

## Resolution of Allegation of Academic Dishonesty

Students accused of violations of academic honesty will have their case resolved in one of two manners. See FGCU Student Code of Conduct located at: <http://studentservices.fgcu.edu/JudicialAffairs/>

A. The faculty member of record in the class meets with the student and informs him or her of the allegations against them. If the student accepts responsibility for the academic dishonesty, he/she will receive a sanction determined by the faculty member of record, of up to and including a failing grade in the class. The Summary Adjudication form is completed by the faculty member and both the student and faculty member sign the completed form. The Summary Adjudication form is then submitted to the Dean of Students' Office to be included in the student's conduct file. The faculty member processes the appropriate grade change with the Office of the Registrar;

B. If, after the faculty member of record meets with the student and informs him or her of the allegation against him or her, the student denies responsibility for the actions, or the allegations are so egregious that in the faculty member's judgment, if proven, would warrant a more severe penalty than failure in the class, the matter is referred to the Dean of Students' Office for a hearing before the Academic Integrity Committee. The committee will proceed to hear the case and make a finding of fact and determination if the student is responsible for academic dishonesty. If the student is held to be responsible, the committee will recommend a sanction of up to and including expulsion, to the Division of Student Affairs for final action. In addition, the committee will inform the faculty of record of their findings and that faculty will assign the student a final grade (which may include a failing course grade). The faculty member then processes the appropriate grade change with the Office of the Registrar.

**A formal hearing may be suggested for a second offense of academic dishonesty. Please contact the Dean of Students' Office at 239-590-7900 to determine if the student has a prior academic honesty violation.** A finding of responsibility may result in suspension from the University for a period of time.

**While a student is under review for academic dishonesty it is important for him/her to continue class until the matter is resolved.** The student cannot drop a class in which there is an unresolved allegation. If the student is found responsible, he/she may not withdraw from the class. A student who does withdraw from the class will be reinstated. **If the student is found responsible for academic dishonesty, the faculty member is accountable for adjusting the student's grade to reflect the grade penalty agreed upon when grades are due at the end of the semester.**

### REVIEW OF PROCESS CHECKLIST

- ☐ Gather documentation of academic dishonesty.
- ☐ Thoroughly complete Summary Adjudication Form.
- ☐ Call the Dean of Students' Office to determine if student has a prior academic honesty violation.
- ☐ Schedule a meeting with the student to discuss allegations and notify them that they may not drop the class. You may choose to have your supervisor in the room with you when meeting with the student.
- ☐ Share with the student all documentation of academic dishonesty.
- ☐ After discussion have student sign form.
- ☐ Give a copy of the completed form to student.
- ☐ Forward Summary Adjudication Form to the Dean of Students Office whether the student agrees or not.
- ☐ If the student disagrees with the allegation(s) brought forth, he/she will have a hearing with the Academic Integrity Committee.
- ☐ **If the student is found responsible for academic dishonesty, the faculty member needs to submit the appropriate grade at the end of the semester to reflect the grade penalty.**

## **WHY REPORT EVERY INCIDENT OF CHEATING OR PLAGIARISM TO THE DEAN OF STUDENTS?**

- All incidents of academic dishonesty should be reported to the Dean of Students' Office because:
  - a) It helps avoid any claim that a student's rights were violated by an instructor who did not follow the Student Code of Conduct and due process procedures.
  - b) It communicates the seriousness of the violation and to the student, as well as their classmates and promotes academic integrity.
  - c) It accurate records violations of academic dishonesty and repeat offenders can be identified and sanctioned accordingly.

## **WHAT SANCTION SHOULD YOU IMPOSE FOR AN ACADEMIC HONESTY VIOLATION?**

- Florida Gulf Coast University promotes high educational values that should reflect our response to academic dishonesty. It is recommended that first time offenders of academic dishonesty receive a grade of zero for the assignment or a failing grade for the course, depending on the severity of the violation. An appropriate supplement to the grade penalty you may impose could include re-writing the paper or similar outcome. If it is a second offense violation, we suggest the case be heard by the Academic Integrity Committee. This committee can recommend that the student be suspended or expelled by the Dean of Students.

