth Related Issues

Should you need modifications or adjustments to your course requirements because of documented pregnancy-related or childbirth-related issues, please contact me as soon as possible to discuss. Generally, modifications will be made where medically necessary and similar in scope to accommodations based on temporary disability. Please see [www.ou.edu/content/eoo/faqs/pregnancy-faqs.html](http://www.ou.edu/content/eoo/faqs/pregnancy-faqs.html) for commonly asked questions.

Title IX Resources

For any concerns regarding gender-based discrimination, sexual harassment, sexual misconduct, stalking, or intimate partner violence, the University offers a variety of resources, including advocates on-call 24.7, counseling services, mutual no contact orders, scheduling adjustments and disciplinary sanctions against the perpetrator. Please contact the Sexual Misconduct Office 405-325-2215 (8-5, M-F) or OU Advocates 405-615-0013 (24.7) to learn more or to report an incident.

The list of policies most relevant to classroom issues:

<b>3.2.2</b>	<b>Academic Responsibility</b>
<b>3.10</b>	<b>Nondiscrimination Policy and Sexual Assault, Discrimination, and Harassment Policy and Grievance Procedure <u>(plus syllabus language)</u></b>
<b>3.11</b>	<b>Consensual Sexual Relationships Policy</b>
<b>3.15.2</b>	<b>Religious Holidays</b>
<b>4.7</b>	<b>Final Examination Regulations</b>
<b>4.9</b>	<b>Makeup Examinations (Other than Final) due to University Sponsored Activities or Legally Required Activities</b>
<b>4.10</b>	<b>Final Exam Preparation Period</b>
<b>4.10.1</b>	<b>Student-Faculty Policies and Information</b>
<b>4.11</b>	<b>Returning Examinations, Papers, and Projects to Students</b>
<b>4.12</b>	<b>Rescheduling Courses</b>
<b>4.18</b>	<b>Commercial Term Papers</b>
<b>4.19</b>	<b>Class Attendance - Students</b>
<b>4.19</b>	<b>Class Attendance - Faculty</b>
<b>5.7</b>	<b>Class Attendance – Faculty (Outside Employment and Extra Compensation Policy)</b>
<b>4.20</b>	<b>Irregular Class Meetings</b>
<b>4.21</b>	<b>Classes During Finals Week</b>
<b>4.24</b>	<b>Student Instructional Travel Policy (Field Trips)</b>
<b>4.25</b>	<b>Course Syllabi and Other Course Materials</b>
<b>5.4</b>	<b>Reasonable Accommodation Policy</b>
<b>13</b>	<b>Academic Integrity Code, Norman Campus (excluding Law)</b>

You may also refer to these policies (and many others) that are in the Faculty Handbook via the Provost's webpage at <https://apps.hr.ou.edu/FacultyHandbook/>

## **Honoring Our Commitment to Our Students Overview of University Policies Regarding Instruction**

### **3.2.2 Academic Responsibility**

As teachers, faculty members encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Faculty members demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Faculty members make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between faculty member and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.

### **3.10 Nondiscrimination Policy and Sexual Assault, Discrimination, and Harassment Policy and Grievance Procedure**

The University, in compliance with all applicable federal and state laws and regulations does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, age (40 or older), religion, disability, political beliefs, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, housing, financial aid, and educational services.

To help provide a learning environment free of discrimination and harassment, along with the existing syllabus statement on disability and academic integrity (see pp. 13 and 14 below), please include the following statements on all syllabi:

#### **Adjustments for Pregnancy/Childbirth Related Issues**

Should you need modifications or adjustments to your course requirements because of documented pregnancy-related or childbirth-related issues, please contact me as soon as possible to discuss. Generally, modifications will be made where medically necessary and similar in scope to accommodations based on temporary disability. Please see [www.ou.edu/content/eoo/faqs/pregnancy-faqs.html](http://www.ou.edu/content/eoo/faqs/pregnancy-faqs.html) for commonly asked questions.

