

UCF-5.015 Student Academic Behavior Standards

(1) The Office of Undergraduate Studies, College of Graduate Studies, and the Office of Student Conduct will review this regulation periodically.

(2) UCF is committed to a policy of honesty in academic affairs. Conduct that comprises a breach of this policy may result in academic action and/or disciplinary action. Academic action affects student assignments, examinations or grades. Disciplinary action affects student enrollment status.

(3) Academic misconduct includes but is not limited to cheating, plagiarism, assisting another in cheating or plagiarism, and commercial use of academic materials. The violations of student academic behavior standards on the undergraduate and graduate level are listed and defined in the Rules of Conduct (UCF-5.008)

(4) Procedures

- (a) When an instructor becomes aware of an alleged violation of student academic behavior standards and before any academic action is taken, the instructor must decide if the behavior warrants formal documentation through the Alleged Academic Misconduct Report Form (AAMR) by identifying the alleged misconduct violations and proposing course sanctions. Proposed sanctions may be discussed with the department chair prior to student notification. The instructor must notify and attempt to meet the student within 10 days of becoming aware of the alleged violation of academic misconduct. The instructor must attempt to meet with the student in person or virtually, to discuss the incident, proposed course sanctions, and to complete the remainder of the form. Report forms are available at <http://osc.sdes.ucf.edu>.

- (b) The form may be signed with the following options:
1. The student accepts responsibility for the violation and accepts the academic course sanction(s).
 2. The student does not accept responsibility for this violation, although the instructor or, in the instructor's absence, the chair or unit head, or designee identified by the chair or unit head believes a violation occurred.
 3. The student accepts responsibility for the violation but does not accept the academic sanction(s) and requests a hearing.
- (c) In all cases where an AAMR form is completed by the instructor, the form and all supporting documentation will be submitted to the department chair or unit head. The instructor will forward the form to the Office of Student Rights and Responsibilities. Should an alleged violation of academic behavior standards arise before the withdrawal deadline in a term, the student shall not be permitted to withdraw from the course in question. Only a written release from the instructor, or the authorized party deciding a student appeal, will permit withdrawal. Should the student withdraw after an alleged incident, the withdrawal will be reversed pending the resolution of the process.
- (d) If the student accepts responsibility for the alleged academic misconduct and accepts the proposed course sanction(s) by signing the completed form, the instructor carries out the agreed upon sanction(s). The instructor files the AAMR form with the Director, Office of Student Rights and Responsibilities or designee for documentation. Once the instructor submits documentation to OSRR and the Director of OSRR concludes the student does not have any previous academic

misconduct and the violation is not especially egregious, the undergraduate student will receive the Z designation for the course, be required to complete the Academic Integrity Seminar, and receive an Office of Student Conduct hold on record until the OSC requirements are completed.

- (e) If a student has been previously documented an academic misconduct violation, the violation is deemed especially egregious and/or the student and instructor are unable to resolve the alleged academic misconduct violations through academic course sanctions, the instructor will still complete the AARM form with the Director, Office of Student Rights and Responsibilities, in order to document the incident and propose course sanction(s). The Office of Student Rights and Responsibilities will convene a hearing of the Academic Integrity Panel to consider alleged academic misconduct violations and recommend action. The Academic Integrity Panel meets in the presence of the student, by means of the Student Conduct Review Process (UCF-5.009).
- (f) Students found “in violation” of academic misconduct will be prescribed conduct sanctions appropriate to the findings of the panel. OSRR will report hearing outcomes back to the instructor, department chair and college dean. The student’s undergraduate program will be notified of recommended sanctions and will determine if program sanctions should be imposed. The Office of Student Rights and Responsibilities will be notified by the college, with notification to Academic Services, if the undergraduate program recommends additional program sanctions. OSRR shall provide the student with the results of any formal hearing and/or program action(s) should be available for the student within fourteen (14)

business days. Students found “not in violation” of academic misconduct may have their proposed course sanctions removed and the instructor will determine a new grade since no violation was found.

