STUDENT INTEGRITY AND ACADEMIC HONESTY POLICY

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1. PURPOSE

This policy establishes CFU's standards for student integrity and academic honesty; defines specific prohibited conduct; assigns responsibilities to students, faculty, and institutional personnel; and sets forth procedures for reporting, reviewing, investigating, adjudicating, sanctioning, documenting, and appealing alleged violations. The policy is intended to ensure that academic work and assessments authentically represent each student's knowledge, competencies, and independent effort.

2. SCOPE

This policy applies to all CFU students and to all academic activities conducted through CFU, including courses, assessments, projects, examinations, synchronous and asynchronous activities, academic advising interactions, practicum or clinical activities when applicable, and any in-person academic activities. Faculty, administrators, staff, contractors, and other individuals participating in or supporting CFU academic activities are responsible for carrying out the duties assigned to them under this policy.

3. REGULATORY FRAMEWORK

- Florida Statutes – Student and Parental Rights (Section 1002.20).
- Florida Statutes – Student Conduct Code (1006.60).
- FERPA – Family Educational Rights and Privacy Act.
- ADA – Americans with Disabilities Act.
- CFU Academic Regulations.

4. DEFINITIONS AND TERMS

- Academic Integrity: Commitment to honesty, trust, fairness, respect, responsibility, and courage in all academic work and academic interactions.
- Academic Honesty: The expectation that students submit work that truthfully represents their own learning and authorship, appropriately acknowledges sources and assistance, and complies with course and assessment instructions.
- Academic Dishonesty / Academic Misconduct: Any intentional or negligent act that misrepresents authorship, gives or receives an unfair academic advantage, compromises the authenticity or fairness of academic work, or violates CFU academic standards.
- Unauthorized Collaboration: Working with another person on academic work when collaboration has not been expressly permitted by the instructor or assignment instructions.
- Contract Cheating: Submitting work completed wholly or partially by another person, organization, commercial service, or unauthorized third party, whether paid or unpaid.
- Artificial Intelligence (AI): Computer-based tools capable of generating or materially modifying text, images, code, analyses, citations, data, or other academic content.
- Fabrication / Falsification: Creating, altering, inventing, manipulating, or misrepresenting information, records, data, citations, results, or other academic evidence.
- Impersonation: Completing academic work, accessing an assessment, or participating in an academic activity for another student, or allowing another person to do so on one's behalf.

5. GENERAL POLICY AND GUIDELINES

5.1. Institutional Commitment, Publication, and Access

CFU affirms academic integrity as a core institutional value. The University publishes this policy and makes it continuously available through institutional channels so students and faculty can readily understand their responsibilities.

- The policy is posted in CFU's learning management environment and on the official University website or other publicly accessible institutional policy location.
- The policy is introduced during student onboarding and faculty onboarding, including examples of acceptable and prohibited conduct.
- Faculty reinforce integrity expectations in course syllabi, assessment instructions, and relevant course communications.
- Students are required to acknowledge the policy in writing or electronically before beginning their first course; acknowledgment records are retained as institutional evidence.
- Material changes to the policy are communicated through appropriate institutional channels and the current version remains accessible to students and faculty.

5.2. Student Responsibilities

- Complete and submit academic work honestly and independently unless collaboration is expressly authorized.
- Follow all assessment, examination, assignment, and course instructions.
- Use proper citation and attribution for words, ideas, data, images, code, research, and other source material.
- Disclose and acknowledge permitted assistance, including use of AI or other technology, when required by the instructor or assignment.
- Use AI and other technologies only as authorized for the specific course or assessment.
- Protect personal login credentials and never permit another person to access CFU systems or academic activities using those credentials.
- Do not obtain, distribute, post, sell, or share restricted assessment materials or another person's academic work without authorization.
- Cooperate honestly with integrity reviews and provide accurate information when requested.
- Report suspected violations when appropriate through the institutional reporting process.

5.3. Prohibited Conduct

Academic dishonesty includes, but is not limited to, the conduct below. A violation may occur whether the student personally commits the act, attempts the act, assists another person, or knowingly permits another person to engage in the act.

5.3.1 Plagiarism

Presenting another person's words, ideas, research findings, images, code, data, or other intellectual property as one's own without proper acknowledgment. This includes direct copying, close paraphrasing without attribution, mosaic plagiarism, inappropriate reuse of one's prior work when prohibited, and submitting work previously completed for another course without authorization.

5.3.2 Cheating

Using or attempting to use unauthorized materials, information, devices, websites, software, assistance, or other resources during an examination, quiz, assignment, project, laboratory activity, or other academic evaluation.

5.3.3 Unauthorized Collaboration

Working with another person on an assignment, examination, project, or other academic activity when collaboration is not expressly authorized, or sharing answers or completed work in a manner that enables another student to submit it as their own.

