Department of Psychology Graduate Academic Misconduct Policy

Graduate students in the Department of Psychology at Florida International University are expected to adhere to the highest standards of integrity in every aspect of their lives. Honesty in academic matters is part of this obligation. Academic integrity is the adherence to those special values regarding life and work in an academic community. Academic achievements are premised on academic integrity: honesty, fairness, trust, respect, accountability, and responsibility. The academic community thrives when all members adhere to these standards of integrity, and graduate students have an important role in fostering this commitment to academic integrity. The Department of Psychology expects all graduate students to uphold these values and the FIU code of academic integrity.

**FIU CODE OF ACADEMIC INTEGRITY**

This Code of Academic Integrity was adopted by the Student Government Association on November 28, 2001 and reflects the values articulated in the Student Code of Standards. Florida International University is a community dedicated to generating and imparting knowledge through excellent teaching and research, the rigorous and respectful exchange of ideas, and community service. All students should respect the right of others to have an equitable opportunity to learn and honestly to demonstrate the quality of their learning. Therefore, all students are expected to adhere to a standard of academic conduct, which demonstrates respect for themselves, their fellow students, and the educational mission of Florida International University.

**Pledge**

As a student of this university:
- I will be honest in my academic endeavors.
- I will not represent someone else’s work as my own.
- I will not cheat, nor will I aid in another's cheating.

All students are deemed by the University to understand that if they are found responsible for academic misconduct, they will be subject to the Academic Misconduct procedures and sanctions, as outlined in the following procedures.

The Department of Psychology takes a zero-tolerance policy on academic misconduct. Any act or omission by a graduate student that violates this concept of academic integrity and undermines the academic mission of the University shall be defined as academic misconduct and shall be subject to the procedures and penalties that follow below.

**DEFINITION OF ACADEMIC MISCONDUCT**

Academic misconduct is defined as the following intentional acts or omissions committed by any FIU graduate student:

**Cheating:** The unauthorized use of books, notes, aids, electronic sources; or unauthorized use of on-line exams, library materials or assistance from another person with respect to examinations, course assignments, field service reports, class recitations; or the
Unauthorized possession of examination papers (or on-line examinations) or course materials, whether originally authorized or not. Any student helping another cheat may be found guilty of academic misconduct.

**Plagiarism:** The deliberate use and appropriation of another’s work without any indication of the source and the representation of such work as the student’s own. Any student who fails to give credit for ideas, expressions or materials taken from another source, including internet sources, is guilty of plagiarism. Any student helping another to plagiarize may be found guilty of academic misconduct.

**Misrepresentation:** Intentionally lying to a member of the faculty, staff, administration, or an outside agency to gain academic advantage for oneself or another, or to misrepresent or in other ways interfere with the investigation of a charge of academic misconduct.

**Misuse of Computer Services:** The unauthorized use of any computer, computer resource or computer project number, or the alteration or destruction of computerized information or files or unauthorized appropriation of another’s program(s).

**Bribery:** The offering of money or any item or service to a member of the faculty, staff, administration or any other person in order to commit academic misconduct.

**Conspiracy and Collusion:** The planning or acting with one or more fellow students, any member of the faculty, staff or administration, or any other person to commit any form of academic misconduct together.

**Falsification of Records:** The tampering with or altering in any way of any academic record used or maintained by the University.

**Academic Dishonesty:** In general, by any act or omission not specifically mentioned above and which is outside the customary scope of preparing and completing academic assignments and/or contrary to the above stated policies concerning academic integrity.

Any violation of this section shall first require a determination as to whether the act or omission constitutes academic misconduct.

**ACADEMIC MISCONDUCT PROCEDURES**

The following procedures for resolution of matters within the University judicial system shall apply to Acts of Academic Misconduct. All matters relating to Academic Misconduct among graduate students are referred to the Director of Graduate Studies in the Department of Psychology and to the Dean of the University Graduate School.

Charges of Academic Misconduct. If a faculty member, student, staff, or a person not affiliated with the University observes a student committing an act of Academic Misconduct, he/she must first inform the Director of Graduate Students and the appropriate doctoral training program director, or the Dean of the University Graduate School or designee (the Complainant). The Director of Graduate Studies in conjunction with the faculty member and/or program director who suspects Academic Misconduct must meet with the student in order to inform him/her of the allegation(s), to provide any evidence, and to allow the student to respond before filing the Complaint Form Alleging Academic Misconduct with the Dean of the University Graduate School.

