



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Academic Integrity</b>	
<b>Page 1 of 3</b>	<b>Implementing Procedure For Policy #4.14</b>
<b>Date Approved: 08/12/05</b> <b>Date Revised: 03/14/08</b> <b>Date Revised: 02/13/13</b>	<b>Division: Academic Affairs</b>

The purpose of this procedure is to define violation(s) of the honor code and outline the process for resolving violation(s) of the Academic Integrity Policy. Violations of the Academic Integrity Policy include, but are not limited to, cheating, plagiarism, bribery, misrepresentation, conspiracy, and fabrication as related to the academic process. For purposes of this procedure, cheating, plagiarism, bribery, misrepresentation, conspiracy, and fabrication are defined in the Academic Integrity Policy.

**Step One - Determination**

When an instructor believes or receives information that a student has violated the Academic Integrity Policy, the instructor should contact the Chief Student Affairs Officer to determine if this is the student's first violation and whether the student has attended the Academic Integrity Seminar. If the student is a repeat violator, the student may be charged with a violation of the Code of Student Conduct.

**Step Two – First Time Violator**

If student is a first time violator, the instructor should first discuss the matter with the student. The instructor may consult with or invite the participation of the instructor's department chair, program facilitator or dean in the effort to reach resolution with the student. The instructor and student may resolve the problem in a manner acceptable to both. Resolution may include:

- a lower or failing grade in the course;
- a lower or failing grade on the assignment or examination;
- assignment of additional work to provide evidence of the student's academic performance or understanding of the course material; or
- referral to the Academic Integrity Seminar.

If the instructor refers the student to the Academic Integrity Seminar, the instructor shall inform the student that his/her failure to attend the Academic Seminar may result in the assignment of a final course grade of "FF," denoting course failure due to a violation of the college's Academic Integrity policy.

Any agreement involving an academic penalty shall be put in writing signed by both parties, and reported by the instructor to the department chair, program facilitator or dean, Chief Student Affairs Officer, Chief Academic Officer, Vice President/Provost at Citrus Campus, and the Provost at Levy Center if students at either location are involved. A copy of the agreement will be given to the student. The Chief Student Affairs Officer shall maintain a record of the agreement between the instructor and student.

**Step Three – Repeat Violator**

If a student is a repeat violator, fails to attend the Academic Integrity Seminar, or fails to resolve his/her violation with the instructor as outlined in Step Two, the instructor shall refer the student to the Chief Student Affairs Officer for a violation of the college's Code of Student Conduct.

\_\_\_\_\_

Vice President for Academic Affairs

\_\_\_\_\_

Date

\_\_\_\_\_

Approved by President

\_\_\_\_\_

Date



**ACADEMIC INTEGRITY**

Example only. Please use version on intranet.

**Instructor:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Last First MM/DD/YY  
**Department:** \_\_\_\_\_ **Extension:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_  
Last First Middle (complete) Jr., etc.  
**Course/Section:** \_\_\_\_\_ **Semester/Year:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_

Describe the nature of the suspected infraction. Attach any relevant documents.

**Action Taken:**

- Lowered or failing grade for the course
- Lowered or failing grade for the assignment
- Additional assignment.

The student will be assigned to a grade of FF for the course and must attend the Academic Integrity Seminar. If the student fails to complete the seminar, the FF grade will remain on the student's transcript. If the student completes the seminar, the FF should be changed to: \_\_\_\_\_  
 Check here if instructor will determine grade at the end of the semester.

\_\_\_\_\_  
 Faculty Signature Date: \_\_\_\_\_  
MM/DD/YY

\_\_\_\_\_  
 Student Signature (Please note if student refuses or was unable to sign.) Date: \_\_\_\_\_  
MM/DD/YY

The office of Student Affairs will notify the student of the date and time of the next seminar, along with registration information. The faculty member should give the student a copy of this form and send a copy (plus any relevant documents) to the vice president of Student Affairs.