

## Office of Student Rights and Responsibilities

### Division of Student Development and Enrollment Services

# FAQ - Z Designation for Academic Misconduct

## What is a Z designation?

- A University designation on transcript indicating a student was found in-violation of academic misconduct while enrolled in a particular course.

## When would a Z designated be placed on a student's transcript?

- If a student is found in-violation of academic misconduct and the punitive sanction is either:
  - disciplinary suspension for one or more semesters
  - deferred dismissal for one or more semesters
  - disciplinary dismissal for one or more semesters
  - expulsion
- If a student is found in-violation of academic misconduct **twice** during their UCF academic career.
  - It does not matter what the punitive sanction(s) received in either academic misconduct were (documentation only, probation, etc.).
  - A Z designation will be placed in association with **both courses** in which the student was found in-violation.

## What does a Z designation look like on a student's transcript?

- The Z designation will placed in front of the final grade received in the course where the academic misconduct took place.
- Example : ZA, ZB, ZC, ZD, ZF

## What if a student withdraws from the course in which the academic misconduct occurred? Can a Z designation still be placed on a student' transcript?

- Yes. A Z designation will be placed as a ZW if a student withdraws from the course prior to the conclusion of the conduct process and was subsequently found in-violation of academic misconduct.

## Does a Z designation effect a student's GPA?

- No. The "Z" is a University designation. It is not associated with grade points or credit hours.

## Can a student use grade forgiveness to remove the Z designation from their transcript?

- No. Grade forgiveness is only used to improve a letter grade associated with a course.
- Even if a student uses grade forgiveness for a course associated with a Z designation and the grade improves, the Z designation will remain.

## Who places the Z designation on student's transcripts?

- The Office of Student Conduct.

### When is a Z designation placed on a student's transcript?

- The Office of Student Conduct will communicate with the Registrar's Office to have the Z designation placed on a student's transcript following the conclusion of the Conduct Review Process.

### Can a Z designation ever be removed from a student's transcript?

- Yes. A student can attempt to have a Z designation removed permanently through participating in the CREED Program through the Office of Student Conduct.
- Students must complete all requirements associated with the CREED Program and meet with the Creed Program Review Committee for final determination of removal of the Z designation.
- Completion of the CREED Program requirements does not automatically guarantee removal of the Z designation.
- More information on the CREED Program can be found at <http://osc.sdes.ucf.edu/creed>.

### When did this Z designation policy go into effect?

- Fall 2015 with the publication of the 2015-2016 UCF Golden Rule.

### Why does UCF care if a student cheats in a class?

- Integrity is a tenet of the UCF Creed... "I practice and defend academic and personal honesty."
- A student who cheats in a class and achieves a final letter grade of a "B" is not the same as a student who does not cheat throughout the semester and earns a "B" letter grade.

### Is the use of a Z designation on a student's transcript unique only to UCF?

- No. Many other colleges and universities have adapted similar designations for students who are found in-violation of academic misconduct.

#### **More Information on the Golden Rule, Z Designation, and Reporting Academic Misconduct**

- You can download the Golden Rule at <http://goldenrule.sdes.ucf.edu/> to view the Z designation policy.
- To learn more about UCF's policy on academic misconduct, please review the rules of conduct at <http://goldenrule.sdes.ucf.edu/> (UCF-5.008, Rules of Conduct- (1) Academic Misconduct).
- Faculty, Staff and Students can report academic misconduct online at <http://osc.sdes.ucf.edu/>.

Updated January 19, 2018