NOTICE: PROPOSED AMENDED REGULATION

DATE: November 4, 2014

| Regulation No: USF 3.027 | Academic Integrity of Students |

Summary:

Florida Board of Governors Regulation 1.001 provides that “Each board of trustees is authorized to promulgate university regulations in accordance with the Regulation Development Procedure adopted by the Board of Governors,” (7-21-05). Such regulations must be consistent with law, and the regulations and strategic plan of the Board of Governors. The Regulation Development Procedure requires that the University Board of Trustees periodically review existing regulations to ensure they are current and consistent.

To continue education and compliance with the Academic Integrity expectations at USF, Regulation 3.027 is being amended to reflect updates in definition and process.

The amendment of Regulation 3.027 has been approved by ACE Advisory Council.

AUTHORITY TO ADOPT/AMEND/REPEAL REGULATION(S): Art. IX, Sec. 7, Fla. Constitution, BOG Regulation 1.001.

UNIVERSITY OFFICIAL INITIATING PROPOSED AMENDMENT OF REGULATION(S): Ralph Wilcox, Provost and Executive Vice President

WRITTEN COMMENTS CONCERNING THIS PROPOSED REGULATION MAY BE SUBMITTED WITHIN 14 DAYS AFTER THE POSTING DATE OF THIS NOTICE TO:

Lauren Hartmann, Legal Administrative Specialist
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University of South Florida System
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End of Summary

Full text of the proposed amended Regulation follows.
I. PURPOSE & INTENT

1. Academic integrity is the foundation of the University of South Florida System’s (USF System) commitment to the academic honesty and personal integrity of its university community. Academic integrity is grounded in certain fundamental values, which include honesty, respect and fairness. Broadly defined, academic honesty is the completion of all academic endeavors and claims of scholarly knowledge as representative of one’s own efforts. Knowledge and maintenance of the academic standards of honesty and integrity as set forth by the university are the responsibility of the entire academic community, including the instructional faculty, staff and students. The final decision on an academic integrity violation and related academic sanction at any USF System member institution shall affect and be applied to the academic status of the student throughout the USF System, unless otherwise determined by the independently accredited institution.

2. General Policies: The following policies and procedures apply to all students, instructional faculty and staff who participate in administration of academic classes, programs and research at the University of South Florida. This regulation allows the student continued rights of due process under the academic grievance procedures based upon the preponderance of the evidence. The policies described below are the only policies and procedures that govern violations of academic integrity at the University and supersede any previous policies or regulations.

II. STATEMENT OF REGULATION

This Regulation asserts fairness in that it requires notice to any student accused of a violation of academic integrity and provides a directive for discussion between the instructor and student to seek a fair and equitable resolution. If a fair resolution is not accomplished in this discussion, this Regulation allows the student continued rights of due process under the academic grievance procedures based upon the preponderance of the evidence. The policies described below are the only policies and procedures that govern violations of academic integrity at the University and supersede any previous policies or regulations.

3. Violations of Academic Integrity: As this Regulation contemplates several levels of administrative or academic review, students are advised to direct emails only to the single designated office identified as responsible for the current level of review. Student’s failure to adhere to this directive or ignoring specific directives provided by an administrator such as the emailing all levels of administration, multiple parties not directly involved, or tangentially involved offices may be interpreted as a waiver of the review/appeal process and a failure to follow university directives.
As the university has both Offices of Undergraduate and Graduate Behaviors that violate Studies with different standards for academic integrity are listed, it is important to reference Section V(D).

III. APPLICABILITY & AUTHORITY

The following Regulation applies to all students, instructional faculty and staff who participate in administration of academic classes, programs and research at the USF System. The processes outlined in this Regulation are meant to govern all colleges exclusive of the MD and DPT programs within the College of Medicine and the College of Pharmacy to the extent that they maintain procedures and processes for issues regarding academic integrity and/or professionalism. This process includes mechanisms for referrals outside of the Academic process to both the Office of Student Rights and Responsibilities (OSRR) and the Office of Research, Integrity and Compliance (ORIC). Each of the offices has the authority to impose independent sanctions on the student that may be additional, less severe or more severe than the academic sanctions. The student will be subject to each sanction concurrently and/or consecutively and must comply with the full terms of each.

