

III. APPLICABILITY & AUTHORITY

A. The following regulation applies to all students, faculty, and staff who participate in

Where sanction is applied	Sanction:	Academic Officer (to be determined by individual cases and title may vary):	Academic Officer for Academic Integrity Appeal:
Course	Grade Assignment or Removal from course	Department Chair	Dean of College
Program	Removal from Program	Chair (or Director for certain Schools)	Dean of College

- I. Violations of Academic Integrity. The behaviors described below are considered violations of the academic standards for both Undergraduate and Graduate Students. The academic sanctions for Graduate

d) This prohibition includes, but is not limited to, the use of papers, reports, projects, and other such materials prepared by someone else.

3. Fabrication, Forgery and Obstruction:

Fabrication is the use of invented, counterfeit, altered or forged information in assignments of any type including those activities done in conjunction with academic courses that require students to be involved in classroom experiences.

Forgery is the imitating or counterfeiting of 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

- 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 to obtain the written permission of each instructor shall be considered a multiple submission.
5. Complicity 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

7. Solicitation or Purchase 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. Digital Repositories of Class Materials, Including Notes, Quizzes, and Tests
 Either accessing (including downloading) or sharing (including uploading) proprietary notes, quizzes, and tests from USF classes, even when the intent is not to harm the class.
 WR HQKDQ For Hall Code: V SHU
9. Misrepresentation Submitting the work of another as your own, e.g., using a ghostwriter to write a paper, thesis, dissertation; having another person complete on-line class in your name.
10. Misconduct in Research and Creative Endeavors 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 publishing, exhibiting, or performing creative endeavors. Research misconduct means fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results. It does not include honest error or differences in opinion. In addition to the academic integrity Regulation misconduct in research is also subject to CPIM's Misconduct in Research, procedures and any sanctions contained therein.
- Students may not invent or counterfeit information.
 - Students may not report results dishonestly, by withholding data, by improperly revising data, by selective reporting or analysis of data, or by being grossly negligent in the collecting or analysis of data.
 - Student

- a) Students may not use the university computer system in support of any act of plagiarism.
- b) Students may not use the university computer system in support of any act of communications.

12. Misuse of Intellectual Property is the illegal use of copyright materials, trademarks, trade secrets or intellectual properties.

13. Violation of State or Federal laws with regard to Intellectual Property is conduct that violates and does not adhere to state or federal laws concerning the use of copies or other intellectual property.

V. SEVERITY OF CONDUCT DETERMINATIONS & ACADEMIC SANCTIONS

A. General Guidelines

1. Violations for Undergraduate Students are classified into (4) levels according to the nature of the infraction. For each level of violation a corresponding set of academic sanctions is recommended. However, specific academic programs may have additional and different academic sanctions. These academic sanctions are intended as guidelines for the academic community with examples cited below for each level of violation. These examples are not to be considered all-inclusive.

2. Violations for Graduate Students are not classified into levels as the instructor determines the severity of the violation and recommends any more severe academic sanction.

3. Multiple Violations:

a) Undergraduate Studies:

i. Undergraduate Student will receive written notification from the Dean of Undergraduate Studies or the Chief Academic Officer informing him or her of being placed on Probation. The student will be suspended for one (1) full semester, depending upon the level of violation.

ii. Undergraduate Student will be suspended for one (1) full semester and readmitted only after writing a clear statement indicating remorse, understanding of the seriousness of the offense, understanding of the importance of integrity in all areas, including academic work. A letter informing him or her of this action and appeal rights will be sent from the Dean of Undergraduate Studies.

- iii. The Undergraduate Student may be permanently dismissed from the university for violations of academic integrity with notice of that dismissal as a part of the formal record transcript.
- iv. Dismissal from the university for violations of academic integrity and with notice of that dismissal as a part of the formal record transcript.
- v. In the event of multiple violations, sanctions may be imposed consecutively or concurrently at the discretion of

b) Graduate Studies:

- i. Graduate Student will be dismissed from the university and will apply to any Graduate program at USF. Graduate Studies may have additional guidelines and protocols available online or in the Graduate Studies catalog.

B. Severity of Academic Integrity for Undergraduate Students: 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 per in Section C below.