The student’s academic status will remain unchanged pending the outcome of the University’s final decision in the Formal Procedure, except where the Dean or designee determines that the safety, health, or general welfare of the student or the University is involved. When a final grade for a course may be involved, a grade of “I” (Incomplete) should be assigned, pending the University’s final decision in the matter. A Charged Student’s ability to register for future semesters will be temporarily placed on hold until
the Dean or designee is assured that the student is satisfactorily responding to the charges. If the Charged Student is satisfactorily responding to the charges, he/she will be allowed to register and his or her current academic status will remain unchanged, pending the University's final decision in the student disciplinary proceeding.

Informal Resolution
Upon discovery of academic misconduct the Complainant in consultation with the Director of Graduate Studies will fill out an Informal Resolution Agreement to be discussed in an informal meeting with the Charged Student.

http://gradschool.fiu.edu/documents/INFORMAL_RESOLUTION AGREEMENT FORM.pdf

An informal meeting between the Complainant and the Charged Student to resolve the matter outside of the formal hearing procedures will normally occur within fourteen (14) calendar days following date of the act or omission giving rise to the complaint or the date on which the Complainant became aware of the act or omission, whichever is later.

Prior to meeting informally with the Charged Student, the Complainant will contact the Office of the Dean of the University Graduate School to determine whether the Charged Student has a prior record of being found responsible for academic misconduct. If it is determined that a Charged Student does have such a prior record, the Complainant cannot enter into an informal agreement and must file Formal Charges with a Complaint Form Alleging Academic Misconduct directly with the Director of Graduate Studies and the Dean.

The informal meeting will be held with the Complainant, the Director of Graduate Studies, the Charged Student and may include the graduate program director. The purpose of the informal meeting is to determine whether there is sufficient evidence to either: 1. File formal charges of Academic Misconduct; 2. Reach an Informal Resolution; or 3. Take no further action. If an informal agreement is reached, both the Charged Student, the Complainant, and the Director of Graduate Studies will sign a Consent Agreement form and the Complainant will file it with the Dean of the University Graduate School no later than seven (7) calendar days following the informal meeting. This form will set forth the terms and conditions of the agreement, including any sanctions imposed. The student has three (3) business days to cancel the agreement in writing, after which the Consent Agreement becomes binding and no further action will be called for by these procedures. If an Informal Agreement is not reached, or is deemed inappropriate by the Complainant, the Complainant may either take no further action or initiate a Formal Resolution by filing a Complaint Form Alleging Academic Misconduct with the University Graduate School no later than seven (7) calendar days after the meeting.

The Consent Agreement form will reside in the student’s academic file until they graduate or leave the University. One semester prior to graduation or departure the student may petition to UGS these documents expunged from the file.

The sanctions for informal charges can be found below

Formal Resolution
Upon discovery of academic misconduct the Complainant in consultation with the Director of Graduate Studies will fill out the Formal Complaint form

http://gradschool.fiu.edu/documents/Formal_Complaint.pdf

When formal procedures are initiated, the Dean of the University Graduate School or

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designee will review the complaint for timeliness, jurisdiction, and whether there is sufficient evidence to justify a formal hearing. If the Dean or designee determines the complaint to be within the jurisdiction of the formal process, that it is timely, and that there is sufficient evidence, the Office of Dean of the University Graduate School will send the Charged Student in writing, or arrange for the student to pick up materials at the University Graduate School, a written notice of the alleged violation(s) together with a copy of the Complaint Form and a copy of the Student Rights and Responsibilities, as outlined in the current Student Handbook. This material will be sent to the Charged Student’s last known address as listed with the Office of the Registrar. Students are responsible for providing and maintaining current contact and address information with the Registrar.

The Charged Student must respond in writing to the University Graduate School no later than seven (7) calendar days upon receipt of notice, indicating whether he or she chooses to have his/her case resolved by Administrative Disposition or by a hearing of the Graduate Academic Conduct Review Board (GACRB or Board). If the Charged Student does not respond within seven (7) calendar days upon receipt of notice, he or she will be considered to have waived his/her rights to a Board hearing, and an Administrative Disposition meeting will be arranged.