IV. DEFINITION OF TERMS

A. Notice shall be considered final upon email to a student’s official USF email address. Additional notice may be sent at the discretion of the parties.

B. Academic Officer (“AO”) shall mean the head of the academic unit such as the Dean of a college or the Vice President of the academic subject area depending on the organizational structure of the USF institution.

C. Dean shall mean a College Dean, or where applicable the Dean of Undergraduate Studies, Dean of Graduate Studies, or the Chief Academic Officer (for those Institutions that do not have a Dean of Undergraduate or Graduate Studies) or the equivalent as indicated – or in all cases a “Dean’s designees” appointed to handle academic grievances for the unit.

D. Head of Instructional Unit shall mean the head of the academic unit in which the instructor is employed or the course is taught. This term may refer to the Chair of a Department, Director of a School, or other similar titles (including Dean) depending on the organizational structure of the USF Institution.

E. Academic Dishonesty is the term used to define the violation of the Academic Integrity Regulation.

F. Violations of Academic Integrity: The behaviors described below are not intended to be all inclusive, considered violations of the academic standards for both Undergraduate and Graduate students. The academic sanctions for Graduate students may be more severe.
(a) Cheating

Definition:

1. Cheating is using or attempting to use materials, information, notes, study aids, or other assistance in any type of examination or evaluation which have not been authorized by the instructor.

Clarification:

1-a) Students completing any type of examination or evaluation are prohibited from looking at or transmitting materials to another student (including electronic reproductions and transmissions) and from using external aids of any sort (e.g. books, notes, calculators, photographic images or conversation with others) unless the instructor has indicated specifically in advance that this will be allowed.

2-b) Students may not take examinations or evaluations in the place of other persons. Students may not allow other persons to take examinations or evaluations in their places.

3-c) Students may not acquire unauthorized information about an examination or evaluation and may not use any such information improperly acquired by others.

4-d) Instructors, programs and departments may establish, with the approval of the colleges, additional rules for exam environments and behavior. Such rules must be announced in advance in a course syllabus or other advance written notice to students.

(b) Plagiarism

Definition:

2. Plagiarism is intentionally or carelessly presenting the work of another as one’s own. It includes submitting an assignment purporting to be the student’s original work which has wholly or in part been created by another person. It also includes the presentation of the work, ideas, representations, or words of another person without customary and proper acknowledgement of sources. Students must consult with their instructors for clarification in any situation in which the need for documentation is an issue, and will have plagiarized in any situation in which their work is not properly documented.

Clarification:

4-a) Every direct quotation must be identified by quotation marks or appropriate indentation and must be properly acknowledged by parenthetical citation in the text or in a footnote or endnote.
When material from another source is paraphrased or summarized in whole or in part in one’s own words, that source must be acknowledged in a footnote or endnote, or by parenthetical citation in the text.

Information gained in reading or research that is not common professional knowledge must be acknowledged in a parenthetical citation in the text or in a footnote or endnote.

This prohibition includes, but is not limited to, the use of papers, reports, projects, and other such materials prepared by someone else.

**Fabrication, Forgery and Obstruction**

**Definitions:**

**Fabrication** is the use of invented, counterfeited, altered or forged information in assignments of any type including those activities done in conjunction with academic courses that require students to be involved in out-of-classroom experiences.

** Forgery** is the imitating or counterfeiting of images, documents, signatures, and the like.

**Obstruction** is any behavior that limits the academic opportunities of other students by improperly impeding their work or their access to educational resources.

**Clarification:**

1. Fabricated or forged information may not be used in any laboratory experiment, report of research, or academic exercise. Invention for artistic purposes is legitimate under circumstances explicitly authorized by an instructor.

2. Students may not furnish to instructors fabricated or forged explanations of absences or of other aspects of their performance and behavior.

3. Students may not furnish, or attempt to furnish, fabricated, forged or misleading information to university officials on university records, or on records of agencies in which students are fulfilling academic assignments.

