

## THE FLORIDA POLYTECHNIC UNIVERSITY BOARD OF TRUSTEES

### FPU-5.005 Academic Integrity.

#### PART I. INSTITUTION-WIDE

- (1) Statement on Academic Integrity.** As an academic community, the fundamental purpose of Florida Polytechnic University is the pursuit of knowledge.

Academic dishonesty is a corrosive force in the academic life and reputation of a university; it jeopardizes the quality of education and depreciates the genuine achievements of others.

All members of the University community share the responsibility to actively deter academic dishonesty and make known acts of apparent academic dishonesty. Apathy or acquiescence in the presence of academic dishonesty constitutes collusion to commit the act.

Any University community member (faculty, staff, students) who has witnessed an apparent act of academic dishonesty or has information that reasonably leads to the conclusion that such an act has occurred or has been attempted has the responsibility to report the matter to the appropriate authority (instructor or supervisor). The authority must pursue any reasonable allegation and take action where appropriate.

*This regulation supersedes all current policies, regulations, and processes related to Academic Integrity.*

- (2) Roles & Functions.** In order to execute this regulation, the following roles and functions are defined:

- (a) Provost. This regulation is executed under the authority of the Executive Vice President and Provost who may formally delegate specific responsibilities to other individuals to execute or further delegate:
- (b) Other Vice Presidents: to address alleged violations among staff reporting in their respective areas.
- (c) The Vice Provost of Student Affairs (VPSA): to execute the process as it applies to students. The VPSA may further formally delegate specific responsibilities to other individuals.
- (d) Academic Integrity Hearing Panel (AIHP) consists of one academic chair, at least two full-time faculty, and two student representatives to hear formal cases pertaining to alleged student violations.
- (e) The Vice Provost of Academic Affairs (VPAA) serves as a neutral hearing officer to regulate the hearing panel proceedings and sets the rules regarding evidence, witnesses, and procedure, applying rules and standards equitably.
- (f) Academic Integrity Manager (Manager): A staff member formally designated by the Provost who will facilitate intake of forms, communications, and adherence to policy and process as they pertain to alleged student violations.

- (g) **Human Resources:** In cases pertaining to employees, regardless of rank or status, Human Resources will serve in a managing capacity.
- (h) **Days:** For purposes of this policy, days is intended to mean business days (exclusive of weekends and University holidays).

**(3) Examples of Academic Integrity Violations.** Behaviors of academic dishonesty in violation of this regulation are listed in the Student Handbook. Academic integrity violations include, but are not limited to:

- (a) **Cheating.** Intentionally using or attempting to use unauthorized materials, information, or study aids in any type of academic exercise.
- (b) **Plagiarism.** Appropriation of another person's ideas, processes, results, or words without giving appropriate credit in any academic exercise.
- (c) **Fabrication.** Making up data or results and recording or reporting them in an academic exercise.
- (d) **Multiple Submission.** Submission of the same or substantially the same work for credit in two or more courses. Multiple submissions shall not include those situations where the instructor gives the student prior written approval to use such prior academic work or endeavor.
- (e) **Facilitating Academic Dishonesty.** Intentionally or knowingly assisting or attempting to assist another in violating any provision of this regulation.
- (f) **Misconduct in Research and Creative Endeavors.** Serious deviation from the accepted 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 does not include honest error or honest disagreement about the interpretation of data. (Faculty and Staff will refer to FPU-12.0013AP Research Misconduct, which covers this type of violation. In general, student infractions in research will be processed under this policy.)
- (g) **Misuse of Intellectual Property.** Illegal use of copyright materials, trademarks, trade secrets, or intellectual properties.
- (h) **Excessive Collaboration.** Partnering on individual assignments in such a way that one or more student(s) may benefit without contributing any original work of their own.
- (i) **Violating Examination Rules.** Rules explicitly set up for an exam, especially as they pertain to distance modalities, when violated are subject to sanction under this policy.

**(4) Self-Referral.** Individuals who commit acts of academic dishonesty may demonstrate their renewed commitment to academic integrity by reporting themselves in writing to the appropriate authority (instructor for students; supervisor for faculty/staff). In doing so, the individual may be granted leniency depending on the nature and scope of the violation.

## **PART II. EMPLOYEE-SPECIFIC**

This section of the regulation concerns the application of policy and process for alleged academic integrity violations.

- (1) Responsibilities.** Faculty, staff, and administration hold the responsibility to uphold the highest standards of academic integrity in order to maintain the rights and trust of honest

students and scholars and foster appropriate behavior; therefore, it is expected that course instructors should communicate to students at the beginning of each course the standards, expectations, and clear behaviors for what is and is not acceptable.

