



**Number:** UWF/REG 3.030  
**Title:** Student Code of Academic Conduct  
**Responsible**  
**Department:** Provost's Office

## **I. General Statement:**

The University of West Florida (“UWF” or the “University”) is dedicated to the highest principles and standards of academic integrity. An academic violation by a Student can negatively impact a class, program, or college in ways that are unique to each discipline. Therefore, the University believes that the severity of an academic infraction is best evaluated by the faculty of the institution. The University seeks to offer Students an opportunity to respond to allegations of Academic Misconduct before a decision is rendered. This regulation provides faculty and Students with a process for addressing allegations of Academic Misconduct.

Academic integrity is closely related to professional ethics and requires that Students honestly acknowledge their use of the ideas, words, and written work produced by any other individual, institution, or source. Failure to acknowledge properly the use of another’s intellectual output constitutes a form of Academic Misconduct.

The University President delegates administration of the Student Code of Academic Conduct (“Academic Code”) to the Provost, who delegates portions of the administration of the Academic Code to the Dean of Students, who may further delegate these responsibilities to other appropriate staff. All references to the Provost or Dean of Students in this Academic Code also refer to that individual’s designee(s).

Any question of interpretation or application of the Academic Code shall be referred to the Provost.

## **II. University Honor Code**

The University’s Academic Code is guided by the following Honor Code: *As Argonauts, we act with integrity. We do not lie, cheat, steal or tolerate those who do.*

## **III. Definitions**

Academic Misconduct – includes all violations outlined in Section IV of this regulation, including acts of dishonesty in any academically related matter and any knowing or intentional assistance,

attempt to assist, planning to assist, or facilitate another Student to engage in an act of Academic Misconduct.

Academic Misconduct Committee – a committee consisting of Students, faculty, and Dean’s representatives to hear cases of student Academic Misconduct as outlined in the Academic Conduct Committee Charter.

Academic Misconduct Hearing Board – members of the Academic Misconduct Committee are assigned on a case-by-case basis to administer academic misconduct hearings, to determine if the Academic Code has been violated, and to determine applicable sanctions beyond grade-related sanctions.

Advisor – any support person, advocate, or legal representative that the Student chooses at their own expense and initiative to advise the Student before, during, or after a hearing.

Charged Respondent – any Student alleged to have violated the Academic Code.

Complainant – any person who alleges that a Student violated this Academic Code. The Complainant must be a Faculty Member, Department Chair, college dean, or the Provost.

Dean of Students Office – the department designated by the University with responsibility for administering portions of the Academic Code.

Department Chair – the head of an academic department who typically reports to a Dean of an academic college. For purposes of this Academic Code, the term “Department Chair” may include program directors.

Faculty Member – any person hired by the University to conduct classroom or teaching activities or who is otherwise considered by the University to be a member of its faculty.

Good Standing – a conduct status describing a Student who is not on conduct-related probation or suspension and does not have pending, incomplete, or overdue misconduct sanctions.

May – the term “may” is used in the permissive sense.

Office of Student Rights and Responsibilities (“OSRR”) – a unit within the Dean of Students Office.

Shall – the term “shall” is used in the imperative sense.

Student – includes all persons enrolled at UWF, either full-time or part-time, degree seeking or non-degree seeking, and persons who are not officially registered for courses for a particular term but who are expected to have a continuing relationship with the University, including Students who have been suspended from UWF and do not require readmission to the University, and Students admitted but not yet enrolled at the University.

