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# STUDENT INTEGRITY AND ACADEMIC HONESTY POLICY

Prepared by:	Reviewed by:	Approved by:
<p>Alberto Alegre</p> 	<p>Melissa Huayanca</p> 	<p>Julien Georges André Noel</p> 

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## 1. PURPOSE

This policy establishes the principles, guidelines, and procedures that govern student integrity and academic honesty at Continental Florida University (CFU). As a fully virtual institution with 80% asynchronous instruction and 20% synchronous interaction, CFU recognizes the need to adopt tailored strategies that ensure the authenticity of student work and uphold the credibility of its academic programs.

## 2. SCOPE

This policy applies to all undergraduate and graduate students enrolled in CFU programs, as well as to faculty and academic staff responsible for teaching, designing, and evaluating student learning activities.

## 3. DEFINITIONS

**Academic Integrity:** The commitment to honesty, fairness, responsibility, and respect for knowledge creation in all academic activities.

**Academic Dishonesty:** Any act of plagiarism, misrepresentation of authorship, unauthorized collaboration, falsification of data, (profile/identity integrity) or other misconduct that compromises academic standards.


**Asynchronous Evaluation:** Assessments completed independently by students within established deadlines through CFU's Open LMS platform..

**Synchronous Activities:** Real-time virtual interactions (e.g., webinars, oral defenses, academic advising) that complement asynchronous instruction.

**Presencial Activities:** Short activities that CFU are coordination with Faculties and Students

## 4. REGULATORY REFERENCES

A continuación, se detalla los **DOCUMENTOS REGULATORIOS** externos e internos para el aseguramiento de la calidad durante la ejecución del proceso:

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- 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.

### 3. GENERAL POLICY DECLARATION

#### 3.1. Declaración de la política general

CFU affirms that academic integrity is a core value of its mission and essential to student learning outcomes. All students are required to acknowledge in writing, prior to beginning their first course, that they have received, reviewed, and understood the Academic Integrity and Honesty Policy.

The institution also ensures that this policy is not only published but also actively socialized and internalized by students and faculty through structured onboarding processes. Faculty and students share responsibility for ensuring that all submitted work authentically reflects the student's knowledge, competencies, and independent effort.


#### 3.2. SPECIFIC GUIDELINES

##### 1. Publication and Access

Continental Florida University (CFU) ensures full visibility and accessibility of the Academic Integrity Policy through multiple institutional channels:

- ◆ Open LMS Platform: The policy is embedded within the student learning environment, guaranteeing that students encounter it directly in their academic context.
- ◆ Official University Website: The policy is published publicly to reinforce transparency, institutional accountability, and universal access.

Additionally, the policy is formally introduced during onboarding sessions for students and

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faculty, where its scope, implications, and compliance requirements are explained. Participants are informed that the document remains permanently available in the Open LMS, both in the courses students are enrolled in and in the courses faculty members are responsible for each academic term.

This system ensures that the Academic Integrity Policy is not only visible before enrollment but also permanently accessible and reinforced throughout the entire academic trajectory of the student and the teaching practice of the faculty.

## 2. Student Acknowledgment

- Prior to accessing their first course, students are required to electronically acknowledge that they have read, understood, and accepted the Academic Regulations, thereby confirming their commitment to abide by the standards and policies governing their academic engagement at CFU.
- Records of acknowledgment will be stored in the Student Portal as permanent institutional evidence..


## 3. Faculty Responsibility and Onboarding

During the faculty onboarding process, coordinated by the Office of Faculty Management, instructors are systematically trained on CFU's academic policies, ethical standards, and institutional expectations. The following requirements ensure that all faculty members clearly understand their professional responsibilities with respect to integrity, student engagement, and instructional conduct:

- **Mandatory Review of Regulations**

Faculty are required to read, understand, and electronically acknowledge both the Faculty Regulations and the Student Regulations prior to teaching their first course.

This process guarantees that faculty are aware of the institutional policies governing academic integrity, professional conduct, and faculty–student interactions.

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- Training on Academic Integrity and Assessment Practices  
 Faculty receive structured training on designing authentic asynchronous assessments that minimize opportunities for dishonesty.  
 The onboarding program includes case-based scenarios illustrating acceptable and behaviors for both students and faculty in relation to integrity.

- Faculty Ethical Responsibilities ("The Shoulds")  
 Faculty must adhere to the following standards of conduct, which are reinforced during onboarding and revisited annually:

Promote Integrity: Consistently highlight the importance of academic honesty in all courses and actively integrate integrity statements in syllabi and assessment instructions.

Serve as Ethical Role Models: Demonstrate fairness, transparency, and professionalism in all interactions with students.

