

*For the 2014-2015 Graduate Council Annual Report and
 the 2015-2016 Graduate Catalog*

Members	Liaisons
Dennis, Danielle Excused Absence	Peter Harries G-T-M
Jiang, Xiaomei	Carol Hines-Cobb
Levine, Alex <i>Vice-Chair and Policy Chair</i>	Joe Butts
Osman, Hana	
Robison, John Excused Absence	
Sutton, Ninon	
Wecker, Lynn	
Zheng, Hao	

REPORT

1. Dr. Alex Levine welcomed everyone.
2. There was no public comment on agenda Items.
3. The following items were reviewed and discussed.
 - **Academic Integrity of Students (USF 3.027) – comments due Oct 27** – Council members reviewed the proposed revisions and gave consent to move forward to General Counsel with the notation that “Graduate School” needed to be updated to “Graduate Studies”. (See section highlighted in yellow in the document below)
 - **Time Limit Policy** – Council members continued the discussion from the last meeting regarding the need for setting benchmarks for students who receive approval for a time-limit extension. Dr. Harries will draft revisions to the Policy for consideration at the November meeting.
4. There was no new business; meeting adjourned at 9:40 a.m.

**University of South Florida System Regulation
Number: USF3.027
Subject: Academic Integrity of Students**

Date of Origin: 12-11-08

Date Last Amended: 10-22-12 (technical)

Date Last Reviewed: 10-22-12

I. PURPOSE & INTENT ~~Fundamental principles:~~

Academic integrity is the foundation of the University of South Florida System’s (USF System) commitment to the academic honesty and personal integrity of its university community. Academic integrity is grounded in certain fundamental values, which include honesty, respect and fairness. Broadly defined, academic honesty is the completion of all academic endeavors and claims of scholarly knowledge as representative of one’s own efforts. Knowledge and maintenance of the academic standards of honesty and integrity as set forth by the university are the responsibility of the entire academic community, including the instructional faculty, staff and students. The final decision on an academic integrity violation and related sanction at any USF System member institution shall affect and be applied to the academic status of the student throughout the USF System.

~~2.~~

II. STATEMENT OF REGULATION ~~(2) General Policies:~~

~~The following policies and procedures apply to all students, instructional faculty and staff who participate in administration of academic classes, programs and research at the University of South Florida. This Regulation asserts fairness in that it requires notice to any student accused of a violation of academic integrity and provides a directive for discussion between the instructor and student to seek a fair and equitable resolution. If a fair resolution is not accomplished in this discussion, this Regulation allows the student continued rights of due process under the academic grievance procedures based upon the preponderance of the evidence. The policies described below are the only policies and procedures that govern violations of academic integrity at the University and supersede any previous policies or regulations.~~

As this Regulation contemplates several levels of administrative or academic review, students are advised to direct emails only to the single designated office identified as responsible for the current level of review. Student’s failure to adhere to this directive or ignoring specific directives provided by an administrator such as the emailing all levels of administration, multiple parties not directly involved, or tangentially involved offices may be interpreted as a waiver of the review/appeal process and a failure to follow university directives.

As the university has both the Undergraduate and Graduate levels, it is important to reference Section V.

III. APPLICABILITY & AUTHORITY

The following Regulation and Procedures apply to all students, instructional faculty and staff who participate in administration of academic classes, programs and research at the USF System.

—DEFINITION OF TERMS

IV.

A. ~~(3)~~ Violations of Academic Integrity: Undergraduate and Graduate (Behaviors that violate academic integrity are listed below and are not intended to be all inclusive):-

~~(1a)~~ Cheating: Cheating is using or attempting to use materials, information, notes, study aids, or other assistance in any type of examination or evaluation which have not been authorized by the instructor.

~~(Definition:~~

~~Cheating is using or attempting to use materials, information, notes, study aids, or other assistance in any type of examination or evaluation which have not been authorized by the instructor.~~

~~Clarification:~~

~~a1):~~ Students completing any type of examination or evaluation are prohibited from looking at or transmitting materials to another student (including electronic reproductions and transmissions) and from using external aids of any sort (e.g. books, notes, calculators, photographic images or conversation with others) unless the instructor has indicated specifically in advance that this will be allowed.