#### **Title IX Resources**

For any concerns regarding gender-based discrimination, sexual harassment, sexual misconduct, stalking, or intimate partner violence, the University offers a variety of resources, including advocates on-call 24.7, counseling services, mutual no contact orders, scheduling adjustments and disciplinary sanctions against the perpetrator. Please contact the Sexual Misconduct Office 405-325-2215 (8-5, M-F) or OU Advocates 405-615-0013 (24.7) to learn more or to report an incident.

If a student contacts you in reference to either statement, please contact the Sexual Misconduct Officer.

Please refer to the University's Institutional Equity Office's policies and procedures for a more detailed explanation and complaint procedure: for the Nondiscrimination Policy: <http://www.ou.edu/home/eoo.html> and for the Sexual Misconduct, Discrimination and Harassment Policy; <http://www.ou.edu/home/misc.html>. Or, contact the Institutional Equity Office directly at: (405) 325-3549, Norman Campus and Norman-based Tulsa Campus programs: Room 102, Evans Hall and/or the Sexual Misconduct Officer at (405) 325-2215; Walker Center, Room W220. Tulsa-based programs may also contact (918) 660-3107.

### **3.11 Consensual Sexual Relationships Policy**

#### **(A) RATIONALE**

Consensual amorous, dating, or sexual relationships have inherent risks when they occur between a faculty member, supervisor, or other member of the University community and any person over whom he or she has a professional responsibility. As noted in the Sexual Assault, Discrimination and Harassment Policy, the risks include a student or subordinate's feeling coerced into an unwanted relationship to ensure they receive a proper educational or employment experience; potential conflicts of interest in which the person is in a position to evaluate the work or make personnel or academic decisions with respect to the individual with whom he or she is romantically involved; a perception by students or employees that a fellow student or coworker who is involved in a romantic relationship with his or her supervisor or professor will receive an unfair advantage; either or both of the parties engaging in behavior destructive to the other or their academic or working environments if the relationship ends; and the potential that University/state resources are used inappropriately to further the romantic relationship.

Those with professional responsibility over others and with whom they have a romantic relationship should be aware that their involvement may subject them and the University to legal liability; consequently, such relationships are strongly discouraged. "Professional responsibility" is defined as performing functions including but not limited to teaching, counseling, grading, advising, evaluating, hiring, supervising, and making decisions or recommendations that confer benefits such as promotions, financial aid awards, or other remuneration, or that may impact upon other academic or employment opportunities.

**Definitions-**As used in this policy, the terms "faculty" or "faculty member" mean all those who teach at the University and include graduate students with teaching responsibilities and other instructional personnel. The terms "staff" or "staff members" mean all employees who are not faculty and include academic and nonacademic administrators as well as supervisory personnel. The term "consensual sexual relationship" may include amorous or romantic relationships and is intended to indicate conduct that goes beyond what a person of ordinary sensibilities would believe to be a collegial or professional relationship. Norman Campus – Faculty Handbook

## **(B) POLICY**

### **(1) Faculty/Student Relationships**

#### **Within the Instructional Context**

It is considered a serious breach of professional ethics for a member of the faculty to initiate or acquiesce in a sexual relationship with a student who is enrolled in a course being taught by the faculty member or whose academic work (including work as a teaching assistant) is being supervised by the faculty member.

#### **Outside the Instructional Context**

Sexual relationships between faculty members and students occurring outside the instructional context may lead to difficulties. Particularly when the faculty member and student are in the same academic unit or in units that are academically allied, relationships that the parties view as consensual may appear to others to be exploitative. Further, in such situations, the faculty member may face serious conflicts of interest and should be careful to distance himself or herself from any decisions that may reward or penalize the student involved. A faculty member who fails to withdraw from participation in activities or decisions that may reward or penalize a student with whom the faculty member has or has had an amorous relationship will be deemed to have violated his or her ethical obligation to the student, to other students, to colleagues, and to the University.

### **3.15.2 Religious Holidays**

It is the policy of the University to excuse the absences of students that result from religious observances and to provide without penalty for the rescheduling of examinations and additional required classwork that may fall on religious holidays.

**NOTE:** Inclusion of the above statement is recommended in course syllabi.

### **4.7 Final Examination Regulations**

Oklahoma State Regents for Higher Education calendar regulations require that those institutions that reserve the final week of the semester as a testing period shall ensure that all classes meet during the testing period. Final examinations are given at the discretion of the instructor, or in case of multiple sections, the department in which the class is offered....

