

**POLICY: 6Hx28:8-11**



**Responsible Executive:** College Provost and Vice President of Academic Affairs; Vice President of Student Affairs

**Policy Contacts:** Dean of Holistic Student Support; Co-Chairs of the Academic Integrity Standing Committee

**Specific Authority:** 1001.64, F.S.

**Law Implemented:** 1001.64, F.S.

**Effective Date:** 12-07-2023

**Date of Last Policy Review:**  
12-07-2023

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## Academic Integrity

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### Policy Statement:

- I. Valencia College (“College”) is dedicated to engaging in intellectual activity and maintaining an academic environment consistent with high academic standards including a shared commitment to transparency, integrity, and creating the right conditions for learning. In all areas of academic and instructional endeavors, the College expects work to be the result of individual knowledge, thoughts, research, effort, and self-expression or that appropriate citation/credit is given for the origin of the work.
- II. Academic integrity results from the collective accountability in the collaborative process within the learning environment. All members of the academic community are expected to perform their duties with honesty, responsibility, and fairness, while maintaining academic standards, respecting intellectual property rights, and facilitating learning.
- III. Faculty, instructors, and students have a responsibility to practice academic integrity within the College’s learning environment.
  - A. Faculty and Instructors (“Faculty”): Faculty have the responsibility to assess student performance in courses, including assessing the quality and integrity of the student performance and assigning appropriate final course grades. Within courses, Faculty have a duty to communicate their specific expectations, criteria

and conditions for student work and performance, including those requirements specific to collaboration, assistance, citation, and acknowledgement of sources within each course assessment.

- B. Students: Students have a duty to ensure that they understand and abide by the standards set by Faculty that apply in any course or instructional activity. If a student does not understand the specified criteria and conditions, it is the student's responsibility to seek additional information and clarification from the Faculty member.

- IV. Violations of academic integrity may represent failure to meet academic standards and subject students to academic sanctions or may represent violations of the Student Code of Conduct and may subject students to conduct sanctions as set forth herein. In either or both cases, students are subject to accountability in accordance with all applicable academic and disciplinary policies and procedures. The College President, or designee(s), in consultation with the Faculty Council, shall administer this policy by developing and implementing procedures as deemed necessary and appropriate.

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**Policy History:**

Adopted 4-24-85; Amended 11-18-92; Amended 12-11-07; Amended 12-07-23; Formerly 6Hx28:10-16

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**Related Policies:**

College Policy 6Hx28:8-03 Student Code of Conduct

College Policy 6Hx28: 4-07 Academic Progress, Course Attendance and Grades, and Withdrawals

College Policy 6Hx28:8-10 Student Academic Dispute and Administrative Complaint Resolution

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**Procedures:**

- I. Violations of the Academic Integrity Policy  
All violations of the academic integrity policy are explicitly prohibited within the College community. Definitions and examples of such violations include but are not limited to:
  - A. Plagiarism: A form of intellectual theft in which a student presents work done by others – in writing or orally – as their own work. Examples of plagiarism include but are not limited to:
    - 1. Using direct quotations without quotation marks or proper citation;
    - 2. Paraphrasing without using proper citation; and/or
    - 3. Failure to properly reference or acknowledge the ideas and words of others.

- B. Cheating: A form of dishonesty in which a student misrepresents their mastery of the course content or clinical experience. Cheating applies to examinations, labs, assignments, presentations, clinical experiences, online discussions, and any other form of learning assessment. Examples of cheating include but are not limited to:
1. Using materials such as a textbook, prepared notes, study aids, website, or an electronic device during an examination unless the use has been explicitly permitted;
  2. Taking an exam on behalf of another student or allowing someone else to take the exam for the student;
  3. Submission of an assignment (e.g., term paper, software program, etc.) purchased from a private or commercial entity; or generated by Artificial Intelligence (AI), unless the use of AI has been explicitly permitted.
  4. Unauthorized copying of another's work and submitting it as one's own work; giving or receiving unauthorized assistance in one's academic work.
- C. Misrepresentation of Academic Experiences, Ability, or Effort: Providing false or misleading information concerning academic background or academic work. Examples of misrepresentations include but are not limited to:
1. Falsifying, altering, or presenting misleading information on academic concerns such as coursework, absences, reasoning for late work, the inability to meet course expectations, or the level of effort on projects; and/or
  2. Using fabricated or invented data, such as for lab experiments or interviews.
- D. Unauthorized Access: Unauthorized access refers to acquiring or forcing unauthorized access to property, information, academic resources (including exams and other assessment materials), or other materials that belong to another student, faculty member/instructor, or department. Examples of unauthorized access include but are not limited to:
1. Allowing unauthorized users to access the College's software by sharing login credentials for any College account;
  2. Interfering with any academic computer, computer system, or software that compromises confidentiality, integrity, or availability;
  3. Accessing, disclosing, or copying data, grades, or academic documents and files; and/or

4. Possessing, selling, or purchasing (in whole or in part) the contents of an exam or assignment prior to its authorized distribution; or coercing another person to do such acts on one's behalf.