~~(b)2:~~ Students may not take examinations or evaluations in the place of other persons. Students may not allow other persons to take examinations or evaluations in their places.

~~(c)3:~~ Students may not acquire unauthorized information about an examination or evaluation and may not use any such information improperly acquired by others.

~~(d)4:~~ Instructors, programs and departments may establish, with the approval of the colleges, additional rules for exam environments and behavior. Such rules must be announced in advance in a course syllabus or other advance written notice to students.

~~(b2)~~ Plagiarism: Plagiarism is intentionally or carelessly presenting the work of another as one's own. It includes submitting an assignment purporting to be the student's original work which has wholly or in part been created by another person. It also includes the presentation of the work, ideas, representations, or words of another person without customary and proper acknowledgement of sources. Students must consult with their instructors for clarification in any situation in which the need for documentation is an issue, and will have plagiarized in any situation in which their work is not properly documented.

~~(Definition:~~

~~Plagiarism is intentionally or carelessly presenting the work of another as one's own. It includes submitting an assignment purporting to be the student's original work which has wholly or in part been created by another person. It also includes the presentation of the work, ideas, representations, or words of another person without customary and proper acknowledgement of sources. Students must consult with their instructors for clarification in any situation in which the need for documentation is an issue, and will have plagiarized in any situation in which their work is not properly documented.~~

~~Clarification:~~

~~a)1):~~—Every direct quotation must be identified by quotation marks or appropriate indentation and must be properly acknowledged by parenthetical citation in the text or in a footnote or endnote.

~~(2b):~~—When material from another source is paraphrased or summarized in whole or in part in one's own words, that source must be acknowledged in a footnote or endnote, or by parenthetical citation in the text.

~~(c3):~~—Information gained in reading or research that is not common professional knowledge must be acknowledged in a parenthetical citation in the text or in a footnote or endnote.

~~(d4)~~—This prohibition includes, but is not limited to, the use of papers, reports, projects, and other such materials prepared by someone else.

(3e) Fabrication, Forgery and Obstruction:

Definitions:

Fabrication is the use of invented, counterfeited, 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 out-of-classroom experiences.

Forgery is the imitating or counterfeiting of images, 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.

(Clarification:

~~a1~~—Fabricated or forged information may not be used in any laboratory experiment, report of research, or academic exercise. Invention for artistic purposes is legitimate under circumstances explicitly authorized by an instructor.

~~(b2)~~—Students may not furnish to instructors fabricated or forged explanations of absences or of other aspects of their performance and behavior.

~~(c3)~~—Students may not furnish, or attempt to furnish, fabricated, forged or misleading information to university officials on university records, or on records of agencies in which students are fulfilling academic assignments.

~~(d4)~~—Students may not steal, change, or destroy another student's work. Students may not impede the work of others by the theft, defacement, mutilation or obstruction of resources so as to deprive others of their use.

~~(e5)~~—Obstruction does not include the content of statements or arguments that are germane to a class or other educational activity.

(d4) Multiple Submissions:

Definition:

Multiple submissions are the submissions of the same or substantially the same work for credit in two or more courses. Multiple submissions shall include the use of any prior academic effort previously submitted for academic credit at this or a different institution. Multiple submissions shall not include those situations where the prior written approval by the instructor in the current course is given to the student to use a prior academic work or endeavor.

(Clarification:

~~a1~~—Students may not normally submit any academic assignment, work, or endeavor in more than one course for academic credit of any sort. This will apply to submissions of the same or substantially the same work in the same semester or in different semesters.

~~(b2)~~—Students may not normally submit the same or substantially the same work in two different classes for academic credit even if the work is being graded on different bases in the separate courses (e.g. graded for research effort and content versus grammar and spelling).

~~(c3)~~—Students may resubmit a prior academic endeavor if there is substantial new work, research, or other appropriate additional effort. The student shall disclose the use of the prior work to the instructor and receive the instructor's permission to use it PRIOR to the submission of the current endeavor.

