REGULATION

Number: Title: Responsible Office:

Date of Origin:

III. <u>APPLICABILITY & AUTHORITY</u>

A. The following Regulation applies to all Students, faculty, and staff who participate in administration of academic classes, programs and research at USF. The processes outlined in this Regulation are meant to govern all colleges exclusive of Doctor of Medicine (MD), the Doctor of Physical Therapy (DPT), the Physician Assistant (MPAS), and the Doctor of Pharmacy (PharmD) Programs within the College to the extent that they maintain procedures and processes for issues regarding academic integrity and/ or professionalism.

B. The Academic Integrity Review Process (AIRP) is independent of any other USF process or review. The determinations by the Academic Offices are final. However, this process includes mechanisms for referrals outside of the Academic process to both the <u>Office of Student Conduct</u> and <u>Ethical Development (SCED)</u> and the <u>Division of Research</u>, <u>Integrity and Compliance</u> (<u>DRIC</u>). Each of the offices has the authority to impose independent sanctions on the Student that may be additional, less severe or more severe than the academic sanctions. The Student will be subject to each sanction concurrently and/ or consecutively and must comply with the full terms of each.

C. The Student will be assigned the grade by the instructor in the course in which the Student is registered. Jurisdiction of the appeal and review stays with the course; however, if the potential sanction extends outside of the College or Academic unit where the course is housed, jurisdiction is transferred to the Academic Officer with the authority to impose the greater sanction.

IV. DEFINITION OF TERMS

- A. <u>Academic Dishonesty</u> is the term used to define a violation of the Academic Integrity Regulation.
- B. <u>Academic Integrity Review Board</u> ("AIRB"): The committee that will be appointed by the College Academic Officer to review the Academic Integrity finding and sanction as referenced in Section VII (3).
- C. <u>Academic Integrity Review Process</u> ("AIRP"): The steps described in this Regulation that govern how an Academic Integrity violation will be charged, appealed and determined.
- D. <u>Academic Officer</u> ("AO") shall mean the individual (or their designee) vested with the authority to impose the recommended academic sanctions by the instructor. The table below is provided as a general guideline.

| Where sanction | Sanction: | Academic Officer (to be | Academic Officer for |
|----------------|-----------|----------------------------|----------------------|
| is applied: | | determined by individual | Academic Integrity |
| | | cases and title may vary): | Appeal: |
| | | cases and title may vary): | Appear |

| Course | Grade Assignment; or | Department Chair | Dean of College |
|---------|-------------------------|--|-----------------------------------|
| | Removal from course | | |
| Program | Removal from Program | Chair (or Director for certain Schools) | Dean of College |
| College | Removal from College | Dean of College | Dean of Graduate/Undergraduate |

- 1. <u>Cheating</u> is using or attempting to use materials, information, notes, study aids, or other assistance in any type of examination or evaluation which have not been authorized by the instructor.
 - a) Students completing any type of examination or evaluation are prohibited from looking at or transmitting materials to another Student (including electronic reproductions and transmissions) and from using external aids of any sort (e.g. books, notes, calculators, photographic images or conversation with others, and electronic devices or online resources) unless the instructor has indicated specifically in advance that this will be allowed.

<u>Forgery</u> is the imitating or counterfeiting of images, documents, signatures, and the like.

Obstruction is any behavior that limits the academic opportunities of other Students by improperly impeding their work or their access to educational resources.

- a) Fabricated or forged information may not be used in any laboratory experiment, report of research, or academic exercise. Invention for artistic purposes is legitimate under circumstances explicitly authorized by an instructor.
- b) Students may not furnish to instructors fabricated or forged explanations of absences or of other aspects of their performance and behavior.
- c) Students may not furnish, or attempt to furnish, fabricated, forged or misleading information to university officials on university records, or on records of agencies in which Students are fulfilling academic assignments.
- d) Students may not steal, change, or destroy another Student Students may not impede the work of others by the theft, defacement, mutilation or obstruction of resources so as to deprive others of their use.
- e) Obstruction does not include the content of statements or arguments that are germane to a class or other educational activity.
- 4. <u>Multiple Submissions</u> is the presenting or turning in the same or substantially the same work for credit in two or more courses. Multiple submissions shall include the use of any prior academic effort previously submitted for academic credit at this or a different institution. Multiple submissions shall not include those situations where the prior written approval by the instructor in the current course is given to the Student to use a prior academic work or endeavor.
 - a) Students may not normally submit any academic assignment, work, or endeavor in more than one course for academic credit of any sort. This will apply to submissions of the same or substantially the same work in the same semester or in different semesters.
 - b.) Students may not normally submit the same or substantially the same work in two different classes for academic credit even if the work is being graded on different bases in the separate courses (e.g. graded for research effort and content versus grammar and spelling).
 - c.) Students may resubmit a prior academic endeavor if there is substantial new work, research, or other appropriate additional effort. The Student shall disclose the use of it PRIOR

to the submission of the current endeavor.