\* When a final examination is given, the student must take the examination.

### **4.9 Makeup Examinations (Other than Final) due to University Sponsored Activities or Legally Required Activities**

The following guidelines have been approved by the Faculty Senate and the SGA to aid faculty in determining a policy for make-up exams (other than final examinations) in

cases of absences due to participation in University-sponsored or legally required activities.

Only Provost approved activities (i.e., scholarly competitions, fine arts performances, academic field trips), Director of Athletics approved athletics events and legally required activities, (i.e., emergency military service and jury duty) are covered by these guidelines.

Faculty, if given notice two (2) class periods or one (1) week (whichever is less) before an exam (including final exams with two weeks' notice) or quiz should make every effort to find a reasonable accommodation by (a) giving a makeup exam, an early exam, or quiz; (b) changing the exam schedule; (c) dropping the exam or quiz and increasing the weight of another exam or quiz or other agreed upon approaches acceptable to the instructor and the student; or (d) by identifying a certified testing center. Students missing an exam on account of jury duty must be allowed an accommodation.

**NOTICE:** If the student and the faculty member cannot agree, normal appeal procedures (faculty to director/chair to college dean to Senior Vice President and Provost) are available to the student and can be followed.

For information about what activities are Provost-approved, Director of Athletics approved, or how to have activities approved, contact the Office of the Senior Vice President and Provost.

**NOTE:** The Provost's Office does not approve as University-sponsored those activities which are not directly linked to credit course work.

#### **4.10 Final Exam Preparation Period**

Pre-finals week will be defined as the seven calendar days before the first day of finals. Faculty may cover new course material throughout this week.

##### **4.10.1 Student-Faculty Policies and Information**

- (A) Assignments or projects worth less than 10 percent combined total of a student's grade may be assigned at any time prior to pre-finals week and may be due during pre-finals week. However, no assignments or projects may be due on the last two days of pre-finals week. Quizzes may be given during pre-finals week, but cannot account for more than 3% combined total of the final grade. Exams may not be given during pre-finals week.
- (B) Assignments, take-home examinations, in-class examinations, or projects worth more than 10 percent of a student's grade must be scheduled at least 30 days prior to the first day of finals and must be due or given prior to pre-finals week. Any assignment that is to take the entire semester to complete may be accepted or presented during the first three weekdays of pre-finals week provided the syllabus explicitly states that the assignment can be turned in prior to pre-finals week.
- (C) Special cases deviating from the Final Exam Preparation Period policy must be clearly

stated in the course syllabus and approved by the chair of the department through which the course is offered. If the professor is the chair of the department, the professor must have these special cases approved by the dean of the college in which said department resides. If the professor is the dean of the college in which the course is taught, the professor must have these special cases approved by the Senior Vice President and Provost.

- (D) Special requests made by a student for an extension of assignment deadlines into pre-finals week may be granted subject to the discretion of the instructor.
- (E) Final Exam Preparation Period policies must be placed in the course syllabus underneath the University Policy section.

This policy applies only to 16-week courses during the spring and fall semesters.

This policy excludes make-up assignments, make-up tests, and laboratory examinations. It also does not apply to classes meeting one day a week for more than one hour or to classes without a university-scheduled final exam time during finals week.

All University laboratory classes and graduate courses are exempt from this policy.

No Student Government Association (SGA) Registered Student Organizations (RSO's) may hold meetings, banquets, or receptions or sponsor or participate in any activity, program, or related function that requires student participation during pre-finals week.

Violations to this policy should be reported to the chair of the department in which the course is taught or, in special circumstances, to the dean of the college and may be grounds for grade appeal.

This policy shall remain in force until reviewed no sooner than 2014.

#### **4.11 Returning Examinations, Papers, and Projects to Students**

It is recommended that students be allowed to see their graded papers, projects, or examinations within a reasonable time. A two-week time limit on the reporting of examination and quiz results is, in general, considered acceptable.

