UNIVERSITY OF FLORIDA
ACADEMIC INTEGRITY
POLICIES AND
EXPECTATIONS

PRESENTED BY:
CHRISTINE NATAL, MAED
ASSISTANT DIRECTOR
STUDENT CONDUCT & CONFLICT RESOLUTION

PRESENTATION OVERVIEW

- Being a Graduate Student?
- General Information about SCCR
- The Student Honor Code
- The Honor Code Timeline
- The Student Conduct Code
- Sanctions
- Conflict Resolution Services
- Resources
WHAT DOES IT MEAN TO BE A GRADUATE STUDENT

- Differences between undergraduate and graduate studies:
  - Collegiality
  - Cooperative Learning
  - Collaboration
  - Increased Discussion and Debate
  - Higher-level Thinking
  - More Responsibility for Own Education
  - Life-long Relationships

What does earning a Professional, Master’s Level or Doctoral Level degree mean?

GENERAL INFORMATION
STUDENT CONDUCT PROCESS

- Student Conduct Code & Student Honor Code
- NOT a legal process
- Educational process
- Repair of harm & opportunity to be heard

SCCR BY THE NUMBERS

- 2500 cases annually
- < 2% appeal rate
- 2.5% recidivism rate
- 98% of students either admitted responsibility or were found responsible in Honor Code cases
- Highly rated based on student feedback
- Rated a top conduct program by the Association for Student Conduct Administration
Honor Code

Why does UF have an Honor Code?
WHY????

- Institutional Integrity & Reputation
- Research & Publishing
- Integrity & Value of YOUR Degree

Preamble: In adopting this Honor Code, the students of the University of Florida recognize that academic honesty and integrity are fundamental values of the University community. Students who enroll at the University commit to holding themselves and their peers to the high standard of honor required by the Honor Code. Any individual who becomes aware of a violation of the Honor Code is bound by honor to take corrective action. Student and faculty support are crucial to the success of the Honor Code. The quality of a University of Florida education is dependent upon the community acceptance and enforcement of the Honor Code.
“We, the members of the University of Florida community, pledge to hold our peers to the highest standards of honesty.”

HONOR PLEDGE

- On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied:

  “On my honor I have neither given nor received unauthorized aid in doing my assignment.”
GUIDING PRINCIPLES

- Students are expected to create **original** work for each assignment.

- Students are expected to complete their work **independently** unless the instructor expressly says otherwise.

- An instructor cannot assess what a student does/does not know if he/she has not submitted independent, original work when required.

POP QUIZ

What are some of the more common Student Honor Code violations?
STUDENT HONOR CODE

• Plagiarism
• Prohibited Use of Materials or Resources (Cheating)
• Prohibited Collaboration or Consultation
• Use of Fabricated or Falsified Information
• Unauthorized Taking or Receipt of Materials or Resources to Gain an Academic Advantage
• Unauthorized Recordings
• Submission of Paper or Academic Work Purchased or Obtained from an Outside Source
• Conspiracy to Commit Academic Dishonesty

www.dso.ufl.edu/sccr

EXAMPLES?
### Examples

**Plagiarism**
- Copying text or code from the internet
- Copying code from another student
- Using excerpts from reports previously submitted by another student who has completed the course

**Cheating**
- Using a cell phone or the internet during an exam
- Using a “cheat sheet”
- Submitting the same assignment in two courses
- Working after time has been called on an exam

**Prohibited Collaboration/Consult**
- Looking at another student’s exam
- Allowing another student to look at your exam
- Discussing take-home exam problems
- Sharing test information with other students prior to them taking the test

**Fabricated/Falsified Information**
- Falsified data
- Fake medical excuse note or funeral program
- Changing an assignment and submitting it for re-grading
- Lying about submitting an assignment

---

**Honor Code Timeline**
HONOR CODE VIOLATION TIMELINE: ACCEPTING RESPONSIBILITY

1. Faculty Member Discovers Alleged Misconduct → Faculty Member Calls SCCR to Determine Prior Violation History → Faculty Member Meets with Student
2. Student Accepts Responsibility and Sanctions → Paperwork Submitted to SCCR → Agreement Letter Sent to Student & Faculty Member

HONOR CODE VIOLATION TIMELINE: NOT ACCEPTING RESPONSIBILITY

1. Faculty Member Discovers Alleged Misconduct → Faculty Member Calls SCCR to Determine Prior Violation History → Faculty Member Meets with Student → Student Denies Responsibility and Sanctions
2. Paperwork Submitted to SCCR → Charge Letter Sent to Student → Informational Meeting → Committee Hearing
3. Recommendation to Dean of Students → Decision Letter Sent to Student & Faculty Member → Appeal Period → Final University Decision
Faculty/Student Resolution Form

University of Florida – Dean of Students Office – Student Conduct & Conflict Resolution

Please report all violations of academic misconduct to Student Conduct and Conflict Resolution (SCCR). Refer to the SCCR website at http:// fearless uf/ for suggestions on responding to academic misconduct.