4. Students may not steal, change, or destroy another student’s work. Students may not impede the work of others by the theft, defacement, mutilation or obstruction of resources so as to deprive others of their use.

5. Obstruction does not include the content of statements or arguments that are germane to a class or other educational activity.
(d) 4. Multiple Submissions

Definition: is
Multiple submissions are the submissions of presenting or turning in the same or substantially the same work for credit in two or more courses. Multiple submissions shall include the use of any prior academic effort previously submitted for academic credit at this or a different institution. Multiple submissions shall not include those situations where the prior written approval by the instructor in the current course is given to the student to use a prior academic work or endeavor.

Clarification:

1. a) Students may not normally submit any academic assignment, work, or endeavor in more than one course for academic credit of any sort. This will apply to submissions of the same or substantially the same work in the same semester or in different semesters.

2. b) Students may not normally submit the same or substantially the same work in two different classes for academic credit even if the work is being graded on different bases in the separate courses (e.g. graded for research effort and content versus grammar and spelling).

3. c) Students may resubmit a prior academic endeavor if there is substantial new work, research, or other appropriate additional effort. The student shall disclose the use of the prior work to the instructor and receive the instructor's permission to use it PRIOR to the submission of the current endeavor.

4. d) Students may submit the same or substantially the same work in two or more courses with the prior written permission of all faculty involved. Instructors will specify the expected academic effort applicable to their courses and the overall endeavor shall reflect the same or additional academic effort as if separate assignments were submitted in each course. Failure by the student to obtain the written permission of each instructor shall be considered a multiple submission.

(e) 5. Complicity

Definition:

Complicity is assisting or attempting to assist another person in any act of academic dishonesty. A student will be considered to be complicit if the student is aware of an academic integrity violation, is able to report and fails to do so. In addition:

Clarification:

1. a) Students may not allow other students to copy from their papers during any type of examination.
Students may not assist other students in acts of academic dishonesty by providing material of any kind that one may have reason to believe will be misrepresented to an instructor or other University official.

Students may not provide substantive information about test questions or the material to be tested before a scheduled examination unless they have been specifically authorized to do so by the course instructor. This does not apply to examinations that have been administered and returned to students in previous semesters.

Students may not have a substitute take an examination or take an examination for someone else.

(f) Misconduct in Research and Creative Endeavors

Definition:

Misconduct in research is a serious deviation from the accepted academic and professional practices within a discipline or from the policies of the University in carrying out, reporting, or exhibiting the results of research or in publishing, exhibiting, or performing creative endeavors. It includes the Research Misconduct means fabrication or falsification of data, or plagiarism, and scientific in proposing, performing, or creative misrepresentation reviewing research, or in reporting research results. It does not include honest error or honest disagreement about the interpretation of data differences in opinion. In addition to the academic sanctions in this Regulation misconduct in research is also subject to USF System Policy 0-301, procedures and any sanctions contained therein.

Clarification:

1. Students may not invent or counterfeit information.

2. Students may not report results dishonestly, whether by altering data, by improperly revising data, by selective reporting or analysis of data, or by being grossly negligent in the collecting or analysis of data.

3. Students may not represent another person’s ideas, writing or data as their own.

4. Students may not appropriate or release the ideas or data of others when such data have been shared in the expectation of confidentiality.

5. Students may not publish, exhibit, or perform work in circumstances that will mislead others. They may not misrepresent the nature of the material or its originality, and they may not add or delete the names of authors without permission.
6. Students must adhere to all federal, state, municipal, and University regulations or policies for the protection of human and other animal subjects.

7. Students may not conceal or otherwise fail to report any misconduct involving research, professional conduct, or artistic performance of which they have knowledge.

8. Students must abide by the university’s policies on Misconduct in Research where applicable, which can be found in the university’s policies and Procedures Manual at the General Counsel’s Regulations and Policies website.

(g) 7. Computer Misuse

Definition:

Misuse of computers includes unethical or illegal use of the computers of any person, institution or agency in which students are performing part of their academic program.

