

## College Operating Procedures (COP)



**Procedure Title:** Student Honesty Policy (Plagiarism)  
**Procedure Number:** 03-1503  
**Originating Department:** Provost/Vice President of Academic Affairs

**Specific Authority:**

Board Policy n/a  
Florida Statute n/a  
Florida Administrative Code n/a

**Procedure Actions:** Adopted: 06/01/10; 02/15/11

**Purpose Statement:** Florida SouthWestern State College (College) recognizes that adherence to high principle of academic integrity is vital to the academic function of the college.

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**Guidelines:**

The College expects all students to be honest in their academic endeavors.

**Procedures:**

The College Catalog prohibits:

1. Cheating on an academic exercise.
2. Plagiarizing the words, ideas, or data of others by not properly acknowledging the source.
3. Fabricating information with the intent to deceive.
4. Submitting any academic accomplishment in whole or in part for credit more than once whether in the same course or in different courses without the explicit consent of the instructor.
5. Obtaining or attempting to obtain an examination before, during, or after the exam has been given.
6. Failing to follow approved test-taking procedures by performing such acts as changing answers after the examination is scored and communicating with another person during an exam or leaving while an exam is in progress without permission.
7. Copying, editing, deleting, or intentionally damaging the College Computer files without permission.
8. Altering, changing, or forging College academic records or forging the signature of any academic officer.

The academic penalty for dishonesty violations may result in a student earning a zero/"F" for the assignment or the course as indicated by the particular case.