Florida A&M University
School of Allied Health Sciences

ACADEMIC HONESTY POLICY

PURPOSE:
To ensure that the concepts of honesty, truth and integrity are noted and established as essential values to be held by students at the university and in the SOAHS.

AUTHORITY:
University Regulation 2.013 - Due Process, Other Rights and Responsibilities, University Catalog - Student Responsibility Section, page 50, Student Handbook, Item (S) - Academic Honesty Violations, page 55 - 56, number 1 - 5, and SOAHS’ Division specific Student Handbooks and Policy Manuals.

DEFINITION:
Academic honesty violation is defined as providing or being dishonest in words, deeds, and/or documents provided to the university and SOAHS administration, faculty and/or staff.

POLICY:
This policy applies to any student who gives or takes information or material and wrongfully uses it to aid himself/herself or another student in academic endeavors. It shall further include receiving unauthorized written or oral information from a fellow student. Additionally, it shall include stealing, buying, selling, or referring to unauthorized written, oral or electronic information. Further, it may include circumstances that may arise during clinical/professional experiences such as violation of HIPAA laws and regulations and all other conduct unbecoming a professional student (i.e. ethical, moral and/or legal).

PROCEDURES:
Alleged violations of the academic honesty policy may be resolved as follows:

Step #1 - The instructor or designee (being the first line of contact and the observer/recorder of the incident) will meet with the student(s) to discuss the incident. This meeting will occur at the earliest possible time. If possible, this meeting will occur immediately after the occurrence of the incident or at a mutually agreed to time. If after this meeting and a solution to the issue has not been found, then the instructor or designee will refer the student to the division director. The instructor will then complete and sign of the Disruption of the Academic Process component of the Incident Reporting Form. A copy of this form will be forwarded to the division director and to the Office of Student Affairs.

Step #2 - The student will meet with the division director and if no resolution is reached then the incident will be referred to the Dean’s Office. The division director will add comments to
the Incident Reporting Form and forward this form to the Dean or designee who will meet individually with the director, the instructor or designee and/or the student(s). If deemed necessary, a joint meeting may be held. If a resolution is agreed upon, the Dean/designee will note the resolution on the Incident Reporting Form and once properly signed, copies will be appropriately distributed. One copy will be placed in the student’s cumulative folder, one copy maintained by the division director and one copy maintained in the Office of Student Affairs.

**Step #3** - If no resolution is reached, then the incident will be referred to the SOAHS Academic Appeals Committee (See SOAHS’ Academic Appeal/Grievance Policy).

**NOTE:** If deemed necessary, at any step of the appeal or resolution process, the incident may be forwarded to the University Judicial Committee within the Division of Student Affairs.

Any student who has more than two incidence of violating the academic honesty policy will begin the resolution process at step #3.

**PENALTY:**

All academic honesty violations will result in the issuance of penalties according to the university regulations and outlined in the student and faculty handbooks. Penalties for academic honesty violations shall include but not be limited to: reprimand, reduction of grade, denial of academic credit, invalidation of university credit or the degree based upon such credit, probation, suspension, dismissal or expulsion. See **University Catalog - Student Responsibility Section, for additional penalties.**