

ACADEMIC POLICIES

Academic Dishonesty & Plagiarism

Any form of academic dishonesty is subject to the disciplinary actions set forth in the Student Code of Conduct. Cheating, plagiarism or any other misrepresentation of work is prohibited. Students who are found to be in violation of this standard may receive severe sanctions, including a failing grade in their respective course and depending on the circumstances, possible expulsion from Eastern Florida State College.

In general terms, plagiarism is the adoption or incorporation of another's ideas without proper attribution of the source. It is more simply defined as taking the writings of another person or people and representing them to be one's own. Please note that access to or obtaining information/ copying assignments provided from sources like CHEGG, Course Hero, Accounting Tutor, or any other online applications that purport to offer the answers to exercises or instructor materials for courses, may be considered **cheating**, and any instances that can be substantiated will be treated as such.

Students who have any questions or concerns regarding plagiarism need to ask their instructor or Associate Dean for assistance before a plagiarism problem arises.

To avoid plagiarism, students should always credit the sources used when writing an essay, research paper, or other assignment and in accordance with the appropriate style manual or format required in your course. Confirm with the instructor the appropriate format to use. If you are directed to use the MLA or APA format, please visit this [link](#).

Types of actions defined as plagiarism include but may not be limited to:

1. Cutting and pasting to create a written document from a single or various sources.
2. Citing a source with false or inaccurate information (Bibliographical or URL).
3. Quoting less than all the words copied or paraphrasing a source without proper citation or notation the document has been altered.
4. Submitting papers, assignments, exams, or forums that were completed by someone other than yourself.
5. Working in a group or otherwise colluding with other students to prepare and submit work without prior acknowledgment and approval from the instructor.
6. Receiving or giving outside help without prior written faculty consent; this includes assistance from tutors, websites, or other online resources.
7. Sharing assignments, exams, or discussions with other students.
8. Selling or purchasing (or copying) papers, assignments, or exams from any website that buys or sells them and submitting them as your work, in whole or in part.
9. Using a quotation without proper quotation marks and citation.
10. Preparing a draft for final paper for another student.
11. Submitting a paper, assignment, quiz or exam that you submitted in a previous and/or concurrent class without requesting and receiving in writing prior permission from your instructor(s). This could also apply to "revising" papers, assignments, quizzes or exams that were previously submitted in any course.

12. Copying a non-text material such as: image, audio, video, spreadsheet, PowerPoint presentation, etc., without proper citation and reference.
13. Altering any information on forms, electronic attachments or emails after the original has been submitted.
14. Presenting statistics, facts, or ideas that are not your own, or is not common factual knowledge either by the general population, or commonly known within the particular discipline, without citation, even if you view them as common knowledge in your own educational background.

The instructor may choose to remove the student from class by withdrawing the student with a grade of "WF," which will appear on the student's transcript as the grade of "F".

Plagiarism Detection

For some courses, students should submit all of their writing assignments through a resource called [Turnitin](#). Turnitin is an online tool available to EFSC instructors as an integrated service available in all EFSC Canvas classrooms. The OriginalityCheck detects and prevents plagiarism by checking submitted student papers. Gradermark enables instructors to provide rich feedback as well as online grading directly on the student's paper. PeerMark enables students to evaluate each other's work. For more information on Plagiarism and information on proper citation please visit the [Writing Center website](#).

Academic Freedom

The concept of academic freedom provides students and faculty the right to pursue knowledge, to conduct research, to publish, to seek truth, to probe, to examine, to question, to disagree and to state opinions without fear of condemnation or reprisal.

Academic Integrity

If it is determined that persons other than the student are accessing a student's records in the Canvas classroom, the student will be removed from the class and receive a final grade of "F." While students may have provided written consent for a third party to receive information regarding their educational records, that consent does not permit any other person besides the student to complete or access coursework within the classroom or online setting.

Academic Responsibility

The concept of academic freedom must be accompanied by an equally demanding concept of academic responsibility that properly includes activities both within the classroom and outside the academic environment. As a representative of an educational institution and a person of learning, a faculty member, staff member or student representative occupies a special place in the community, yet such community status imposes special obligations. Faculty (and other employees and representatives of an educational institution) must realize that the public may judge the institution based on their interactions within the community.

Academic Second Chance

Academic Second Chance allows qualified students to petition for up to two semesters of Eastern Florida coursework to be excluded from the student's cumulative GPA. All quality points from the courses within the Academic Second Chance semester will be removed from the academic record and any passing grades will not be used for degree completion. Coursework eligible for Academic Second Chance must be at least

five years old and the student must have completed a minimum of 12 credits with a "C" or better since re-enrollment. Students inquiring about Academic Second Chance petition procedures and qualifications should meet with an academic advisor.

Academic Status: Academic Standing and Satisfactory Academic Progress

Academic Standing is a set of standards imposed by the College relating to a student's progress toward degree completion and **Satisfactory Academic Progress (SAP) standards** are imposed by the U.S. Department of Education relating to a student's financial aid eligibility.