- d.) Students may submit the same or substantially the same work in two or more courses with the prior written permission of all faculty involved. Instructors will specify the expected academic effort applicable to their courses and the overall endeavor shall reflect the same or additional academic effort as if separate assignments were submitted in each course. Failure by the Student to obtain the written permission of each instructor shall be considered a multiple submission.
- 5. <u>Complicity</u> is assisting or attempting to assist another person in any act of academic dishonesty, even when the intention is not dishonest. A Student will be considered to be

complicit if the Student is aware of an academic integrity violation, is able to report and fails to do so. In addition:

- a) Students may not allow other Students to copy from their papers during any type of examination.
- b) Students may not assist other Students in acts of academic dishonesty by providing material of any kind that one may have reason to believe will be misrepresented to an instructor or other university official.
- c) Students may not provide substantive information about test questions or the material to be tested before or during a scheduled examination unless they have been specifically authorized to do so by the course instructor. This does not apply to examinations that have been administered and returned to Students in previous semesters. However, it may apply to Students enrolled in a multiple-section course that uses similar or comparable exams. For example, a Student in one section will be considered complicit if such Student assists or provides answers or materials to a Student in another section of the same course. In such cases, the instructor in both sections may sanction the Students involved.
- d) Students may not have a substitute take an examination or take an examination for someone else.
- e) Students may not provide false information regarding attendance of themselves or any other student. This section prohibits the use of "dickers" or other electronic devices to circumvent or change actual attendance or participation records.
- 6. <u>Improper Use of Teamwork Credit</u> is allowing your name to be included on a group project in which you did not participate. This act is considered a violation of academic integrity. For reference, general guidelines for appropriate teamwork participation include, but are not limited to the following:
 - a) No

to team meetings, team work-in-progress, or other team activities without the express authorization of the instructor.

- b) All team members shall be held responsible for the content of all teamwork submitted for evaluation as if each team member had individually submitted the entire work product of their team as their own work.
- c) Only those persons who participated on the team shall be named in the submission of the assignment.
- 7. <u>Solicitation or Purchase</u> is the offering, advertising or responding to solicitations or purchasing products or services designed to facilitate, support or actively contribute to the commission of an act of academic dishonesty.
- 8. <u>Digital Repositories of Class Materials, Including Notes, Quizzes, and Tests</u>. Either accessing (including downloading) or sharing (including uploading) proprietary

personal grade.

- 9. <u>Misrepresentation</u>. Submitting the work of another as your own, e.g., using a ghost writer to write a paper, thesis, dissertation; having another person complete an on-line class in your name.
- 10. <u>Misconduct in Research and Creative Endeavors</u> is a serious deviation from the accepted academic and professional practices within a discipline or from the policies of the university in carrying out, reporting, or exhibiting the results of research or in publishing, exhibiting, or performing creative endeavors. Research misconduct means fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or12 Tf0.012 Tc ²

- v. In the event of multiple violations, sanctions may be imposed consecutively or concurrently at the discretion of an AO.
- b) Graduate Studies:
 - i. Graduate Student dismissed from the university and will not be eligible to apply to any Graduate program at USF. Graduate Studies may have additional guidelines and protocols available online or in the Graduate Studies catalog.

B. <u>Severity of Academic Integrity for Undergraduate Students:</u> For Undergraduate Students the severity of conduct is divided into levels with specific academic related sanctions. For Graduate Studies, the instructor determines severity and academic sanctions as provided in Section V(C) below.