~~(d4)~~—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 by the student to obtain the written permission of each instructor shall be considered a multiple submission.

(e5) Complicity:

Definition:

Complicity is assisting or attempting to assist another person in any act of academic dishonesty.

~~(Clarification:~~

~~a1):~~—Students may not allow other students to copy from their papers during any type of examination.

~~b2):~~—Students may not assist other students in acts of academic dishonesty by providing material of any kind that one may have reason to believe will be misrepresented to an instructor or other University official.

~~c3):~~—Students may not provide substantive information about test questions or the material to be tested before a scheduled examination unless they have been specifically authorized to do so by the course instructor. This does not apply to examinations that have been administered and returned to students in previous semesters.

~~d4):~~—Students may not have a substitute take an examination or take an examination for someone else.

~~(f6) —~~**Misconduct in Research and Creative Endeavors:** *Misconduct in research is 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 in 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 sanctions in this Regulation misconduct in research is also subject to USF System Policy 0-301, procedures and any sanctions contained therein.*

~~(Definition:~~

~~*Misconduct in research is serious deviation from the accepted professional practices within a discipline or from the policies of the University in carrying out, reporting, or exhibiting the results of research or in publishing, exhibiting, or performing creative endeavors. It includes the fabrication or falsification of data, plagiarism, and scientific or creative misrepresentation. It does not include honest error or honest disagreement about the interpretation of data.*~~

~~Clarification:~~

~~a1):~~—Students may not invent or counterfeit information.

~~b2):~~—Students may not report results dishonestly, whether by altering data, by improperly revising data, by selective reporting or analysis of data, or by being grossly negligent in the collecting or analysis of data.

~~c3):~~—Students may not represent another person's ideas, writing or data as their own.

~~d4):~~—Students may not appropriate or release the ideas or data of others when such data have been shared in the expectation of confidentiality.

~~e5):~~—Students may not publish, exhibit, or perform work in circumstances that will mislead others. They may not misrepresent the nature of the material or its originality, and they may not add or delete the names of authors without permission.

~~(f6):~~—Students must adhere to all federal, state, municipal, and university regulations or policies for the protection of human and other animal subjects.

~~(g7):~~—Students may not conceal or otherwise fail to report any misconduct involving research, professional conduct, or artistic performance of which they have knowledge.

~~(h8):~~—Students must abide by the University’s policies on Misconduct in Research where applicable, which can be found in the University’s Policies and Procedures Manual at the General Counsel’s website.

~~(7g)~~—**Computer Misuse:** Misuse of computers includes unethical or illegal use of the computers of any person, institution or agency in which students are performing part of their academic program.

~~(Definition:~~

~~Misuse of computers includes unethical or illegal use of the computers of any person, institution or agency in which students are performing part of their academic program.~~

~~Clarification:~~

~~a1):~~—Students may not use the university computer system in support of any act of plagiarism.

~~(b2):~~

_____—Student
ts may not monitor or tamper with another person’s electronic communications.

~~(8h)~~—**Misuse of Intellectual Property:**

~~Definition:~~

~~Misuse of intellectual property is the illegal use of copyright materials, trademarks, trade secrets or intellectual properties.~~

~~Clarification:~~

Students may not violate state or federal laws concerning the fair use of copies.

B. Notice: Notice will be considered final upon email to a student’s official USF email address. Additional notice may be sent at the discretion of the parties.

C. “Academic Officer” shall mean the supervisor of the Instructor such as the Dean or Vice President of the Academic subject area.

D. “Dean” shall mean a College Dean, or the Dean of Undergraduate Studies, or the Dean of the Graduate School Studies, or the equivalent as indicated – or in all cases a “Dean’s designees” appointed to handle academic grievances for the unit.

Note: Unauthorized selling or distribution of any USF System material (including instructor course notes) is a violation of the Student Code of Conduct. Sharing personal notes with an individual classmate who occasionally misses class because of illness or other reason is allowed.

