THE UNIVERSITY OF MEMPHIS
Fogelman College of Business & Economics

Academic Integrity Guidance

August 2025

Academic Misconduct Definition

According to the Student Code of Rights & Responsibilities and the Office of Student Accountability (OSA)'s website for Academic Misconduct, "academic misconduct includes, but is not limited to the following:

1. Making use of or providing unauthorized assistance or materials in the preparation or taking of an examination or other academic coursework;
2. Acting as a substitute for another person in any academic evaluation or assignment;
3. Utilizing another person as a substitute for him/herself in any academic evaluation or assignment;
4. Committing plagiarism by presenting as one's own work, for academic evaluation or assignment, the ideas, representations, or works of another person or persons or oneself without customary and proper acknowledgment of sources;
5. Knowingly submitting one's work for multiple assignments or classes unless explicitly authorized by the instructor;
6. Committing an act that materially prevents, impedes, and/or impairs others from completing an academic evaluation or assignment; and/or
7. Attempting to influence or change one's academic evaluation or record, through dishonesty, coercion, threat, and/or intimidation."

Summary of OSA Academic Misconduct Process

Follow these steps when you suspect academic misconduct. In all cases, the Academic Misconduct Process Form must be submitted to the OSA.

1. Notify the student and arrange meeting

- As soon as possible after discovering suspected misconduct, collect all evidence (e.g., assignment, exam, syllabus excerpt, communications).
- Use the Initial Academic Misconduct Notice to Student Template to inform the student of the allegation—student has 5 business days to respond.
- Meet with the student to present the evidence and hear their response. Follow the outline provided in Step 3 of the Academic Misconduct Process in the OSA's Academic Misconduct

website.

- If the student does not respond, or the violation is severe, skip directly to Step 2.2 (Formal Path).

2. Choose and follow resolution path

2.1. Informal Path: Resolution by Agreement

- Student admits misconduct.
- Contact OSA to check for prior academic disciplinary history—may entail other disciplinary sanctions contingent on history.
- Determine academic sanctions (e.g., reduced grade, assignment redo, F in course).
- Both faculty and student sign the Academic Misconduct Process Form. By signing, the student waives the right to a hearing or appeal.

2.2. Formal Path: Investigation & Hearing

- Use if the student does not respond/meet, allegation is severe, or no agreement is reached.
- Submit the completed Academic Misconduct Process Form with all supporting documents (e.g., syllabus excerpt, assignment instructions, student work).
- OSA will schedule a hearing, determine responsibility, and assign sanctions.

3. Submit documentation to OSA

- Email the signed Academic Misconduct Process Form and supporting materials to studentaccountability@memphis.edu.
- If the case is unresolved at the end of the term, assign an "I" (Incomplete).

OSA Academic Misconduct Resources

- **OSA main homepage**: https://www.memphis.edu/osa
- **OSA website for Academic Misconduct:** https://www.memphis.edu/osa/faculty/academic_misconduct.php
- **Academic Misconduct Flowchart:** https://www.memphis.edu/osa/pdfs/academic_misconduct_flowchart.pdf
- **Academic Misconduct Process Form:** https://www.memphis.edu/osa/pdfs/academic_misconduct_form.pdf
- **Initial Academic Misconduct Notice to Student Template:** https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.memphis.edu%2Fosa%2Fdocs%2Finitial_academic_misconduct_notice_template.docx&wdOrigin=BROWSELINK

- **Student Code of Rights & Responsibilities:** https://www.memphis.edu/osa/students/code-of-rights.php
- **Contact OSA:**
    - Email: studentaccountability@memphis.edu
    - Phone: 901-678-2298

Preventing Academic Misconduct

Recommended Actions for Discouraging and Documenting Misconduct:

- Include a clear academic integrity statement in your syllabus, using sample language from OSA (see resources below).
- Explain expectations for collaboration and authorized resources in your syllabus and when assigning work.
- Include specific guidelines defining appropriate use of AI for your course.
- Discuss the university policy and reinforce the importance of academic integrity throughout the semester.
- Incorporate assessment design features (e.g., randomized questions, varied formats, regularly updated assessments) to make cheating more difficult.
- Explain to students how academic dishonesty can affect their university standing and future careers, using professional codes of ethics as examples.

Key Resources:

- **OSA Website for Faculty** – Policy guidance, process details, and sample syllabus statements https://www.memphis.edu/osa/faculty/index.php
- **OSA's Syllabi Statement Suggestions** – Ready-to-use language for your syllabus https://www.memphis.edu/osa/faculty/suggested-statements.php
- **OSA Website for Students** – Explains expectations and consequences directly to students https://www.memphis.edu/osa/students/index.php
- **Library Guide on Plagiarism and Academic Integrity** – Citation help, plagiarism prevention tools, and tutorials https://libguides.memphis.edu/academicintegrity
- **UM3D: Academic Integrity Strategies** – Practical strategies for designing assessments that promote integrity https://www.memphis.edu/um3d/resources/academic_integrity.php