


ADMINISTRATIVE PROCEDURE MANUAL		
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Purpose

The purpose of this procedure is to define Florida State College at Jacksonville's (FSCJ) honesty policy.

Procedure

- A. The District Board of Trustees of Florida State College at Jacksonville expects all students to adhere to the highest standards of academic honesty.
- B. The following activities and behaviors are considered violations of expected academic honesty and are subject to disciplinary action:
 1. Cheating, which is defined as the giving or taking of any information or material with the intent of wrongfully aiding one's self or another in academic work considered in the determination of course grade or the outcome of a standardized assessment.
 2. Plagiarism, which is defined as the act of stealing or passing off as one's own work the words, ideas or conclusions of another as if the work submitted were the product of one's own thinking rather than an idea or product derived from another source.
 3. Any other form of inappropriate behavior which may include but is not limited to:
 - a. falsifying records or data,
 - b. lying,
 - c. unauthorized copying,
 - d. tampering,
 - e. abusing or otherwise unethically using computer or other stored information, and
 - f. any other act or misconduct which may reasonably be deemed to be a part of this heading.
- C. Any student alleged to have committed any act of academic dishonesty as defined herein shall be entitled to due process as set forth in District Board of Trustees' Rule 6Hx7-11.1, Student's Rights and Responsibilities - prior to the administration of disciplinary action including suspension and dismissal.
- D. Classroom Assessment
 1. A faculty member who has a concern regarding a student's conduct in the area of academic honesty may elect to meet with the student directly. Notice to the student should follow the general format of the student notice form which is attached to the end of this procedure.
 2. Once the student is notified, it is advised that the student resolve the matter with the faculty member, however, at any time the student may request a hearing with the campus academic dean.
 3. Meeting(s) referenced above shall meet the College's requirements for due process.

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4. Following the discussion with the student, the faculty member may take one or more of the following action(s):
 - a. Verbally warn the student that continuation or repetition of misconduct of this nature may be cause for further disciplinary action.
 - b. Require the student to retake the test or rewrite the assignment.
 - c. Fail the student for the assignment.
 - d. Fail the student for the course.
 - e. Refer the student(s) to the campus academic dean for possible suspension or dismissal.
5. For cases in which the student is referred to the campus academic dean for action, the dean will appropriately involve the faculty member and inform the faculty member of the disposition of the matter.
6. Each faculty member shall communicate the College's policy on academic honesty to each class section they are teaching.
7. This subject is to be considered an integral part of the faculty member's course syllabus.
8. It is the responsibility of the academic deans and College Provost to routinely inform the faculty of this requirement.

E. Standard Assessment

1. Any student alleged to have committed any act of dishonesty on standardized tests administered through the College may be subject to disciplinary action. These assessments include all standardized tests administered through the College assessment offices in both college credit and non-credit programs.
2. Any test examiner or proctor who has a concern in this area shall report this to either the appropriate student success dean or the Director of Pre-Collegiate Studies for review. Any evidence, description or witness shall be presented for further investigation. The campus dean of student success will notify the student, review the situation and determine potential disciplinary action.
3. The campus dean of student success may take one or more of the following actions:
 - a. Verbally warn the student that continuation or repetition of misconduct of this nature may be cause for disciplinary action.
 - b. Require the student to retake the test.
 - c. Record failure for that portion of the test and/or not give credit for the course, e.g., credit by Exam.



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- d. Withhold the awarding of the degree/certificate or diploma until the requirement has been satisfied.
 - e. Schedule an academic disciplinary hearing for possible suspension ~~or dismissal~~.
4. For cases which involve a disciplinary hearing, the dean will involve the appropriate test examiner/proctor and any witness. The recommendation of the hearing will follow due process as defined in District Board of Trustee Rule 6Hx7-11.1, Student's Rights and Responsibilities.
5. The Assessment Office will inform students of FSCJ's Academic honesty policy at each test administration.

REFERENCES: F.S. 1001.64, 1006.60, SBE Rule 6A-14.0261

Adoption Date: July 6, 1993

Revision Date: December 14, 1995, July 23, 2015

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SAMPLE STUDENT NOTICE

TO:

FROM:

It has been brought to my attention that you may have violated the College's policy regarding academic honesty. Specifically, you have (state charge).

Please plan to meet me in my office (specify campus and room number) at (time/date). If it is not possible for you to meet me at this time, please contact me within one week of receipt of this notice to request a mutually convenient time for a meeting. If you fail to call or elect not to attend the meeting, I will presume that you agree with my charge that you violated the College's academic honesty policy.

If it is determined beyond a reasonable doubt that you have violated the college's academic honesty policy, the following actions may be taken:

1. Verbally warn you that continuation or repetition of misconduct of this nature may be cause for further disciplinary action.
2. Require you to retake the test or rewrite the assignment.
3. Fail you for the assignment.
4. Fail you for the course.
5. Withhold the awarding of the degree, certificate or diploma until the requirement has been satisfied.
6. Refer you to the campus academic dean for possible suspension.

Your prompt response will help to resolve this matter quickly.

Signature/Name/Title