V. PROCESS STEPS(4)

A. UNDERGRADUATE STUDIES: GUIDELINES, VIOLATIONS & SANCTIONS~~Violations and Sanctions for Undergraduate Students:~~¹

¹ These policies apply to Undergraduate Students, even if taking graduate coursework. Graduate students are students admitted to a graduate degree program or graduate certificate, and/or non-degree seeking students taking graduate coursework (such students should refer to Section V(B6) Violations and Sanctions for Graduate Students)

Violations for USF System undergraduate students ~~at the University of South Florida~~ are classified into four levels according to the nature of the infraction. For each level of violation a corresponding set of sanctions is recommended, however, specific academic programs may include additional and different sanctions. These sanctions are intended as general guidelines for the academic community with examples cited below for each level of violation. These examples are not to be considered all-inclusive.

Student Appeal: To appeal an Academic Integrity Sanction ~~It is recommended that the instructor forward~~ students may avail themselves of the Academic Integrity Review Process detailed in Section C below.

Instructor Reports: In cases of Level Two through Level Four violations, Instructors must report allegations of academic dishonesty by way of a concise written statement including details of the date, time, and incident particulars (the “Reports”) to the Office of the Dean of Undergraduate Studies, attention the Academic Integrity Designated Officer (“AI Designated Officer”). The AI Designated Officer will have exclusive access to the Reports and will only share the Reports to instructors or academic advisors in the event of multiple Reports regarding a single student. This will enable appropriate handling of multiple violations.

~~a concise written statement describing the academic dishonesty of an incident with its particulars to the Undergraduate Dean’s Office for violations in Levels Two through Four. These records will be maintained until graduation or until they are of no further administrative value. This will enable better handling of multiple violations.~~

1.1) Level One Violations

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:

~~2.a)~~ Working with another student on a laboratory or other homework assignment when such work is prohibited (This level is appropriate if the instructor determines it’s a minor infraction).

~~3.b)~~ Failure to footnote or give proper acknowledgment in an extremely limited section of an assignment.

c) Recommended sanctions for Level One violations are listed below:

~~•~~ Reduction or no credit given for the original assignment.

i.

~~•~~ ii. An assigned paper or research project on a relevant topic.

~~•~~ iii. A make-up assignment at a more difficult level than the original _____ assignment.

~~•~~ iv. Required attendance in a non-credit workshop or seminar on ethics or _____ related subjects.

2) ~~(b)~~ **Level Two Violations**

Level Two violations are characterized by dishonesty of a more serious character or that which affects a more significant aspect or portion of the course work. The following are examples:

a) Working with another student on a laboratory or other homework assignment when such work is prohibited (This level is appropriate if the instructor determines it's a more serious infraction).

~~2.~~b) Quoting directly or paraphrasing, to a moderate extent, without acknowledging the source.

~~3.~~c) Submitting the same work or major portions thereof to satisfy the requirements of more than one course without permission from the instructor.

~~4.~~d) Using data or interpretative material for a laboratory report without acknowledging the sources or the collaborators. All contributors to preparation of data and/or to writing the report must be named.

— Receiving assistance from others, such as research, statistical, computer programming, or field data collection help that constitutes an essential element in the undertaking without acknowledging such assistance in a paper, examination or project.

e)

f) Recommended sanctions for Level Two violations are listed below:

i. Failing grade for the assignment involved with the grade in the course determined in
• — the normal manner.

• —

•ii. Failing grade for the course, which may be an “F” or “FF” on the internal transcript.

3) ~~(e)~~ **Level Three Violations**

Level Three violations are those that go beyond Level One or Two violations and that affect a major or essential portion of work done to meet course requirements, or involve premeditation, or are preceded by one or more violations at Levels One and/or Two. Examples include:

a) Copying on examinations.

- b) Plagiarizing major portions of a written assignment.
- c) Acting to facilitate copying during an exam.
- d) Using prohibited materials, e.g. books, notes, or calculators during an examination.
- e) Collaborating before an exam to develop methods of exchanging information and implementation thereof.
- f) Altering examinations for the purposes of regrading.
- g) Acquiring or distributing an examination from unauthorized sources prior to the examination.
- h) Presenting the work of another as one's own.
- i) Using purchased term paper or other materials (even if the source is cited).
- j) Removing posted or reserved material, or preventing other students from having access to it.
- k) Fabricating data by inventing or deliberately altering material (this includes citing "sources" that are not, in fact, sources.
- l) Using unethical or improper means of acquiring data.

m) Recommended sanctions for Level Three violations are listed below:

i. Failing grade for the course with a designation of “FF” on student’s internal transcript.