1. Level One

a) CONDUCT:

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 is appropriate if the instructor determines it is a minor infraction).
- ii. Failure to footnote or give proper acknowledgment in an extremely limited section of an assignment.
- iii. Use of direct phrasing from tutors rather than the student's own voice.

b) ACADEMIC SANCTIONS:

- i. Reduction of credit given for the original assignment.
- ii. An assigned paper or research project on a relevant topic.

- iii. A makeup assignment at a more difficult level than the original assignment.
- iv. Required attendance and tuition cost for a non-credit workshop or seminar on ethics or related subjects.

2. Level Two

a)

infractions after notice of the first infraction of one or more violations of Level One or Level Two violations. The following are relations

- v. Sabotaging another student's work through actions designed to prevent the student from successfully completing an assignment.
- vi. Willful violation of a canon of the ethical code of the profession for a student preparing.

b) ACADEMIC SANCTIONS *

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 student's official transcript

Student

C. Severity of Academic Integrity for Graduate Students

1. The Office of Graduate Studies has a level 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, graduate certificate or are taking graduate level courses. The instructor will determine the severity of the offense and the appropriate grade. A student in a Graduate Studies course who receives an F grade is subject to immediate dismissal or expulsion. The grade assignment and academic sanctions will depend on the seriousness of the offense and may range from the receipt of:

- a) \$ Q ') μ R U ' = H U R μ J U D G H R Q W K H V X E M H F W S D S
- b) \$ Q ') μ L Q W K H F R X U V H O H D G (U n d e r G r a d u a t e) W R H [S X O V L R
- c) \$ Q ') μ L Q W K H F R X U V H O H D G (U n d e r G r a d u a t e) W R H [S X O V L R
- d) Academic Dismissal for any violations of academic dishonesty Regulations or Policies
- e) Possible revocation of the degree or Graduate certificate following a thorough investigation.

D. "F" Grade Guidelines:

1. Instructors may assign an F grade in specific courses. If an F grade is noted on a student's USF record, indicates academic dishonesty only reflected on official transcripts. Any Undergraduate student who receives an F grade will be subject to immediate dismissal from the university (of permanent dismissal from the university a notation may be added to official USF transcript).
2. If a student who has been accused of academic dishonesty drops the course, the student's record will be updated to reflect the grade received. If a student is accused of academic dishonesty and receives an F grade, the student's record will be updated to reflect the grade received.

- Any final course grade is not determined until after the Academic Integrity Review Process. This includes any determination of a violation of the Academic Integrity Regulation that is not detected until after the student has dropped or completed the course during or after the Academic Integrity Review Process.

VI. PROCESS STEPS

- The instructor identifies or learns of an academic integrity violation.
- The instructor identifies the severity of the violation (see Section B) and discusses the violation with the Chair/Director.
- The instructor determines appropriate grade assignment and use of the guidelines (included in Section V) and identifies additional academic sanctions that may be recommended to the Chair/Director on a brief written report of the incident, which may include any pertinent supporting documents related to this incident. The instructor may consult with the Chair/Director on recommendations concerning the incident process and/or sanctions as needed.
- The instructor advises the student of the grade determination and recommended academic sanctions (if applicable) in person or by email including a set date to discuss the determination (within 15 Academic days of determination of the grade if possible).
- Final Notice of Academic Sanction by the Instructor: Within 15 Academic days of meeting with the student, if the instructor determines there is a grade sanction only and no recommended additional academic sanctions, the instructor must immediately assign the grade sanction and state the date of this final grade sanction. In this case, the instructor must include the link to the Academic Integrity Regulation. If the instructor does recommend additional academic sanctions, the instructor will assign the grade sanction and state the date of those recommended additional academic sanctions considered to be appropriate to the violation (Level 3 or 4 violations will include additional academic sanctions) and the process continues as detailed below.
- Centralized Reporting of Grade Sanction. Immediately following the notification of the Final Notice of Academic Sanction by the Instructor, the instructor must submit all grade sanctions (including FF grades) using the Student Referral

7. Final Notice of Academic Sanction by the Department level Chair/Director:

(a) Undergraduate students Within fifteen (15) Academic days of receipt of Final Notice of Academic Sanction from the instructor Chair/Director

Integrity Review Board (AIRB) composed of students and instructors or administrators
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