#### **IV. Violations of the Academic Code**

Academic misconduct includes all acts of dishonesty in any academically related matter and any knowing or intentional assistance, attempt to assist, planning to assist, or facilitation of another Student to engage in an act of Academic Misconduct. Academic Misconduct includes, but is not limited to, each of the following acts when performed in any type of academic or academically-related matter, exercise, or activity:

- A. Cheating -- Using or attempting to use material or information where such use is not expressly permitted by the Faculty Member on exams, quizzes, homework, essays, discussion board posts, and lab activities or reports, or other assignments.
- B. Academic Theft -- Obtaining examinations, quizzes, or other academic materials without authorization.
- C. Plagiarism -- Misrepresenting words, data, works, ideas, computer programming or output, or any other material as one's own when the material was not self-generated. Some examples of plagiarism include, but are not limited to, copying phrases, sentences, sections, paragraphs or graphics from a source and not giving credit by properly quoting or citing the source; having another person or source write an assignment (for pay or for free) and submitting it as one's own; or modifying or paraphrasing another's ideas or writings and submitting them as one's own.
- D. Resubmission of Work -- Resubmitting a paper, assignment, or portion thereof that the Student originally created for another assignment or course constitutes Academic Misconduct unless both Faculty Members in concurrent courses expressly agree to accept the same work or a Faculty Member expressly agrees to accept previously submitted work.
- E. Fabrication -- Presenting as genuine any invented, falsified, or inaccurate citation, data, or material.
- F. Bribery -- The offering, giving, receiving, or soliciting of anything of value to influence a grade or other academic evaluation.
- G. Misrepresentation -- Any act or omission taken with intent to deceive a Faculty Member or the University so as to affect a grade, a Student's academic performance, or to gain admission to a program or course. Some examples of misrepresentation include, but are not limited to, submission of falsified documentation to justify the absence of unsubmitted work or circumventing or failing to utilize required online proctoring software.
- H. Facilitation -- Knowingly contributing to, assisting, or planning with others to engage in Academic Misconduct or failing to inform the proper authorities when a violation has occurred regardless of one's participation.
- I. Any violation of professional standards or ethics as defined by the academic program.

## **V. Procedures for Determining Charges**

- A. If the Complainant believes that a violation has been committed by a Student, the Complainant must complete the online Academic Misconduct Incident Report (“online report”) available at [uwf.edu/academicmisconductreport](http://uwf.edu/academicmisconductreport), which will automatically be sent to OSRR.
- B. If, at any time during the Academic Code process, the Complainant determines that either the charges are not warranted or that insufficient evidence exists to continue, the Complainant will inform OSRR to withdraw the charges. OSRR will concurrently notify the Charged Respondent and Complainant of the withdrawal.
- C. If an individual other than a Faculty Member (Student, University official) believes that a violation of the Academic Code may have occurred, that individual should report the suspected violation to the applicable Faculty Member, Department Chair, college Dean, or the Office of the Provost.

## **VI. Academic Misconduct Educational Conference**

### **A. Purpose**

The purpose of the Educational conference is for the Complainant to review information and options with the Charged Respondent. The educational conference is not a hearing.

### **B. Notice of Charges**

Once the Complainant has completed the online report, OSRR shall:

1. Notify the Charged Respondent and Complainant via email of the allegations and charge(s).
2. Notify the Charged Respondent and Complainant via email that the next step in the process is for the Student to attend an educational conference to be scheduled by the Complainant.
3. Generate the educational conference form to be presented to the Charged Respondent during the educational conference by the Complainant.
4. Review the Charged Respondent’s rights and answer any questions the Charged Respondent has about the process.

### C. Process

The Complainant will schedule the Educational Conference with the Charged Respondent to review the educational conference form. During the educational conference, the Complainant shall:

1. Provide the Charged Respondent with a copy of the educational conference form;
2. Review the Charged Respondent's rights;
3. Describe the allegations;
4. Review the supporting information that led the Complainant to conclude that a violation has more likely than not been committed;
5. Provide the Charged Respondent with an opportunity to respond to the allegations. The Charged Respondent may take up to five business days before choosing whether or not to accept responsibility;
6. Answer questions regarding the Academic Code; and
7. Explain the proposed sanctions to the Charged Respondent.