## **WHAT ABOUT CONFIDENTIALITY?**

- It is not a violation of FERPA to discuss a student's case with the Dean of Students' Office or your department chair or dean. It would violate confidentiality; however, to reveal the student's name, charges, and sanction imposed to other students, instructors/faculty, or staff. Faculty members can seek the advice of their colleagues about the nature of the incident without using the name of the student. It is also recommended that the faculty member discuss cheating, in general terms, with their class at the beginning of each semester.

## **WHAT HAPPENS TO THIS FORM UPON COMPLETION?**

- The form becomes part of the student's disciplinary file, which is kept in the Dean of Students' Office for seven years from the year of the student's matriculation and then destroyed, unless there is a suspension or expulsion. The student's disciplinary file is subject to the same laws as other educational records, as this information can only be released within the University to those with a legitimate educational need to know. Any information can not be released outside without the student's permission. **No notation of academic dishonesty appears on the printed academic transcript; however, if a student is suspended or expelled, there is a note on the transcript to contact the Dean of Students' Office.**

## **WHAT IF THERE IS DISAGREEMENT WITH THE STUDENT OVER THIS ALLEGATION?**

- In resolving a disputed case of academic dishonesty, the student and instructor must be treated fairly. This means that:
  - a) The Student Code of Conduct procedures must be used to resolve the case.
  - b) An Academic Integrity Committee can relieve you of being in the situation of resolving a dispute that you are to close to.
  - c) The standard of evidence necessary is a preponderance of information, "more likely than not," in order to impose sanctions for a violation.
  - d) The charges and hearing notice must be in writing to the student.

**College of Education****Adjunct Faculty Evaluation Form**

Adjunct Name \_\_\_\_\_

Program \_\_\_\_\_

Course(s) \_\_\_\_\_

Date (Semester) \_\_\_\_\_

Reviewer Name \_\_\_\_\_

<b>Class Observation</b>	<b>Proficient</b>	<b>Acceptable</b>	<b>Needs Improvement</b>
Instructor preparation			
Careful and precise in answering questions			
Communication of ideas and information			
Respect and concern for student learning			
Stimulation of interest in course material			
Management of time, flow of class			
Overall rating			

<b>Syllabus Review</b>	<b>Proficient</b>	<b>Acceptable</b>	<b>Needs Improvement</b>
Course description			
Statement of learning outcomes			
Grading policies			
Clear and appropriate assignments			
Class outline with dates for assignments			
University policies (academic honesty, disability, etc.)			
Syllabus Filed with COE	Yes	No	

Review of Student Assessment of Instruction (SAI) Scores:

Question 8 (overall):

Comments (include here student feedback, adjunct feedback, and other issues):

Signatures:

\_\_\_\_\_  
Reviewer\_\_\_\_\_  
Date\_\_\_\_\_  
Adjunct\_\_\_\_\_  
Date



## College of Education

### INCOMPLETE GRADE AGREEMENT FORM

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**To be completed by Student:**

Date: \_\_\_\_\_ UIN# \_\_\_\_\_

Student Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Other phone: \_\_\_\_\_

CRN: \_\_\_\_\_ Course Number and Title: \_\_\_\_\_

Semester/Term: \_\_\_\_\_ Major/degree sought: \_\_\_\_\_

Course Faculty: \_\_\_\_\_

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**To be completed by Faculty:** This document represents an agreement between the course instructor and student for successful completion of the course described above.

✓ **Have all conditions for the incomplete been met?**

1. Passing course at time of application? Yes \_\_\_\_\_ No \_\_\_\_\_
2. Met course attendance requirements? Yes \_\_\_\_\_ No \_\_\_\_\_
3. Still registered for course? Yes \_\_\_\_\_ No \_\_\_\_\_
4. Applied before course grade reported? Yes \_\_\_\_\_ No \_\_\_\_\_

If all conditions met, terms for completion of course: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date for outstanding requirements listed above to be submitted by: \_\_\_\_\_  
(Date is at the discretion of the faculty, not to exceed one year.)

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Signature \_\_\_\_\_ Date: \_\_\_\_\_

Associate Dean Signature \_\_\_\_\_ Date: \_\_\_\_\_

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Original to Student file \_\_\_\_\_ Date \_\_\_\_\_ Copy to Student \_\_\_\_\_ Date \_\_\_\_\_ Copy to Faculty \_\_\_\_\_ Date \_\_\_\_\_ Copy Assoc. Dean \_\_\_\_\_ Date \_\_\_\_\_