~~a.~~

b.ii. Possible suspension from the university for ~~one semester~~ One (1) Semester.

4. (d) — **Level Four Violations**

Level Four violations represent the most serious breaches of intellectual honesty.

Examples of Level Four violations include:

- a) All academic infractions committed after return from suspension for a previous academic honesty violation.
- b) Infractions of academic honesty in ways similar to criminal activity (such as forging a grade form, stealing an examination from a professor or from a university office; buying an examination; or falsifying a transcript to secure entry into the university or change the record of work done at the University) .
- c) Having a substitute take an examination or taking an examination for someone else.

~~2.d~~ d Fabrication of evidence, falsification of data, quoting directly or paraphrasing without acknowledging the source, and/or presenting the ideas of another as one's own in a senior thesis, within a master's thesis or doctoral dissertation, in scholarly articles submitted to refereed journals, or in other work represented as one's own as a graduate student.

~~e~~ e Sabotaging another student's work through actions designed to prevent the student from successfully completing an assignment.

~~f~~ f Willful violation of a canon of the ethical code of the profession for which a student is preparing.

g Recommended sanctions for Level Four violations are listed below:

~~a.i~~ i The typical sanction for all Level Four violations is permanent academic dismissal from the university with the designation of "Dismissed for Academic Dishonesty" to be placed permanently on a student's external transcript.

(5.) ~~Additional Undergraduate Grading and Related Sanctions Guidelines for Academic Dishonesty:~~

~~a) (a)~~ a Grade Assignment:

~~i. 1.~~ i. 4. An "FF" grade assigned to indicate academic dishonesty is reflected only on internal records and prevents the student from repeating the course using the Grade Forgiveness Policy. Students with any "FF" grade on record will not be eligible for honors at graduation.

~~ii. 2.~~ ii. 2. If a student who has been accused of academic dishonesty drops the course, the student's registration in the course will be reinstated until the issue is resolved.

~~iii. 3.~~ iii. 3. Any ~~assigned final course~~ grade may be changed to an "FF", "F", or other grade depending on the instructor's decision or the ultimate resolution of an academic grievance procedure. This includes any instance of academic dishonesty that is not detected by the instructor until after the student has dropped or completed the course.

~~iv. 4.~~ iv. 4. Notification to the student of the "FF" or "F" grade and the option of appeal concerning the alleged academic dishonesty shall be the responsibility of the instructor and/or department chair (See [USF System Policy 10-002 Academic Grievance Procedure for Students](#)).

~~v. 5.~~ v. 5. Notice that a student has been dismissed for reasons of academic dishonesty will be reflected on the student's transcript with the formal notation: Dismissed for Academic Dishonesty.

~~vi. 6.~~ vi. 6. More serious violations of academic integrity may be referred to the Office of Students Rights and Responsibilities as a student conduct violation.

~~(b)~~ (b) Multiple Violations:

~~i. 4.~~ i. 4. For the first "FF" recorded in an undergraduate student's USF academic record, the student will receive a letter from the Dean of Undergraduate Studies

informing him or her of being placed on “Academic Dishonesty Warning” for the remainder of enrollment at USF and of appeal rights for the “FF” grade. The student may also be suspended for one full semester, depending upon the level of violation.

- ii. ~~2.~~ For the second “FF” recorded, the undergraduate student will be suspended for one full semester and readmitted only after writing a clear statement indicating remorse, understanding of the seriousness of the offense, and 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. The undergraduate student may be permanently dismissed from the university for violations of academic integrity and with notice of that dismissal as a part of the formal record and transcript.
- iii. ~~3.~~ The maximum penalty for receipt of any “FF” grade may be permanent dismissal from the university for violations of academic integrity and with a notice of that dismissal as a part of the student’s formal record and transcript.