#### **4.12 Rescheduling Courses**

Courses may not be rescheduled from the published time/day(s) without the prior approval of the chair/director, the dean of the college offering the course, and the Senior Vice President and Provost.

**NOTE:** The form for seeking permission to reschedule a course is located at <http://www.ou.edu/content/dam/provost/documents/Approval-Process-for-Course-Schedule-Change.pdf>.

#### **4.18 Commercial Term Papers**

Any staff or faculty member who writes, compiles, or otherwise completes academic assignments for sale to students of the University shall be discharged from employment. Any student who commits such an offense shall be expelled from the University.

#### **4.19 Class Attendance - Students**

Students are responsible for the content of courses in which they are enrolled. Specific policy concerning attendance requirements and announced and unannounced examinations is the responsibility of the individual instructor. Students have a responsibility to inform faculty prior to absences whenever possible. Faculty should make every effort to find a reasonable accommodation for students who miss class as a result of participation in Provost approved or Director of Athletics approved University-sponsored activities or legally required activities such as emergency military service. Students missing class on account of jury duty must receive such an accommodation.

#### **4.19 Class Attendance - Faculty**

A faculty member's assignment to teach a course is an important element of the faculty member's professional responsibilities, including the obligation of the instructor to attend all classes and to teach. Academic units shall have a policy regarding faculty absences from teaching responsibilities and a procedure for instructors to arrange with their units plans for modifying scheduled class periods. Chairs and Directors also are responsible for ensuring that faculty obligations for courses are fulfilled.

For medical and family emergencies and other unforeseeable contingencies, a scheduled class meeting may be canceled. For legitimate, foreseeable obligations, the faculty member is responsible for finding a reasonable alternative way to perform teaching duties in the form of a substitute or a make-up session.

Classes are not to be dismissed or rescheduled for any extracurricular function.

**NOTE:** Copies of each academic unit's specific policy are available in Chair/Director's office or from the Provost's Office.

#### **5.7 Class Attendance - Faculty (Outside Employment and Extra Compensation)**

The missions of the University are teaching, research, creative/scholarly activity, professional and University service, and public outreach. As professionals, Norman Campus faculty are individually and primarily responsible for arranging their time among such academic functions as teaching assignments, research, service, continuing education, and consultation. Such arrangements will be subject to evaluation and approval by appropriate authorities as a part of a faculty member's total professional activity during the year with reference to department, college, and University criteria for



merit salary increases, tenure, and promotion.

- (A) The professional expertise of the Norman Campus University faculty is normally available to the state and its citizens for incidental and minor services without remuneration. When, however, the services desired from outside the University exceed a reasonable limit agreed to by the appropriate vice president and the faculty member, direct extra remuneration may be accepted, provided the extent of the involvement does not infringe on the faculty member's regular University duties.
- (B) A person who accepts full-time employment on the Norman Campus in the University assumes a primary professional obligation to the University. Any other employment or enterprise in which he or she engages for income shall be secondary to his or her University work, and, after consultation with those reviewing requests for outside employment and extra compensation, shall accept the judgment of the President and Board of Regents as to whether he/she may engage in such employment and retain full-time employment on the Norman Campus faculty. In addition, the department chair should be informed and approve of arrangements that are made to dismiss classes or provide substitute teachers for them when the faculty members are to be absent from these duties. **Absence for more than one week at a time for outside employment when classes are in session will require prior written approval of the Senior Vice President and Provost. (See also Faculty Attendance policy.)**
- (C) All professional activities, whether within the University or without, whether for extra remuneration or for no remuneration of any kind, should contribute to the faculty member's professional growth or efficiency and to his or her teaching or scholarly competence.

#### **4.20 Irregular Class Meetings**

All class meetings should be held during the regular hours scheduled for the course. Unscheduled meetings at other hours should be held only for very unusual and clearly defensible reasons and never for the mere personal convenience of the instructor or the students or both.

If it is desirable for sound educational reasons to schedule a departmental or joint quiz at an evening hour so that all sections of a course may write the quiz simultaneously (uniform exams), the date and hour of each such irregularly scheduled quiz should be made known to all the students concerned during the first week of classes. If a student then incurs a serious conflict at one of these hours, the responsibility is the students.