The Administrative Disposition meeting or the GACRB Hearing will normally be held within 30 calendar days following receipt of the Charged Student’s written response.

Administrative Disposition
A Charged Student may opt for an Administrative Disposition of his/her case. This option must be selected by the Charged Student in writing after being informed of the alleged violation(s) and notified of his/her rights. An appropriate University official, designated by the Dean of the University Graduate School, shall then meet with the Charged Student and the Complainant and reach a decision based upon the available information, in order to conduct the Administrative Disposition.

The Charged Student will be informed of, in writing or via an arrangement to pick up at the University Graduate School, the administrator’s decision and sanction(s), if applicable, normally within 14 calendar days following the Administrative Disposition meeting.

Graduate Academic Conduct Review Board (GACRB) Hearing
A Charged Student may opt for a hearing before the Graduate Academic Conduct Review Board (Board). The Board consists of four voting members, and a nonvoting chair. The Board is comprised of two graduate faculty and two graduate students. A graduate faculty member will chair the hearing.

This option must be selected by the Charged Student in writing after being informed of the alleged violation(s) and notified of his or her rights. The University Graduate School will notify the student of the date of the Hearing. The Charged Student will be provided with a list of members of the Board who will hear the case. The Charged Student or the Complainant has the right to challenge the impartiality of any Board member and to request of the Chair that member’s exclusion from participation, stating in writing to the Chair the reasons for the request. A challenge may be exercised no more than twice. Prior to the Hearing, the Charged Student and Complainant must submit all relevant documents...
and a list of witnesses no later than seven (7) calendar days before the Hearing day. Any documents received or witnesses introduced after this date may only be included at the discretion of the Chair of the GACRB.

Under the provisions of the Florida Sunshine Law, the Hearing will be a closed meeting. The evidentiary part of the Hearing will be tape-recorded. The Charged Student and the Complainant have the right to an advisor physically present. Advisors may consult with whomever they represent, but cannot address the Chair or Board members. Advisors cannot examine or cross-examine or otherwise participate in the Hearing. Advisors may not impede the orderly and effective functioning of the Hearing.

The Dean of the University Graduate School, or designee, will review the Board’s proceedings, the findings, and decisions and will communicate them to the Charged Student, along with his/her final decision and the appropriate sanction(s) to be imposed, normally within 14 calendar days following the hearing date. With respect to a finding of responsible or not responsible, on the charges of violating the Code of Academic Integrity, the Dean of the University Graduate School or designee reviewing the recommendation of the Board may only: 1. Accept the recommendation; or 2. Remand the case for rehearing.

The Dean will communicate the decision on the hearing to the student and place the documentation in the student’s academic file. Formal charges of Academic Misconduct remain in the student’s file in perpetuity.

Sanctions for Formal Charges are found below.

DISCIPLINARY SANCTIONS

**Expulsion**: Permanent separation of the student from the University preventing readmission to the institution. This sanction shall be recorded on the student’s transcript.

**Suspension**: Temporary separation of the student from the University for a specified period of time. This sanction shall be recorded on the student’s transcript. (In the semester prior to graduation, the student may petition to have the record removed from the transcript).

**Disciplinary Probation**: Formal, written warning that the continued enrollment of the student depends on the maintenance of satisfactory citizenship during the period of probation. This may also include a deferred sanction, which identifies the minimum sanction that would occur, if the student were found responsible for any future misconduct. A record of disciplinary probation and deferred sanction will be kept in the University Graduate School.

**Loss of funding**: Termination of stipend (TA, RA or GA) and tuition waiver. May be reinstated in conjunction with conclusion of disciplinary probation.

**Failing or Reduction of Grade**: Failing or grade reduction for the examination, project, or course assignment involved or for the course involved. This may include prohibiting the use of the Forgiveness Policy for the course.

**Restitution**: Reimbursement for damages incurred.

**Restriction**: Temporary or permanent loss of privilege of the use of a University facility or service.

**Service**: A requirement to render a designated number of hours of specified service to the University or community.

**Counseling**: A requirement to seek professional counseling in order to remain at the University.
**Education:** A requirement to enroll in and successfully pass a specified course or program, which is determined as appropriate by the Office of the Dean of the University Graduate School.

**Other:** Other disciplinary penalties considered fair and appropriate.