

THE FLORIDA POLYTECHNIC UNIVERSITY BOARD OF TRUSTEES

FPU-5.005 Academic Integrity.

(1) **Introduction.** The University is an academic community. Its fundamental purpose is the pursuit of knowledge. Essential to the fundamental purpose of the University is the commitment to the principles of truth and academic honesty. Accordingly, this Academic Integrity regulation is designed to ensure that the principle of academic honesty is upheld. While all members of the University share this responsibility, special responsibility for upholding the principle of academic honesty lies with the students. In order to maintain the integrity of the academic process, all students must commit to the highest ethical standards in completion of all academic pursuits and endeavors. The faculty share with the administration the responsibility for educating students about the importance and principles of academic integrity. Faculty members are expected to inform students of the particular requirements regarding academic integrity within their specific courses, to make reasonable efforts to minimize academic dishonesty, and to respond appropriately to violations of academic integrity.

(2) **Academic Integrity Violations.** Behaviors of academic dishonesty in violation of this regulation are listed below and are not intended to be all inclusive. Violations may result in the imposition of academic sanctions under this regulation and/or disciplinary sanctions under the Student Code of Conduct.

- (a) **Cheating.** Intentionally using or attempting to use unauthorized materials, information, or study aids in any type of academic exercise.
- (b) **Plagiarism.** Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.
- (c) **Fabrication.** Intentional and unauthorized falsification or invention of any information or citation 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.
- (g) **Misuse of Intellectual Property.** Illegal use of copyright materials, trademarks, trade secrets or intellectual properties.

(3) **Reporting Academic Integrity Violations.** Academic misconduct 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. It is a responsibility of all members of the

University Community to actively deter it. Apathy or acquiescence in the presence of academic dishonesty is not a neutral act. All members of the University Community (e.g., students, faculty, and staff) share the responsibility and authority to challenge and make known acts of apparent academic dishonesty. Any University Community member 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 course instructor (“instructor”). The instructor must pursue any reasonable allegation, taking action where appropriate.

(4) **Self-Referral.** Students who commit acts of academic dishonesty may demonstrate their renewed commitment to academic integrity by reporting themselves in writing to the Director of Student Affairs, subject to the following:

- (a) Students may not exercise the self-referral option more than once during their enrollment at the University.
- (b) If an investigation by the Director of Student Affairs reveals that no University Community members reported a suspicion of the self-referring student’s act of academic dishonesty, then the student will not be charged with academic dishonesty. Instead, the Director of Student Affairs will notify the course instructor (if the act of academic dishonesty was not related to a course, the program director will be notified and the program director will act as the “instructor” throughout this process). The instructor shall then convene a conference with the student. The purpose of this conference will be to ensure that the self-referral provisions of this regulation are followed. The instructor will notify the Director of Student Affairs in writing of the outcome of the conference. The instructor’s notice shall be maintained in a file of self-referrals, but shall not be considered a disciplinary record.
- (c) In all cases where a student self-referral is accepted, the student may be required to successfully complete an Academic Integrity Seminar offered by the Office of Student Affairs. Also, the student will have any grade for the academic exercise in question either reduced one letter grade, or reduced to an “F” or a zero, at the discretion of the instructor.
- (d) If the Director of Student Affairs determines that a suspicion of academic dishonesty was reported to the instructor prior to the self-referral, then the matter will be resolved in accordance with the academic misconduct review process and the informal or formal hearing process, as appropriate, provided below. The self-referral may be considered a mitigating circumstance when determining sanctions.

(5) **Academic Misconduct Review Process.**

- (a) If a person other than the instructor believes that an act of academic dishonesty may have occurred, that person should report the suspected violation to the instructor, who will then proceed with the academic misconduct review process.
- (b) If the instructor determines that there is sufficient evidence to reasonably conclude the violation occurred or was attempted, the matter shall be forwarded to the Director of Student Affairs.

(c) The instructor and the Director of Student Affairs will determine the appropriate process for handling the matter. Depending on the student's history, academic status, and/or the severity of the alleged violation, the informal hearing process or the formal hearing process will be implemented in accordance with the procedures below.

(d) The informal hearing process is appropriate if:

- (i) the student has no history of previous violations, and
- (ii) the student is not a graduate student being accused of academic dishonesty on a thesis or dissertation, and
- (iii) the instructor believes that the student's conduct does not warrant disciplinary sanctions.

(e) The formal hearing process is appropriate if:

- (i) the student has a history of previous violations, or
- (ii) the student is a graduate student being accused of an academic integrity violation on a thesis or dissertation, or
- (iii) the instructor believes that the student's conduct may warrant disciplinary sanctions.

(6) Informal Hearing Process.