Maintain Proper Boundaries: Avoid favoritism, conflicts of interest, or any personal relationships that could compromise impartiality.


Communicate Respectfully and Professionally: All exchanges with students must reflect the university's values of respect, equity, and academic rigor.

Protect Confidentiality: Handle student information and academic records with discretion, in compliance with privacy regulations.

Report Misconduct: Faculty are obligated to promptly report suspected cases of dishonesty, misconduct, or academic fraud to the Academic Direction for formal review.

Institutional Oversight and Monitoring

The Office of Faculty Management, Academic Coordination, and the Office of

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Academic Affairs jointly oversee compliance with these responsibilities.

Through these measures, CFU ensures that faculty are fully informed of what they must and must not do with respect to integrity, assessment, and their relationships with students. This comprehensive onboarding framework embeds integrity into instructional practice and guarantees consistent faculty alignment with institutional standards.

#### 4. Assessment Verification

Since CFU does not use Turnitin, plagiarism-detection software, or biometric authentication systems, it relies on alternative verification mechanisms:

- Secure login credentials for all students.
- Assignments that require personal reflection, contextual application, and individualized analysis.
- Periodic synchronous interactions (e.g., oral presentations, project defenses, or academic interviews) to verify authorship when necessary.

#### 5. Enforcement and Sanctions


- The Academic Integrity Committee will investigate cases of alleged misconduct.
- Sanctions may include warnings, resubmission of assignments, grade reduction, suspension, or dismissal, depending on the severity of the violation.

#### 6. Continuous Monitoring and Improvement

The Academic Direction is responsible for systematically monitoring and documenting all incidents of academic integrity violations across the university community. This oversight covers cases involving student–student, student–faculty, and faculty–faculty interactions.

Annual Integrity Report:

The Academic Direction monitors the following item to improve the university

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experience and academic aspects:

- The number and type of violations recorded.
- The sanctions applied according to institutional regulations.
- The context of the incidents (student–student, student–faculty, faculty–faculty).
- Recommendations for institutional improvement based on observed patterns.
- Use of Data for Continuous Improvement

Collected data serve as direct input for:

Policy updates to address emerging integrity challenges.

Student onboarding materials, ensuring that orientation programs remain aligned with current risks and case trends.

Faculty training programs, reinforcing preventive strategies, reporting protocols, and ethical standards in academic practice.

Institutional Accountability:

Key findings are shared with the Office of Faculty Management and the Office of Student Experience to ensure coordinated follow-up actions.

When necessary, corrective measures are incorporated into the institutional strategic plan to strengthen CFU's overall culture of integrity.


Through this structured system of annual reporting, feedback loops, and targeted improvements, CFU demonstrates a proactive commitment to safeguarding academic integrity, strengthening professional conduct, and ensuring that policies remain dynamic, transparent, and responsive to institutional needs.

## 7. Supporting Evidence and Documentation

To ensure accountability and demonstrate compliance with CFU's Academic Integrity Policy, the following documentary evidence is maintained and available for review:

Onboarding Records for Students and Faculty

- Official minutes and attendance records of student onboarding sessions where the Student Regulations and Academic Integrity Policy are presented and acknowledged.


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- Official minutes and attendance records of faculty onboarding sessions where the Faculty Regulations, Student Regulations, and Academic Integrity Policy are reviewed and accepted.
- Faculty Incident Reports and Follow-up
- Reports generated by the Academic Direction documenting cases in which faculty members were involved in integrity-related incidents.
- Follow-up records detailing the resolution of such cases, including sanctions, recommendations, or corrective measures applied.

**Advisor Data and Case Tracking**

- Reports submitted by academic advisors identifying cases involving integrity concerns in student–faculty and student–student interactions.
- Aggregated data sets summarizing the frequency, type, and outcomes of these cases, which are integrated into the Annual Integrity Report produced by the Academic Direction.

Together, these records provide verifiable evidence that CFU systematically trains its community on integrity standards, monitors compliance, and takes corrective action whenever necessary. This documentation closes the loop between policy implementation, incident tracking, and institutional improvement, ensuring that the Academic Integrity Policy is actively enforced and continuously strengthened.

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#### 4. APPENDIX

Code	Annexes	Validity
POL 05.SP03- DOC01	CFU Catalog 2024	3 years
POL 05.SP03- DOC02	Academic Regulations 2024	1 year

\* La documentación es almacenada en formatos digitales en su mayoría por el cuidado del medio ambiente.

#### 5. VERSION CONTROL

N° Versión	Requested by	Changes Description
1.0	General Academic Direction	Initial Documentation