5.3.4 Fabrication and Falsification

Knowingly creating, altering, inventing, manipulating, or misrepresenting academic information, including research data, practicum or clinical records, attendance records, academic documents, laboratory results, citations, references, or institutional documentation.

5.3.5 Contract Cheating and Unauthorized Third-Party Assistance

Submitting work completed wholly or partially by another individual, organization, ghostwriter, commercial academic service, essay mill, tutoring service acting beyond authorized support, or any other unauthorized third party.

5.3.6 Misuse of Artificial Intelligence and Technology

Using AI, automated software, or other technological tools in a manner that violates course instructions, creates an unfair advantage, or misrepresents authorship. Examples include submitting AI-generated work as entirely one's own; using AI during an assessment without authorization; fabricating citations, data, references, or research findings with AI; or using technology to impersonate another student. AI use is permitted only when allowed by the instructor or assignment and must be acknowledged when required.

5.3.7 Impersonation and Identity Misrepresentation

Completing academic work or participating in an assessment on behalf of another student; permitting another person to represent oneself; or using another person's credentials or identity in any academic activity.

5.3.8 Unauthorized Access or Interference

Gaining or attempting to gain unauthorized access to instructional materials, assessment content, learning management systems, institutional databases, grade information, or other restricted academic resources; or disrupting, altering, or interfering with academic processes.

5.3.9 Improper Sharing or Distribution of Academic Materials

Posting, selling, distributing, or publicly sharing restricted course materials, examination content, assignment solutions, recordings, or academic work when such distribution has not been authorized by CFU or the instructor.

5.3.10 Facilitation of Academic Dishonesty

Knowingly helping, enabling, encouraging, or providing materials or access that allow another person to commit academic misconduct.

5.3.11 Other Academic Misconduct

Any conduct that intentionally compromises the integrity, fairness, authenticity, or credibility of academic work, student identity, or CFU assessment processes.

Examples of cheating include unauthorized notes or devices; obtaining assessment questions in advance; copying another student's work; allowing another student to copy; receiving unauthorized assistance; or using prohibited websites or software during an assessment.

5.4. Faculty Responsibilities

- Clearly communicate academic-integrity expectations and course-specific rules, including permitted and prohibited collaboration and technology use.
- State expectations for AI use in the course and, when applicable, require appropriate disclosure or acknowledgment of permitted AI assistance.
- Design authentic assessments that emphasize application, reflection, analysis, or individualized work and reduce opportunities for misconduct.
- Use reasonable authorship or identity-verification activities when concerns arise, including oral explanation, project defense, or synchronous follow-up when appropriate.
- Document and promptly report suspected misconduct to the Academic Direction in accordance with this policy.
- Maintain confidentiality and avoid prejudging allegations while a matter is under review.
- Apply course-level academic consequences only as authorized and coordinate formal disciplinary sanctions through the institutional process.

5.5. Institutional Responsibilities

- Publish, maintain, and periodically review this policy.
- Provide student and faculty onboarding or training on academic integrity and examples of prohibited conduct.
- Maintain a clear reporting channel and preserve relevant documentation.
- Provide notice, an opportunity for the student to respond, and a fair review of allegations.
- Apply sanctions consistently and proportionally based on the facts of each case.
- Maintain confidentiality consistent with institutional policy and applicable privacy requirements.
- Track integrity incidents and use aggregate information to improve policy, training, and assessment practices.
- Maintain records of student acknowledgments, incident outcomes, and appeals as appropriate.

5.6. Assessment and Authorship Verification

CFU uses multiple methods to support the authenticity and integrity of student work. Current practices may include secure student login credentials; individualized or contextual assignments; personal reflection and application; faculty review of inconsistencies in style, reasoning, citation, or performance; and periodic synchronous interactions such as oral presentations, project defenses, or academic interviews when needed to verify authorship or understanding.

CFU does not currently rely on Turnitin, other automated plagiarism-detection software, or biometric authentication as its primary verification mechanism. The absence of an automated similarity score does not limit CFU's authority to investigate plagiarism or other academic misconduct based on documentary, instructional, or other relevant evidence.

5.7. Reporting and Review Procedures

5.7.1 Reporting

Any member of the CFU community may report a suspected violation to the Academic Direction. A report should identify the alleged conduct and, when available, include the date, individuals involved, course or assessment, and supporting documentation or evidence.

5.7.2 Preliminary Review

The Academic Integrity Committee, or the institutional authority designated by the Academic Direction, conducts a preliminary review to determine whether the information presented is sufficient to proceed with a formal investigation. A matter may be closed at this stage when the available information does not reasonably support further review.

5.7.3 Written Notice to the Student

When a formal investigation is initiated, the student receives written notice describing the alleged conduct, the policy provisions potentially involved, and the process for responding. The notice will provide a reasonable opportunity for the student to submit an explanation and relevant evidence.