1. Level One

a) <u>CONDUCT</u>:

Level One violations may occur because of inexperience or lack of knowledge of principles of academic integrity on the part of persons committing the violation. These violations address incidents when intent is questionable and are likely to involve a small fraction of the total course work, are not extensive, and/ or occur on a minor assignment. The following are examples:

- i. Working with another Student on a laboratory or other homework assignment when such work is prohibited (This level is appropriate if the instructor determines it is a minor infraction).
- ii. Failure to footnote or give proper acknowledgment in an extremely limited

Level Two violations are characterized by dishonesty of a more serious character or that which affects a more significant aspect or portion of the course work or assignment. The following are examples:

- i. Working with another Student on a laboratory or other homework assignment when such work is prohibited (This level is appropriate if the instructor determines it is a more serious infraction).
- ii. Quoting directly or paraphrasing, to a moderate extent, without acknowledging the source.
- iii. Submitting the same work or major portions thereof to satisfy the requirements of more than one course without permission from the instructor.
- iv. Using data or interpretative material for a laboratory report without acknowledging the sources or the collaborators. All contributors to preparation of data and/ or to writing the report must be named.
- v. Receiving assistance from others, such as research, statistical, computer programming, or field data collection help that constitutes an essential element in the undertaking without acknowledging such assistance in a paper, examination or project.

b) <u>ACADEMIC SANCTIONS</u>:

- i. Failing grade for the assignment involved with the grade in the course determined in the normal manner.
- ii.

transcript.

unofficial

3. Level Three*

- iv. Using prohibited materials not approved by the instructor (e.g. books, notes, electronic devices, online resources, or calculators) during an examination.
- v. Collaborating before an exam to develop methods of exchanging information and implementation thereof.
- vi. Altering examinations for the purposes of re-grading.
- vii. Acquiring or distributing an examination from unauthorized sources prior to the examination.
- viii. Presenting the work of another as one's own.
- ix. Acquired or used a purchased term paper or other materials (even if the source is cited).
- x. Removing posted or reserved material, or preventing other Students from having access to it.
- xi. Fabricating data by inventing or deliberately altering material (this includes citing "sources" that are not, in fact, sources).
- xii. Using unethical or improper means of acquiring data.

b) <u>ACADEMIC SANCTIONS</u>*:

i.

Student

transcript.

b) <u>ACADEMIC SANCTIONS</u>*

Sanctions for Level Four violations include suspension; or permanent academic dismissal from the university with the designation of "Dismissed for Academic Dishonesty" to be placed permanently on a Student's official transcript.

C. <u>Severity of Academic Integrity for Graduate Students</u>

1. The Office of Graduate Studies has no levels of severity as any violation may result in immediate dismissal. Students will be held to the standards provided for Graduate Studies if those Students are admitted to a Graduate degree program or Graduate certificate or any Student taking Graduate level courses. The instructor will determine the severity of the offense and the appropriate grade. Any Student in a Graduate Studies course who receives an FF grade is subject to immediate dismissal and or expulsion. The grade assignments and additional academic sanctions will depend on the seriousness of the offense and may range from the receipt of:

a) b) earned. c) university). d)D.&7Ca5der(iii)DjsEnTsSal (rol) an 6 V 120 1269 anscol/Väcad Britika disthomes 99 Regul 1214 a GS of 300 (D.[<0024 VI.

include suspension or dismissal from the University will trigger an automatic appeal at the College level. The College Dean will forward the final recommendation regarding suspension or dismissal to the Dean of Undergraduate Studies for a final university decision.

(b) Graduate Students: Graduate Studies uses an internal document which processes the request for academic sanctions up to and including dismissal and the Dean of Graduate Studies provides notice to the Student.

- 8. If a Student files an appeal (Section VII below), the final notice will not be imposed or noted until after the appeal process is complete unless the Dean feels immediate action is necessary.
- 9. Referral to <u>SCED</u> & <u>DRIC</u>: The Academic Offices are responsible for the AIRP and assignment of academic sanctions. If the instructor or Chair/ Director

the final academic sanction(s).

any additional information necessary or may limit the review to the initial statements provided by the Student and instructor upon initiation of the Academic Integrity Appeal Review . The University Academic Integrity Officer will issue a determination in writing by email to the Student, instructor and the Dean. This will be a final university decision.

7. Recommended Sanctions that include suspension or dismissal from the University will trigger an automatic appeal at the College level, as described above.

8. In the event the determination and final university decision is an FF grade with Academic Dishonesty noted and/ or a related dismissal from the College or University, the Student may appeal that final university decision within thirty (30) Academic days to the county Circuit Court by way of Writ of Certiorari.

Authority. Art. IX, Sec 7, Fla. Const.; FL Board of Governors Regulation 1.001(4)(a); s1006.60(4)FS.

History New (BOT approval) 12-11-08. A mended 12-4-14, 1-7-15 (technical), 2-18-15 (technical), 6-3-15 (technical), and 5-31-16 (technical), 6-2-20.

Consolidation A mendments Effective 7-1-20

Certification: USF certifies that it has followed the Florida Board of Governors Regulation Development Procedure and has a record of written notices, comments, summaries and responses as required.