

### **UF Policy: Student Conduct Violation**

UF Plagiarism Policy: <http://regulations.ufl.edu/chapter4/4041.pdf>

Plagiarism Definition: A student shall not represent as the student's own work all or any portion of the work of another. Plagiarism includes but is not limited to:

- Quoting oral or written materials including but not limited to those found on the internet, whether published or unpublished, without proper attribution
- Submitting a document or assignment which in whole or in part is identical or substantially identical to a document or assignment not authorized by the student
- Unauthorized use of materials or resources
- Prohibited collaboration or consultation
- Submission of paper or academic work purchased or obtained for an outside source

### **Academic Honesty: Faculty Responsibilities/Rights**

Faculty Responsibility Regarding Academic Honesty: <http://handbook.aa.ufl.edu/policies.aspx>

- Students are required to be honest in all of their university class work. Faculty members have a duty to promote ethical behavior and avoid practices and environments that foster cheating. Faculty should encourage students to bring incidents of dishonesty to their attention. A faculty member, in certain circumstances, can resolve an academic dishonesty matter without a student disciplinary hearing. The procedures and guidelines are available from [Student Conduct and Conflict Resolution](#).

Checklist for Faculty Regarding Honor Code Violations: <http://www.dso.ufl.edu/sccr/faculty/process.php>

- Gather documentation of academic dishonesty. Please provide as much detailed information as possible.
- Call Student Conduct and Conflict Resolution (2-1261) to determine if student has a prior academic honesty violation. If the student has a prior violation, you will automatically forward the case and any evidence along with an explanation of the case to [Student Conduct and Conflict Resolution](#). If there are no priors, you will proceed to meet with the student. Additionally, if you would like advice as to how to have the meeting, please feel free to ask DSO staff.
- Schedule a meeting with the student to discuss allegations. You may choose to have your supervisor in the room with you when meeting with the student.
- Instructors should meet with the student to explain the nature of their suspicions and listen to the student's account of the incident. If the instructor still believes the student is responsible for an honor code violation, then he/she can recommend a sanction to the student. This sanction can include a grade penalty and an educational seminar.
- If the student accepts the grade penalty and sanction, then he/she will admit responsibility and complete the [Faculty/Student Resolution Form](#) as appropriate. After discussion, have student sign the form. Student has 24 hours to decide whether or not to accept responsibility and your proposed outcome.
  - The instructor should send the form with recommended sanction to the Office for Student Conduct and Conflict Resolution in P202 Peabody Hall within 24 hours of being completed. A conduct file will be created for that student.
  - Give copy of the completed form to student.
- If the student does not accept responsibility or your sanction, he/she may choose to have the case heard by the Student Conduct Committee.
  - Send the form along with all evidence to the Office for Student Conduct and Conflict Resolution in P202 Peabody Hall within 24 hours of being completed.

- If the student disagrees with the allegation(s) brought forth, he/she will have an informational meeting with Student Conduct and Conflict Resolution to learn more about a Student Conduct Committee Hearing.
- Instructor will be called as a witness to the Student Conduct Committee Hearing. Staff from Student Conduct and Conflict Resolution will be in contact to schedule the hearing.
- Follow up letters will be sent to the student and faculty member referencing the outcome.
- **Student should be given an "I" until the matter is resolved. Once the matter is resolved, faculty will be directed to submit the appropriate grade.**
- A student shall not be permitted to drop or withdraw from the course once informed of an alleged Student Honor Code violation. Any course that is dropped or from which the student has withdrawn in violation of this restriction shall be reinstated until the charges are resolved. If the student is found not responsible for a Student Honor Code violation, the student is free to withdraw from the course as long as the case was initiated prior to the published deadline to withdraw. A student found responsible but receiving only a penalty for the assignment in question may drop or withdraw from the course if the case was initiated prior to the deadline to withdraw from the course. A student who receives a course grade penalty is not permitted to withdraw from the course. <http://regulations.ufl.edu/chapter4/4042.pdf>

#### **Academic Honesty: Student Responsibilities/Rights**

UF Student Honor Code Violation Resolutions: <http://regulations.ufl.edu/chapter4/4042.pdf>

The basic rights accorded to students and student organizations in conduct proceedings are:

- To be given notice of the charges and procedures for requesting a hearing or review, as applicable.
  - Any notice under this regulation is deemed given if it is hand delivered to the student, sent to the student's local address in the Registrar's records or permanent address if no local address is listed, or sent to the student's official University of Florida email address.
  - The notice shall be issued at least seven (7) business days prior to the date of the review or hearing unless the notice period is waived in writing by the charged student or student organization.
  - In the event the student or student organization fails to appear at the review or hearing pursuant to the notice issued, the administrator designated to review or hear the case or the hearing body shall conduct the proceeding in the student's or student organization's absence, and the reviewing or hearing administrator or body will make a decision based on the information made available at the proceeding.
- To be given the opportunity to review the materials, information and other evidence against the student or student organization at a time and place feasible to and determined by the Director of Student Conduct and Conflict Resolution or designee.
- To be given the opportunity to be heard and present materials relevant to the student's or student organization's position at a time and place feasible to and determined by the Director of Student Conduct and Conflict Resolution or designee.
- To be free from compulsory self-incrimination in connection with conduct that is, or could be under applicable law, the subject of criminal charges. The student's or student organization's choice not to speak or present evidence shall not require a delay or affect the validity of the proceedings.

- To be allowed to have an advisor present at an administrative review or hearing at the student's or student organization's own expense and initiative. It is the student's or organization's responsibility to identify an advisor and make appropriate arrangements for him or her to attend the proceeding. The advisor may advise the student or student organization but shall not speak for or present the case for the student or student organization or otherwise participate directly in the proceeding. An advisor's attempt to participate in a review or hearing by speaking, presenting information or otherwise intervening in the proceeding is grounds for the advisor being required to leave. In such event, the hearing or review will continue without the advisor present, and the advisor's absence shall not require a delay or affect the validity of the proceedings.
- To deny allegations or refuse to accept responsibility or faculty member's recommended sanction, and request to have the case heard by the Student Conduct Committee within 24 hours of initial meeting with faculty.