### D. Non-Disciplinary Record Option

1. Using the non-disciplinary record option, there is no disciplinary record created for a Charged Respondent who is found responsible for Academic Misconduct. A responsible Charged Respondent may not be suspended or expelled.
2. The Complainant may, at their discretion, allow the Charged Respondent's conduct not to result in a disciplinary record. This option may only be used once during the Charged Respondent's academic career.
3. In order for the Complainant to utilize the non-disciplinary record option, the following criteria must be met:
  - a. The Charged Respondent must not have been previously found "responsible" for violating the Academic Code (to be confirmed by OSRR); and
  - b. The Charged Respondent must not have any unresolved allegations of violating the Academic Code (to be confirmed by OSRR).

#### E. Non-Hearing Resolution Option

1. Allegations of Academic Code violations may be resolved without a hearing through an educational conference resolution if all of the following conditions exist:
  - a. The Charged Respondent must participate in the educational conference;
  - b. The Charged Respondent must not be a graduate level Student alleged to have engaged in Academic Misconduct on a thesis or dissertation;
  - c. The Charged Respondent must sign and complete the “charged respondent options and signature” section of the educational conference form indicating that the Student:
    - i. Accepts responsibility for the charge;
    - ii. Accepts the sanctions; and
    - iii. Waives the right to a hearing;
  - d. The Charged Respondent must return the completed educational conference form to the Complainant within five business days from the date of the educational conference;
  - e. The Complainant does not believe that the allegations warrant suspension from the University, program removal, or expulsion from the University; and
  - f. The Complainant signs and completes the “charging party options and signature” section of the educational conference form indicating that the Complainant does not request a hearing resolution.
2. OSRR will send a notification letter via email concurrently to the Charged Respondent and Complainant documenting that the Charged Respondent has accepted responsibility for the charges, accepts the sanctions, and that neither the Charged Respondent nor the Complainant requests a hearing resolution. OSRR shall send this notification within ten business days of receipt of the signed and completed educational conference form.

#### F. Hearing Resolution Option

1. Allegations of Academic Code violations may be resolved through an Academic Misconduct Committee hearing if any of the following conditions exist:
  - a. The Charged Respondent does not participate in the educational conference;

- b. The Charged Respondent is a graduate level Student alleged to have engaged in Academic Misconduct on a thesis or dissertation;
  - c. The Charged Respondent signs and completes the “charged respondent options and signature” section of the educational conference form indicating that the Charged Respondent does not accept responsibility for the charges, does not accept the sanctions, or requests a hearing resolution;
  - d. The Charged Respondent did not complete or sign the educational conference form at the educational conference;
  - e. The Complainant signs and completes the “charging party options and signature” section of the educational conference form indicating that the Charged Respondent requests a hearing resolution; or
  - f. The Complainant believes that the allegations warrant suspension or expulsion from the University.
2. OSRR will send a notification letter concurrently to the Charged Respondent and Complainant stating that the matter will be resolved through an Academic Misconduct Committee hearing. OSRR shall send this notification within ten business days of receipt of the educational conference form. OSRR will schedule an Academic Misconduct hearing providing the Charged Respondent with a minimum of five business days’ notice before the hearing.

## **VII. Academic Misconduct Hearing**

The Charged Respondent has the right to have their case heard before the Academic Misconduct Hearing Board. The Academic Misconduct Hearing Board must be composed of 50 percent Student representatives and 50 percent faculty representatives to include at least two faculty and two student members. The Academic Misconduct hearing is an educational process and is not legal in nature. Formal rules of process, procedure, and technical rules of evidence, such as are applied in criminal or civil court, are not used in Academic Misconduct Hearing Board proceedings.

### **A. Charged Respondent Hearing Notification**

OSRR will notify the Charged Respondent via email of the date, time, and location of the hearing no fewer than five business days in advance of the hearing. This notification will also advise the Charged Respondent of their rights in the Academic Misconduct hearing process. If the time or date of the hearing is not convenient to the Charged Respondent, the Charged Respondent must submit to OSRR a written request to reschedule the hearing within two business days of the date of the notice.

