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 be 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’s 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](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.

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

- To learn more about UCF’s policy on academic misconduct, please review the rules of conduct at [http://goldenrule.sdes.ucf.edu/](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/](http://osc.sdes.ucf.edu/).

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