Outline for Today’s Presentation

- Discussion of UF Honor Code Violations
- Discussion of UF Honor Code Procedures
- Tips for Confronting students
- How to decrease honor code violations
- Why should I use the conduct process
- How can we improve the process
UF’s Honor Code Violations

a) Plagiarism
b) Unauthorized Use of Materials or Resources ("Cheating")
c) Prohibited Collaboration or Consultation
d) False or Misleading Statement Relating to a Student Honor Code Violation
e) False or Misleading Statement for the Purpose of Procuring an Academic Advantage
f) Use of Fabricated or Falsified Information
g) Interference with or Sabotage of Academic Activity
h) Unauthorized Taking or Receipt of Materials or Resources to Gain an Academic Advantage
i) Unauthorized Recordings
j) Bribery
k) Submission of Paper or Academic Work Purchased or Obtained from an Outside Source
l) Conspiracy to Commit Academic Dishonesty
Honor Code Procedures

- Gather documentation of academic dishonesty. Please provide as much detailed information as possible.

- Call Student Conduct & Conflict Resolution (392-1261) to determine if student has a prior academic honesty violation.
  - If the student has a prior, you will automatically forward the case and any evidence along with an explanation of the case to Student Conduct & Conflict Resolution.
  - If there are no priors, you will proceed to meet with the student. Additionally, you can receive advice on how to confront the student regarding the incident.
• 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 the student all information related to the academic dishonesty.

• Thoroughly complete Faculty/Student Resolution Form
Honor Code Procedures (continued)

- After discussion, have the student select “agree” or “disagree” and then sign the form.
- Give a copy of the completed form to student.
- Forward Faculty/Student Resolution Form and the original documents to the Dean of Students Office whether the student agrees with the outcome or not.
- If the student disagrees with the allegation(s) brought forth, he/she will have an informational meeting with Student Conduct & Conflict Resolution and a hearing with the Student Conduct Committee will be scheduled.
● Faculty will be asked to attend the hearing.
● Follow up letters referencing the outcome will be sent to the student and faculty member via email.
● 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. (In the meantime, give the student an “I” until the matter is resolved.)
Student Conduct Committee

- Run by Student Conduct & Conflict Resolution
- Made up of faculty, staff, and students
- Chaired by members of Student Honor Court
- 7 members will hear the case
- You would give the first statement and lay out the case
- Questioned by the committee
- Questioned by the accused student
● Other witnesses give statements
● Questioned by the committee and then accused student
● Accused student makes a statement
● Questioned by the committee
● Faculty gives a closing statement
● Student gives a closing statement
● Makes recommendation to Interim Dean of Students
● Appeal to Vice President of Student Affairs
Honor Court

- Honor Court no longer hears cases
  - Run by Student Government
  - Chair Student Conduct Committee Hearings
  - Serve as exam proctors
- For more information contact Johnathan Lott, Vice Chancellor of the Honor Committee, at 392-1665 or jdlott@ufl.edu. If you are unable to reach Jonathan Lott, you may contact Student Conduct and Conflict Resolution at chrisl@dso.ufl.edu.
- Serve as advisors for charged students and faculty members
- Assist with charging of academic dishonesty cases
- Assist with admission reviews
Informational Meetings with Students

- Discussion of rights and responsibilities
- Review charges and file contents
- Hearing options
- Accepting or denying responsibility
- Explanation of the process
Addressing myths about conduct process

- For 2008 – 2009 handled 333 cases of honor code violations (2400 total cases)
- For 2009 – 2010 handled 330 cases of honor code violations (2200 total cases)
- 95% of students either admit responsibility or are found responsible
- Once reported to our office most students are contacted within 48 hours
More myths

- Once student attends informational meeting, most hearings scheduled within 3 – 4 weeks depending on time of year
- Most hearings last 1 ½ to 2 hours but faculty are able to leave after all statements are taken, do not need to stay for deliberations and recommendation
- All cases heard by SCC which is under SCCR direction, no longer heard by honor court
Tips for Confronting Students Regarding Honor Code Violations

- Present all the facts/reasons for your suspicions. We aren’t interested in hiding anything from the student.
- Listen to what the student has to say. Have an educational conversation with them regarding your concerns and the reasons why we are concerned with academic dishonesty.
- Avoid the temptation to threaten the student with more serious consequences if they don’t accept responsibility. If they want a hearing, that is a right that they have as a student.
Try not to take their behavior personally. Most students don’t realize how much faculty are affected by their conduct. Explain to them how their conduct affects you.

Allow them to have an advisor present if they wish. The advisor cannot speak for them, however.

Remember that sometimes these incidents occur because they are a cry for help. The student may be dealing with other issues outside the classroom and they acted out of desperation. Certainly, other times it is just a student taking a short-cut.
How to Decrease Honor Code Violations

- Make sure you have a statement in your syllabus regarding your expectations for academic work and that you will confront students suspected of violating the honor code.
- Discuss your expectations and how you feel about academic dishonesty
Tips

- Have students put "On my honor, I have neither given nor received unauthorized aid in doing this assignment." on every assignment turned in for credit.

- Try to make assignments and papers unique.
  - Harder to find ready made papers on the internet if you choose an unusual topic
  - If the paper is interesting to do for the student, less likely to plagiarize it
Prevention (continued)

- Assign papers that require thought and analysis instead of just recall of facts. Make sure you offer narrow paper topics. The more broad the topic, the easier to find on the internet.
- Tie into current events or something that students can relate to. Make it real for them.
- Be clear about your expectations regarding collaboration. Is this something where students can work together and learn from each other or do they need to do their own work.
- On papers, require students to provide the various writing steps to you as part of the grade.
- Change paper topics each term. Don’t reuse the same topics over and over again.
Prevention (continued)

- Use different versions of the exam especially if using multiple choice.
- Try to use essay or short answer exams. They are harder for students to cheat on.
- Have an adequate number of proctors for the exam.
- If possible, allow space between students.
- Check student IDs.
- Don’t reuse exams.
Why Should I Use the Conduct Process

- Only place records of previous incidents are kept. If every department dealt with issues on their own and didn’t report them, a student could get away with multiple honor code violations without increasingly severe consequences.
- Sometimes the violation can be a cry for help and the conduct process can connect the student with the appropriate resources.
- The conduct process allows for an uninvolved third party to make the decision. This creates a better perception of fairness.
Why (continued)

- It is the official policy of the University. You are protected as faculty as long as you utilize the conduct process, even if in the end the student is found not responsible.
- If you take action on your own, you are not protected by the University. If the student decides to sue, you will be on your own.
- The conduct process is basically a contract with students. When the university doesn’t follow its process, it can be found in violation of due process.
Why (continued)

- Universities have a lot of latitude in how they decide to address violations of their community standards. Generally courts won’t interfere. The basic due process a university needs to follow is that they need to do what they say they will do. In other words, provide the process you say you will. To penalize a student in any other way is a violation of their rights to due process.
Why (continued)

- Failure to address violations sends messages to students that academic integrity isn’t important to us.
- It also sends the message (unintentionally) that it is OK to engage in this type of behavior.
- Even students found not responsible still learn from the process that we take it seriously and even if they got away with something, they are much more likely to think twice before doing it again.
- We protect those students who are working hard and earning their grades.
Why (continued)

- It helps protect the integrity of the institution. When someone graduates from UF after not being held accountable for their lack of academic integrity, it reflects on the professor, the department and the entire institution.

- It is the right thing to do. How can we expect our students to do the right thing if we aren’t modeling the way?
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