



## Florida Agricultural & Mechanical University Board of Trustees Policy

<b>Board of Trustees Policy Number:</b> 2017-001	<b>Date of Adoption: June 8, 2017</b> <b>Date of Revision:</b>
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<b>Subject</b>	<b>Academic Honesty</b>
<b>Authority</b>	Section 7(d), Article IX, Florida Constitution; Board of Governors Resolution adopted January 7, 2003
<b>Applicability</b>	The academic honesty policy shall be adhered to by all Florida A&M University students and applies to all academic work, both inside and outside of class.

- I. **Policy Statement and Purpose:** Florida A&M University is committed to academic honesty and its core values, which include scholarship, excellence, accountability, integrity, fairness, respect, and ethics. These core values are integrated into this academic honesty policy. Being unaware of the Academic Honesty Policy is not a defense for violations of academic honesty.
- II. **Academic Honesty Violations** include, but are not limited to, committing the following:
  - A. Giving or taking information or material wrongfully to aid yourself or another student in academic work;
  - B. Plagiarism to include copying work created or published by others, paraphrasing, or using ideas from a source without proper attribution;
  - C. Looking at or copying another student's work, or allowing another student to look at or copy your work;
  - D. Talking or otherwise communicating with another student during quizzes, tests or writing assignments, unless instructed to do so;
  - E. Removing test materials or attempting to remove them from an examination room or office or elsewhere [to include copiers and printers], stealing, buying, selling, or referring to a copy of an examination before it is administered;
  - F. Having others edit or rewrite your assignments, except with instructor approval;
  - G. Using work from other classes without prior approval from the proper instructor;
  - H. Using copyrighted stories, pictures, graphics, logos and other content without proper permission, including from the Internet, even if these works have been modified by the student;
  - I. Using electronic devices for plagiarism, cheating, deception or collusion (a secret

- agreement between two or more persons for a deceitful purpose);
- J. Falsifying records or giving misleading information, oral or written;
  - K. Assisting in any academic honesty violation;
  - L. Receiving any materials or information from a fellow student or another unauthorized source during examinations;
  - M. Obtaining, distributing, or referring to a copy of an examination, which the instructor or Department has not authorized to be made available;
  - N. Any act which impedes the ability of other students to have fair access to materials assigned or suggested by the instructor, i.e. removing or destroying library or other source materials;
  - O. Tampering with another student's work;
  - P. Altering grades or any other records related to the academic performance of students;
  - Q. Submitting false records or information in order to gain admission to the University;
  - R. Falsifying or inventing information, data, or citations; and/or
  - S. Any other form of academic cheating, plagiarism, or dishonesty.

### **III. Procedures, Approvals/Responsibilities**

All members of the University community are responsible for reporting suspected academic honesty violations. Suspected violations should be reported to an appropriate University official or to the faculty member.

Once reported, faculty members have a duty to document any alleged violation of the Academic Honesty Policy. If there is any reason to believe that a violation did occur, the faculty member must follow the procedure outlined below.

Violations of the Academic Honesty Policy can be resolved informally or formally.

#### **A. Informal Resolution Process:**

An informal resolution is a process by which an alleged academic honesty violation is resolved by the instructor and the student. Once the process has been initiated the student has the opportunity to resolve the matter with the instructor. This is not an adversarial process. Resolutions through the informal process may include a reduction in grade for an assignment or the course, failure of the course, additional assignments, or any other resolution that is deemed appropriate by the instructor.

A resolution should be made within five (5) business days from written notice to the student; however, students shall be allowed to complete the course and associated assignments, pending the outcome of the informal resolution process. In the event an alleged academic honesty violation is made within 20 business days before the end of the semester, that student may be given a grade of "I" at the end of the semester. The final grade will be changed in accordance with the final decision of the informal resolution process. If the violation is unsubstantiated, any associated documentation will be sealed. No record of the allegation will be placed on the

student transcript.

**Procedure:**

1. The instructor will notify the student(s) of the violation(s) of academic honesty no later than 5 business days after becoming aware of the suspected violation.
2. The instructor and the student will meet at a convenient time for both parties but no later than 5 business days after notification or drop/add deadline for the next regular semester. The instructor will provide to the student information regarding the alleged violation. The student will be given an opportunity to respond to the allegations within a reasonable time, not to exceed 10 business days from receipt of the allegation. The faculty member must propose a resolution if he/she does not accept the student's response. The student may either accept the proposed resolution or appeal to the next step. If the student rejects the resolution, the instructor will complete the "Academic Honesty Referral Form" and forward it and all associated documentation, to the dean/director of the college/school/institute.
3. If a mutual agreement has been met, that agreement is final and binding and may not be appealed.