Clarification:

1. Students may not use the university computer system in support of any act of plagiarism.

2. Students may not monitor or tamper with another person’s electronic communications.

(h) 8. Misuse of Intellectual Property

Definition:

Misuse of intellectual property is the illegal use of copyright materials, trademarks, trade secrets or intellectual properties.

Clarification:

Students may violate State or Federal laws with regard to Intellectual Property is conduct that violates and does not violate state or federal laws concerning the fair use of copies.

Note: Unauthorized selling or distribution of any USF System material (including instructor course notes) is a violation of the Student Code of Conduct. Sharing personal notes with an individual classmate who occasionally misses class because of illness or other reason is allowed.

(4) —

V. SEVERITY OF CONDUCT DETERMINATIONS & ACADEMIC SANCTIONS


A. General Guidelines:

Violations and Sanctions for Undergraduate Students:

1. Violations for USF System Undergraduate students are classified into four (4) levels according to the nature of the infraction. For each level of violation a corresponding set of academic sanctions is recommended, however, specific academic programs may include additional and different academic sanctions. These academic sanctions are intended as general guidelines for the academic community with examples cited below for each level of violation. These examples are not to be considered all-inclusive.

2. Violations for It is recommended that USF System Graduate students are not classified into levels as the instructor forward a concise written statement describing determines the academic dishonesty severity of the violation, the grade and recommends any more severe academic sanction.

3. Multiple Violations:

a) Graduate Studies:

Graduate students who are assigned an incident with its particulars “FF” grade will be academically dismissed from the university and will not be eligible to apply to any Graduate program at USF. Graduate Studies may have additional guidelines and protocols available online or in the Graduate Studies catalog.

b) Undergraduate Studies:

i. For the first “FF” recorded in an Undergraduate student’s academic record, the student will receive a letter from the Dean of Undergraduate Studies or the Chief Academic Officer informing him or her of being placed on “Academic Dishonesty Warning” for the remainder of enrollment at USF and of appeal rights for the “FF” grade. The student may also be suspended for one (1) full semester, depending upon the level of violation.

ii. For the second “FF” recorded, the Undergraduate Student will be suspended for one (1) full semester and readmitted only after writing a clear statement indicating remorse, understanding of the seriousness of the offense, and understanding of the importance of integrity in all areas, including academic work. A letter informing him or her of this action and appeal rights will be sent from the Dean of Undergraduate Studies, Dean’s Office

iii. The Undergraduate Student may be permanently dismissed from the university for violations in Levels Two through Four. These records will be maintained until graduation or until they are of no further administrative value. This will enable better handling of multiple of academic integrity with notice of that dismissal as a part of the formal record and transcript.
iv. The maximum penalty for receipt of any “FF” grade may be permanent dismissal from the university for violations of academic integrity and with a notice of that dismissal as a part of the student’s formal record and transcript.

B. Severity of Academic Integrity for Undergraduate Students: For Undergraduate Students the severity of conduct is divided into levels with specific academic related sanctions. For Graduate Studies, the instructor determines severity and academic sanctions as provided in Section V(D) below.

(a) 1. Level One Violations

a) CONDUCT:

Level One violations may occur because of inexperience or lack of knowledge of principles of academic integrity on the part of persons committing the violation. These violations address incidents when intent is questionable and are likely to involve a small fraction of the total course work, are not extensive, and/or occur on a minor assignment. The following are examples:

1-i. Working with another student on a laboratory or other homework assignment when such work is prohibited. (This level is appropriate if the instructor determines it’s a minor infraction).

2-ii. Failure to footnote or give proper acknowledgment in an extremely limited section of an assignment.

Recommended sanctions for Level One violations are listed below:

b) ACADEMIC SANCTIONS:

i. Reduction or no credit given for the original assignment.

ii. An assigned paper or research project on a relevant topic.

iii. A make-up assignment at a more difficult level than the original assignment.

iv. Required attendance in a non-credit workshop or seminar on ethics or related subjects.

(b) 2. Level Two Violations

a) CONDUCT:

Level Two violations are characterized by dishonesty of a more serious character or that which affects a more significant aspect or portion of the course work. The following are examples:
1. Working with another student on a laboratory or other homework assignment when such work is prohibited (This level is appropriate if the instructor determines it's a more serious infraction).

