

CONSOLIDATED ACADEMIC INTEGRITY VIOLATION REFERRAL PROCESS

USF Department of Psychology

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USF Academic Integrity of Students Regulation (USF3.027):

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

Process Steps:

1. Instructor identifies or learns of an academic integrity violation.
2. Instructor determines the severity level of the violation and appropriate grade sanction (and additional academic sanctions beyond the grade, if applicable), according to the USF document linked above.
3. Instructor notifies the student of the violation and grade sanction (and additional sanctions, if applicable) by email, including a set date to discuss the determination within fifteen (15) days of determination of the grade if possible.

Below is an example email to the student that has been used. Insert information within the brackets to fit your situation:

[Student Name]:

Please be advised, I am reaching out to you in reference to an academic integrity violation. We need to meet within 15 days to discuss the violation that occurred during [assessment name] on [date of assessment] in my [course name, prefix/number, section]. During the [assessment name], [describe incident], which is prohibited and violates the academic integrity policy as outlined in the syllabus, course materials, USF regulations and policies (<https://usf.app.box.com/v/usfregulation3027>).

During this meeting, we will discuss the nature of the violation and the academic sanction that will be applied. I am available to meet [location] on the days and times provided below. Please indicate your preferred time:

[insert schedule]

Sincerely,
[Instructor Name]

4. Upon student request, instructor meets with the student to discuss the nature of the violation and the applied academic sanction, as per the Regulation 3.027. If no meeting is held, proceed to Step 7.
5. Following the student meeting (if held), the instructor discusses the case with appropriate Psychology Departmental Academic Officer (AO):

The current Psychology Departmental AOs (July 1, 2021)

Dr. Adriana Uruena-Agnes (uruena@usf.edu): Coordinator of Undergraduate Affairs (Tampa)

Dr. Stephen Stark (sestark@usf.edu): Department Chair (Tampa)

Dr. Jennifer O' Brien (jenobrien@usf.edu): Campus Chair (St. Petersburg)

Dr. Chris Ruva (ruva@sar.usf.edu): Associate Chair (Sarasota-Manatee)

6. Following the student meeting, the instructor determines the final grade sanction (F, FF) and additional academic sanctions (recommended suspension, exclusion from the program, etc.), if applicable. Note that additional academic sanctions beyond the FF grade are allowable but must be approved by the appropriate Psychology Departmental AO, the Department Chair, and Undergraduate Studies (see Step 9). Within fifteen (15) business days of meeting with the student, the instructor will email the **Final Notice of Academic Sanction** to the student and copy the appropriate Psychology Departmental AO, Coordinator of Undergraduate Affairs, Department Chair, and the College of Arts and Sciences contact at the College and University levels.

Dr. Adriana Uruena-Agnes (uruena@usf.edu): Coordinator of Undergraduate Affairs (Tampa)

Dr. Stephen Stark (sestark@usf.edu): Department Chair (Tampa)

Dr. Jennifer O' Brien (jenobrien@usf.edu) Campus Chair (St. Petersburg)

Dr. Chris Ruva (ruva@sar.usf.edu): Associate Chair (Sarasota-Manatee)

College of Arts and Sciences Contact (CASAIGC@usf.edu)

Below is an example email to the student that has been used. Insert information within the brackets to fit your situation:

[Student Name:]

Thank you for meeting with me on [date], regarding the incident of academic dishonesty during [assessment name] in my [course name, prefix/number, section] on [date]. As we discussed, [describe incident], which meets the definition of cheating, according to USF's Academic Integrity of Students document and is a Level [indicate level] category for grade sanctions. You stated that [student statement of incident and either admittance or denial of incident]. I believe the evidence is clear that [objective description of incident]. Secondary to this evidence, I am assigning [appropriate sanction].

A formal report of the academic integrity grade sanction will be made, so that the University may track all such incidents centrally, from the Office of Undergraduate Studies. All of these steps are described in section VI Process Steps in the document linked below. If you have further questions that I can answer, please feel free to contact me.

USF Academic Integrity of Students: <https://usf.app.box.com/v/usfregulation3027>

Sincerely,
[Instructor Name]

7. The Instructor informs the University of the grade sanction via Refer Students in Canvas, within fifteen (15) business days following the Final Notice of Academic Sanction email (see Step 6). The instructor accesses the course in Canvas, clicks on "Refer Student", identifies the student, and selects "Academic Integrity" as the reason for the referral. The instructor completes the survey, which is the referral form used for Centralized Reporting.
 - a. The referral form is provided for instructors to report academic integrity grade sanctions (including, but not limited to, FF grades) so that the University may track all such incidents centrally, from the Office of Undergraduate Studies. Instructors should ONLY submit this form, when they are certain (not just "suspicious") that an infraction has occurred. This form does not replace all the required detailed steps in the regulation (as

stated in this document and in the regulation), regarding academic sanctions for reasons of academic integrity, but does satisfy the requirement for centralized reporting. If an “FF” grade is assigned, the instructor enters “F” on eGrades and the survey submission will suffice to automatically convert that “F” grade to a “FF”, with no further action needed by the instructor. After the instructor submits this form, students will be auto-notified by email that they have a right to appeal, and they will be sent a link to the integrity regulation (<https://usf.app.box.com/v/usfregulation3027>). This right to appeal is true of every case of grade sanction for reasons having to do with integrity, not just “FF” grades. It is important that the student is told of this reporting process (see Step 6), before the instructor submits the Refer Students form.

8. In the rare cases in which a sanction beyond an FF grade sanction is proposed (e.g., removal from course, program, college or dismissal from University), the appropriate Psychology Departmental AO and Department Chair must approve the additional sanction and the decision will be included in the **Departmental Final Notice of Academic Sanction** from the Departmental AO (copying the Coordinator of Undergraduate Affairs and the Department Chair) to the student by email within fifteen (15) business days from the Instructor’s Final Notice of Academic Sanction.
9. Be sure to keep all correspondence and documents in case they are needed in an appeal process.