## B. Complainant Notification

OSRR will notify the Complainant via email of the date, time, and location of the hearing no fewer than five business days in advance of the hearing.

## C. Pre-Hearing Information

The Charged Respondent and Complainant must provide OSRR with a list of potential witnesses and copies of any records that the Charged Respondent will present at the hearing at least two business days in advance of the hearing. OSRR will make available, upon request of the Charged Respondent or Complainant, pre-hearing information including a copy of the hearing procedures, records that will be presented at the hearing, and a list of potential witnesses. The pre-hearing information will be available at least two business days in advance of the hearing at the OSRR office.

## D. Charged Respondent Participation

If the Charged Respondent fails to appear, the hearing will proceed in the Charged Respondent's absence.

## E. Complainant Participation

If the Complainant fails to appear, the hearing will proceed in the Complainant's absence unless the Charged Respondent objects.

## F. Charged Respondent's Advisor

A Charged Respondent is entitled to have any one person at the hearing to serve as an Advisor. The Charged Respondent may consult with an Advisor during the hearing process. However, this consultation must take place in a manner that does not disrupt the proceedings. The Advisor may not address any person in the hearing except the Charged Respondent and, therefore, cannot speak on behalf of the Charged Respondent, question witnesses, or serve as a witness.

The name and role of the Advisor must be provided to OSRR in writing at least three business days prior to the scheduled hearing. If the Advisor is an attorney, this must be disclosed at least three business days prior to the scheduled hearing, as the University attorney will also attend.

## G. Student Advocate

A student advocate is an individual appointed by the SGA President. The student advocate is available upon request to assist Charged Respondents with information regarding University policies, the Academic Code, disciplinary procedures, and the appeal process.



## H. Closed Hearings

Academic Code hearings are closed to the public and only the Charged Respondent, Complainant, Charged Respondent's Advisor, the University's attorney, the Academic Misconduct Hearing Board, and necessary staff from the Dean of Students Office may attend. Witnesses may not be present in the proceedings except to provide information to the panel.

## I. Role of the Academic Misconduct Hearing Board Chair

The Academic Misconduct Hearing Board chair will preside over the hearing, manage order and decorum of the hearing, and will ensure that the hearing procedures are followed. The Academic Misconduct Hearing Board chair may:

- i. Accept information for consideration;
- ii. Make determinations regarding requests for postponements;
- iii. Make determinations as to procedural questions;
- iv. Make procedural modifications for purposes of expediting a process or in the interest of fairness or safety, such as permitting parties or witnesses to appear by phone or other means;
- v. Exclude repetitious or irrelevant information;
- vi. Dismiss any person who is disorderly, disruptive, or non-compliant; and
- vii. Take any other appropriate action deemed necessary.

## J. Self-Incriminating Statements

The Charged Respondent will not be compelled to make self-incriminating statements. The failure of the Charged Respondent to make statements or to answer questions shall not be considered in the determination of whether or not a Charged Respondent is responsible for violating the Academic Code.

## K. Information

The Complainant and the Charged Respondent will be given an opportunity to present information at the hearing. This may include, but is not limited to, witnesses, pertinent records, documents, written or oral statements, and investigative reports as indicated in paragraph C of this section. The Charged Respondent and Complainant will also be given an opportunity at the hearing to inspect records provided by the other party.

#### L. Witnesses

The Complainant and the Charged Respondent may call witnesses. In order to preserve the educational atmosphere of the hearing and to avoid the creation of an adversarial environment, all questions for witnesses will be directed through the Academic Misconduct Hearing Board chair. If a witness cannot appear, the Charged Respondent may submit a written statement for consideration as long as the witness's signature is notarized. Witnesses may be permitted to provide information by other means at the discretion of the Academic Misconduct Hearing Board chair. Witnesses will be permitted inside the hearing room only during their participation. Witnesses may be recalled by the Academic Misconduct Hearing Board chair.