2. Quoting directly or paraphrasing, to a moderate extent, without acknowledging the source.

3. Submitting the same work or major portions thereof to satisfy the requirements of more than one course without permission from the instructor.

4. Using data or interpretative material for a laboratory report without acknowledging the sources or the collaborators. All contributors to preparation of data and/or to writing the report must be named.

5. Receiving assistance from others, such as research, statistical, computer programming, or field data collection help that constitutes an essential element in the undertaking without acknowledging such assistance in a paper, examination or project.

Recommended sanctions for Level Two violations are listed below:

b) ACADEMIC SANCTIONS:

- Failing grade for the assignment involved with the grade in the course determined in the normal manner.

- Failing grade for the course, which may be an “F” or “FF” on the internal transcript.

(c) Level Three Violations

a) CONDUCT:

Level Three is characterized by violations that go beyond Level One or Two violations and that affect a major or essential portion of work done to meet course requirements, or involve premeditation, or are preceded by and demonstrates repetition including one or more violations at Levels One and/or Two. Examples include:

- Copying on examinations.
2.ii. Plagiarizing major portions of a written assignment.
3.iii. Acting to facilitate copying during an exam.
4.iv. Using prohibited materials, e.g. books, notes, e-flascards or __________ calculators during an examination.
5.v. Collaborating before an exam to develop methods of exchanging __________ information and implementation thereof.
6.vi. Altering examinations for the purposes of regrading.
7.vii. Acquiring or distributing an examination from unauthorized sources __________ prior to the examination.
8.viii. Presenting the work of another as one's own.
9.ix. Using purchased term paper or other materials: __________ even if the source is cited.
10.x. Removing posted or reserved material, or preventing other students __________ from having access to it.
11.xi. Fabricating data by inventing or deliberately altering material (this __________ includes citing "sources" that are not, in fact, sources.
12.xii. Using unethical or improper means of acquiring data.

Recommended sanctions for Level Three violations are listed below:

b) ACADEMIC SANCTIONS*:

i. Failing grade for the course with a designation of “FF” on student’s internal __________ transcript.
ii. Possible suspension from the university for one (1) semester.

4. Level Four Violations*

Level Four violations represent the most serious breaches of intellectual honesty:

a) Examples of Level Four violations include CONDUCT:

i. All academic infractions committed after return from suspension for a __________ previous academic honesty violation.
ii. Infractions of academic honesty in ways similar to criminal activity (such __________ as forging a grade form, stealing an examination from a professor or from
Having a substitute take an examination or taking an examination for someone else.

Fabrication of evidence, falsification of data, quoting directly or paraphrasing without acknowledging the source, and/or presenting the ideas of another as one's own in a senior thesis, within a master's thesis or doctoral dissertation, in scholarly articles submitted to refereed journals, or in other work represented as one's own as a graduate student.

Sabotaging another student's work through actions designed to prevent the student from successfully completing an assignment.

Willful violation of a canon of the ethical code of the profession for which a student is preparing.

Recommended sanctions for Level Four violations are listed below:

b) ACADEMIC SANCTIONS:

i. The typical sanction for all Level Four violations is permanent academic dismissal from the university with the designation of "Dismissed for Academic Dishonesty" to be placed permanently on a student's external transcript.

(a) Grade Assignment

An "FF" grade assigned to indicate academic dishonesty is reflected only on internal records and prevents the student from repeating the course using the Grade Forgiveness Policy. Students with any "FF" grade on record will not be eligible for honors at graduation.

If a student who has been accused of academic dishonesty drops the course, the student's registration in the course will be reinstated until the issue is resolved.

Any assigned grade may be changed to an "FF", "F", or other grade depending on the instructor's decision or the ultimate resolution of an academic grievance procedure. This includes any
instance of academic dishonesty that is not detected by the instructor until after the student has dropped or completed the course.

4. Notification to the student of the “FF” or “F” grade and the option of appeal concerning the alleged academic dishonesty shall be the responsibility of the instructor and/or department chair (See Student Academic Grievance Procedures).