(a) Within ten (10) days of becoming aware of the alleged academic integrity violation, the instructor must contact the accused student to discuss the allegations, inform the student of the findings, and to offer the student an opportunity for an informal meeting to review the case.

(b) The instructor should clearly describe the allegations against the student and review the materials and information that led the instructor to conclude that a violation has likely occurred.

(c) The instructor shall provide the student with an opportunity to respond to the allegations.

(d) After hearing the student's response, if the instructor still concludes an act of academic dishonesty likely occurred, the instructor will complete the Academic Integrity Violation Procedure Form and inform the student of what the potential academic sanction or penalty would be for the violation, if the student is found responsible.

(e) The instructor shall review the Academic Integrity Violation Procedure Form with the student and inform the student that he/she has five (5) business days from the date the student receives the form to review the information and either:

- (i) Accept responsibility for the violation, accept the sanction(s), and waive any right to a formal hearing, or
- (ii) Not accept responsibility for the violation or the sanctions and be provided a formal hearing.

(f) The instructor shall provide a copy of the completed Academic Integrity Violation Procedure Form to the student and retain the original. The instructor shall then forward a copy of the form to the Director of Student Affairs.

(g) If the student accepts responsibility for the academic integrity violation along with the instructor's sanction(s), and signs and returns the Academic Integrity Violation

Procedure Form to the instructor within five (5) business days of the student's receipt of the form, the instructor shall also sign the returned form and send it to the Director of Student Affairs with a copy to the student.

(i) The Director of Student Affairs will oversee and document the student's completion of any compliance programs or submission requirements for the imposed sanction(s).

(ii) Once the student has completed all requirements of the imposed sanction(s) and other sanctions, if applicable, have been applied, the Academic Integrity Violation Procedure Form shall be retained by the Office of Student Affairs. The case shall then be considered closed without further documentation of the academic misconduct.

(iii) If the student does not successfully complete the requirements of the imposed sanction(s) as required, the Office of Student Affairs shall place a hold on the student's University account until the requirements have been completed.

(h) If the student does not accept responsibility for the academic integrity violation, does not accept the instructor's sanction(s), or does not sign and return the Academic Integrity Violation Procedure Form within five (5) business days of the student's receipt of the form, the instructor shall sign the Academic Integrity Violation Procedure Form, indicate this outcome, attach any supporting documentation to the form, and send it to the Director of Student Affairs. The Director of Student Affairs shall then proceed with a formal hearing.

(7) **Formal Hearing Process.** The formal hearing process, and any appeal related to such formal hearing, is outlined in the Student Code of Conduct; however, the President may designate the Provost as the University official to review and make the final decision on the appeal.

(8) **Course Withdrawal and Grade Forgiveness.**

(a) A student shall not be permitted to drop or withdraw from a course in which 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.

(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.

(c) A student who has admitted to or been found responsible for an act of academic dishonesty will not be in good academic standing and will remain in such standing until such time as imposed sanctions have been completed to the satisfaction of the Office of Student Affairs.

(9) **Academic Sanctions.** The range of academic sanctions that may be imposed on a student found to be responsible for an act of academic dishonesty include:

(a) Reprimand;

- (b) Reduction of assignment or course grade;
- (c) Educational assignments; and/or
- (d) Academic Integrity Seminar participation.

(10) **Disciplinary Sanctions.** Disciplinary sanctions that may be imposed on a student found responsible for an act of academic dishonesty are provided in the Student Code of Conduct.

(11) **Records.**

(a) For a first violation resolved according to the informal hearing process prescribed above, the signed Academic Integrity Violation Procedure Form shall be maintained in the Office of Student Affairs for the purpose of ascertaining a prior history of academic misconduct and will not be considered a disciplinary record. However, if a student is found responsible for a subsequent act of academic dishonesty or fails to successfully complete the mandatory training program within the designated timeframe, any record of a violation, previous or otherwise, will then be considered a disciplinary record and will become part of the student's disciplinary file.

(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 by the Office of Student Affairs 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 shall be 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) An accused student who is found "not responsible" for an act of academic dishonesty or where charges of an Academic Integrity violation are dismissed, the student will not have an academic disciplinary record related to such matter. Where the charges of academic dishonesty are resolved through the informal hearing process, the student will not have an academic disciplinary record related to such charges, unless otherwise provided in this regulation. However, the records related to all such matters will be maintained by the University in accordance with Florida Statutes, Section 1002.22 and will be retained in accordance with applicable State record retention laws.

(12) **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).

(13) **Review of the Academic Integrity Regulation.** The University Academic Integrity regulation shall be reviewed every three years by a committee composed of at least 50 percent students under the direction of the Provost or designee.

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

History: New: 7.29.14