**B. Formal Resolution**

The formal resolution process provides the student with an opportunity to have a hearing before a committee of faculty, students, and administrators within the college, school, or institute. This procedure follows the precepts of due process outlined in Regulation 2.013 Due Process, Other Rights, and Responsibilities. The penalties for formal resolution of academic honesty violations may include: reprimand, reduction of grade, denial of academic credit, failure of the course, invalidation of University credit or of the degree based upon such credit, probation, suspension, or expulsion. Documentation of an academic honesty violation will appear on the student's official academic record.

**1. Appeal to College/School Committee**

- a. Within 10 business days of concluding the informal process, the student may initiate the formal resolution process by filing an appeal with the dean/director of the college/school/institute, who shall appoint a committee to hear the student's appeal.
- b. Prior to the hearing, the chair of the committee will provide to the student and the committee, a written copy of the charges and associated documentation via the Academic Honesty Violation Referral Form.
- c. Within 10 business days of receiving the appeal, the committee will meet with the instructor and the student, individually; both parties will

provide information regarding the allegation.

- d. If the Committee, by majority vote, decides that the allegation is substantiated, it will propose a resolution to the student within 5 business days. The committee chair shall note the decision on the Academic Honesty Form. If the resolution is accepted, a copy of the completed form and any associated documentation will be provided to the student and to the college/school/institute. These documents will be placed in the student's permanent file and cannot be appealed.
- e. If the student does not accept the proposed resolution, he or she must submit an appeal to the Provost and Vice President for Academic Affairs within 10 business days.

## 2. Appeal to Provost and Vice President for Academic Affairs

The student may appeal the decision of the College/School/Institute Committee to the Provost and Vice President for Academic Affairs. The appeal will be referred to the Academic Honesty Council, which is an advisory body to the Provost. The Council will hear formal appeals regarding violations of academic honesty. The following individuals shall appoint a representative to the five-member council, of which the representative from the Provost/Vice President's Office will serve as council chair:

- Faculty Senate President
- Vice President for Academic Affairs
- Vice President for Student Affairs
- University Ombudsman
- SGA President (appointee must be a student)

The Council shall be provided all associated documentation regarding the allegation. The Council shall hold a meeting no later than 30 days following receipt of the appeal. The student will receive written notification at least 10 business days prior to the date of the hearing. The process may be expedited, upon the written request of the student and approval of the Council.

### Hearing Process:

- (a) The student and his/her advisor may inspect all of the evidence that will be presented against the student at least 3 business days before the hearing. The University shall also have the right to inspect any information the student intends to use at least 3 business days before the hearing;
- (b) The student may present evidence on his/her own behalf;
- (c) The student may hear and question witnesses;
- (d) The student shall not be forced to present testimony which would be self incriminating;

- (e) The student may have an advisor of his/her choice present at the hearing;
- (f) A recommendation of responsible or not responsible on the charges shall be based solely on the evidence presented at the hearing;
- (g) The University and/or its colleges, schools and institute are not required to postpone the proceedings pending the outcome of any outside prosecution. The disciplinary penalty(ies) or sanction(s) imposed under this policy is/are in addition to any penalty imposed by the penal system;
- (h) The Council shall provide a recommendation based solely on the evidence presented at the hearing;
- (i) The recommendation, by majority vote of the Council, shall be presented to the Provost in writing within 14 business days following the hearing.

### **3. Final Outcome**

The Provost and Vice President for Academic Affairs shall render a decision within 10 days of receipt of the recommendation. This decision is final and binding and may not be appealed.

Records of academic honesty violations are considered student records under the Family Education Rights Privacy Act (FERPA). Grade forgiveness and/or course withdrawal will not be permitted for a course in which a formal resolution determined that the student has violated the policy.

The student's status will remain unchanged pending the University's final decision, except where the president or president's designee determines that the safety, health or general welfare of the student or the University is endangered. A student's enrollment status may be changed only in cases where the president or president's designee determines that an emergency exists, which affects the safety, health or general welfare of the student or other students or the University and/or its employees.

**In cases, where the incident involves academic honesty violations and violations of the student code of conduct found in FAMU BOT Regulation 2.012, the case will be referred to the Office of Student Conduct & Conflict Resolution and FAMU BOT Regulations 2.012 and 2.013 will apply.**

<b>Posting:</b>	<b>This policy shall be posted on the University's website. Students shall also be made aware of this policy through the University's student handbook and handbooks of the respective academic units.</b>
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