5.7.4 Investigation

- Review submitted work, course instructions, assessment records, communications, and other relevant documentation.
- Consider the student's response and supporting evidence.
- Consult or interview the reporting faculty member, student, or other relevant individuals when necessary.
- Use authorship-verification methods when appropriate to clarify whether the work reflects the student's knowledge or independent effort.
- Maintain confidentiality throughout the review to the extent reasonably possible.

5.7.5 Decision

Following review, the Committee or designated authority issues a written determination that identifies the relevant facts, the policy provision(s) considered, whether a violation was found, and any sanction or required corrective action. The student is also informed of the right to appeal and the applicable deadline.

5.8. Sanctions and Corrective Actions

Sanctions are intended to protect academic standards, educate students, and respond proportionally to the seriousness of the conduct. One or more sanctions may be imposed based on the nature of the violation, intent, extent of misconduct, recurrence, impact on academic credibility, and other relevant case circumstances.

Possible Sanction	Purpose / Application
Educational warning	Written notice and clarification of expectations for a lower-level or first-time matter, when appropriate.
Mandatory integrity training	Required completion of academic-integrity education or remediation.

Possible Sanction	Purpose / Application
Assignment resubmission	Required revision or replacement of academic work when consistent with course requirements and the seriousness of the case.
Reduced assignment grade	Academic consequence for the affected work when appropriate and authorized.
Course failure	Failure of the course when the misconduct is sufficiently serious or pervasive.
Disciplinary probation	Formal status requiring future compliance for a defined period.
Suspension	Temporary separation from CFU for a specified period, subject to stated conditions.
Expulsion	Termination of student status for the most serious or repeated violations.
Other corrective action	Other educational or administrative measures reasonably related to the violation and consistent with institutional regulations.

5.9. Appeals

A student may appeal a disciplinary determination within ten (10) business days after receiving the written decision. The appeal must be submitted in writing, state the ground(s) for appeal, and include any supporting documentation.

Permissible grounds for appeal are:

- A material procedural error that may have affected the outcome.
- New evidence that was not reasonably available during the original review and could materially affect the outcome.
- A sanction that is materially disproportionate to the violation.
- A determination that is not reasonably supported by the facts documented in the record.

The appeal is reviewed by the Academic Appeals Committee or other designated institutional authority that did not serve as the original decision-maker. The appeal decision is issued in writing and is final within the institutional process.

5.10. Records, Confidentiality, and Documentation

- Student policy acknowledgments are retained in the Student Portal or other designated student record system as permanent institutional evidence of receipt and acknowledgment.
- Incident reports, evidence, findings, sanctions, and appeal outcomes are maintained by the appropriate institutional office according to CFU recordkeeping practices.
- Information related to allegations is shared only with individuals who have an institutional need to know or as otherwise permitted or required.

- Aggregate integrity data may be used for institutional assessment and continuous improvement without unnecessary disclosure of personally identifiable student information.

5.11. Continuous Monitoring and Improvement

The Academic Direction monitors academic-integrity incidents and prepares periodic or annual information for institutional improvement. Monitoring includes the number and type of violations, sanctions or corrective actions applied, relevant case contexts, recurring patterns, and recommendations for improvement.

- Policy revisions to address emerging integrity risks, including changes in technology and AI.
- Updates to student onboarding and acknowledgment materials.
- Updates to faculty training, assessment design, reporting protocols, and ethical expectations.
- Coordination with the Office of Faculty Management, Academic Coordination, Student Experience, or other appropriate institutional offices.
- Corrective actions or strategic initiatives when trends indicate a need for broader institutional response.

5.12. Supporting Evidence of Implementation

CFU maintains documentary evidence to demonstrate that this policy is communicated, implemented, monitored, and enforced. Evidence may include:

- Student onboarding records and signed/electronic Student Integrity and Academic Honesty Acknowledgment Forms.
- Faculty onboarding and training records addressing academic integrity, assessment practices, and reporting obligations.
- Published copies of the policy in the LMS and official institutional policy location.
- Faculty or advisor incident reports and supporting documentation.
- Written determinations, sanctions, corrective actions, and appeal records.
- Aggregate case-tracking data and periodic or annual integrity reports.
- Records of policy revisions, training updates, and continuous-improvement actions.

6. APPENDIX

Code	Appendix	Validity
CAT01.SP03	Catalog CFU	1 year

7. VERSION CONTROL

N°	Requested by	Changes Control
1.0	General Academy Direction	Initial Documentation
2.0	General academic direction	Major revision to clarify definitions, prohibited conduct, AI and technology expectations, responsibilities, reporting and investigation procedures, sanctions, appeals, documentation, and continuous improvement in response to accreditation feedback.

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