

UCF-5.015 Student Academic Behavior Standards

- (1) The Office of Undergraduate Studies, College of Graduate Studies, Registrar's Office, and the Office of Student Rights and Responsibilities 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 could affect 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. Violations of academic misconduct on the undergraduate and graduate level are listed and defined in the Rules of Conduct (UCF-5.008)
- (4) When an instructor becomes aware of an alleged violation of student academic misconduct and before any academic action is taken, the instructor must:
 - (a) document the alleged violation(s) through the Academic Misconduct Report Form (AMR), available at <http://osc.sdes.ucf.edu>;
 - (b) discuss proposed action with the department chair prior to student notification;
 - (c) attempt to notify the student within 10 business days of becoming aware of the alleged violation of academic misconduct; and
 - (d) attempt to meet with the student, whether in person or virtually, to discuss the incident and to complete the remainder of the AMR form. The instructor can recommend one of the following options through the Office of Student Conduct:
 1. Documentation only with an Academic Integrity Workshop
 2. Initiate the Conduct Review Process
- (5) After the AMR form is completed by the instructor, the following steps will be taken:
 - (a) the AMR form and all supporting documentation will be submitted to the department chair or unit head.
 - (b) the instructor will forward the form to the Office of Student Conduct (Ferrell Commons 7G 227)
 - (c) If the student accepts responsibility for the academic misconduct and the recommended action is "Documentation only with an Academic Integrity Workshop", the following steps shall include:

1. the student and the instructor of record review the allegation(s) and sign (physically or virtually) the completed AMR form;
 2. the instructor files the AMR form with the Director, Office of Student Conduct (<http://osc.sdes.ucf.edu/reporting>);
 3. the student must complete the Academic Integrity Workshop through the Office of Integrity and Ethical Development;
 4. an Office of Student Conduct hold will be placed on the student's record until the Academic Integrity Workshop requirements are completed.
- (d) If the student accepts responsibility for the academic misconduct and the recommended action is "Initiate the Conduct Review Process", the final resolution will come from an Academic Integrity Panel following a formal hearing.
- (e) If the student does not accept responsibility for the academic misconduct; or the reported violation of Academic Misconduct is deemed especially egregious; or the student has previously been documented for an Academic Misconduct violation, the student will be required to attend an Academic Integrity Panel as defined in UCF-5.007 (4)(a).
- (f) The Director of Student Conduct has the ability to change the instructor's recommended action if the violation is particularly egregious or if the student has been previously reported for violating the academic misconduct policy.
- (g) Undergraduate students found "in violation" will be prescribed conduct sanctions appropriate to the findings and recommendations of the Academic Integrity Panel. The Office of Student Conduct will report the hearing outcome from the academic integrity hearing back to the instructor, department chair and college dean who will, with consultation with the college, determine if further course sanctions should be imposed. If the undergraduate program recommends further course or program action, the undergraduate program must notify OSC and Academic Services. Final results of the academic integrity panel hearing and/or course or program action must be made available to the student within fourteen (14) business days.

- (h) Students found “not in violation” will be notified within fourteen (14) business days. The Office of Student Conduct will report the findings back to the instructor, department chair, and college dean. Students may have their proposed course sanctions removed and the instructor may determine a new grade since no violation was found.
- (i) For graduate students found “in violation”, the OSC 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 ask 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 OSC 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.
- j Graduate students found “not in violation” of academic misconduct may have their proposed course sanctions removed and the instructor may determine a new grade since no violation was found
- k Students found “in violation” as the result of an Academic Integrity Panel hearing may appeal the finding(s) and sanction(s) imposed by the Director of the OSC. 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 OSC. 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).

- l 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.
- m Undergraduate students may appeal program sanctions provided by the student's undergraduate program, per UCF-5.016. Graduate Students may appeal program sanctions provided by the student's graduate program, per UCF-5.017. Students found "in violation" for academic misconduct are not eligible for academic appeal regarding the final grade issued by the course of the reported violation.

(6) Z Designation for Academic Misconduct

- (a) A Z designation is to denote a student was found "in violation" of academic misconduct while enrolled in a course. A Z designation does not affect a student's grade point average.
- (b) Z designations will remain on a student's transcript if:
1. The student is found "in violation" of academic misconduct and the punitive sanction is suspension for one or more semesters or expulsion; or
 2. The student is found "in violation" of academic misconduct twice during their UCF academic career.
 - a. The punitive sanction received in either academic misconduct case has no bearing on the Z designation being permanently placed on the student's transcript.
 - b. A Z designation will be placed in association with both courses in which the student was found "in violation" of academic misconduct.
- (c) If a student is found "in violation" of academic misconduct a Z designation will be placed on their transcript in association with the final course letter grade recorded (ex. ZA, ZB, ZC, ZD, ZF).
- (d) A Z designation will be denoted on the student's transcript as a ZW if a student withdrew from the course prior to the conclusion of the conduct process and was subsequently found "in violation" of academic misconduct.

- (e) OSC will communicate with the Registrar's Office to have Z designations placed on student's transcript following the conclusion of the Conduct Review Process.
- (f) Students have the opportunity to improve the letter grade recorded in association with a course in which they were found "in violation" of academic misconduct through the use of grade forgiveness. The Z designation however will still remain on the student's transcript.
- (g) A student can attempt to have a Z designation permanently removed through participating in an Academic Misconduct Disciplinary Sanction Review.

Authority: BOG Regulation 1.001. History – Formerly 6C7-5.0042, Amended 8-10-09, 9-4-12, 10-29-15.