**(2) Procedures for Employees.**

- (a) **Faculty** (in-unit) suspected or found in violation of academic integrity are governed by the procedures for discipline outlined in the most current Collective Bargaining Agreement.
- (b) **Staff** (and Faculty not in-unit) suspected or found in violation of academic integrity are governed by the procedures for progressive discipline outlined in the most current Employee Handbook or other applicable policy or regulation governing employee conduct.

**PART III. STUDENT-SPECIFIC**

The remainder of this Regulation concerns the application of policy and process to integrity violations or alleged violations perpetrated by students.

**(1) Students.**

**(a) Responsibilities.**

- (i) Students bear the responsibility for being knowledgeable about what constitutes academic integrity in all instances; recognizing the penalties associated with violating academic integrity; admitting and accepting responsibility for infractions, where they occur; and continually educating themselves and working with faculty in pursuit of more rigorous methods on the path to knowledge.
- (ii) If a student believes that an act of academic dishonesty may have occurred, that student should report the suspected violation to the course instructor. The course instructor will then proceed with investigating and determining if, in fact, a violation occurred.
  - 1. The student alleging the violation is obligated to keep this confidential (except to report the violation to the course instructor) or may subject themselves to integrity violations.
  - 2. The course instructor is obligated to keep the name of the student alleging the violation confidential but may discuss the name of the alleged violator with their supervisor or appropriate administrators as the case is processed.
- (iii) **Attendance at Scheduled Meetings/Hearings:** A student's failure to attend a hearing or a meeting does not stop that hearing from occurring, provided appropriate notification was delivered. The hearing will still take place, sanctions may be imposed, and holds may be placed on responding party's registration, transcript, final grade if they do not attend hearing.

**(2) Suspicion of Academic Misconduct.** When a course instructor suspects that a student has committed an academic integrity violation, the course instructor must follow these steps:

- (a) Gather the evidence, taking care to maintain the confidential nature of the situation and in a manner that supports teaching and learning.
- (b) Consult with their department chair to assess the evidence and determine whether the sanction identified is appropriate given the likely infraction.

- (c) Meet with the student to discuss the allegation of misconduct.
- (d) Document the meeting by having the student complete the Academic Integrity Student Acknowledgement (AISA) Form.
  - (i) The student has three (3) days from the date of Part III (2)(c) meeting to sign the form.
  - (ii) Failure to return the form within that period will be construed as not contesting the charge or sanction and the adjudication process will go forward as defined.
- (e) Upon receipt of the AISA Form, submit all documentation through the Campus Student Conduct Record System.

**(3) Student Accepts Responsibility for Violation.**

- (a) When the student accepts responsibility for the violation, either through the signed form or failure to return the form in the allotted timeframe, the course instructor imposes the sanction and submits the documentation through the Campus Student Conduct Record System.
- (b) The Academic Integrity Manager checks to determine whether the appropriate sanction was applied (per the sanctioning guidelines in the Student Handbook) and whether this is a first or repeat violation for the student.
  - (i) If it is the first violation, the case is closed.
  - (ii) If it is a repeat violation, the Academic Integrity Manager notifies the VPSA that the student has multiple violations.
  - (iii) The VPSA notifies the student that additional sanctions may be applied and that the matter will go before the AIHP.

**(c) Second Violation.**

- (i) VPSA will convene the AIHP, which will meet with the student, discuss the case, and render a decision.
- (ii) After receiving notice, if the student does not submit a timely request for postponement (at least 24 hours prior to the scheduled hearing) and does not attend the scheduled AIHP hearing, the hearing will take place as scheduled.
- (iii) The student should be present at the Panel's hearing. The student may bring their own evidence and a support person, provided the support person has signed all appropriate FERPA waivers. The support person may not speak for, nor present, the student's case.

**(4) Student Declines to Accept Responsibility for Violations.**

- (a) The student must formally decline to accept responsibility for the violation by indicating so on the Academic Integrity Student Acknowledgement (AISA) Form within three (3) days of the meeting with the faculty member.
- (b) Just as when a student accepts responsibility, the faculty member submits all documentation through the Campus Student Conduct Record System.
- (c) The Academic Integrity Manager verifies that the process was followed, and documentation is present and notifies the VPSA, or designee that a student has declined responsibility for the violation. The Academic Integrity Manager must also identify whether the student has any prior violations.