5. Notice that a student has been dismissed for reasons of academic dishonesty will be reflected on the student’s transcript with the formal notation: Dismissed for Academic Dishonesty.

6. More serious violations of academic integrity may be referred to the Office of Students Rights and Responsibilities as a student conduct violation.

(b) Multiple Violations:

1. For the first “FF” recorded in an undergraduate student’s USF academic record, the student will receive a letter from the Dean of Undergraduate Studies informing him or her of being placed on “Academic Dishonesty Warning” for the remainder of enrollment at USF and of appeal rights for the “FF” grade.

2. For the second “FF” recorded, the undergraduate student will be suspended for one full semester and readmitted only after writing a clear statement indicating remorse, understanding of the seriousness of the offense, and understanding of the importance of integrity in all areas, including academic work. A letter informing him or her of this action and appeal rights will be sent from the Dean of Undergraduate Studies.

3. For the third “FF” recorded, the undergraduate student will be permanently dismissed from the University for violations of academic integrity and with notice of that dismissal as a part of the formal record and transcript. The maximum penalty for receipt of any “FF” grade may be permanent dismissal from the University for violations of academic integrity and with a notice of that dismissal as a part of the student's formal record and transcript.

(6) Violations and Sanctions

C. Centralized Reporting:

1.* In all Level 3 or Level 4 violations, the instructor must send a concise written statement including details of the date, time, and incident particulars (the “Report”) to the head of the instructional unit to consider additional academic sanctions above the grade assignment.
2. In Level 2, 3 and 4 violations, the instructor should contact the Dean of Undergraduate Studies or the Chief Academic Officer at their institution to determine if there is an office designated to track academic integrity violations/violators (Referred to as an “AIO”). If the institution has an AIO, the instructor must send a copy of the Report to the institution’s AIO. The AIO will have exclusive access to the Reports and will only share the Reports to instructors or academic advisors in the event of multiple Reports regarding a single student. This will enable appropriate handling of multiple violations.

3. As member institutions may not have a Dean of Undergraduate Studies they may establish internal protocols for centralized reporting by an internal procedure or Policy.

D. Severity of Academic Integrity for Graduate Students

The Graduate School holds academic integrity in the highest regard. Graduate students are responsible for being aware of and complying with University Regulations and Policies and must conduct themselves accordingly. Sanctions for Academic Dishonesty

1. The Office of Graduate Studies has no levels of severity as any violation may result in immediate dismissal. Students will be held to the standards provided for Graduate Studies if those students are admitted to a Graduate degree program or Graduate certificate or any student taking Graduate level courses. The instructor will determine the severity of the offense and the appropriate grade. Any student in a Graduate Studies course who receives an “FF” grade is subject to immediate dismissal and or expulsion. The grade assignments and additional academic sanctions will depend on the seriousness of the offense and may range from the receipt of:

   a) An “F” or “Zero” grade on the subject paper, lab report, etc.
   b) An “F” in the course or activity in which credit may be earned.
   c) An “FF” in the course (leading to expulsion from the university).
   d) Academic Dismissal for any violations of academic dishonesty Regulations or Policies.
   e) Possible revocation of the degree or Graduate Certificate following a thorough investigation.

E. “FF” Grade Guidelines:

1. Graduate students who are assigned an “FF” grade will be academically dismissed from the University and will not be eligible to apply to any graduate program at USF. Procedures regarding Academic Dishonesty and Academic Dismissal may be found on the Graduate School website.

(7) Additional Graduate Guidelines for Academic Dishonesty.
Instructors may assign an “FF” grade in specific circumstances. An “FF” grade is noted on the students USF record, indicates academic dishonesty and is only reflected on internal records. Any Undergraduate Student who receives an “FF” grade in a course is restricted from repeating the course using the Grade Forgiveness Policy. For Graduate Students, an “FF” grade will lead to permanent dismissal from the university (in cases of permanent dismissal from the university a notation may be added to the official USF transcript).

If a graduate student who has been accused of academic dishonesty drops the course, the student’s registration in the course will be reinstated until the issue is resolved.