Remember to contact Student Conduct and Conflict Resolution at 352-392-8500 for advice on next appropriate action. The information here is the authority to adjudicate any behavior involving academic integrity.

Note: While a student is on academic probation, they may continue attending classes until the matter is resolved. The student may only drop classes with the instructor’s permission. If a student receives an unsatisfactory grade, the student may appeal to the committee. The student may appeal a grade by submitting the appeal to Academic Integrity Office. The Academic Integrity Committee will then provide the student with an opportunity to present their case. If the appeal is denied, the student may continue with the class. If the appeal is granted, the student will receive an 'I' (incomplete) grade for the class. The student may then complete the未完成的 coursework and resubmit the final grade. If the appeal is granted, the student will receive an 'I' (incomplete) grade for the class. The student may then complete the coursework and resubmit the final grade. If the appeal is denied, the student will receive an 'I' (incomplete) grade for the class. The student may then complete the coursework and resubmit the final grade.

Faculty should forward the signed form and documentation validating the allegations to Student Conduct and Conflict Resolution, 205 Poynter Hall, within 24 hours of both parties signing the form.

<table>
<thead>
<tr>
<th>Date</th>
<th>College</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Instructor’s Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E-Mail Address</th>
<th>Office Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student’s Name</th>
<th>UFID</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UFID Address</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Faculty should include the form with all additional pages if necessary and please provide as much detail as possible. "PLEASE TYPE OR PRINT CLEARLY".

Incident Date: _______________________

Academic Sanction (please choose one):

<table>
<thead>
<tr>
<th>1. &quot;F&quot; for the course</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Letter Grade Reduction for the course</td>
</tr>
<tr>
<td>3. Assignment Rejection</td>
</tr>
</tbody>
</table>

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

- Academic Probation Workshop
- Honor Code Violation Review
- Reflection Paper

Student's Signature: _______________________

Instructor's Signature: _______________________

Instructor Reassignment Availability:

If the instructor is unavailable or unavailable to teach, faculty and students will be scheduled to appear before a committee. Please list times during a typical week to the University of Florida when you would be available to attend meetings. Meetings will be scheduled on such dates prior to commencement.

Tuesdays: _______________________

Wednesdays: _______________________

<table>
<thead>
<tr>
<th>Thursdays</th>
<th>Fridays</th>
<th>Saturdays</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Annual February 2015
**HELPFUL INFORMATION FOR A HEARING**

- Course Syllabus
- Assignment/Exam Instructions
- Student’s Attendance & Performance Information
- Information Regarding Other Students (if applicable)

**STANDARD OF PROOF:**

“**Preponderance of the Evidence**”

- The standard of proof used in hearings at the University of Florida is “Preponderance of the Evidence”

- With this standard, *committee members/hearing officer must be reasonably certain based on the evidence that the accused is responsible….“more likely than not”*
IMPORTANT NOTES

- Students are to continue attending classes until an alleged Honor Code violation has been resolved.
- Students who have an unresolved Honor Code violation at the end of a semester should be given an “I” until the matter is resolved.
- Students who receive an “Assignment Grade Penalty” can drop the course.
- Students who receive a “Course Grade Penalty” cannot drop the course.
- Faculty members and witnesses will be expected to participate in a hearing if one is requested by the student.
POP QUIZ

What are some of the more common Student Conduct Code violations?

STUDENT CONDUCT CODE – COMMON VIOLATIONS

• Alcohol
• Alcohol
• Drugs
• Alcohol
• DUI
• Parking Related
• Parking Related
• Physical Harm or Threatening Behavior including domestic and dating violence

