

Please report any act of academic dishonesty to the office for Student Judicial Affairs. **Refer to the Student Judicial Affairs website at www.dso.ufl.edu/judicial for suggestions on responding to academic dishonesty.**

Remember to contact Student Judicial Affairs at 392-1261 to determine if the student has a prior academic honesty violation. The student can adjudicate only a first offense with the instructor. Second violations must be referred to the Student Judicial Affairs.

Note: The student may not drop this class. If the student is found responsible for academic dishonesty, he/she may not withdraw from the class. If a student attempts to drop a class, the individual will be restored to the class roster at the end of the term so the appropriate penalty can be imposed.

The instructor has the authority to adjudicate only on a first offense of academic honesty. Please call the Student Judicial Affairs office to verify.

Date: _____ Department: _____

Course Number and Title: _____

Instructor's Name: _____ Title: _____

E-Mail Address: _____ Phone: _____

Address/Campus PO Box:: _____

Student's Name: _____ UFID#: _____

E-Mail Address: _____ Phone: _____

Address: _____

Faculty description of the facts of the incident including incident date (use additional page if necessary):

*** PLEASE TYPE OR PRINT CLEARLY ***

Student must check A or B and sign this form within 24 hours after the student and faculty thoroughly discussed the allegations. The student should receive a copy of this form after meeting with the faculty member.

_____ A) I have reached an agreement with the instructor concerning the allegation and sanction imposed.

_____ B) I do not accept responsibility for the alleged violation or I do not agree with the proposed sanction and I request a formal student judicial hearing. It is my responsibility to schedule an appointment with the Assistant Dean and Director for Student Judicial Affairs or his/her designee within the next 48 hours.

Faculty description of the sanctions:

Under guidelines by the University of Florida an "E" or reduced grade on the assignment in question and/or course and an educational sanction are proper sanctions. If the student agrees that this sanction is appropriate, the matter is resolved with the faculty member and a copy forwarded to Student Judicial Affairs. This acceptance of responsibility waves the student's right to any other adjudicatory process and appeals. **Furthermore, a judicial record will be kept on file for the student and maintained in the Dean of Students Office.**

If the student does not believe the sanction is appropriate, the alleged academic honesty violation will be referred to a student judicial hearing before the Student Conduct Committee or the Student Honor Court. The student must make an appointment within 48 hours to discuss hearing options with the Assistant Dean and Director for Student Judicial Affairs or his/her designee in the Dean of Students Office in 202 Peabody Hall, PO Box 114075 (352-392-1261).

_____ Grade/Academic
Penalty: _____
Please be specific (i.e. "E" for class or assignment, rewrite the assignment, letter grade reduction)

_____ Educational Sanctions (faculty can choose one or more, based on the incident and needs of the student)

- _____ Ethical Decision Making Seminar
- _____ Rewrite Paper/Project (Deadline: _____)
- _____ Seminar to be determined by Student Judicial Affairs

Signature of Instructor: _____
Date: _____

Signature of Student: _____
Date: _____

(FACULTY SHOULD FORWARD THE SIGNED FORM TO STUDENT JUDICIAL AFFAIRS, 202 PEABODY HALL WITHIN 24 HRS OF MEETING WITH THE STUDENT. PLEASE PROVIDE ALL DOCUMENTATION TO VALIDATE YOUR ALLEGATION.)

NOTE: Faculty members are responsible for submitting final grades to the registrar's office.

JUDICIAL PROCESS FOR ACADEMIC HONESTY VIOLATIONS

Instructors should meet with the student to explain the nature of their suspicions and listen to the student's account of the incident. If the instructor still believes the student is responsible for cheating, plagiarism, misrepresentation, bribery, conspiracy, or fabrication, then he/she can recommend a sanction to the student. This sanction can include a grade penalty and an educational seminar. If the student accepts the grade penalty and sanction, then he/she will admit responsibility and complete the Faculty Adjudication Form (FAF) as appropriate. The instructor should send the FAF with recommended sanction to the Office for Student Judicial Affairs in P202 Peabody Hall within 24 hours of being completed. A judicial file will be created for that student. If the student does not accept responsibility or your sanction, he/she may choose to have the case heard by the Committee on Student Conduct or the Student Honor Court. Again, the instructor should send the FAF to the Office for Student Judicial Affairs in P202 Peabody Hall within 24 hours so that a judicial file can also be created. The student must schedule an appointment with the Assistant Dean and Director of Student Judicial Affairs or his/her designee within 48 hours to discuss the hearing options. The instructor will be asked to be a witness at either type of hearing.

