



Policy

NCF POLICY	4.3005
Policy Title:	Academic Honor Code
Originator:	Office of the Provost
Responsible Office:	Office of the Provost
Initial Adoption Date:	August 19, 2025

1. **Purpose:** To outline the University's expectations and define the rights and responsibilities of students when allegations of academic dishonesty are raised.
2. **Applicability:** This policy applies to any NCF student enrolled in any NCF course or program. This policy also applies to all faculty, staff, and NCF students involved in addressing allegations of violations of this policy by a student.
3. **Definitions:** Terms are defined within the Academic Honor Code as provided in Section 4 below.
4. **Policy Statement:**

This Academic Honor Code outlines the expectations for all NCF students' academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty throughout the determinative process. When appropriate, this Code is designed to be educational in nature and to afford students minimum due process protections at every level.

Faculty and Instructors are responsible for following and reinforcing the importance of this Academic Honor Code in their courses and for clarifying in writing their expectations, including but not limited to: source citation, collaboration and multiple submission of academic work, including the authorized use of artificial intelligence.

- 4.1. The examples of academic misconduct that have been provided for the purpose of illustration below are not intended to be all-inclusive. All Academic Honor Code violations may include attempting to commit the alleged violation. Failed violation attempts will be construed as similar to completed violations in determining charges and sanctions.

- 4.1.1. Plagiarism. Presenting the work of another as your own. Typical examples include:

Using another's work from print, web, or other sources without acknowledging the source, quoting from a source without citation; using facts, figures, graphs, charts, or information without acknowledgement of the source; using facts, figures, graphs, charts, or other information without acknowledgment of the source; utilizing ghost writing or pay for paper services; submitting another's work through online thesaurus software.

- 4.1.2. Cheating.** Improper access to, or use of, any information or material that is not specifically condoned by the instructor for use. Typical examples include: copying from another student's work or receiving unauthorized assistance during a quiz, test, or examination, using books, notes, or other devices (e.g. calculators, cell phones, or computers) when these are not authorized; procuring without authorization a copy of or information about an examination before the scheduled exercise; unauthorized collaboration on exams. This includes unauthorized actions taken on any social media platform, electronic forum or use of artificial intelligence.
- 4.1.3. Unauthorized Group Work or Unauthorized Collaboration.** Typical examples include working with another person or persons on any academic activity that is intended to be individual work, where such collaboration has not been specifically authorized by the instructor. This includes unauthorized actions or solicitations made on any social media platform or electronic forum.
- 4.1.4. Fabrication.** Fabrication or Misrepresentation. Typical examples include: inventing or counterfeiting data or information, falsely citing the source of information; altering the record of, or reporting, false information about practicum or clinical experiences; altering grade reports or other academic records; submitting a false excuse for a class absence or tardiness in a scheduled academic exercise; lying to an instructor to increase a grade.
- 4.1.5. Multiple Submission.** Typical examples include: submitting the same paper for credit in two courses without instructor permission; making minor revisions in a credited paper or report (including oral presentations) and submitting it again as if it were new work. It is each instructor's responsibility to make expectations regarding whether students may incorporate existing work into new assignments clear to the student in writing.
- 4.1.6. Abuse of Academic Materials or Academic Process:** Typical examples include: stealing or destroying library or reference materials needed for common academic purposes; hiding resource materials so others may not use them; destroying computer programs or files needed in academic work; inappropriately accessing, stealing, altering, or intentionally damaging another student's notes or laboratory experiments.
- 4.1.7. Complicity in Academic Dishonesty.** Typical examples include: knowingly allowing another to copy from one's paper during an examination; distributing test questions or substantive information about the material to be tested before a scheduled exercise; deliberately furnishing false information.

4.1.8. Obstructing or Hindering. Typical examples include: acts or omissions which obstruct, hinder, or frustrate the efforts of the faculty or staff to gather information related to allegations of a violation of this Code, including but not limited to, directly or indirectly contacting witnesses for the purpose of influencing them not to cooperate with any inquiry, investigation, or hearing; destroying evidence; or deleting or altering electronic data or communications. Proof of obstructing or hindering in any inquiry, investigation, or hearing establishes a presumption of proof of the underlying facts giving rise to a charge of academic dishonesty and shall be an aggravating circumstance justifying an increase in any penalty imposed. Depending upon the circumstances, the commission of acts which constitute a violation of this subsection may also be investigated and punished as a violation of the Student Code of Conduct's prohibition on failing to comply with an NCF policy.