At the end of each semester, student records are flagged progressively as Good Standing, Academic Warning, Academic Probation, Continued Academic Probation or Academic Suspension. This is originally based on the student's cumulative grade point average (GPA), with subsequent action taken based on the term GPA. To maintain satisfactory academic progress at Eastern Florida, students must achieve a minimum cumulative grade point average (GPA) of 2.0 each semester.

Please Note: For students whose major is a bachelor's degree, Academic Standing is calculated based on the GPA for only the upper-division courses (3000 and 4000 level).

Please consult with an [advisor on any campus](#) for detailed information regarding academic standards, sanctions and appeal procedures. [Also click here to view Academic Support options.](#)

See below for an explanation of each step in the Academic Standing progress — the quick links will advance the page to your topic. Information regarding Satisfactory Academic Progress can be [viewed in the Financial Aid web section.](#)

Good Academic Standing

Students who have a minimum 2.0 cumulative GPA in their declared major at the end of the term will be considered in Good Academic Standing.

Academic Warning

The first term the student's cumulative GPA falls below 2.0, student will be placed on academic warning.

Actions:

- Student will be notified by e-mail
- An informational hold will be placed on a student's record that will prevent registration.
- Student must meet with their Academic Advisor to be allowed to register
- Students on Academic Warning are limited to 12 credit hours
- If a student's term GPA is a minimum of 2.0, the student will return to "Good Academic Standing" for the next term. If the student's cumulative GPA remains below 2.0 after that next term, the Academic Warning cycle will start over.

Academic Probation

If the term GPA remains below 2.0 at the end of the next term, the student on Academic Warning will be placed on academic probation.

Actions:

- Student will be notified by e-mail
- Hold will be placed on student's record that prevents registration

- Student must meet with a Student Success Advisor to complete a "Student Success Plan" and discuss resources available to assist them in meeting their educational goals before they will be allowed to register.
- Students on probation are limited to 9 credit hours
- If a student's term GPA is a minimum of 2.0, the student will return to "Good Academic Standing" for the next term. If the student's cumulative GPA remains below 2.0 after that next term, they will be placed on Academic Warning.

Continued Academic Probation

If the term GPA is below 2.0 at the end of the next term, the student on Academic Probation will be placed on Continued Academic Probation.

Actions:

- Student will be notified by e-mail
- Hold will be placed on student's record that prevents registration
- Student must meet with their Student Success Advisor to review their Student Success Plan and discuss resources available to assist them in meeting their educational goals before they will be allowed to register.
- Students on Continued Academic Probation may register for a maximum of 6 credit hours
- If a student's term GPA is a minimum of 2.0, the student will return to "Good Academic Standing" for the next term. If the student's cumulative GPA remains below 2.0 after that next term, they will be placed on Academic Warning and the cycle starts again.

Academic Suspension

If the term GPA is below 2.0 at the end of the next term, the student on Continued Academic Probation will be placed on Academic Suspension.

Actions:

- Student will be notified by e-mail
- Hold will be placed on student's record; this hold will stop registration
- Student must meet with the Associate Vice President of Academic Affairs
- Student may request a waiver of suspension through the Associate Vice President of Academic Affairs. If approved, the student may register for no more than six credits. Continued enrollment under the status of "Suspension Status Waiver" will be determined based on the student's success.
- Student may not be allowed to register for EFSC credit courses for one semester. If already registered, the student may be dropped from classes.
- Students who are placed on academic suspension a second time will not be permitted to register for EFSC credit courses for one year.
- Student may not apply for transient status at another institution during a suspension.
- When a student's cumulative GPA returns to a minimum of 2.0, the student will be on "Good Academic Standing."

Reinstatement from Suspension Status

The student may request approval to re-enroll after suspension by submitting a Petition for Academic Reinstatement form available in the Associate Vice President of Academic Affairs office. If permitted to return, the student will be readmitted on Academic Probation as outlined above. Criteria for reinstatement will include a commitment by the student to adhere to the guidelines set forth by the subsequent professors in the classes they are to be enrolled. This includes, but is not limited to, the following:

- Maintaining proper adherence to the professor's attendance policy.
- Completing all assigned work in a timely fashion
- Discussing with faculty if/when academic difficulties arise

- Other academic success strategy requirements as determined and communicated, in writing, by the Associate Vice President of Academic Affairs
- Routine meetings with the Associate Vice President of Academic Affairs to monitor and assist in the student's academic progress

Appeal of Academic Suspension or Refusal of Reinstatement

Students have the right to appeal an academic suspension decision by filing an appeal with appropriate documentation with the office of the Associate Vice President of Academic Affairs. The Associate Vice President of Academic Affairs' decision is final.

- If a student's appeal is approved, the student will be permitted to enroll with a status of "Suspension Status Waiver" for one semester, and is expected to complete all classes with a minimum semester GPA of 2.0 and have earned credit in one-half of the total hours attempted.
- The student must request approval to continue enrollment in the status of "Suspension Status Waiver" each semester by obtaining and completing the appropriate form in the Associate Vice President of Academic Affairs' office.
- Continued enrollment under the status of "Suspension Status Waiver" will be determined based on the student's success.