Any assigned final course grade may be changed to an “FF”, “F”, or other grade depending on the instructor’s decision or the ultimate resolution of an academic grievance procedure, the Academic Integrity Review Process. This includes any instance of academic dishonesty determination of a violation of the Academic Integrity Regulation that is not detected until after the student has dropped or completed the course or during or after the Academic Integrity Review Process. The actual steps for imposing the “FF” grade (which is an internal USF System designation) shall be established by each institutions Registrar or Chief Academic Officer.

Notification to the graduate student of the “FF” grade and the option of appeal concerning the alleged academic dishonesty and academic dismissal remains with the instructor and/or department chair (See Student Academic Grievance Procedures).

PROCESS STEPS:

1. The instructor identifies or learns of an academic integrity violation.

2. The instructor identifies the severity level of the violation (see Section V(B)).

3. The instructor determines the appropriate grade assignment guidelines (included in Section V) and identifies any additional academic sanctions that may be recommended to the head of the instructional unit.

4. The instructor advises the student of the grade determination and recommended academic sanctions (if applicable) either in person or by email including a set date for the instructor to meet to discuss the determination (within ten (10) days of determination of the grade if possible).

5. Final Notice of Academic Sanction by the Instructor: Within ten (10) days of meeting with the student, if the instructor determines there is a grade sanction only and no recommended additional academic sanctions, the instructor may
immediately assign the grade sanction and email the student notice of this final grade sanction. If the instructor does recommend additional academic sanctions, the instructor will assign the grade sanction and advise the student and head of the instructional unit of those recommended additional academic sanctions considered to be appropriate to the violation (Level 3 or 4 violations will include additional academic sanctions) and the process continues as detailed below.

6. Final Notice of Academic Sanction by the Head of the Instructional Unit:

   (a) Undergraduate Students: Within ten (10) days of receipt of the recommendation from the instructor, the head of the instructional unit will determine any additional academic sanctions and notify the student by email.

   (b) Graduate Students: Graduate Studies has an internal document which processes the request for academic sanctions up to and including dismissal and the Dean of Graduate Studies provides notice to the student.

7. Reports to a designated centralized office:

   The instructor or the head of the instructional unit may make a referral to an internal university office responsible for tracking academic integrity violations/violators if one has been designated as detailed in Section V (C).

8. The transcript of a student that has been dismissed for reasons of academic dishonesty will have this reflected on the student’s transcript with the include a formal notation: Dismissed for Academic Dishonesty.

5. More serious violations of academic integrity may be referred to the Office of Students Rights and Responsibilities as a student conduct violation.

(8) Appeals: Undergraduate and Graduate

Once the initial violation of the academic integrity regulation has been documented and fairly discussed by the student and the instructor, the student may appeal the instructor’s decision that a violation has occurred. At that point the student will follow the procedures outlined in the University of South Florida’s student Academic Grievance Procedure Policy. For academic integrity violations that are reviewed at the department and college levels, the respective committees will consider all evidence available to determine if the instructor’s decision was correct. The student’s ability to proceed within an academic program while an Academic Grievance is in process will be determined by the individual academic program chair/director.

9. If a student files an appeal (Section VII below), the final notice will not be imposed or noted until after the appeal process is complete unless the Academic Officer feels immediate action is necessary.
10. Referral to OSRR & ORIC: The Academic Integrity sanction is the sole responsibility of the Academic Officers. However, if the instructor or head of the instructional unit determines the conduct rises to a violation of the Student Conduct Code or the expectations and standards of the Office of Research, Integrity and Compliance (ORIC), the instructor, or head of the instructional unit may make a referral to the Office of Student Rights and Responsibilities (OSRR) or the ORIC. That referral may be at any time. However, the referral should include the pending or final academic sanction to ensure any additional sanction or concurrent sanction is noted. As per Section III, Applicability & Authority, the student will be responsible for compliance with all sanctions including possible restrictions from campus or further enrollment.