4.2. Student Rights.

Students have the following rights, which may have an impact on the appellate process:

4.2.1. To be informed of all alleged violation(s) and to be given access to all relevant materials pertaining to the case.

4.2.2. To receive an impartial meeting with an administrator in a timely manner where the student will be given a full opportunity to present information pertaining to the case.

4.2.3. Students are also accorded the following:

4.2.3.1. When possible and appropriate, to discuss the allegations with the instructor.

4.2.3.2. Privacy, confidentiality, and personal security as appropriate under the circumstances.

4.2.3.3. To be assisted by an advisor who may accompany the student throughout the process but may not speak on the student's behalf, advocate before or after the meeting on the student's behalf, or otherwise contact or attempt to influence, directly or indirectly, the administrator assigned to the case.

4.2.3.4. To choose not to answer any question that they do not wish to answer. However, a negative inference may be taken from refusals to answer by the instructor or reviewing administrator.

4.2.3.5. To dispute the sanctions of a Student & Instructor resolution and to appeal both the decision and sanctions of an Academic Honor Code hearing or an administrative case resolution.

4.2.3.6. To have an opportunity to provide information in writing to the administrator prior to a hearing, if they have reasonable cause to believe any member of a panel would not be able to review the case objectively without bias or prejudice.

The student shall continue in the course in question during the entire process. Once an alleged violation of the Academic Honor Code is discovered, or when a student has

been found responsible for an Academic Honor Code violation, they are not permitted to withdraw or drop the course. Students who provide false information when requesting to drop a course may be subject to discipline under the Student Code of Conduct. Should no final determination be made in an Academic Honor Code case before the end of the term, the grade of “Incomplete” will be assigned until such time a final determination has been made.

4.3. Student Responsibilities.

Students should read the Academic Honor Code and follow each of its requirements, seek clarification from the instructor as needed, and participate actively and appropriately in the resolution of any Academic Honor Code allegations. All official communication from NCF to the student shall be sent via email from an official NCF email address by the appropriate school official. All electronic mail messages related to cases shall be sent to the student email address on record with the Office of the Registrar, which students must check and respond to regularly or when requested by school administrators. Official communications sent to a student pursuant to the procedures in this subsection are deemed served upon the student when transmitted. Students are expected to communicate and conduct themselves professionally and respectfully with instructors, administrators, fellow students, and staff members throughout the process.

4.4. The decision regarding whether an allegation is egregious is made by an NCF administrator in consultation with the instructor. Allegations of academic dishonesty involving egregious allegations will be referred to a formal hearing. The following list of egregious allegation examples is provided for illustrative purposes only, but is not all inclusive:

- 4.4.1. Coercing current classmates or former course enrollees to provide exam questions and/or answers.**
- 4.4.2. Stealing or disseminating exam questions and/or answers from an instructor**
- 4.4.3. Operating an ongoing, organized scheme to help others violate the Academic Honor Code.**
- 4.4.4. Altering grades for oneself or others.**
- 4.4.5. Violating the Academic Honor Code while fulfilling graduate program requirements.**
- 4.4.6. Committing acts which constitute the obstructing or hindering of any inquiry, investigation, or proceeding related to academic misconduct.**
- 4.4.7. The use, or attempted use, of artificial intelligence or other electronic means to commit, or conceal the commission of, a violation of Section 4.1 of the Academic Honor Code.**

4.5. Procedures for Resolving Cases – First Offense Without Egregious Violations

- 4.5.1. Student and Instructor Resolution.** When an instructor believes that a student has violated the Academic Honor Code in one of the instructor’s classes, the instructor must first contact the Office of the Provost to discover whether the student has a prior

record of academic dishonesty to determine whether it is appropriate to proceed with a Student & Instructor Resolution. The instructor must also inform the division chair. However, faculty members or others who do not have administrative authority to enforce the Academic Honor Code should not be informed of the allegation, unless they have established a legitimate right to need to know. If pursuing a Student & Instructor Resolution is determined to be possible, the instructor shall share and discuss the evidence of academic dishonesty with the student in as a private and confidential setting as possible and explore the possibility of a resolution. Instructors are responsible for outlining all resolution options available to the student. After this discussion, the instructor may:

