

Academic Integrity FAQ for Advisers

The information below is designed to help advisers better understand academic integrity at Penn State. None of this information redefines or replaces college or university policies.

As mentioned in the [Parents and Families Guide](#), a student's success depends on “a deep commitment and clear sense of purpose, a desire to take responsibility and make good choices, and an openness to learn from mistakes and embrace new challenges. In the most fundamental ways, a student's success depends on the student. It comes from within.” The Guide also mentions that a student's success “depends on the support and encouragement of others” as we expect students to “become increasingly responsible for their actions,” including their academic actions, and to “take the lead in solving their own problems.”

This approach is reflected in our policies, including University Faculty Senate [policy 32-00 Advising Policy](#), which explains that advisers “advocate for students, as needed, but empower them to be self-directed learners,” University Faculty Senate [policy 32-30 Responsibilities of Advisers and Advisees](#), and academic administrative [policy B-3: Responsibilities of Advisers and Advisees](#).

We hope you will find this FAQ helpful for advising and guiding students. Feel free to direct advisees to the [Academic Integrity FAQ for Students](#), which is designed to empower students to take the lead when they have or are facing an academic integrity concern.

General Information

Question: What is ‘academic integrity’?

At Penn State, academic integrity is the pursuit of scholastic and academic work in an open, honest, and responsible manner. It includes a commitment to avoid intentional misrepresentation and deception, and Penn Staters are expected to act accordingly.

Question: What counts as an academic integrity violation?

At Penn State, an academic integrity violation is a breach or attempted breach of a course or assessment policy that affects the educator’s ability to evaluate a student’s genuine contributions to their work (e.g., no deception or misrepresentation). Academic integrity expectations vary by instructor. Often, instructors make their expectations known in the course syllabus, in assignment/assessment instructions, and in class discussions. Students need to be aware of the different expectations for each class, especially around the permitted/prohibited use of AI tools, and students need to follow the instructions for each assessment. Academic integrity violations can be unintentional – a failure to read or remember instructions will not excuse the misconduct. Students who miss a class discussion about an assessment/assignment should ask their educator about their expectations for the completion of that work.

You can find examples of common types of academic misconduct in [policy G-9](#).

Question: What is the academic integrity process? How does it work?

At Penn State, this is the process that educators are required to use when they believe that a student has violated academic integrity instructions.

It is also the process students use to appeal the allegations and/or the outcome proposed by the educator. You can find lots of information about that at <https://integrity.psu.edu/videos-for-university-community>. Briefly, when an educator submits an academic integrity claim, the student has five business days to log into [DAISY](#) to: accept responsibility for the violation and the academic outcome proposed by their educator OR to accept responsibility but challenge (appeal) the proposed outcome OR to challenge (appeal) both. Often, the deadline is extended during semester breaks.

If the student challenges (appeals) the allegations and/or the proposed outcome, a neutral Academic Integrity Committee determines if there is a violation and/or the appropriate outcome.

If the student accepts responsibility or an Academic integrity Committee determines that the student is in violation, then the violation goes on to The Office of Student Accountability and Conflict Response (more on this below).

Question: Are advisers notified when an academic integrity claim is submitted for an advisee?

No. Because advisers do not play a role in the processing of an academic integrity claim, they are not notified when an educator submits an allegation for a student.

Question: My advisee says that their educator punished them for an academic integrity violation without going through the academic integrity process. How should I respond?

Please direct your advisee to contact the educator's department head, Director of Academic Affairs, Chief Academic Officer, or Vice Chancellor, as appropriate for the campus. If your advisee is uncomfortable with that, please ask them to contact the [Academic Integrity Responsibilities Office \(AIRO\)](#).

Question: My advisee has asked for help with an academic integrity situation. What should I do?

Because of the evolving AI landscape, academic integrity information and policies are updated more frequently than they have been in the past. Please follow the steps below:

- If your advisee is concerned about a possible academic integrity violation, remind your advisee to check their '@psu.edu' email account. When an academic integrity claim is filed, the student is notified immediately. That notification includes information about deadlines and next steps. When the student logs in to the Digital Academic Integrity System ([DAISY](#)), they have an opportunity to learn about their rights and choices before they are asked to respond. If your advisee prefers, you may read through that information with them.
- If your advisee has a question, please point your advisee to our [Academic Integrity Resources for Students](#), which includes a [FAQ for Students](#).
- If your advisee still has a question, please direct them to their Academic Integrity Contact. Each college/campus/school has an Academic Integrity Contact. When the student logs into [DAISY](#), they can use the "Contacts" tab to find their contact's information.

Question: How should I document the conversation about an academic integrity violation in academic advising notes?

