

FSC HONOR CODE INFRACTION REPORT

Faculty should use this form to report an Honor Code infraction to their Academic Dean. See the Honor Code section in FSC's Academic Catalog for additional information.

Faculty Name: _____

Phone: _____ Email Address: _____

Details of the Honor Code infraction

Date of event: _____

Name(s) of student(s) / Student ID #(s): _____

Course in which infraction occurred: _____

Category of infraction: *Please check one:* cheating _____ plagiarism _____ other* _____

Detailed description of the infraction and evidence: _____

Detailed description of consequence regarding infraction:

Student: Please initial one of the following:

____ I accept the consequences outlined above and understand that this infraction will be kept on file with the Office of the Provost as a matter of record.

____ I do not accept the consequence outlined above and reserve the right to appeal this sanction according to the process outlined in the Academic Catalog**

Student signature: _____

Date: _____

Faculty signature: _____

Date: _____

Faculty should email a scanned copy of this form and any supporting evidence to their Academic Dean.

* - See back for additional details

** - Checking this option does not file an appeal for this case. The process outlined in the Academic Catalog must be followed to file an appeal.

Definition of Academic Dishonesty (per Academic Catalog)

Academic dishonesty is any act of cheating, assistance in cheating, plagiarism, academic theft, falsification, or misrepresentation. The following definitions, adapted from the University of Pennsylvania's Code of Academic Integrity (available online at www.vpul.upenn.edu/osl/acadint.html), shed further light on the full meaning of academic dishonesty. Academic dishonesty includes but is not necessarily limited to:

- Cheating: using or attempting to use unauthorized assistance, material, or study aids in examinations or other academic work or preventing, or attempting to prevent, another from using authorized assistance, material, or study aids. Examples: using a cheat sheet in a quiz or exam, altering a graded exam and resubmitting it for a better grade.
- Plagiarism: using the ideas, data, or language of another without specific or proper acknowledgment in oral, written or electronic media/formats. Examples: copying another person's paper, article, or computer work and submitting it for an assignment, cloning someone else's ideas without attribution, failing to use quotation marks where appropriate.
- Fabrication: submitting contrived or altered information in any academic exercise. Examples: making up data for an experiment, fudging data, citing nonexistent articles, contriving sources.
- Multiple submission: submitting, without prior permission, any work submitted to fulfill another academic requirement.
- Misrepresentation of academic records: misrepresenting or tampering with or attempting to tamper with any portion of a student's transcripts or academic record, either before or after coming to Florida Southern College. Examples: forging a change of grade slip, forging a signature, tampering with computer records, falsifying academic information on one's résumé.
- Facilitating academic dishonesty: knowingly helping or attempting to help another violate any provision of the Code. Example: working together on a take-home exam.
- Failure to report academic dishonesty: not reporting an observed violation. Example: failing to report witnessing cheating on an exam.
- Unfair advantage: attempting to gain unauthorized advantage over fellow students in an academic exercise. Examples: gaining or providing unauthorized access to examination materials, obstructing or interfering with another student's efforts in an academic exercise, lying about a need for an extension for an exam or paper, continuing to write even when time is up during an exam, destroying or keeping library materials for one's own use.