- 4.5.1.1.** Drop the charge if it appears to be unsubstantiated. Such action will not create a record of academic misconduct.
 - 4.5.1.2.** The student may accept responsibility for the violation and accept the academic sanction proposed by the instructor. If a Student & Instructor Resolution is agreed to, the matter goes no further and the process is concluded. The signed Student & Instructor Resolution Form becomes a confidential student record of academic dishonesty that is subject to the retention conditions described herein.
 - 4.5.1.3.** The student may accept responsibility for the alleged violation, but contest the proposed academic sanction. In this circumstance, the instructor must submit the “Academic Honor Code Disputed Sanctions” form along with any supporting documentation to the Provost or their designee. The student’s written statement must demonstrate specific reasons why the student believes that the proposed sanction is extraordinarily disproportionate to the offense committed for any modification of the sanction to be considered. An administrator will review the submitted written documentation to determine whether the proposed sanction should be imposed. The Provost (or designee) may affirm or lessen the severity of the instructor’s proposed sanction as determined to be appropriate in the circumstances. The decision that results from this review is final.
- 4.5.2. Administrative Case Resolution.** For cases in which the student denies responsibility and after receiving a Hearing Referral, the Office of the Provost will assess the case to determine whether it could be suitable for Administrative Case Resolution rather than the hearing process. Such cases will be straight forward cases that do not require extensive additional information, explanation, or evidence beyond what is contained in the charge letter and documentation provided by the instructor. These cases would also not result in enhanced sanctions, such as suspension or expulsion, if the student were to be found responsible. If the Provost or administrator determines that the case is eligible for Administrative Case Resolution, the Provost or administrator will ask the instructor if they have any objection to the case being resolved by the student meeting with an academic administrator in lieu of a hearing. If the instructor does not object, the student will have the option to meet with an administrator to discuss the case and attempt to resolve it. If it is possible to resolve the case with an Administrative Case Resolution, the administrator will determine whether to find the student “responsible” or “not responsible” for the allegations,

based on a preponderance of evidence standard, as well as what sanctions to impose, if appropriate. In certain cases, when a second allegation against a student meets the criteria above, especially if the student admits responsibility for the alleged violation, an Administrative Case Resolution may be appropriate. A finding of “responsible” creates a formal record that is subject to the records retention requirements described elsewhere herein. Any grade imposed as a result of an academic sanction will on the student’s transcript indefinitely, or as otherwise described herein, and will not be eligible for course drop, withdraw, or modification of grading basis.

4.5.3. Hearing a Student’s Request.

If the student denies responsibility for the alleged violation or refuses to participate in Administrative Case Resolution when offered, the administrator must conduct a hearing and follow the resolution procedures within this Code. In this circumstance, the instructor submits the “Academic Honor Code Hearing Referral” form along with supporting documentation to the Provost or administrator in preparation for an Academic Honor Code hearing.

4.6. Procedures for Resolving Cases- Second Offense or First Egregious Offense

4.6.1. General Conditions Requiring a Hearing

The student may deny responsibility. In this circumstance, the instructor submits the “Academic Honor Code Hearing Referral” form along with supporting documentation to the Provost in preparation for an Academic Honor Code Hearing.

If the student is found to have a prior record of academic dishonesty, the student is a graduate student who allegedly violated the Code in any culminating milestone of their degree program, or the egregious nature of the allegations merits a formal hearing, the instructor must refer the matter for an Academic Honor Code Hearing by submitting the “Academic Honor Code Hearing Referral” form and appropriate documentation to the Provost.

4.6.2. Allegations Involving A Graduate Student

All alleged violations of academic dishonesty involving a graduate student engaged in any phase of the preliminary or comprehensive examination, thesis, or dissertation are treated as egregious and are resolved through the Academic Honor Code Hearing process, in which the professor will serve as the “instructor” under the hearing procedures. The Provost, the student’s program director, (as well as the Executive Director, Office of Research Programs and Services, in cases involving grant-funded research), should be informed as soon as possible of all such allegations. The decision regarding whether to submit a hearing referral will be made by a committee consisting of the program director and two faculty members appointed by the Provost, one of whom should be the student’s committee member serving as the NCF representative, if one has been identified, excluding the major professor. In rendering its charging

decision, this committee should review all available information and consult with the major professor and the academic dean.