#### M. Past Behavior

A Charged Respondent's past Academic Misconduct shall be excluded from the hearing. A Charged Respondent's past Academic Misconduct may only be presented after a finding of responsibility has been determined and only for the purpose of determining sanctions.

#### N. Audio Recording of Hearing

Academic Misconduct Hearing Board hearings will be audio recorded by the University. There shall be a single audio record of all hearings. This audio record is the official record and is the property of the University and will be considered part of the Charged Respondent's disciplinary record. The Charged Respondent may submit a written request to review the audio recording after the Charged Respondent receives the hearing decision letter.

#### O. Standard of Proof

The burden to prove Academic Misconduct cases rests with the Complainant and not with the Charged Respondent. The standard of proof shall be "more likely than not." This means that the information presented supports the finding that it was more likely than not that the violation occurred.

#### P. Multiple Students Charged

In cases involving multiple Students charged from the same incident, Charged Respondents will have the opportunity to have their cases heard jointly or separately. In those instances where cases are heard separately, information obtained at one hearing may be presented at another hearing, provided that each Charged Respondent involved has the opportunity to review and respond to the information at their own hearing.

#### Q. Deliberations

The decision-making process shall include only the Academic Misconduct Hearing Board members and staff members from the Dean of Students Office as appropriate for consultation purposes. The deliberation process is closed to all others.

#### R. Determination of Responsibility

The Academic Misconduct Hearing Board shall determine whether the Charged Respondent has violated the Academic Code by a majority vote. A finding of “responsible” or “not responsible” shall be made for each charge. If the vote results in a tie, the Academic Misconduct Hearing Board chair will break the tie. The chair only votes in the event of a tie.

#### S. Determination of Sanctions

In those cases where the Charged Respondent is found responsible for violating the Academic Code, the Complainant will, in consultation with OSRR, determine grade sanctions. The Academic Misconduct Hearing Board will, in consultation with OSRR, determine any additional sanctions. OSRR shall provide the Academic Misconduct Hearing Board with all previous findings of “responsible” for the Charged Respondent.

#### T. Hearing Decision Notification

A written decision letter will be provided to the Charged Respondent and Complainant by OSRR via email within ten days following the close of the hearing. This time may be extended for deliberations when necessary, and the parties shall be notified of any such extensions. The decision letter shall contain a decision on each charge, any findings of fact, and any sanctions.

#### U. Accommodations for Disabilities

Any Student with a disability may request reasonable accommodations for the hearing process. If accommodations are desired, a request must be made to the Student Accessibility Resources (SAR) office at least three business days in advance of the hearing. A Complainant may request accommodations from the ADA Coordinator at least three business days in advance of the hearing. If necessary, the Academic Misconduct Committee Board may postpone a hearing to provide reasonable accommodations.

### **VIII. Appeal to the Office of the Provost**

The Student may appeal the Academic Misconduct Hearing Board’s decision by filing a written appeal with the Office of the Provost within ten business days of the date of the hearing decision notification letter. A Student shall remain eligible to attend classes and University activities pending the decision on the appeal to the Provost’s Office except in cases where the alleged

behavior may pose a continued threat of harm to either a member of the University community, a University partner or a member of their community, or the reputation of the University. If the Charged Respondent fails to submit an appeal to the Office of the Provost within ten business days of the date of the hearing decision notification letter, the Academic Misconduct Hearing Board's decision will be final.

If an appeal is submitted, the Provost will review the appeal. Grounds for the appeal are limited to the following:

- A. The Student's rights, as outlined in this regulation, were violated in the hearing process;
- B. New information is discovered that was not available at the time of the hearing;
- C. The information presented does not support the decision; or
- D. The sanctions imposed were not appropriate for the violation.