VII. ACADEMIC INTEGRITY APPEAL:

The student may appeal after notice of the final academic sanction(s) which is either: (1) the instructor’s grade determination; or (2) if there are additional academic sanctions, after those additional academic sanctions are reviewed and determined by the head of the instructional unit. The student may remain enrolled in their academic program until the conclusion of the appeal process unless the AO determines that the student may not remain enrolled and advises the student in writing accordingly. Unless an Institution or College has established and referenced an alternative academic integrity or professional standards process, the appeal process steps for academic integrity issues are:

1. After notice of the academic sanction, the student may send a written request to the AO copying the instructor by email within five (5) days of the grade determination or final academic sanction. If it is unclear who the designated AO should be the student may ask the instructor to identify the appropriate AO. The student’s written email request must be a written concise statement of the student’s position. This statement should include why the student feels the determination by the instructor and/or head of the instructional unit was not correct and any documentation that supports the student’s position.

2. Upon receipt of the email appeal, the AO will appoint an Academic Integrity Review Board (AIRB) composed of three (3) students and two (2) instructors or administrators (or at the AO’s discretion the committee may have just three members with two (2) students and one (1) instructor or administrator).

3. Selection of AIRB members: Although the AO may select any students to serve on the AIRB, if the university system member establishes a Student Academic Integrity Committee (SAIC) at that institution, the AO should (a) identify if SAIC members are available to serve and (b) if SAIC members are available, the AO shall select the student board members from the SAIC to serve on the AIRB at that
institution. The students serving on the AIRB do not need to be from the College in which the appeal was filed. However, when possible Undergraduate students should serve on AIRB for Undergraduate student appeals, Graduate students for Graduate student appeals, clinical students for clinical student appeals, and medical students for medical student appeals.

4. The AIRB will meet within three (3) weeks from the time the Academic Officer (AO) receives the student’s written appeal. The AO will advise the student by email of the date, time and place of the AIRB review. If the student or instructor has a justifiable conflict, the student or instructor may make one written request to reschedule the review emailed to the Academic Officer with the reason for the request, noting any known foreseeable conflicts into the next three (3) weeks. The one-time extension may be granted at the discretion of the AO. (The timelines provided in this Regulation may be extended at the Academic Officer’s discretion with written notice to the student and instructor).

5. At the Review, the student and instructor will each be afforded an opportunity to present their position with reasonable time limits not to exceed fifteen (15) minutes per person.

6. The student may bring one (1) person to serve as an advisor; however that person may not act as a legal representative, argue, present, or participate in any active way in the review, including through communications by verbal, written or electronic promptings with the student.

7. Each party may be present during the other’s position statement. Neither party may ask questions of the other, argue, or respond to the other’s statement. The AIRB may question both parties at any time during the proceedings.

8. The AIRB will deliberate in private and render a decision within three (3) weeks of the AIRB review and offer its determination as a recommendation to the College Dean (or equivalent depending on the organizational structure of the USF institution) with copy to the student by email. The student and instructor’s concise written statements will be included with the AIRB’s recommendation. The College Dean (or equivalent) will have three (3) weeks to accept or not accept the determination of the AIRB. (a) If the College Dean accepts the determination of the AIRB, that is a final university decision and there is no further review available at the university. (b) If the College Dean does not accept the determination of the AIRB, the Dean must refer the matter to the university level (Deans of UGS/OGS for Undergraduate and Graduate reviews, respectively or the Chief Academic Officer (See Section IV(C)). The University Level will (a) have three (3) weeks to make a final determination (b)
request to review any information necessary or may limit the review to the initial
statements provided by the student and instructor upon initiation of the Academic
Integrity Appeal Review and the College Dean Statement (c) issue a determination
that will be a final university decision in writing by email to the student, instructor and
the Dean of the College.

9. In the event the determination and final university decision is an “FF” grade with
Academic Dishonesty noted and/or a related dismissal from the College or
University, the student may appeal that final university decision within thirty (30) days
to the Circuit Court by way of Writ of Certiori.

Authority: Art. IX, Sec. 7, Fla. Const.; FL Board of Governors Regulation 1.001(4)(a);
§1006.60(4)FS. History–New 12-11-08.