For complete definitions, please review the Student Conduct Code at:

www.dso.ufl.edu/sccr
SEXUAL HARASSMENT, SEXUAL MISCONDUCT, DATING VIOLENCE, DOMESTIC VIOLENCE AND STALKING

- Encourage reporting – **Confidential Reporting** to Victim Advocates, Student Health Care Center and Counseling and Wellness Center, **For Action** – law enforcement, SCCR, HR, Title IX Coordinator, RA, Student Affairs staff generally
- Consent – has to be given freely. If someone is being coerced, or is incapacitated or impaired to the point of not being able to consent due to alcohol or drugs (or age or other impairment) they cannot consent to sexual activity
- UF will provide appropriate remedies to those who experience any of these behaviors if a hostile environment has been created. A hostile environment is created when due to the activity, others are unable reasonably to conduct or participate in work, education, research, living or other activities. If you don’t report, we can’t provide this kind of support
- Those who engage in these behaviors will face significant consequences including possible suspension/expulsion from the institution

SEXUAL MISCONDUCT IN THE NEWS

- Approximately 1 in 5 women will report being the victim of sexual assault during college.
- We encourage students to report so at minimum they can have the support they need to remain successful at UF and hopefully, to hold those who engage in this kind of behavior accountable.
- Student Conduct Committee members are among the best trained in the country at hearing these cases as they complete a semester long training course for 3 academic credits.
UF requires all incoming students to complete Campus Clarity’s Think About It program.

Think About It is a 2 ½ hour online educational program that will provide information on the laws of the State of Florida and UF policies on sexual harassment, sexual assault, dating violence, domestic violence and stalking as well as information on alcohol and its relationship to these issues.

It will also provide information on how you can help friends and be an active bystander to prevent these behaviors from occurring.

You will need to complete this online seminar before you can register for classes for Spring semester.

SANCTIONS
**Student Conduct Process - Sanctions**

- **Status Sanctions**
  - Reprimand
  - Conduct Probation with and without loss of privileges
  - Deferred Suspension
  - Suspension
  - Expulsion

- **Educational Sanctions**
  - Seminars
  - Workshops
  - Reflection Paper
  - Community Service

- **Other Sanctions**
  - No Contact Order
  - Loss of Privileges
  - Residence Hall Transfer or Removal
  - Restitution
  - Grade Penalty for Assignment and/or Course (Honor Code violations only)
  - Loss of Football tickets

**Determining Appropriate Sanctions**

- Considerations when Determining Sanctions:
  - Intentionality
  - Harm to Others
  - Weight of the Assignment/Examination in the Course
  - Whether or not You Can Assess the Student has Met the Course Objectives
  - Course and Departmental Policies
  - Student’s Academic Standing
  - Others?
CONFLICT RESOLUTION SERVICES

- Conflict Coaching
- Facilitated Dialogue
- Mediation
- Restorative Justice
HOW CAN ALL THIS APPLY TO/IMPACT YOUR CHOSEN PROFESSION?

RESOURCES
OUR STAFF

- Pamela Malyk – Assistant Dean of Students and Director of SCCR
- Keondra Brown – Program Coordinator
- Mick Earley – Assistant Director
- Christine Natal – Assistant Director
- Amanda Campbell – Assistant Director
- Katie Shirley – Graduate Assistant
- Brandon Hanley – Graduate Assistant
- Alec Lund – Undergraduate Case Coordinator
- Hannah Beatty – Undergraduate Case Coordinator
- Olivia Bibbee – Undergraduate Case Coordinator
• Turnitin@UF
  https://lss.at.ufl.edu/help/Turnitin

• Center for Academic Integrity
  http://www.academicintegrity.org/ica/home.php

• Broward Reading & Writing Center
  Avoiding Plagiarism & Properly Citing Sources Seminar
  http://mediasite.video.ufl.edu/mediasite/Viewer?peid=adaa44500eaf460a84f238e6b9a558f9

• Marsten Science Library Plagiarism Guide
  http://web.uflib.ufl.edu/ml/07b/studentplagiarism.html

• Plagiarism Is
  http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml

• Avoiding Plagiarism Site 2

• Great resource for Students on plagiarism, including writing smart and academically honest papers
  http://www.aresearchguide.com/

• UF Engineering Plagiarism Guide
  http://web.uflib.ufl.edu/ml/07b/students.html

---

Every Gator Counts

Being a Gator means caring about the Gator Nation! If you or a fellow Gator is in distress, contact U Matter, We Care.

In case of emergency, contact the University of Florida Police Department at 352-392-1111.

352-294-CARE(2273)  UMATTER@UFL.EDU  @UMATTERWECARE
GET INVOLVED!

- Student Conduct Committee
- Student Honor Code Administration (SHCA)
- Gators for Alternative Dispute Resolution (GADR)

THANK YOU!!!

202 Peabody Hall
PO Box 114075
Gainesville, FL 32611-4075

352-392-1261
www.dso.ufl.edu/sccr