- (g) For graduate students found in-violation of academic misconduct, the OSRR notifies the Dean of the Academic College in which the graduate program resides. They will in turn notify the graduate program that a student was found in-violation and asks if the program wishes to invoke any program-level academic sanction(s). The student’s graduate program will determine if program sanctions are necessary. If they are deemed necessary, recommendation of program sanction(s) will be made using the *Probation/Dismissal Form* and/or *Conditional Retention Plan*. This information will be forwarded to the College of Graduate Studies. The OSRR will be notified if the graduate program recommends additional program sanctions. The results of any formal hearing and/or program action(s) should be available for the student within fourteen (14) business days.
- (h) Graduate students found “not in violation” of academic misconduct may have their proposed course sanctions removed and the instructor will determine a new grade since no violation was found
- (i) Students found “in violation” as a result of a hearing may appeal the finding(s) and sanction(s) imposed by the Director of the OSRR. Graduate students may appeal program sanctions provided by the student’s graduate program, per UCF-5.017. The appeal must be made in writing to the appellate officer (Provost or designee) within seven (7) business days after the date the student was notified of

the decision by the Director of the OSRR. Students may appeal the finding and sanction(s) imposed on the basis of one or more of the following:

1. Irregularities in fairness and stated procedures of the hearing that could have affected the outcome of the hearing.
 2. Discovery of new and significant information that could have affected the outcome of the hearing and that was not known or could not reasonably have been discovered and/or presented at the time of the hearing.
 3. The sanction(s) are extraordinarily disproportionate to the violation(s).
- (j) The student shall receive a written decision to the appeal. There is no definitive timeline for receiving an appeal response. It depends on many factors including the complexity of the case and the information mentioned in the appeal, as well as the appellate officer's appeal load at that particular time. Decisions of the Provost or designee reflect final agency action.
- (k) Alleged academic misconduct claims are not eligible for review through the academic grade appeal process.

(5) Z Designation for Academic Misconduct

- (a) As a result of academic misconduct in an undergraduate course, an appropriate grade will be assigned to a student that is preceded by the letter Z.
- (b) The faculty member's syllabus shall state the impact that violating academic behavior standards has on the grade for the course (may provide a zero for the assignment, resulting in the lowering of the final grade (e.g. ZA, ZB, etc...), or award an F in the course (ZF)).

- (c) The student shall remain enrolled in the course. If the student has withdrawn from the class to avoid the disciplinary action, s/he will be added back to the roster and assigned the appropriate grade.
- (d) When submitting final grades, the faculty member will inform the Registrar's Office of the Z designation via the change of grade of form. The Registrar's Office will record the submitted grade, affix a Z in front, and flag the audit such that the grade cannot be changed until the student completes the required Academic Integrity Seminar.
- (e) Student Recourse for Removal of Z Designation (first violation)
 - 1. If the student has not previously used both grade forgiveness opportunities permitted in a student's academic lifetime, s/he may repeat the course for forgiveness the next semester it is offered. If the class is satisfactorily completed, the Z designation will be removed from the transcript as long as the student also completes the Academic Integrity Seminar, or;
 - 2. If the student is satisfied with the grade assigned, but wants the Z designation removed, the student must satisfactorily complete a mandatory Academic Integrity Seminar (non-credit) within one year after the violation, at which time the Z designation will be removed from the transcript.
 - 3. If the student is satisfied with the grade assigned, but wants the Z designation removed, the student must satisfactorily complete a mandatory Academic Integrity Seminar (non-credit) within one year after the

violation, at which time the Z designation will be removed from the transcript.

- (f) A grade change, whether removal of the Z and/or designation of forgiveness, must occur within one academic year following the initial enrollment. Only the faculty member initially assigning the grade, or if s/he is unavailable, the department chair is able to change the grade.
- (g) Z designation (second violation)
 - 1. Second violation Z designations are not removable; all Z designations awarded stay on the transcript (the Z is explained on the reverse side of the transcript).
 - 2. No grade change will occur and the Z designation will be calculated into the GPA in the same way as the grade awarded.
- (h) Please note that the Z designation is separate from the Student Conduct Review Process, which may include additional sanctions.

Authority: BOG Regulation 1.001. History – Formerly 6C7-5.0042, Amended 8-10-09, 9-4-12.