4.6.3. Hearing Process

For cases that were not, or could not, be resolved by one of the other alternatives outlined above, the hearing process will be conducted. The student will be provided notice of the charge(s) in advance of the hearing and, at the hearing, will have the opportunity to provide information, to present documentation, to respond to the evidence presented, and/or to provide witnesses to testify.

Specifically, the student is issued a letter detailing the charges within 20 business days of the receipt of the referral, and the schedule for the hearing will be set as soon as possible and within 120 calendar days from the date of the letter. These timelines may be modified in unusual circumstances. Unless all parties agree, the hearing will not be held any sooner than 10 class days from the student's receipt of the charge letter.

A panel consisting of four members shall hear the case. The panel shall include: One faculty member appointed by the Provost, who shall act as Chair of the panel; one faculty member, who is not from the same academic division as the professor who has alleged academic misconduct and who is appointed by the division chair; and two students. The Provost shall manage the logistics of the hearing process. The hearing will be conducted with a clear focus on finding the facts within the academic context of the academic work. If the student is found "responsible" for the violation, the panel is informed about any prior record of Academic Honor Code violations and determines sanctioning. The range of sanctions available in the hearing process is broader than in a Student & Instructor Resolution or in an Administrative Case Resolution. In the case of a tie vote amongst the panelists, the student shall be found not responsible.

In cases where a Student & Instructor Resolution is appropriately proposed (i.e., the student has no prior record) and the student denies responsibility of the alleged violation, an Academic Honor Code Hearing is convened. If the student is found "responsible" in these cases, the panel should uphold the faculty member's proposed sanction unless there is clear justification for imposing a sanction different than what was proposed during the Student & Instructor Resolution process. The rationale for modifying those sanctions must be written in the decision letter.

If the student is found responsible after a hearing, the hearing panel will issue a decision letter, which will address each charge, outline the basis for the finding of "responsible" or "not responsible" and explain the sanctions determined to be appropriate. The Chair of the Academic Honor Code hearing panel will report the decision to the student, the referring faculty member, the Provost, and the Registrar if appropriate. If the student is found "responsible" at an Academic Honor Code hearing, the outcome will be recorded by the Registrar and becomes a confidential

student record of an Academic Honor Code violation that is subject to the conditions described in the Records subsection of this Code. Any change in academic credit imposed as a result of an academic sanction will remain on the student's transcript indefinitely and will not be subject to course drop, withdrawal, or grade change.

4.7. Sanctions

4.7.1. Student & Instructor Resolution and Administrative Case Resolution Sanctions

The following sanctions are available in the Student & Instructor Resolution and Administrative Case Resolution procedures and may be imposed individually or in combination. The instructor should consider the seriousness of the violation, the student's circumstances, potential opportunities for learning, and consistency with past sanctions in determining a proposed sanction.

- 4.7.1.1.** Additional academic work, including re-doing the assignment.
- 4.7.1.2.** A reduced or failing grade or unsatisfactory result for the course.
- 4.7.1.3.** Educational activities. Examples include, but are not limited to, referrals to improve future educational outcomes, tutoring regarding proper citation practices, participation in ethics workshops, interviews with appropriate faculty or administrators, or writing educational or reflective essays.
- 4.7.1.4.** Restitution, if applicable, or other restorative acts.
- 4.7.1.5.** Disciplinary probation. A period of time during which any further violation of the Academic Honor Code puts the student's status with NCF in jeopardy. If the student is found "responsible" for another violation during the period of Disciplinary Probation, serious consideration will be given to imposing a sanction of Suspension or Expulsion. Restrictions that may be placed on the student during this time period include, but are not limited to, prohibiting the student's participation in NCF sanctioned student activities; representing NCF in athletic contests or practices; and other activities or competitions designed for students which are sanctioned by NCF.
- 4.7.1.6.** Suspension – Separation from NCF for a specific time period, not to exceed two years.
- 4.7.1.7.** Expulsion – Separation from NCF without the possibility of readmission. Expulsion shall be noted on the student transcript.
- 4.7.1.8.** Withholding of diplomas, transcripts, or other records for a specific period of time.
- 4.7.1.9.** Suspension of degree in cases where an offense is discovered after the degree has been awarded.
- 4.7.1.10.** Revocation of degree in cases where an offense is discovered after the degree has been awarded.

