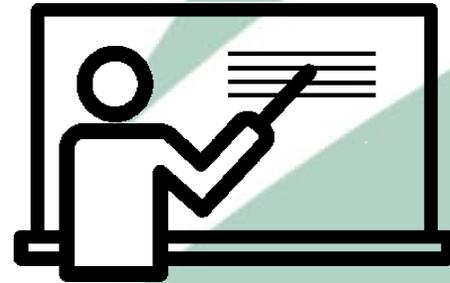


General Information



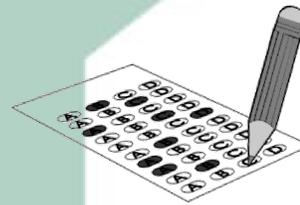
All suspected, documentable cases of integrity violations should be reported to our office. This protects you and protects the student.

However, not all suspected cases may be cases worth reporting. Some situations may not require a formal intervention but may indeed be a teachable moment that can take place between the professor and the student.

Common OAI Referrals

Examples of cases which are typically viewed as integrity violations:

- Safe Assign report which shows a high percentage match to another source along with a review from the professor stating the source was not cited.
- MOSS reports coupled with independently verified methods, indicate a match between codes.
- A student forges hours at an internship, as well as signatures, and submits them for a grade in a course. (If a student receives financial compensation from said internship, the case becomes a code of conduct violation, and not an integrity case. It should at that point be referred to the Office of Student Conduct.)
- A student submits work from a previous semester for the same class as though it is new work without permission or authorization.
- An instructor or proctor witness students sharing answers or looking at another student's test during an exam and copies of the student's test show exact (or very similar) responses to several questions.

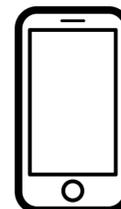


Violations of assignment instructions may not rise to the level of a integrity violation:

- A student's phone falls out of their pocket during a test. The test and syllabus indicates phones are not allowed during a test.
- A student is instructed not to use outside material to construct an essay. They do so, but they provide proper citation showing they are not claiming credit for the ideas.
- A student brings a clean scantron sheet to the test, they write formulas on it from memory for use on the test instead of using scratch paper.
- A student fails to properly cite a source, but a review of the assignment shows the student made an attempt to give credit and not pass the work off as their own.

Integrity violations which may not have enough evidence to reach a conclusion under the clear and convincing standard (keep in mind you still have the option to refer these cases and allow the committee to render a decision):

- A student contacts the professor to indicate they saw someone using unauthorized material during an exam. The professor is unable to verify the presence of the material, and the reporter does not want to provide a statement or testimony for the case.
- A student has a cell phone during a test. While it is possible the student may have used it, without a screen shot showing that the student accessed material which would have assisted them during the test, this kind of case may not rise to the level of clear and convincing information to hold the student responsible.
- A student submits a paper with writing and language skills more advanced than what the student "should" know.



Case Examples

Reporting Procedures

- Forms and instructions can be found at oai.gmu.edu.
- For a student to be found responsible, there needs to be "clear and convincing information" present that a violation took place.
- If the information sent to OAI is missing elements that help the committee understand the nature and scope of the issue, we will contact you to request additional information.
- Failure to provide the information requested in a timely fashion will result in our office dismissing the case and closing the case file.
- If you can't distinguish or you think a case is on the edge but not quite there, call our office and talk through it with us. We do not exist solely to catch students violating the honor code, but to enforce the educational mission.



Feel free to call us with questions at 703-993-6209