

## College Operating Procedures (COP)



**Procedure Title:** Academic Integrity Policy  
**Procedure Number:** 03-1503  
**Originating Department:** Provost

**Specific Authority:**

Board Policy 6Hx6:6.01  
Florida Statute: 1006.60  
Florida Administrative Code

**Procedure Actions:** Adopted: 06/01/2010; 02/15/2011; 02/17/2020

**Purpose Statement:** Florida SouthWestern State College (College) recognizes that adherence to high principle of academic integrity is vital to the academic function of the college.

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### Academic Integrity Policy

Florida SouthWestern State College (FSW) recognizes that adherence to high principles of academic integrity is vital to the academic function of the College. Therefore, the entire academic community shares the responsibility for establishing and maintaining standards of academic integrity. Those in charge of academic tasks have an obligation to make known the standards and expectations of acceptable academic conduct. Each student has an obligation to know and understand those standards and expectations. While the academic community recognizes that the responsibility for learning and personal conduct is an individual matter, all students and faculty members are expected to help maintain academic integrity at the College by refusing to participate in, or tolerate, any dishonesty.

Florida SouthWestern State College expects all students to be honest in their academic endeavors. All academic work should be performed in a manner which will provide an honest reflection of the knowledge and abilities of each student. All members of the community understand the rationale for, and the critical nature of, academic integrity.

Violations of student academic integrity include any actions which attempt to promote or enhance the academic standing of any student by dishonest means. The following are some examples of actions that are violations of academic integrity:

1. Cheating on an academic exercise. Cheating includes giving or receiving unauthorized aid or information by copying, by using materials not authorized, by attempting to receive credit for work performed by another, or by otherwise failing to abide by academic rules. The person who aids an individual in cheating will be held equally responsible.
2. Plagiarism is an act of academic dishonesty that involves a scholar committing one or more of the following actions: portraying any portion of another's work as the scholar's (including turning in work that an individual other than the scholar prepared, regardless of the willingness of the individual), portraying another author's idea(s) as the scholar's, misrepresenting a source's meaning or content, or inadequate citation or missing citation. Plagiarism can occur in three main categories: wording, content, and citation. Plagiarism due to wording occurs when a scholar uses the wording of the original without quotes. Plagiarism due to content occurs when a scholar rewords the original but does so too closely and often without giving the original author credit. It can also occur when a scholar misconstrues the meaning of the source, effectively claiming the original author stated content or opinions that he/she did not. Citation plagiarism occurs when parenthetical citations or works cited entries are missing or inaccurate.

Using a source in a paper and failing to include a citation entry is also considered plagiarism as it does not allow the readers to access the original source.

3. The principles of academic integrity require that all work submitted or presented without citation of sources will be the student's own work, not only on tests, but in themes, papers, homework, and class presentations, unless it has been clearly specified that the work is a team effort.
4. Fabricating information with intent to deceive. Fabrication includes, but is not limited to, falsifying experimental data or results, inventing research or laboratory data or results for work not done, knowingly presenting falsified or invented results, citing information not taken from the source indicated, falsely claiming sources not used, known to be false, misleading, or not supported by evidence. Submitting any academic accomplishment in whole or in part for credit more than once, whether in the same course or different courses without the prior consent of the instructor is considered self-plagiarism.
5. Submitting any academic accomplishment in whole or in part for credit more than once whether in the same course or in different courses without the prior consent of the instructor.
6. Obtaining or attempting to obtain an examination, or any part of it, before, during, or after the examination has been given.
7. Failing to follow approved test taking procedures by performing such acts as changing answers after an exam is scored and communicating verbally, non-verbally or electronically with another person during an exam, or leaving while an exam is still in progress.
8. Copying, editing, deleting, or intentionally damaging Florida SouthWestern State College computer files without permission.
9. Altering, changing, or forging College academic records or forging the signature of any academic officer.
10. Offering, giving, receiving, or soliciting any materials, items or services of value to gain academic advantage for oneself or another.
11. An oral citation is a spoken acknowledgment of a source provided as part of an oral presentation (i.e., speech), and an absence of oral citations when providing information or ideas that are not the student's constitutes plagiarism. Orally cited information includes statistics, non-original materials (e.g., tables, pictures, graphs), quotes, arguments, and ideas of others, even if paraphrased.

### **Academic Integrity Policy Procedures**

When a faculty member determines that a violation of the Academic Integrity Policy has occurred, the faculty member will notify the student of the offense.

The following actions may be taken by faculty for students in violation of the Academic Integrity Policy:

1. Referral to the appropriate support service.
2. Assignment of a reduced grade on the plagiarized academic exercise.
3. Assignment of a final letter grade/reduction for the course.
4. Assignment of an "F" for the course.

The faculty member will then send an Academic Misconduct Report, for tracking purposes, to the Chief Student Affairs Officer on the appropriate campus within 10 business days after the date in which the faculty member identifies the violation. The Academic Misconduct Report will document the circumstances surrounding the accusation and any adjustment to a grade or other action recommended by the faculty member.

Students with multiple Academic Integrity Policy violation referrals will be subject to the Student Code of Conduct process. A printed notation may be included on the student's official academic transcript indicating that the student has been found to be in repeat violation of the Academic Integrity Policy (see the Student Code of Conduct for information regarding the conduct procedures and sanctions).

Violation of the Academic Integrity Policy will not be approved as an extenuating circumstance for purposes of late drop or withdrawal.

### **Academic Integrity Policy Violation Appeal Procedures**

Students may appeal a grade, and/or grade-related penalties assigned for an Academic Integrity Policy violation. To appeal a grade or other action recommended by a faculty member in regards to an Academic Integrity Policy violation, the student must submit a written appeal to the Academic Dean within 10 business days from the date the faculty member notified the student of the offense. The student's appeal should describe why the student does not agree with the grade assigned by the faculty member or the faculty member's academic integrity findings and/or penalty. The Dean will provide a copy of the appeal to the faculty member.

The Academic Dean will respond to the student's request for an appeal and schedule a meeting with the student within 10 business days.

After the meeting, the Academic Dean will send a written response to the student with copies to the faculty member and the Chief Student Affairs Officer within 10 business days.

The appeal determination of the Academic Dean is final. There are no further appeals within the College.