If an appeal is decided in favor of the Charged Respondent, the Provost may take any action deemed appropriate including, but not limited to, modifying the decision, modifying sanctions, remanding the case to the same Academic Misconduct Hearing Board for reconsideration, or remanding the case to a different Academic Misconduct Hearing Board for a new hearing. If an appeal is not decided in favor of the Charged Respondent, the matter is considered final.

A copy of the Provost's decision shall be forwarded to the Student and to OSRR. OSRR is responsible for filling and distribution to the appropriate parties.

If the final decision is a sanction of suspension or expulsion, a Charged Respondent may seek judicial review of the final decision pursuant to Florida Rule of Appellate Procedure 9.190(b)(3), which is applicable to review of quasi-judicial decisions of an administrative body not subject to the Administrative Procedure Act, by filing a petition for certiorari review with the circuit court for Escambia County within 30 days of the final decision. If the Charged Respondent seeks review with the court, the Charged Respondent must also provide a copy of the petition for certiorari review to the Office of the Provost, University of West Florida, Bldg. 10, 11000 University Parkway, Pensacola FL 32514, and the Office of the General Counsel, University of West Florida, Bldg. 10, 11000 University Parkway, Pensacola FL 32514.

## **IX Sanctions**

A Charged Respondent found responsible for violation of the Academic Code shall be subject to sanctions commensurate with the offense. Consideration may be given to aggravating and mitigating circumstances as well as prior Academic Misconduct. One or more of the following sanctions may be imposed for any single violation of the Academic Code:

- A. Expulsion -- A Charged Respondent who is expelled is permanently deprived of the privilege to continue at the University in any capacity. A Charged Respondent expelled

for a violation of the Academic Code may not visit or come onto any UWF campus without specific written permission of the Provost. Expelled Students are not in Good Standing.

- B. Suspension -- A Charged Respondent who is suspended is required to leave the University for a specified period of time not to exceed two calendar years from the finding of “responsible.” The Charged Respondent must comply with all sanctions and complete all requirements prior to re-admission. A Charged Respondent suspended for a violation of the Academic Code may not visit or come onto any UWF campus without specific written permission of the Provost. A Charged Respondent who is suspended must follow all applicable admission requirements prior to returning to the University. Students are not in Good Standing while serving a suspension.
- C. Program Dismissal -- The Charged Respondent shall be dismissed from a University academic program.
- D. Denial of Admission, Re-admission, or Further Registration -- Any future admission, re-admission, or further registration by the Charged Respondent shall be denied by the University.
- E. Withhold Degree -- The University may withhold issuance of a degree, diploma, or transcript pending compliance with University regulations or policies or pending completion of the process set forth in this Academic Code, including the completion of all imposed sanctions.
- F. Reduction of Assignment Grade -- The Charged Respondent shall receive a grade reduction for a course assignment.
- G. Zero on the Assignment -- The Charged Respondent shall receive a grade of zero for a course assignment.
- H. Reduction of Course Grade -- The Charged Respondent shall receive a grade reduction for a course.
- I. “F” in the Course -- The Charged Respondent shall receive a grade of “F” for the course.
- J. Disciplinary Probation -- A written disciplinary sanction notifying a Charged Respondent that the behavior is in serious violation of University standards. Any additional violations occurring during a probationary period may result in more serious sanctions.
- K. Education Assignment -- A Charged Respondent may be required to complete a specified educational assignment related to the violation committed. Such educational assignments may include, but are not limited to, reflection papers, educational writing assignments, UWF Writing Lab assignments, apology letters, reports, and presentations.

- L. Academic Integrity Module -- The Academic Integrity Module is an educational program with an assessment. The Charged Respondent is required to achieve a score of 80% in order to successfully complete the module. If the Charged Respondent does not successfully complete the Academic Integrity Module, a hold shall be placed on the Charged Respondent's records and registration until the Charged Respondent successfully completes the Academic Integrity Module.
- M. Any other sanction permitted by law.

