

**Graduate Policy Committee
January 13, 2010
4:00-5:00 P.M., MH 327**

AGENDA

- 1) Welcome and call to order
- 2) Discussion on Z grades
- 3) Agenda for next meeting
- 4) Adjournment

Draft:

UCF policy for Z designation for Academic Dishonesty

The Ethics Task Force Committee, a subcommittee of the UCF Faculty Senate, is proposing consideration of the adoption of a University wide Z policy. This adoption is to reaffirm the importance and the civic responsibility that students and faculty have to ensure that degrees earned at UCF are of high quality and have clear standards.

Student and faculty focus groups consulted have indicated strong support for this policy.

Action: A Z designation will be assigned in front of the grade to a student as a result of academic dishonesty in a course.

Process:

- If a student is found in violation of academic honesty by a faculty member in a course, the student will be informed by the faculty member.
- The faculty member may provide a zero for the assignment, resulting in the lowering of the final grade (e.g. ZA, ZB, ZC, ZD) or an F in the course (ZF).
- The faculty member must report the violation (at least for information only) to Office of Student Rights and Responsibilities using forms http://www.osc.sdes.ucf.edu/?id=incident_report_1
- The student remains in the course.
- When submitting final grades, the faculty member will inform the Registrar's Office via the Z Grade form. The Registrar's Office will record the Z and flag the audit such that the grade cannot be changed until the student completes the required ethics course.

The undergraduate student has the following recourse to remove the Z designation:

- The student may go through the academic grade appeal process (Golden Rule) to have the Z removed. Must be done in the same semester, or the following semester if violation occurs late in the semester or in the summer.
 - If student found not in violation
 - student receives grade earned, has stayed in course and finishes.
 - If found in violation – first violation
 - Students may be able to use one grade forgiveness (2 available for the academic lifetime of the student) in the following semester of enrollment to remove the designation from appearing on the transcript.
 - Students would have to retake the course (excess hour issue) within the next year of enrollment.
 - Educational component of the policy:
 - Students would have to satisfactorily complete the mandatory non-credit academics ethics course within one year of enrollment after the violation.

- A grade change must occur within one academic year following enrollment by faculty member or department chair.
- If found in violation – second violation
 - Second Z awarded stays on transcript and a note is added to the transcript.
 - Educational component of the policy:
 - Students would have to take a mandatory non-credit academic ethics course within one year of violation following enrollment.
 - No grade change will occur
 - Z stays on the student’s audit and a note is added
 - Z stays on the transcript and a note is added.
- If found in violation – third violation
 - Goes to Student Conduct for action

The Graduate student has the following recourse to remove the Z designation:

- *Need to be added by Graduate College as to what happens.*

Please note that the proposed Z Policy, mentioned herein, is separate from the Student Conduct Process, which may include additional sanctions.

Undergraduate Student Scenario1

First violation	Second Violation
Student violation with a C (for instance) in the course	Student violation with a C in the course
Earns ZC	Earns ZC
Student attends required ethics course. Student and faculty member receive confirmation email of satisfactory course completion.	
Recorded C	Recorded ZC with note in transcript explaining Z

Undergraduate Student Scenario 2

First violation	Second Violation
Student violation with a C in the course	Earns F
Earns ZC notation	Earns ZF notation
Student attends required ethics course. Student and faculty member receive confirmation email of satisfactory course completion.	
Seeks grade forgiveness	(grade forgiveness not an option)
Recorded C	Recorded ZF with note in transcript explaining Z