- (d) The VPSA calls the Academic Integrity Hearing Panel to review the case and uphold, modify, dismiss/overturn the sanction, and/or impose new (including additional) sanctions depending on whether this is a second (repeated) violation.
  - (i) Presence of previous violation(s) should not be considered evidence of guilt of the most recent allegation.
  - (ii) The student should be present at the Panel's hearing. The student may bring their own evidence and a support person provided the support person has signed all appropriate FERPA waivers. The support person may not speak for, nor present the student's case.
  - (iii) After receiving notice, if the student does not submit a timely request a postponement (at least 24 hours prior to the scheduled hearing) and does not attend the scheduled AIHP hearing, the hearing will take place as scheduled.

**(5) Right to Appeal.**

- (a) The student has the right to appeal the panel's decision to the Provost, or the Provost's designee.
- (b) Appeals must be submitted within five (5) days of the Panel's decision.
- (c) Grounds for appeal are limited to issues concerning process violations or discovery of new evidence believed to exonerate the individual.
- (d) Students are limited to one appeal per case.
- (e) The Provost's, or designee's, decision is final.

**(6) Timeframes.** In addition to the timeframes noted previously, the following apply:

- (a) Faculty suspecting students of violations must submit all forms and documentation as close to the date of determining there was an infraction as possible. In general, during the academic term, this should be no later than within ten (10) days of suspecting a violation.
- (b) At the end of the academic term, faculty should submit all forms and documentation related to alleged violations no later than three (3) days after grades are due. It is critical for administrative processes to be conducted as efficiently as possible prior to the start of the subsequent term, particularly between fall and spring semesters.

**(7) Limitations on Course Withdrawal and Grade Forgiveness.**

- (a) A student is not permitted to drop or withdraw from a course where there is an unresolved allegation that the student violated this Academic Integrity regulation. A student who has been found responsible for an act of academic dishonesty may not withdraw from the class in which the violation occurred. In cases of exceptional circumstances, the VPSA along with the Provost's Office will confer with appropriate Department Chair(s) or Division Director(s) and course instructor to make a determination.
- (b) The University Grade Forgiveness Policy will not be applied to a course in which a student has been found responsible for an act of academic dishonesty resulting in a sanction of "F" in the course.

**(8) Records.**

- (a) All records related to academic integrity violations are housed in the Campus Student Conduct Record System. In the event a student is cleared of all charges related to a specific violation, these records will be removed.

- (b) The University may place a hold on the records or registration of any student who fails to respond to allegations of academic dishonesty. The University may take other action necessary for resolution of a case prior to the student's enrollment in a subsequent semester, transfer, or graduation. All pending allegations of academic integrity violations must be resolved prior to a student's graduation, transfer from, or continued education at the University.
- (c) Records of academic misconduct related to the formal hearing process will be maintained in the Campus Student Conduct Record System as part of the student's disciplinary records.
- (d) Student files involving instances of academic integrity violations that do not result in suspensions or expulsions are expunged seven years after the final decision. Records of cases that result in suspensions or expulsions are kept permanently.
- (e) Statistical and database information may be kept permanently at the University.
- (f) Records will be maintained by the University in accordance with section 1002.22, Florida Statutes, and in accordance with applicable state record retention laws.

**(9) Transcript Notations.**

- (a) When a student who is found responsible for an act of academic dishonesty and a resulting sanction is suspension, the University will place a temporary notation to that effect on the student's transcript immediately upon the conclusion of the hearing process (including any appeals). The notation will remain during the period of suspension, and the University will remove the notation upon the completion of the suspension.
- (b) If a student is expelled for an act of academic dishonesty, the university will place a permanent notation to that effect on the student's transcript upon the conclusion of the hearing process (including any appeals).

**(10) Sanctioning Guidelines for Violations of Academic Integrity**

Academic sanctions lie within the purview of faculty to assign when it concerns issues of academic integrity. Faculty must consider a range of factors when it comes to issuing sanctions including the severity of the infraction, the conditions surrounding the student and/or their infraction, as well as the level of the student: for example, a freshman and a graduate student should not be held to the same standard.

Sanctions faculty may assign include but are not limited to the following examples: Receiving a zero (0) for the assignment or exam; reduction in course grade; receiving an "F" for the course.

Sanctions also may be assigned by the Academic Integrity Hearing Panel or appropriate administrator based on the nature, severity, and frequency of violations. These sanctions may include suspension and up to expulsion.

Sanctioning Guidelines for Violations of Academic Integrity will be published annually in the Student Handbook.

*Authority: BOG regulation 6.0105, Sections 1006.60, 1006.62, F.S.*

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