If no such notice of irregularly scheduled hours for departmental or joint quizzes can be given, such a plan for giving tests is presumably not important enough to merit systematic planning and should not be used.

The University discourages all unscheduled class meetings; individual faculty members

and departments regulate their teaching schedules in accordance with this principle. The department that announces the hours at which a course will meet, the faculty member who agrees to teach it at those hours and the student who has agreed to take it at those hours have all assumed an unwritten contractual obligation from which no one of them should deviate without very substantial reasons for doing so.

#### **4.21 Classes During Finals Week**

The State Regents have indicated the importance of holding class during finals week. Since finals week always has been considered a week of instruction and is a necessary part of the minimum hours of instruction for accreditation, the holding of a final meeting of the class during that week may not be considered optional.

#### **4.24 Student Instructional Travel Policy**

##### **4.24.1 DEFINITIONS.**

Instructional travel is any student travel for an instructional activity that is sponsored by an academic unit and that occurs off-campus or away from an officially-designated classroom. Examples include field trips to off-campus sites and department-sponsored group travel to a site where instruction will take place. Instructional travel does not include the student's individual travel to or from the official instructional site or travel not sponsored by the academic unit.

##### **4.24.2 GUIDELINES FOR INSTRUCTIONAL TRAVEL THAT IS PART OF A COURSE.**

The following guidelines are intended to provide reasonable notice to students of any significant instructional travel that a course may involve, and to ensure appropriate handling of any funds collected from students.

(A) Approval.

All instructional travel for a course must be approved in advance by the chair/director of the academic unit offering the course.

(B) Scheduling and notification.

In order to be able to plan their class schedules and financial obligations, students must receive adequate advance notification any time that they will be required to travel to an off-campus location as part of a course. At a minimum all required instructional travel must be described in the course syllabus that is given to students no later than the first day of class. If the travel is to occur outside of the scheduled meeting times listed in the class schedule, a description of the travel should be included in all information describing the course. Instructional travel outside the regular class time cannot be made mandatory if not included in the class schedule.

(C) Travel Costs.

Costs covered by course fees. Mandatory fees associated with a class must be approved by the Oklahoma State Regents for Higher Education. They should also

be listed in the class schedule and included in any advertising regarding the course. If instructional travel is funded by course fees, then responsibility for the management of those fees and their use for travel-related expenses is the responsibility of the sponsor of the fee account and the chair/director of the academic unit offering the course.

- (D) Costs not covered by course fees.  
Travel-related expenses not covered by approved course fees must be managed in a manner approved by the University. It is preferable that arrangements for the collection and use of funds for travel-related expenses be managed through either the College of Continuing Education or the University of Oklahoma Foundation. Such use must be approved in advance by the chair/director of the academic unit sponsoring the course and by appropriate officials at CCE or the Foundation. All other arrangements for paying travel-related expenses must be approved in advance by the head of the budget unit, the Dean, and the Senior Vice President and Provost.

#### **4.24.3 GUIDELINES FOR ALL INSTRUCTIONAL TRAVEL.**

- (A) Itineraries.  
An itinerary should be filed with the department or college office and with the OU Department of Public Safety for any University-sponsored activity that is conducted off-campus for a period exceeding 24 hours. The itinerary should include a list of the names of all participants, student numbers of student participants, telephone numbers where the group may be reached or emergency telephone numbers, destinations and, if possible, trip routes.
- (B) Commercial travel and unusual activities.  
Academic units sponsoring field trips by commercial carrier or trips involving unusual activity (hiking, climbing, athletic activities, etc.) are responsible for obtaining releases, i.e., written acknowledgment from students that they have received reasonable notice of the nature of the activity and understand the possibility of risk. For information about releases, contact the Office of Risk Management and Safety Services or the Office of Legal Counsel.
- (C) Liability  
The Oklahoma Governmental Tort Claims Act adopts and delimits the doctrine of sovereign immunity for the State of Oklahoma, all of its political subdivisions, and its employees. Since the University of Oklahoma is a duly authorized agency of the State of Oklahoma, all instructional travel that has been approved, scheduled, and sponsored by the University and is in the complete control of an authorized University employee is afforded the liability protections of the Act. For purposes of instructional travel, the authorized university employee is the instructor(s), including graduate assistants, assigned to the course.