Students found responsible for a first offense violation at a hearing will generally receive a grade penalty, conduct probation, an educational sanction or any combination thereof. **A formal hearing is required for a second offense. Please contact the Office for Student Judicial Affairs at 392-1261 to determine if the student has a prior academic honesty violation.** A finding of responsibility for a second offense typically results in suspension from the University of Florida for a period of time.

While a student is under review for academic dishonesty it is important for him/her to continue class until the matter is resolved. The student cannot drop a class in which there is an unresolved allegation. If the student is found responsible, he/she may not withdraw from the class. A student who does withdraw from the class will be reinstated. **If the student is found responsible for academic dishonesty, the faculty member is accountable for adjusting the student's grade to reflect the grade penalty agreed upon when grades are due at the end of the semester.**

WHY REPORT EVERY INCIDENT OF CHEATING OR PLAGIARISM TO STUDENT JUDICIAL AFFAIRS?

- All incidents of academic honesty should be reported to the Office for Student Judicial Affairs because:
 - A. It helps avoid any claim that a student's rights were violated by an instructor who did not follow UF procedures.
 - B. Insisting on academic integrity is good educational practice. Following proper procedures will decrease the likelihood of a challenge to the University and its faculty's/instructor's judgements in dealing with an educational matter.
 - C. It communicates the seriousness of the violation and to his/her classmates and promotes integrity.
 - D. Accurate records document the extent of academic dishonesty and repeat offenders can be identified.

WHAT SANCTION SHOULD YOU IMPOSE FOR AN ACADEMIC HONESTY VIOLATION?

- The value that the University of Florida places on education should be reflected in our response to academic dishonesty. In the absence of mitigating factors, we recommend that a grade penalty for the course should be the minimum appropriate response for deliberate violations. An appropriate supplement to the grade penalty you impose may be a referral to an educational or ethics seminar, all of which may be arranged through our office. If it is a second offense violation, suspension or expulsion should be considered as a sanction. This type of sanction can only be pursued through the University of Florida's judicial system.

WHAT ABOUT CONFIDENTIALITY?

- It does not violate state or federal confidentiality laws to discuss the student's case with the judicial affairs staff or your department chair or dean. It would violate confidentiality; however, to reveal the charged student's name, charges, sanction imposed to other students, instructors/faculty, or staff. You can seek the advice of colleagues about the nature of the incident without using the name of the student. It would also be helpful to discuss cheating, in general terms, with the class at the beginning of each semester.

WHAT HAPPENS TO THIS FORM UPON COMPLETION?

- The form becomes part of the student's judicial file, which is kept in the Office for Student Judicial Affairs for nine years from the year of the student's matriculation and then destroyed (unless there is a suspension or expulsion). The student's judicial file is subject to the same laws as other educational records, as this information can only be released within the University to those with a legitimate educational need to know. Any information can not be released outside without the student's permission. No notation of academic dishonesty appears on the printed academic transcript.

WHAT IF THERE IS DISAGREEMENT WITH THE STUDENT OVER THIS ALLEGATION?

- In resolving a disputed case of academic dishonesty, the student and instructor must be treated fairly. This means that:
 - A. The University's judicial procedures must be used to resolve the case.
 - B. A judicial committee can relieve you of being in the situation of resolving a dispute that you are too close to.
 - C. The standard of evidence necessary is "more likely than not" in order to impose sanctions for a violation.
 - D. The charges and hearing notice must be in writing to the student (our office will do that).
- If it is apparent to us that your suspicions are supported by a preponderance of the evidence, a student's meeting with us may clarify for him/her that a judicial committee will likely draw the same conclusion. This meeting may avoid the necessity of a hearing. However, the student may decide to resolve his/her case through a hearing. **A hearing is not a trial; the format is informal.**

Review of Process Checklist

- Gather documentation of academic dishonesty.
- Thoroughly complete Faculty Adjudication Form.
- Call Student Judicial Affairs to determine if student has a prior academic dishonesty violation.
- Schedule a meeting with the student to discuss allegations. You may choose to have your supervisor in the room with you when meeting with the student.
- Share with student all documentation of academic dishonesty.
- Give copy of the completed form to student.
- Forward Faculty Adjudication Form to the Dean of Students Office whether the student agrees or not.
- If the student disagrees with the allegation(s) brought forth, he/she will have an informational meeting with Student Judicial Affairs to choose either an Honor Court or Student Conduct Committee Hearing.
- After discussion have student sign form.
- Follow up letters are sent to the student and faculty member referencing the outcome.
- If the student is found responsible for academic dishonesty, the faculty member needs to submit the appropriate grade at the end of the semester to reflect the grade penalty.**