

# Academic Integrity of Undergrad Students – Regulation 3.027

Full Regulation: <https://usf.app.box.com/v/usfregulation3027>

**Green** indicates faculty action  
**Blue** indicates student action  
**Yellow** indicates Chair (or designee) action  
**Red** indicates College Dean (or designee) action  
**Purple** indicates Undergrad Studies action

## Step 1

Instructor identifies violation of academic integrity

### Discuss with the appropriate Departmental AO

- Dr. Adriana Agnes (Coordinator of Undergraduate Affairs, USFT)
- Dr. Stephan Stark (Department Chair)
- Dr. Jennifer O' Brien (Campus Chair, USFSP)
- Dr. Chris Ruva (Associate Chair, USFSM)

## Step 2

Does the instructor recommend a sanction other than a reduced grade (or a grade of FF)?

## Step 5

Chair will determine any additional academic sanctions, if applicable

**Tampa:** Dr. Stark  
**Regional Campus:** AO and Dr. Stark

## Steps 3 and 4

Instructor notifies the student of the sanction, either in person or via email. Instructor invites the student for a meeting to take place within 15 days. Student does not have to meet, but must have the opportunity to do so.

## Steps 6 and 7

After the meeting with the student (or in any case if the student does not wish to meet) the instructor informs the student of the final grade determination and copies the Chair. The instructor then informs the university of all grade sanctions via the "Refer Students" tool in Canvas. All grade sanctions (except for FF) may be applied immediately. An FF grade, if upheld, will later be entered as "F" on eGrades (the earlier submission to "Refer Students" will automatically ensure the grade change to FF in internal USF transcripts).

Resolution reached

### Copies Chair or Departmental AO:

**Tampa:** Dr. Agnes and Dr. Stark  
**Regional Campus:** AO, Dr. Agnes and Dr. Stark

Student sends email within 15 business days to the College Dean announcing intention to appeal, including detailed rationale for the appeal, plus supporting documents as needed.

Does the student appeal?

## Step 8

Chair sends final notice of academic sanction to student by email within 15 business days.

### Chair or Departmental AO:

**Tampa:** Dr. Agnes or Dr. Stark  
**Regional Campus:** AO (copy Dr. Agnes and Dr. Stark)

Dean convenes an AIRB. The AIRB considers the evidence, calls witnesses as needed, and delivers a recommendation to the Dean.

Dean considers student appeal. Is the appeal sufficient?

Does the Dean accept the AIRB recommendation?

Dean refers the matter to UGS

Dean informs student (cc'ing instructor, Chair, and UGS) that the appeal is insufficient, and is a final university decision.

Undergrad Studies renders a decision and emails the student (cc'ing the instructor, Chair, and Dean), specifying this is a final university decision.

Dean emails the student the decision and specifies this is a final university decision, cc'ing the instructor, Chair, and Undergrad Studies ([acadintegrity@usf.edu](mailto:acadintegrity@usf.edu)).

Resolution reached