University employees are protected by the Act from liability as long as they are acting in good faith and within the scope of their University employment. Volunteers may at times be authorized to perform services for the University, and duly authorized volunteers are also protected under the act within the scope of their employment.

The University's liability for student accidents and injury in instructional travel is limited by the Act. Low-cost accident and illness insurance policies are available for field trip participants from the Center for Student Life.

#### **4.24.4 OTHER POLICIES PERTAINING TO INSTRUCTIONAL TRAVEL**

Other provisions affecting instructional travel include Faculty Handbook policies entitled Travel, Insurance, University Vehicles, and Use of State Vehicles for Private Purposes. Further information is available from the OU Employee's Guide for Business Travel, available from the Department of Risk Management and Safety Services.

#### **4.25 Course Syllabi and Other Course Materials**

Faculty members have responsibilities to their students. They shall encourage in students the free pursuit of learning and independence of mind, while holding before them the highest scholarly and professional standards. Faculty members shall show respect for the student as an individual and adhere to their proper role as intellectual guides and counselors.

Effective Fall 2010, Instructional Faculty shall post the required course syllabus on the University's course management system by the first day of the semester; providing a paper copy of the syllabus to students is optional. The syllabus should define the goals of the courses, and faculty members should devote their teaching to the realization of those goals. Where appropriate, course syllabi should state, in addition to the major goals of the course, instructor's office hours; university policies regarding reasonable accommodation and codes of behavior; list of required reading materials; list of all major reading, laboratory, and/or performance assignments for the semester; approximate dates for all graded assignments and approximate percentage each contributes to the final grade. Internships/practicum, directed readings/research, dissertation and thesis hours are exempt from this requirement.

Additionally, instructional faculty are encouraged to use the online course management system to distribute other course materials or to post links to websites with other course materials. Instructional faculty are also encouraged to use other good practices to keep instructional costs minimized including having electronic reserves in the library when feasible and possible, being careful to require only those instructional materials that will actually be extensively used during the course of the semester or term, and learning about and utilizing other emerging technology tools or resources in delivering their courses.

## **Disability Resource Center**

The Disability Resource Center provides support services to students with disabilities. The office is committed to the goal of achieving equal educational opportunity and full participation for students with disabilities. In many cases, these services have been developed in response to expressed student needs. The Disability Resource Center sends all accommodation requests to faculty via their OU e-mail accounts. The Center offers a set of instructional tools developed by Project Pace at the University of Arkansas at Little Rock. These tools are available on a set of CDs but have been modified to make them available on our website, [www.ou.edu/drc](http://www.ou.edu/drc). The list of instructional tools includes faculty development; tips for teaching students who are blind or have low vision; tips for teaching students who are deaf or hard of hearing; and tips for teaching students who have learning disabilities. If you have a need that cannot be met by any of the above, please contact Director Chelle Guttery at [drc@ou.edu](mailto:drc@ou.edu), 325-3852 voice, or 325-4173 TDD.

### **5.4 Reasonable Accommodation Policy**

The University of Oklahoma will reasonably accommodate otherwise qualified individuals with a disability unless such accommodation would pose an undue hardship or would result in a fundamental alteration in the nature of the service, program, or activity or in undue financial or administrative burdens. The term **reasonable accommodation** is used in its general sense in this policy to apply to employees, **students**, and visitors.

Reasonable accommodation may include, but is not limited to:

- (1) Making existing facilities readily accessible and usable by individuals with disabilities;
- (2) Job restructuring;
- (3) Part-time or modified work schedules;
- (4) Reassignment to a vacant position if qualified;
- (5) Acquisition or modification of equipment or devices;
- (6) Adjustment or modification of examinations, training materials, or policies;
- (7) Providing qualified readers or interpreters; or
- (8) Modifying policies, practices, and procedures.