The student can disclose information about an academic integrity violation to their academic adviser, but details of the violation should not be included in academic advising notes. Per policy [AD11 University Policy on Confidentiality of Student Records](#), information about an academic integrity violation is kept to those who "need to know" to facilitate the academic integrity process and the student conduct process. Including information about an academic integrity violation in advising notes would make this information more readily available since advising notes are accessible to a wide group of faculty members and staff across the university. Instead, academic advisers can refer to an "academic concern" or a "grade dispute with the instructor" to provide context for subsequent academic discussions and decisions.

Question: I am advising a student who has a question. Who should the student contact?

Each college/campus/school has an Academic Integrity Contact. When the student logs into the [Digital Academic Integrity System \(DAISY\)](#), they can use the "Contacts" tab to find their contact's information.

If the student is a graduate student or an undergraduate student facing allegations for work in a graduate course, then the contact is the one listed for The Fox Graduate School.

If the undergraduate student took the course in question on the University Park campus, then the contact is the one listed for the college/program supervising that course.

If the undergraduate student took the course on another campus, then the contact is the one listed for that campus.

If the undergraduate student did the work online, then the student should ask their instructor.

When in doubt, your student can email the [Academic Integrity Responsibilities Office \(AIRO\)](#), who can help them find the correct person.

Question: I would like to know more to advise a student, can the Academic Integrity Contact answer my general questions about the academic integrity process?

Yes, but we hope you can find the information you need in this FAQ or on our [resources page](#).

Question: I would like to know more to advise a student, can the Academic Integrity Contact provide specific information about my advisee's academic integrity situation?

While the academic integrity situation is active, this is discouraged. As mentioned in the [Parents and Families Guide](#), we expect students to "become increasingly responsible for their actions," including their academic actions, and we expect students to "take the lead in solving their own problems." Per [policy G-9](#), which describes the academic integrity process, students may consult and seek support from others throughout the process, but students must speak for and represent themselves. The role of the adviser is to provide support and guidance, not to interfere with the process, which could have negative ramifications; however, the student you are advising is free to share information with you as they would like, including the information they receive during the academic integrity process. As with other University processes and policies, your role should be to help the student to make

sense of the situation and to help them develop a meaningful way to reflect on the experience as it relates to their growth as a student.

At the conclusion of the academic integrity process, academic advisers who would like specific information about an advisee's academic integrity situation may ask the advisee to [complete OSACR's disclosure consent form](#).

Question: I would like to know more to advise a student, can I reach out to the educator who filed the academic integrity claim to get information for my student?

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When an academic integrity claim is submitted

Question: How do students respond to an academic integrity allegation?

When an educator submits an academic integrity claim in the Digital Academic Integrity System (DAISY), DAISY sends instructions to the student's '@psu.edu' email account. That email message includes information about the student's next steps, which require the student to log in to [DAISY](#) to respond to the allegations. If the student has a limitation that prevents them from responding via computer interface, then the student should reach out to the [Academic Integrity Contact](#) for the college/campus supervising the allegedly affected work.

Question: How long does the student have to respond to an allegation?

When an educator submits the academic integrity claim, the student receives an email message with instructions. This email message is sent to their “.psu.edu” email account. The University expects students to check their '@psu.edu' email account regularly, so students have five (5) business days to respond. Students who need an extension should follow the instructions in that email message or reach out to their [Academic Integrity Contact](#).

On occasion and depending on how students have configured their email setup, academic integrity messages can end up in a junk/spam folder. Students should check that folder too.

Question: What should a student do if when have a legitimate reason for delay/travel and they need more than five (5) business days to respond to an allegation?

Students who need an extension should follow the instructions in the email message they receive when a claim is submitted and reach out to their [Academic Integrity Contact](#).

Question: My advisee is facing allegations in a class. Should my advisee continue with that class?

Yes! Unless the student is cleared of responsibility for the alleged violation, they will not be able to drop or withdraw from the class for academic reasons. For more information about this, see [Penn State policy G-9](#).

Question: My advisee did not talk with the educator before the educator filed an academic integrity claim. Is that a problem?

No. We'd like it if they would, but sometimes circumstances get in the way. The academic integrity process provides opportunities for students and their educators to share and respond to information shared by the other before any decisions are made.

Question: My advisee's educator keeps submitting academic integrity claims for my student. Why?

Per [Penn State policy G-9](#), educators are required to submit a claim whenever they believe there is a preponderance of evidence for an academic integrity violation.

Outcomes for Academic Integrity Violations

Question: Who determines the academic outcome(s) for an academic integrity violation?

When educators believe a student has violated, they propose an academic outcome or outcomes. When the student accepts the proposed outcome(s), the answer is "the student." When the student challenges (appeals) the proposed outcome(s), the answer is "The College/Campus/School's Academic Integrity Committee."