B. GRADUATE STUDIES: GUIDELINES, VIOLATIONS & SANCTIONS~~(6)~~ ~~—Violations and Sanctions for Graduate Students:~~²

1. ~~The Office of The~~ Graduate Studies ~~school~~ holds academic integrity in the highest regard. Graduate students are responsible for being aware of and complying with University Regulations and Policies and must conduct themselves accordingly.

2. Grade Assignment:

- i. Sanctions for Academic Dishonesty will depend on the seriousness of the offense and may range from the receipt of:

- ~~1.a)~~ An “F” or “Zero” grade on the subject paper, lab report, etc.
- ~~2.b)~~ An “F” in the course or activity in which credit may be earned.
- ~~3.c)~~ An “FF” in the course (leading to expulsion from the _____
_____ University).
- ~~4.d)~~ Academic Dismissal for any violations of academic dishonesty _____ policies or regulations.
- ~~e)~~ Possible revocation of the degree or Graduate Certificate _____
_____ following a thorough investigation.

- ii. If a student who has been accused of academic dishonesty drops the course, the student’s registration in the course will be reinstated until the issue is resolved.

² These policies apply to Graduate Students (students admitted to a graduate degree program or graduate certificate, and/or non-degree seeking students taking graduate coursework). Undergraduate students should refer to Section V(A4) Violations and Sanctions for Undergraduate Students)

- iii. Any final course grade may be changed to an “FF”, “F”, or other grade depending on the instructor’s decision or the ultimate resolution of an academic grievance procedure. This includes any instance of academic dishonesty that is not detected until after the student has dropped or completed the course.
- iv. Notification to the student of an “FF” grade and the option of appeal concerning the alleged academic dishonesty and academic dismissal lies with the instructor and/or department chair (See USF System Policy 10-002 Academic Grievance Procedure for Students).
- v. Notice that a student has been dismissed for reasons of academic dishonesty will be reflected on the student’s transcript with the formal notation: Dismissed for Academic Dishonesty.
- vi. More serious violations of academic integrity may be referred to the Office of Students Rights and Responsibilities as a student conduct violation.

~~5. Graduate students who are assigned an “FF” grade will be academically dismissed from the university and will not be eligible to apply to any graduate program at USF. Procedures regarding Academic Dishonesty and Academic Dismissal may be found on the Graduate Studies website.~~

~~— Graduate students who are assigned an “FF” grade will be academically dismissed from the university and will not be eligible to apply to any graduate program at USF. Procedures regarding Academic Dishonesty and Academic Dismissal may be found on the Graduate School website.~~

~~vii. (7) — Additional Graduate Guidelines for Academic Dishonesty:~~

- ~~1. If a graduate student who has been accused of academic dishonesty drops the course, the student’s registration in the course will be reinstated until the issue is resolved.~~
- ~~2. Any assigned grade may be changed to an “FF”, “F”, or other grade depending on the instructor’s decision or the ultimate resolution of an academic grievance procedure. This includes any instance of academic dishonesty that is not detected until after the student has dropped or completed the course.~~
- ~~3. Notification to the graduate student of the “FF” grade and the option of appeal concerning the alleged academic dishonesty and academic dismissal remains with the instructor and/or department chair (See Student Academic Grievance Procedures).~~
- ~~4. A graduate student who has been dismissed for reasons of academic dishonesty will have this reflected on the student’s transcript with the formal notation: Dismissed for Academic Dishonesty.~~
- ~~5. More serious violations of academic integrity may be referred to the Office of Students Rights and Responsibilities as a student conduct violation.~~

(8)C. Appeals APPEALS: Undergraduate and Graduate UNDERGRADUATE & GRADUATE STUDIES

The Student may appeal the instructor's initial determination (issued after the violation of this Academic Integrity Regulation has been documented, by written notice provided to the student by the Academic Officer (AO) or Dean). Unless a College is specifically exempt from this Policy, the appeal process steps for Academic Integrity issues are:

1. The student may send a written request to the AO by email within five (5) days of the notice to the student. The student's written email request must be a written concise statement of the student's position. This statement should include why the student feels the determination by the instructor was not correct and any documentation that supports the student's position.

