

INSTITUTIONAL POLICIES

The most recent version of the [Institutional Policies information](http://health.usf.edu/publichealth/forms.html) can be found on the Academic Affairs Forms page at <http://health.usf.edu/publichealth/forms.html>
(Spring 2016)

Student Rights and Responsibilities:	Review USF Student Rights and Responsibilities at: http://www.sa.usf.edu/srr/page.asp?id=81
Student Code of Conduct:	Review USF Student Code of Conduct: http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf6.0021.pdf
Disruption of Academic Process:	Disruption of Academic Process (Regulation USF3.025): Disruptive students in the academic setting hinder the educational process. Students can refer to the USF regulation on Disruption of Academic Process at: http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf3.025.pdf
Academic Integrity of Students:	Academic Integrity of Students (Regulation USF3.027): USF considers the following behaviors as violations of the academic standards for both Undergraduate and Graduate students. They are: (1) Cheating; (2) Plagiarism; (3) Fabrication, Forgery & Obstruction; (4) Multiple Submissions; (5) Complicity; (6) Misconduct in Research & Creative Endeavors; (7) Computer misuse; (8) Misuse of Intellectual Property and (9) Violation of State or Federal laws with regard to Intellectual Property. For a detailed review of the regulation on Academic Integrity of Students, visit: http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf3.027.pdf
Academic Dishonesty/ Plagiarism:	<p>Plagiarism will not be tolerated and is grounds for failure. (Refer to USF Academic Integrity of Students Policy).</p> <p>The University of South Florida has an account with an automated plagiarism detection service (<i>Turnitin</i>), which allows instructors and students to submit student assignments to be checked for plagiarism. I (the instructor) reserve the right to 1) request that assignments be submitted as electronic files and 2) submit students' assignments to <i>Turnitin</i>, or 3) request students to submit their assignments to <i>Turnitin</i> through the course site. Assignments are compared automatically with a database of journal articles, web articles, the internet and previously submitted papers. The instructor receives a report showing exactly how a student's paper was plagiarized.</p> <p>NOTE: An institution may not release a paper to a plagiarism detection software without the student's prior consent unless all personally identifiable information has been removed, such as a student's name, social security number, student number, etc.. Note that a paper/essay is considered an educational record and an institution may not ask a student to waive their rights under FERPA for the purpose of submitting papers to a plagiarism detection software.</p> <p>For more information about Plagiarism and <i>Turnitin</i>, visit:</p> <p>Avoiding Plagiarism: http://www.lib.usf.edu/guides/avoiding-plagiarism/</p> <p>Turnitin: http://turnitin.com/en_us/training/student-training/submitted-a-paper</p> <p>Using Turnitin in Canvas: http://guides.instructure.com/s/2204/m/4212/64908-how-do-i-submit-a-turnitin-assignment</p>

Cheating Statement:	The USF College of Public Health expects students to maintain academic honesty in all courses. By virtue of being registered in a Public Health course, students agree to refrain from cheating. If cheating in any form (academic dishonesty) is detected, appropriate action will be taken. (Refer to USF Academic Integrity of Students Regulation): http://usfweb2.usf.edu/ethics/ai5/01.html
Undergraduate Academic Policies and Procedures:	Review USF Undergraduate Academic Policies and Procedures at: http://ugs.usf.edu/pdf/cat1516/08ACADEMICPOL.pdf
Graduate Academic Policies and Regulations	Review USF Graduate Academic Policies and Regulations at: http://www.grad.usf.edu/inc/linked-files/Catalog and Policies/2015-2016/Section_7_Policies.pdf
Special Accommodations:	Students in need of academic accommodations for a disability may consult with the office of Services for Students with Disabilities to arrange appropriate accommodations. Students are required to give reasonable notice (typically 5 working days) prior to requesting an accommodation. Students with Disabilities Services: http://www.sds.usf.edu/
Holidays and Religious Observances:	Review USF Holidays and Religious Observances (Policy USF10-045) at: http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-045.pdf
Emergency Preparedness:	In the event of an emergency, it may be necessary for USF to suspend normal operations. During this time, USF may opt to continue delivery of instruction through methods that include but are not limited to: Canvas, Collaborate, Skype, and email messaging and/or an alternate schedule. It's the responsibility of the student to monitor Canvas site for each class for course specific communication, and the main USF, College, and department websites, emails, and MoBull messages for important general information.
Student Grievance Procedure:	Review USF Academic Grievance Procedure for Students (Policy USF10-002) at: http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-002.pdf Student assistance is provided by Division of Student Affairs, Office of the Student Ombudsman. http://www.sa.usf.edu/ombudsman

STUDENT RESOURCES	
Library Resources:	USF Library: http://www.lib.usf.edu/ Shimberg Health Sciences Library: http://library.hsc.usf.edu/ Shimberg Health Sciences Library Tutorials: http://guides.lib.usf.edu/instructional_links (follow links under 'Instructional Services' section)
Creating Citations & Using Refworks:	http://guides.lib.usf.edu/CitingSources
APA Citation Style Guide & Tutorial (Undergraduates):	Style Guide: http://eta.health.usf.edu/publichealth/APAstyle.pdf Tutorial: http://eta.health.usf.edu/publichealth/APApresentation/player.html
Netiquette (online communication etiquette for online courses):	http://eta.health.usf.edu/publichealth/standards/syllabus/Online_Netiquette.pdf
Plagiarism & Turnitin:	See Academic Dishonesty/Plagiarism Section
USF Email Accounts:	http://health.usf.edu/publichealth/eta/access_emails.html
Canvas Tutorials:	http://health.usf.edu/publichealth/eta/student_resources.html
Collaborate Participant Orientation: (for online courses)	http://www.brainshark.com/blackboardinc/vu?pi=zGLzYw5XBz35Sgz0