Question: What are the possible academic outcomes for an academic integrity violation?

Penn State publishes the sanctioning guidelines. According to the guidelines for [undergraduate students](#) who are in violation, common academic outcomes include a reduced grade on the affected work, a reduced course grade, or both. Sometimes, the student will have to redo the work for a reduced grade. Students with multiple violations put themselves at risk for a note on their transcript and/or removal from their major program.

According to the guidelines for [graduate students who are in violation](#) on milestone or benchmark assessments, the outcome may include failure without another opportunity to pass and/or the initiation of processes to remove the student from their program.

Question: Besides academic outcomes, are there other outcomes?

Students may not drop or withdraw from a class in which they have an academic integrity violation.

Undergraduate students who violate lose the opportunities to qualify for The Dean's List for the semester (see [Penn State policy G-6](#)) and to apply grade forgiveness to the affected course (see [Penn State policy H-2](#)).

If mentioned in the [University Bulletin](#), the undergraduate student's major/minor program may impose additional consequences. The Schreyer Honors College (SHC) may do so, too (<https://www.shc.psu.edu/academics/index.cfm>).

Graduate students may face additional and severe consequences from their program.

At the conclusion of the academic integrity process, the claim is referred to the [Office of Student Accountability and Conflict Response](#). That office may assign an educational intervention and/or administrative sanctions. Administrative sanctions may include a Formal Warning, Conduct Probation, Suspension, or Expulsion. More information is available on their [website](#).

Question: Does an academic integrity violation affect a student's academic/athletic scholarship?

Typically, the people who manage scholarships do not receive notifications about students who are in violation because most scholarships do not depend on the lack of an academic integrity violation. For those that do, the person managing the scholarship needs to contact the Office of Student Accountability and Conflict Response to learn about a student's violation history. To respond to requests, that office will follow [its policies](#) on disclosure.

Question: Does an academic integrity violation become part of a student's record?

Unless an Academic Integrity Committee assigns an academic transcript notation (an "XF" grade), the violation is not noted on the student's transcript. However, the Office of Student Accountability and Conflict Response does keep an internal record of a student's academic and non-academic violation history. For more information about that, see [Understanding Conduct Records](#).

Question: How does the university respond to students who violate more than once?

Colleges/campuses/schools and The Office of Student Accountability and Conflict Response work together to balance educational responses, fair opportunities for student success, and the reputation and value of academic programs. Often, this involves required educational interventions and outcomes that progressively limit the student's opportunities with the university. Students who violate egregiously or repeatedly put themselves at greater risk for separation from the university, and graduate programs may be intolerant of any academic misconduct.

Question: My advisee doesn't like the Academic Integrity Committee's decision. Can a student appeal an academic outcome?

Usually, no. The academic integrity process is the appeal process. However, if an Academic Integrity Committee wants to add a note to the student's transcript or remove an undergraduate student from a major/minor program, the student will have an opportunity to appeal that decision to an academic officer.

Confidentiality and Disclosure

Question: Will other Penn State people know if my advisee is responsible for an academic integrity violation?

The people responsible for carrying out the academic integrity process and the Office of Student Accountability and Conflict Response staff who respond to the violation will know. If your student is an undergraduate, their major/minor/honors program might be notified (for more information see policy [Penn State policy G-9](#)). If your student is a graduate student or facing allegations in a graduate school class, your student's graduate program will be notified (for more information see [policy GCAC-805](#)).

Question: Will the university disclose an academic integrity violation to an employer or to another organization?

You can find information about that on The Office of Student Accountability and Conflict Response's [Understanding Conduct Records](#) webpage (scroll down to the section titled 'Student Conduct Records').

Considerations for Those Advising Student Athletes

Question: Do athletics academic advisers have different academic-integrity related responsibilities?

Generally, no. From an advising perspective, the role involves answering students' questions, helping students understand how to take responsibility and accountability for their academic decisions, and providing supporting information when possible. However, advisers should also consider the information about their role in [Understanding NCAA Academic Integrity Rules](#).

Question: Will an academic integrity violation affect an advisee's athletics participation and eligibility?

If the student fails to contest, accepts responsibility for the alleged misconduct, or is found to be in violation by an Academic Integrity Committee, then the academic outcome may affect the student's course grade/academic standing, which could indirectly impact eligibility. Also, if the student has accumulated violations (academic and/or non-academic) the Office of Student Accountability and Conflict Response may determine an administrative outcome that impacts participation and eligibility.

For additional information about the potential impact of an academic integrity violation on a student's athletics participation and eligibility, see [Understanding NCAA Academic Integrity Rules](#).

Additional Information

Question: Are there other academic integrity resources?

Yes. You can find additional resources on our [Academic Integrity Resources](#) webpage.