2. Upon receipt of the email appeal, the AO will appoint an Academic Integrity Review Board (AIRB) composed of three (3) students and two (2) instructors or administrators (or at the AO's discretion the committee may have just three members with two (2) students and one (1) instructor or administrator).

3. Selection of AIRB members: Although the AO may select any students to serve on the AIRB, if the university establishes a Student Academic Integrity Committee (SAIC) (such as proposed in the hyperlink), the AO should first identify if SAIC members are available to serve and if so, those SAIC members must be selected. The students serving in the AIRB do not need to be from the College in which the appeal was filed. However, when possible undergraduate students should serve on AIRB for undergraduate student appeals, graduate students for graduate student appeals, clinical students for clinical student appeals, and medical students for medical student appeals.

4. The AIRB will meet within three (3) weeks from the time the Academic Officer (AO) receives the student's written appeal. The AO will advise the student by email of the date, time and place of the AIRB review. If the student has a justifiable conflict, the student may make one written request to reschedule the review emailed to the Academic Officer with the reason for the request, noting any known foreseeable conflicts into the next three (3) weeks. The one-time extension may be granted at the discretion of the Academic Officer. (*The timelines provided in this Regulation may be extended at the Academic Officer's discretion with written notice to the Student).

5. At the Review, the student and instructor will each be afforded an opportunity to present their position with reasonable time limits not to exceed 15 minutes per person.

6. The student may bring one person to serve as an advisor; however that person may not act as a legal representative, argue, present, or participate in any active way in the review, including through communications by verbal, written or electronic promptings with the student.

7. Each party may be present during the other's position statement. Neither party may ask questions of the other, argue, or respond to the other's statement. The AIRB may question both parties at any time during the proceedings.

8. The AIRB will deliberate in private and render a decision within three (3) weeks of the AIRB review and offer its determination as a recommendation to the Dean with copy to the student by email. The student and Instructors concise written statements will be included with the AIRB's recommendation. The Dean will have three (3) weeks to accept or not accept the determination of the AIRB. If the Dean accepts the determination of the AIRB, that is a final university decision and there is no further review available at the university. If the Dean does not accept the determination of the AIRB, the Dean must refer the matter to the university level (Deans of UGS or OGS for undergraduate and graduate reviews, respectively). The Dean of UGS or OGS will have three weeks to make a final determination. The Dean of the UGS or OGS may choose to only review the initial statements provided by the student and Instructor upon initiation of the Review and the Dean statement or choose to gather additional information at the university level. The Dean of the UGS or OGS will issue a determination that will be a final university decision in writing by email to the student, Instructor and the Dean of the College.

9. In the event the determination and final university decision is an FF grade with Academic Dishonesty noted and/or a related dismissal from the College or University, the student may appeal that final university decision within thirty (30) days to the Circuit Court by way of Writ of Certiori.

9. When additional sanctions beyond the FF grade are appropriate for academic misconduct (at Level III or IV) involving the student's suspension or expulsion from a class, a term, a program, or the university, the College Dean and the appropriate University Dean or designee (Undergraduate, Graduate, Health or other designee) will consult with the instructor and department chair/director to determine the additional sanction(s). The student will receive written notification from the College Dean of this decision made collectively by the College and University.

~~Once the initial violation of the academic integrity regulation has been documented and fairly discussed by the student and the instructor, the student may appeal the instructor's decision that a violation has occurred. At that point the student will follow the procedures outlined in the University of South Florida's student Academic Grievance Procedure Policy. For academic integrity violations that are reviewed at the department and college levels, the respective committees will consider all evidence available to determine if the instructor's decision was correct. The student's ability to proceed within an academic program while an Academic Grievance is in process will be determined by the individual academic program chair/director.~~

*Authority: Art. IX, Sec. 7, Fla. Const.; FL Board of Governors Regulation 1.001(4)(a); s.1006.60(4)FS.
History—New 12-11-08, x-x-x.*