E. Facilitating Violations of Academic Integrity (Collusion): A form of academic dishonesty that involves two or more people acting in a manner that misrepresents individual effort, learning, and/or contributions to course assignments. Examples of collusion include but are not limited to:

1. Allowing someone to copy work;
2. Doing all or part of an assessment that was assigned to another student;
3. Allowing someone else to do all or part of an assessment that was assigned to the student;
4. Unauthorized sharing of examination questions and/or answers before or after an examination; and/or
5. Unauthorized collaboration with another person during an examination or other assessment.

## II. Reporting Allegations of Academic Integrity

All members of the College community have a role in promoting academic integrity. Any member of the community who discovers or witnesses an alleged violation of this policy and/or procedure should report it to the appropriate Faculty member and/or their supervisor.

## III. Determination of Academic Penalty

The Faculty member maintains the academic prerogative to apply academic penalties deemed appropriate following any interaction with the student on the matter. If a Faculty member concludes a student in their class has violated this policy and/or its procedures, the faculty member/instructor may choose the following:

- A. The Faculty member may use the violation as an opportunity to discuss with the student how failing to act with integrity can have a negative impact in the workplace, school, or in the broader community.
- B. The Faculty member may consider the violation to represent poor academic work and assign academic penalties.; and/or
- C. As circumstances may warrant, refer the matter to the student conduct review process in accordance with College Policy 6Hx28: 8-03, Student Code of Conduct.

In all cases, the goal is to promote academic integrity going forward. Restorative actions, academic penalties, and/or conduct sanctions may be used to reach that goal.

- IV. Academic Penalty(ies): If the Faculty member chooses to assign an academic penalty(ies):
- A. the Faculty member may confer with other appropriate members of the academic community and in compliance with the confidentiality provisions of FERPA (Family Educational Rights and Privacy Act).
  - B. the Faculty member must inform the student(s) of the alleged violation and give the student(s) a reasonable opportunity to respond to the allegations.
    - 1. The Faculty member may assign an academic penalty(ies) before final grades are posted. If it is too late in the semester to reasonably expect the student to receive and reply to the written notification, the student must be given a reasonable opportunity to explain their actions after final grades have been posted.
  - C. the Faculty member may assign an academic penalty(ies) that includes, without limitation, one or more of the following:
    - 1. loss of all or some credit for the assessment (assignment, examination, project, paper, etc.);
    - 2. deny access to the course website, online and/or hardcopy course materials, or other course-related access typically allowed to students enrolled in the course;
    - 3. a reduction in the course final grade;
    - 4. a grade of “F” as the final grade in the course; or
    - 5. other appropriate penalty(ies) as stated in the course syllabus or stated within the particular assessment in which the violation occurred.
  - D. the Faculty member must notify the student(s) of the assigned penalty(ies) as soon as possible after deciding upon the academic decision.
  - E. the penalty of a final course grade of “F” will override a previously assigned grade of “W” or “I.”
- V. Student Conduct Review Process: If the Faculty member refers the matter for action, as appropriate, through the student conduct review process in accordance with College Policy 6Hx28: 8-03 Student Code of Conduct:

- A. the Faculty member may confer with other members of the academic community, as applicable and in compliance with confidentiality provisions of FERPA.
- B. the Faculty member must inform the student(s) of the alleged violation in writing and that the matter is being referred to the Dean of Holistic Student Support Office (or designee) for review through the student conduct review process; and
- C. The referral does not preclude the Faculty member from assigning an academic penalty(ies), which cannot be overridden by the Conduct Review Process.

For more information on the student conduct review process, see College Policy 6Hx28: 8-03 Student Code of Conduct.

#### VI. Disputes and Appeals:

- A. Dispute of Academic Penalties: A student may dispute an issued academic penalty(ies) in accordance with College Policy 6Hx28: 8-10 Student Academic Dispute and Administrative Complaint Resolution.
- B. Disciplinary Sanction Appeal: A student may appeal a disciplinary sanction in accordance with College Policy 6Hx28: 8-03 Student Code of Conduct.

#### VII. Violations Reported After Voluntary Withdrawal

When a determination of a violation of the academic integrity policy occurs after a student voluntarily withdraws from a course, the violation may be addressed by a Faculty member in the same manner as provided Section II of these procedures. Notice to the student may be provided via the student's Valencia College email account. For more information on voluntary withdrawal, see College Policy 6Hx28: 4-07 Academic Progress, Course Attendance and Grades, and Withdrawals.

#### VIII. Violations Reported After Graduation

In the event that a determination of an alleged violation of the academic integrity policy occurs after a student graduates, the College Provost and Vice President for Academic Affairs and the Vice President of Student Affairs or their designee(s), shall collectively review the matter and may decide to take further action. Graduation status will not preempt the imposition of disciplinary sanctions or academic penalties in accordance with College Policies 6Hx28: 8-03 Student Code of Conduct or 6Hx29: 8-10 Student Academic Dispute and Administrative Complaint Resolution. If a student is found responsible for a violation and the sanction or academic penalty(ies) imposed makes the student ineligible to earn a degree, the degree may be revoked by the College.

**Procedure History:**

Adopted 4-24-85; Amended 11-18-92; Amended 12-11-07; Amended 12-07-23; Formerly  
6Hx28:10-16

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**Date of Last Procedure Review:** 12-07-2023