

## NOTICE OF PROPOSED REGULATION AMENDMENT

Date: August 19, 2005

**REGULATION TITLE:**  
Student Academic Behavior

**REGULATION NO.:**  
6C7-5.0042

**SUMMARY OF REGULATION AMENDMENT:** This regulation sets out standards of academic behavior and sanctions for violation thereof. Amendments to this regulation are to modify the definition of plagiarism and the process for instructors for dealing with academic violations, including coordination with the student disciplinary process.

**AUTHORITY:** BOG Resolution dated January 7, 2003

**NAME OF PERSON WHO INITIATED PROPOSED REGULATION AMENDMENT:**  
Patricia MacKown, Assistant Vice President, CAMPUS LIFE

**COMMENTS CONCERNING THE PROPOSED REGULATION AMENDMENT SHOULD BE SUBMITTED WITHIN 14 DAYS OF THE DATE OF THIS NOTICE TO THE CONTACT PERSON IDENTIFIED BELOW.** The comments must identify the regulation you are commenting on.

**THE PERSON TO BE CONTACTED REGARDING THE PROPOSED REGULATION IS:**

Regulations Administrator  
4000 Central Florida Blvd.  
Millican Hall, Suite 360  
Orlando, FL 32816-0015  
Phone: (407) 823-2482  
Fax: (407) 823-6155  
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**FULL TEXT OF THE PROPOSED REGULATION AMENDMENT:**

**6C7-5.0042 Student Academic Behavior.**

(1) Academic Behavior Standards.

(a) 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.

(b) Violations of student academic behavior standards on the undergraduate or graduate level include the following:

1. Cheating -- whereby non-permissible electronic, written, visual or oral assistance, including that obtained from another student or another source is utilized on examinations, course assignments or projects. The unauthorized possession or use of examination or course-related material shall also constitute cheating.

2. Plagiarism -- whereby another's work is deliberately used or appropriated without any indication of the source, thereby attempting to convey the impression that such work is the student's own. ~~Any student failing to properly credit ideas or materials taken from another has plagiarized.~~

3. A student who has assisted another in any of the aforementioned breaches of standards shall be considered equally culpable.

(2) Academic Action.

Action by the instructor:

(a) When an instructor becomes aware of an alleged a violation of student academic behavior standards, and before any academic action is taken, the instructor shall inform the student of the violation, citing the information on which the allegation is based. The instructor shall give the student the opportunity to respond in defense. If the instructor continues to believe a violation of academic behavior standards has occurred, the instructor in consultation with the unit head shall duly inform the student in writing of the academic action being taken and the reasons for such action. Reports of the initial violation and the final academic action report shall also be sent to the director of the Office of Student Rights and Responsibilities (OSRR) or designee.

(b) In response to an alleged a violation of the student academic behavior standards, the instructor, along with the unit head shall, for each infraction, take appropriate measures ranging from counseling to an academic action (loss of credit for a specific assignment, examination or project; failure of the course; ~~or removal of the offender from the course with a grade of "F"~~) to a recommendation for disciplinary action forwarded to the director of the OSRR or designee.

(c) Should an alleged violation of academic behavior standards arise before the withdrawal deadline in a term, the instructor shall notify the unit head who will notify the registrar that the student shall not be withdrawn from the course in question. Only a written release from the instructor or the authorized party deciding a student appeal will permit withdrawal. However, if the student appeals that academic action and desires to withdraw from the course, the process shall be initiated by the student immediately in the normal University manner. Such withdrawal requests will be held in abeyance until a ruling on an appeal is obtained. If resolved in favor of the

student, the withdrawal request will be processed at that time. The individual empowered to rule on the student appeal shall appropriately notify both the registrar and director of the OSRR or designee of the outcome.

(3) Coordination of Academic and Disciplinary Action.

(a) When an instructor initiates academic action as the result of the student's alleged violation of academic behavior standards, the academic action will be processed before any disciplinary action is sought. At the time of the final academic action report the instructor can recommend, through the unit head and college dean or designee to the director of the OSRR or designee, that disciplinary action should be pursued by means of the Student Conduct Review Process.

(b) When information concerning an alleged violation of academic standard is received by the director of the Office of Student Rights and Responsibilities or designee from somewhere other than instructional sources (e.g., other student, University police, etc.), the director or designee shall inform the dean or designee of the college in which the violation allegedly took place. The college dean or designee shall inform the unit head who, in turn, will notify any affected instructor. The instructor, in consultation with the unit head will then determine if an academic action is appropriate. At the time of the final academic action report, the instructor can recommend through the unit head and college dean or designee to the director of the OSRR or designee that disciplinary action should be pursued by means of the Student Conduct Review Process.

(c) In the case of multiple aggravated violations of academic behavior standards, the director of the OSRR or designee shall initiate disciplinary action based on information contained in University records upon consultation with the college dean or designee.

*Specific Authority:* ~~1001.74(4) FS. Law Implemented 1001.74(10)(e) FS.~~ BOG Resolution dated January 7, 2003.

*History:* ~~New 8-15-84, Formerly 6C7-5.003(2)(c)1., 6C7-5.042, Amended 5-15-86, 5-20-90, 9-15-96, 4-23-03.~~

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