**X. Withdrawal, Grade Forgiveness, Student Status, Student Standing, Holds**

A. Course Withdrawal

A Charged Respondent shall not be permitted to drop or withdraw from a class in which there is an unresolved allegation of Academic Misconduct. A Charged Respondent who has been found responsible for a violation of the Academic Code shall not be allowed to withdraw from the class in which the violation occurred.

B. Student Withdrawal

If a Charged Respondent withdraws from the University with pending or unresolved Academic Misconduct charges, the Academic Code process will continue with or without the Charged Respondent's participation.

C. Grade Forgiveness

Grade forgiveness, as provided in UWF Policy AC-34, Undergraduate Student Progress to Degree, as it may be amended, may not be applied to a course in which a Charged Respondent has been found responsible for a violation of the Academic Code resulting in a sanction of "F" in the course.

D. Student Status

The Charged Respondent's permanent status on campus will remain unchanged pending the final decision of the hearing process and any appeal.

E. Student Standing

A Charged Respondent who has been found responsible for Academic Misconduct will not be in Good Standing and will remain out of Good Standing until all issued sanctions have been completed in accordance with the conditions set forth in the official notification letter from OSRR.

F. Holds

The University may place a hold on the records or registration of any Student who fails to respond to a charge notice or fulfill any sanctions previously issued by the University. The University may take other action necessary for resolution of a case prior to a Student's enrollment in a subsequent semester, transfer, or graduation. All pending Academic Misconduct matters must be resolved prior to the release of a Student's transcript, a Student's graduation, or transfer from the University.

**XI. Records**

- A. A Charged Respondent found "responsible" for violating the Academic Code is considered to have an Academic Misconduct disciplinary record.
- B. A Charged Respondent found "not responsible" for violating the Academic Code is considered not to have an Academic Misconduct disciplinary record.
- C. A Charged Respondent with unresolved allegations of violating the Academic Code is considered not to have an Academic Misconduct disciplinary record as relates to the unresolved case.
- D. A Charged Respondent who was charged with violating the Academic Code where the Complainant has withdrawn all charges is considered not to have an Academic Misconduct disciplinary record as relates to the withdrawn case.
- E. A Charged Respondent found "responsible" for violating the Academic Code where the Complainant has utilized the non-disciplinary record option is considered not to have an Academic Misconduct disciplinary record as relates to the case where the non-disciplinary record option is utilized.
- F. Records of disciplinary actions shall be maintained by the Dean of Students Office.
- G. Student files involving cases that do not result in suspensions or expulsions shall be expunged seven years after the final decision. Records of cases that result in suspensions or expulsions are kept permanently. Statistical and database information may be kept permanently.
- H. Students found "not responsible" for a charge or charges or against whom charges have been withdrawn are considered not to have a disciplinary record for those charges. However, the records will be maintained by the University in accordance with Section 1002.225, Florida Statutes, and with applicable record retention laws.

## I. Transcript Notations

1. A permanent notation shall be placed on the Charged Respondent's transcript indicating any period of disciplinary suspension.
2. A permanent notation shall be placed on the Charged Respondent's transcript indicating an expulsion.

## XII. Review of the Academic Code

This regulation shall be reviewed every five years or at the request of the Provost, Dean of Students, or Faculty Senate President. Reviews will be conducted under the direction of the Provost by the Dean of Students and Academic Council of Faculty Senate, which includes a student representative. Additional student representatives, members of the Academic Misconduct Committee, representatives from the Dean of Students Office, and representatives from the Provost's Office may be invited to participate in discussions at the review meetings. A copy of the proposed changes will be shared with the UWF Student Government Association (SGA) so they can provide the SGA representative on Academic Council with comments.

**Effective Date:** June 20, 2024

**Authority:** BOG Regulation 6.0105  
Sections 1006.60 and 1006.62, Florida Statutes

**History:** Adopted August 2007; amended September 2009, June 2012, September 2012, June 2017, March 2017, June 2021, and June 2024

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