Academic Honesty Severity "00PS" Matrix

	Professionalism	Assignment	Conduct Probation	Suspension
Level 1	0	0	P	S
Level 2	0	0	P	
	Above - Student Advising is Contacted *Below - Student Advising is Not Necessarily Contacted*			
Level 3	0	0		
Level 4	0			

Level 1 *(0 score on the assignment and month's professionalism, conduct probation, and suspension)*:
• Directly copying work[1] from another source and submitting it as one's own.
• Submitting work completed by another individual or student as one's own.
• Collaborating/sharing with another in an unauthorized manner.
• Distributing class material in an unauthorized manner.

Level 2 (*0 score on the assignment and month's professionalism, and conduct probation*):
• Completing any work for another student that fulfills an academic requirement.
• Falsifying data or records presented to an instructor or any other representative of the University.
• Knowingly furnishing false information to an instructor or any other representative of the University.
• Repeated violations that fall under the Levels 3 or 4 headings.

Level 3 (*0 score on the assignment and month's professionalism*):
• Submitting work that was turned in from another course without prior approval from the course instructor.
• Submitting work that was turned in from a previous attempt at this course without prior approval from the course instructor.
• Significant omission or misuse of citation and/or references in course work. (See your provided *APA Publication Manual*.)
• In group work, including one's name to "tag along" on work of other team members in which he/she did not significantly contribute.

Level 4 (*0 score on the month's professionalism*):
• In group work, allowing a team member to include his/her name to "tag along" on the work of other team members despite having not significantly contributed to that work.

The above list is not necessarily exhaustive. The university may identify cases of academic dishonesty not covered above and penalize according to the severity.

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[1] "Work" is hereafter defined as any submitted class material.

Examples

1. Frank has been really stressed with work and hasn't had the time to contribute to his team's group assignment or make the group's meetings. Sunday night, he signs into Google Docs, adds a couple paragraphs to the end of the document and puts his name on it. He resolves to do better next time.

   This would be considered a Level 3 violation. The student would receive a zero for the assignment and a zero for his professionalism. By putting a cursory effort in and yet still claiming equal participation, he is being dishonest about his work. Frank should have told his team to not include him on the document and that he will make up for it by putting in extra effort next time.

2. In the previous example, the team knows that Frank hasn't contributed, but tries to cut him some slack and lets him submit his cursory work anyway and gives him okay ratings on peer reviews.

   By including Frank on the document, the rest of the team is complicit in Frank's lie. They aren't helping him succeed in the program and are instead allowing him to ride along on their coattails. They think they are avoiding a problem now, but what happens when they are teamed with Frank in final project and he doesn't know how to do anything because he skated along through the entire program? This would be a Level 4 violation for the team members. Those team members would receive a 0 on their professionalism for the month.

3. Two months ago, Frank and his team failed their current course and are retaking it this month. They spent much more time studying, taking notes and working closely with their professor. The team now feels they have a solid grasp on the class content. Without contacting the instructor for permission or counsel, Frank and his team take their assignment from two months ago clean and polish it up and resubmit it.

   A student may not resubmit work from a previous class or previous attempt at a class without the course instructor's permission. Even though the assignment submitted is different than the one previously submitted, it is no longer original work. This is counterintuitive, but is the policy in all Full Sail programs. This would be a Level 3 violation.

4. Frank totally forgot about the Thursday deadline in this class since most of his classes had Sunday deadlines. He rushes to get the assignment finished, but 11:59 hits and he hasn't uploaded the assignment. He immediately files a ticket with FSO Support. He finishes the assignment at 3 am and emails his instructor that computer problems have prevented him from submitting on time and attaches the assignment.

   This has happened to all of us. Sometimes we just forget. But the appropriate reaction to this is to stand up to the consequences. Frank should have taken the zero. Instead, he lied to his instructor in order to get his assignment graded. If Frank is caught, this would result in a Level 2 Conduct Probation, which is on his permanent record and could jeopardize his funding or student loans in some circumstances. It isn't worth lying to an instructor, even if it is a white lie.

5. Fred and Frank are both struggling. They've been trying to help each other out, so they are sending each other their work. When they turn their projects in, they look pretty similar. While they each worked on their projects independently, the material is largely shared.

    Tests and assignments are always individual work unless the instructor states otherwise. Unauthorized collaboration is a Level 1 violation. When in doubt, ask your instructor if what you plan to do is okay.

6. Frank finds his programming assignment to be too hard. In looking for help, he finds an example online that does something similar to what is required. He figures he should at least get partial credit and submits the files taken from the tutorial.

    What Frank finds isn't his own work. The purpose of the assignments here is not that we want to see the end result, but it is that we want to see you use what you've learned to get from nothing to the end result. When Frank submits someone else's work, not only is he not showing that he has learned anything, but he is lying to his instructor that he has learned something. This would be a Level 1 violation, the most severe.

7. Alex made a really interesting puzzle game in for an assignment last month. His friend Frank is taking that class this month. He likes Alex's game, so he adds a couple levels of his own to it and submits it. Frank thinks it is okay because he is adding his own contribution to the work.

    Frank is adding his own contribution to the work, but unless he has cleared using Alex's work with his instructor beforehand, he is turning in Alex's work as his own. If the assignment was to create an original puzzle, did Frank make an original puzzle or did he just remake Alex's puzzle? This is a Level 1 violation due to using another's work and representing it as one's own.

8. Frank doesn't really feel he needs programming to become a successful game designer so he hires a freelancer to do the bulk of his work and then Frank customizes the result with his own text and images.

    This should be straightforward. Frank is representing another's work as his own. This carries the most severe penalty.

9. Alex uses a snippet of code from an online example to make his top-down shooter game. He credits the original author in his code comments and the snippet is not a significant portion of the work in creating the game, so Alex thinks he is okay.

    Just to mix things up, this is totally okay. But always check with your instructor before submitting the work if you have any doubt.

10. Fred had a rough go of it in Design & Development Analysis. To help future students, he posts the test questions and his answers on his blog. Frank googles the answers and uses them.

    Never do this. Not only is Frank in trouble for representing someone else's work as his own

(a Level 1 violation), Fred is also guilty of a Level 1 violation for distributing class material in an unauthorized manner. You are always able to share the games you've created with the world, but never share class documents, test questions, syllabi, or any other material that is not yours to share.