

Faculty Toolkit for Regulation 4.001 Code of Academic Integrity

Sufficient Evidence of Academic Dishonesty

- Plagiarism
- Cheating
- Other

Faculty member requests meeting with student [Template 1]

Student fails to respond within 10 business days [Template 3]

3B. Student meeting to discuss the facts and sanction

Faculty member believes dishonesty did not occur

Process ends here

Faculty member believes dishonesty did occur [Template 2]

Student accepts responsibility or time runs out

Student requests meeting With Faculty and Chair in writing within 5 business days

3C. Student meeting with Faculty member and Chair to discuss the facts and sanction

Faculty member and Student agree no violation

Process ends here

No Resolution Chair drafts summary [Template 4]

Student accepts responsibility or time runs out

Student requests appeal With Faculty-Student Council Hearing in writing within 5 business days

3D. Faculty-Student Council Hearing to discuss the facts and sanction

Finding = Void

Process ends here

Finding = Affirm Dean drafts summary [Template 5]

Student accepts responsibility or time runs out

Student requests appeal With Provost Designee in writing within 5 business days

3E. Appeal to Provost Designee [Final University Action]

Finding = Void

Finding = Affirm

Process ends here

Notify Registrar of Violation of Regulation 4.001

1st Offense

Student may elect to complete an Academic Integrity Seminar administered by the Dean of Students Office. Once completed, notation is expunged from transcript.

2nd Offense

Even if earlier notation is expunged from transcript, student is expelled.

Students may request an [Academic Integrity Seminar](#) by contacting the Dean of Students Office at studentconduct@fau.edu

Upon successful completion of this seminar, the notation regarding violation of Regulation 4.001 is expunged from the official transcript. The grade, however, will remain unchanged and cannot be removed by drop or forgiveness policy. In addition, the notation will remain in internal University student records.

To register for the seminar: <https://integrityseminar.mrooms.net>

- Pay \$105 for participating in the seminar to have the notation removed from transcript.
- Most students take 5-15 hours to complete the assignments.
- When complete, the seminar tutor sends a Certificate of Completion and Tutor Analysis within 5 business days after submission.
- Failure to complete the seminar could result in a hold being placed to block future registration for classes.