NOTES regarding this policy:

- 1) You are strongly encouraged to make a statement in the opening session of your class and in the class syllabus such as this one:

**“Any student in this course who has a disability that may prevent the full demonstration of his or her abilities should contact me personally as soon as possible so we can discuss accommodations necessary to ensure full participation and facilitate your educational opportunities.”**

2) Any student who responds to your announcement should be referred to the Disability Resource Center, (University Community Center, 730 College Ave, 325-3852) to make a formal request for accommodation.

3) Refer also to sections 5.2 Individuals with Disabilities and 5.3 Office of Disability Services of the Faculty Handbook. Please be assured that both the Disability Resource Center and the Provost's Office will assist you in making appropriate accommodations.

### **13 Academic Integrity: Addressing cheating, plagiarism and other forms of misconduct**

**Notice to students.** Students are required to understand and adhere to standards of scholarship from the time they are admitted to the university. Therefore a syllabus statement on academic integrity is not required. Nonetheless, drafting your own statement can be valuable. Students benefit from every reminder that their instructors care about integrity. If there are any course-specific rules, it is good to provide them in writing in case questions arise later. Adding a syllabus link to OU's integrity website, <http://integrity.ou.edu>, is highly encouraged and will help if the need to report a case arises, as outlined below.

**Integrity Pledge.** The Student Government Association and Faculty Senate have encouraged the use of an integrity pledge on all major assignments. A suggested pledge is: *"On my honor, I affirm that I will neither give nor receive inappropriate aid in the completion of this exercise."*

**Turnitin.com.** The University subscribes to the online plagiarism-detection service Turnitin.com. Turnitin is integrated into Canvas course management system. Papers submitted in Canvas automatically generate an originality report indicating passages identical to other student papers or Internet sources. Further information is available from the integrity website.

**Addressing misconduct.** Faculty have a professional obligation to maintain standards of integrity and to take action under the Academic Integrity Code when those standards are violated.

**For truly minor infractions,** typically those involving apparently unintentional violations, students may receive an **admonition (warning)** from the instructor without additional university involvement. Admonitions are especially appropriate for infractions such as minor plagiarism that appear to be unintentional and in the instructor's judgment are better addressed as an instructional issue. The admonition may be delivered either orally or in written form. The student should be told what the problem is, be allowed to respond, and be informed of the grade penalty to be imposed. The penalty may involve reasonable additional work such as redoing the assignment. The final grade penalty cannot exceed a zero on the assignment in question. To avoid repeat "first offenses," admonitions should also be reported centrally using the form available on the integrity website. Before choosing the admonition, an instructor may inquire whether the student has already received one. Contact the Office of Integrity Programs in the Provost's Office: Associate Provost Greg Heiser (325-8679, [gheiser@ou.edu](mailto:gheiser@ou.edu)) or Associate Director Will Spain, 325-3224, [wcs@ou.edu](mailto:wcs@ou.edu)). The student should also receive a link IN WRITING to procedures for contesting the admonition. The best ways to deliver this

information are with a syllabus link to <http://integrity.ou.edu> and/or by giving the student a copy of the completed report form. Admonitions permit no further university action or remediation beyond the grade penalty. Therefore, admonitions are not appropriate for intentional, significant, or repeated misconduct or for cumulative finals, semester-long assignments, and graduate work such as comprehensive examinations or theses.

**For all other infractions**, for example those involving intentional dishonesty or extensive plagiarism, the instructor should refer the matter to the university's Integrity Council within 15 days of discovery for review as a potential **Integrity Code violation**. Instructors may also contact the Integrity Council for assistance when the facts of a possible infraction are unclear or require additional inquiry. To report a Code infraction, use the same reporting form as for an admonition, available from <http://integrity.ou.edu>. If final grades are due before the case has been concluded, assign the grade of "N" (not "I") until the matter is resolved.

**Penalties for misconduct.** Once a Code infraction is established, the instructor is free to impose a penalty that may exceed the value of the assignment, up to and including an F for the entire course. Depending on the nature of the incident, a Code infraction may be appropriate for a remedial alternative such as a plagiarism tutorial or mandatory integrity training class. Infractions may also result in the following penalties: (1) an official reprimand ("censure") not noted on the transcript; (2) suspension with transcript notation that may be temporary or permanent; (3) expulsion.