4.8. Records.

An Academic Honor Code record results from a finding of "responsible" within all resolution routes described in this Code. Records are kept in a confidential database and

will be removed upon request of the student after five years from the final decision in the case, except in instances described below. Students who have a single violation on their record and are within one year from graduating may petition the Provost to request that their Academic Honor Code record be removed from the confidential database. Requests may be sent to the Office of the Provost, outlining what they have learned from their experience with the Academic Honor Code. Requests to remove records of single violations early are not automatically approved. On the initial referral form submitted to the Provost, (for example the Student-Instructor Agreement, Disputing the Sanction form or Hearing form), the instructor may indicate whether they are supportive of the student being eligible for early record expungement – if the student does not incur a subsequent offense. This written input from the instructor of record will be the primary consideration taken into consideration by the Provost when determining whether a student's record will be expunged early. Records pertaining to egregious cases will only be removed at the student's request and must remain on file and reflected on the student's transcript for no less than five years. Records involving expulsion will be retained permanently. Records must be maintained in a manner consistent with federal and state laws and NCF regulations.

4.9. Appeals.

Decisions of the Academic Honor Code hearing panel may be appealed to the Academic Honor Code faculty appellate officer. The appellate officer will be appointed annually by the President, in consultation with the Provost, and may be removed at the discretion of the President. On appeal, the burden of proof, shifts to the student to prove that an error has occurred. The only recognized grounds for appeal are:

- 4.9.1. Due process errors involving violations of a student's rights that substantially affected the outcome of the initial hearing.
- 4.9.2. Demonstrated bias against the charged student by any panel member. Such prejudice must be evidenced by a conflict of interest, pressure, or other influence that precluded a fair and impartial hearing.
- 4.9.3. A sanction that is extraordinarily disproportionate to the offense committed.
- 4.9.4. The preponderance of the evidence presented at the hearing does not support a finding of "responsible."

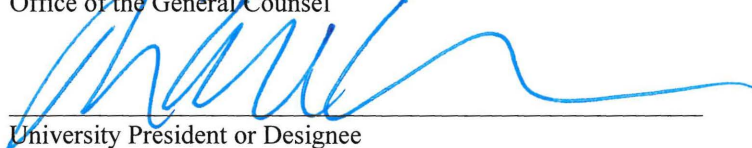
All appeals will be limited to a review of the record of the initial hearing and appeal documentation submitted by the student. Student submissions may not exceed 25 pages in 12 point Times New Roman font. There is no right for the student to appear before the Appellate Officer and no hearing will be conducted.

5. **Roles and Responsibilities:** The roles and responsibilities of faculty, staff and students are set out more fully in Part 4.

Academic Policy Committee ("APC"): From time to time, at the request of the Provost, an Academic Policy Committee may be appointed by the NCF President. The APC is limited to the role of examining the operation and effectiveness of this Academic Honor Code with the

goal of recommending changes to the President. The APC may work with faculty, and representatives of the student body selected by student government who are approved by the President, to educate all members of the NCF community regarding this Code and the responsibility of students to respect academic integrity principles generally.

6. **Contact Information:** Office of the Provost, College Hall, provost@ncf.edu, 941-487-4203
7. **References and Related Information:** Board of Governors Regulation 1.001(3)(j), (4)(a)10; Sections 1002.22, 1006.52, 1006.62, Florida Statutes (2025);
8. **Forms:** Student & Instructor Resolution Form
Academic Honor Code Disputed Sanctions Form
Academic Honor Code Hearing Referral Form

Policy Approval (For use by the Office of the President)	
 _____ Provost or Vice President of Initiating Authority	Date: <u>8-19-25</u>
 _____ Office of the General Counsel	Date: <u>8/19/25</u>
 _____ University President or Designee	Date: <u>8/19/25</u>

History: Adopted 08-19-25.