Honor Pledge

On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied:

“On my honor I have neither given nor received unauthorized aid in doing my assignment.”
Process

- Gather and note evidence of academic honesty violation.
- Inform your department head.
- Do not discuss with other TAs or other faculty besides supervisor.
- Contact Student Conduct and Conflict Resolution (SCCR) at 392-1261 to see if student has a prior academic violation.
  - If so, the case goes directly to SCCR.
Process (Cont.)

- Decide on Sanctions –
  
  For example, an “E” for the assignment or an “E” for course. You may also assign an educational sanction such as one of our seminars: “Avoiding Plagiarism” or “Ethical Decision Making”
Process (Cont.)

- Schedule a meeting with the student to discuss allegations.
- Share with student all evidence of academic dishonesty.
- You may choose to have your department head or another faculty member with you when you meet with the student.
Process (Cont.)

- Student must sign Faculty/Student Resolution-Student Agreement Form, whether he/she agrees/disagrees with the allegation. This form can be downloaded at https://www.dso.ufl.edu/sccr/sccr-forms/

- This indicates that the student has discussed the incident with the faculty.
Process (Cont.)

- Give a copy of the signed form to the student. Save a copy of the agreement to the online submission when you submit the online Faculty/Student Resolution form.

- Thoroughly fill out a Faculty/Student Resolution Form. It can be obtained online at:

  https://forms.dso.ufl.edu/public_report/index.php/pid182453
If the student agrees to the charge of academic honesty and the sanction suggested, the faculty member is responsible for submitting the appropriate grade at the end of the semester to reflect the grade penalty.

If the student disagrees with the allegations brought forth, he/she will have an informational meeting with Student Conduct and Conflict Resolution to select a hearing with the Student Conduct Committee.

The faculty member will be contacted if they are needed to participate in the hearing.
Process (Cont.)

- Please assign the student a grade of “I” until the matter is resolved.
- Please inform the student that they CANNOT drop the class until the case is resolved.
- Follow up letters are sent from SCCR to the student and faculty member referencing the outcome.
Student Conduct Committee

- 5 to 7 Students, Staff and Faculty
- Witnesses, testimony, questions
- Formal hearing, tape recorded
- Committee sends recommendation to the Associate Vice President/Dean of Students
- Student may appeal to the Vice President of Student Affairs or his designee
- Among best trained in the country
Student Honor Code Administration

- Can assist you in understanding how to prepare for a hearing
- Advises students and faculty in honor code proceedings
- Can provide proctors for exams
- Can give presentations on the Honor Code
Student’s Rights

- To be notified in writing of the charges
- To select the Committee hearing format
- To have questions asked of adverse witnesses
- To know nature and source of evidence which will be used by the University
- To present evidence and witnesses relevant for defense
- Freedom against compulsory self-incrimination
- To have an advisor and support person present
Additional Resources

- www.dso.ufl.edu/sccr
- Turnitin@UF
  - https://lss.at.ufl.edu/help/Turnitin
For more information contact:
The Dean of Students Office
202 Peabody Hall

Student Conduct and Conflict Resolution
392-1261

Assistant Dean of Students/Director: Pamela Malyk
Assistant Director: Mick Earley
Assistant Director: Christine Natal
Assistant Director: Amanda Campbell
Program Coordinator: Keondra Brown
Graduate Assistants: Katie Shirley and Brandon Hanley
Case Coordinators: Alec Lund, Hannah Beatty, Olivia Bibbee
U Matter, We Care

- An umbrella for care-related programs and resources for students and employees. The initiative includes a program to train people to recognize the signs of distress and to provide help. It also includes a website of care-related resources, as well as a centralized phone number (294-CARE) and email address (umatter@ufl.edu) for those seeking help or wanting to help others.
EVERY GATOR COUNTS

Being a Gator means caring about the Gator Nation! If you or a fellow Gator is in distress, contact U Matter, We Care.

In case of emergency, contact the University of Florida Police Department at 352-392-1111.

352-294-CARE(2273)  UMATTER@UFL.EDU  @UMATTERWECARE