

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 Behavior Standards

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) Academic Action – Action by the instructor:

(a) When an instructor becomes aware of an alleged 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 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 reason 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. Report forms are available at http://www.osc.sdes.ucf.edu/?id=incident_report_1.

(b) In response to an alleged violation of the student academic behavior standards, the instructor, along with the unit head, shall take appropriate measures ranging from counseling to an academic action (such as loss of credit in a specific assignment, examination or project; failure of the course) to a recommendation for disciplinary action forwarded to the Director of the OSRR or designee. If a student is found to have multiple infractions, the Director of the OSRR may recommend additional action.

(c) 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. However, if the student appeals the academic action and desires to withdraw from the course, a withdrawal request must be initiated prior to the withdrawal deadline, but will be held in abeyance until a ruling on the appeal is obtained. If resolved in favor of the student, the withdrawal request will be processed at the time. The individual empowered to rule on the student appeal shall appropriately notify both the registrar and the Director of the OSRR or designee of the outcome. Should the student withdraw after an alleged incident, the withdrawal will be reversed pending the resolution of the above process.

(5) 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 (UCF-5.009). If a student initiates an academic appeal regarding the grade issued, the

Office of Student Conduct will wait until the academic appeal is complete before concluding the Student Conduct Review Process (see Regulation UCF-5.016 for information on student academic appeals).

(b) When information concerning an alleged violation of academic behavior standards is received by the Director of the OSRR or designee from somewhere other than instructional sources (e.g. other students, 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 or 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.

Authority: Florida Board of Governors Resolution dated January 7, 2003. History – Formerly 6C7-5.0042, Amended 8-10-09.