



Code of Academic Integrity

Purpose

The University should provide an environment that encourages all students (undergraduate, medical, graduate, and continuing education) to learn, create, and share knowledge responsibly. As society entrusts our students and faculty to pursue knowledge and report their discoveries truthfully, any deliberate falsehood or misrepresentation undermines the stature of the University. The following standards of academic integrity are deemed necessary for fulfilling the University's mission, as well as its motto: *Studiis et Rebus Honestis*. These standards are also necessary for evaluating the quality of student work in a fair manner.

Standards

All academic work (e.g., homework assignments, written and oral reports, use of library materials, creative projects, performances, in-class and take-home exams, extra-credit projects, research, theses and dissertations) must satisfy the following four standards of academic integrity:

1. All ideas, arguments, and phrases, submitted without attribution to other sources, must be the creative product of the student. Thus, all text passages taken from the works of other authors must be properly cited. The same applies to paraphrased text, opinions, data, examples, illustrations, and all other creative work. Violations of this standard constitute *plagiarism*.
2. All experimental data, observations, interviews, statistical surveys, and other information collected and reported as part of academic work must be authentic. Any alteration, e.g., the removal of statistical outliers, must be clearly documented. Data must not be falsified in any way. Violations of this standard constitute *fabrication*.
3. Students may only collaborate within the limits prescribed by their instructors.

Students may not complete any portion of an assignment, report, project, experiment or exam for another student. Students may not claim as their own work any portion of an assignment, report, project, experiment or exam that was completed by another student, even with that other student's knowledge and consent. Students may not provide information about an exam (or portions of an exam) to another student without the authorization of the instructor. Students may not seek or accept information provided about an exam (or portions of an exam) from another student without the authorization of the instructor. Violations of this standard constitute *collusion*.

4. Students must adhere to the guidelines provided by their instructors for completing coursework. For example, students must only use materials approved by their instructor when completing an assignment or exam. Students may not present the same (or substantially the same) work for more than one course without obtaining approval from the instructor of each course. Students must adhere to all course reserves regulations, including library course reserves, which are designed to allow students access to all course materials. Students will not intentionally deny others free and open access to any materials reserved for a course. Violations of this standard constitute *cheating*.

Definitions

Academic Dishonesty: Failure to abide by the four standards of academic integrity stated in this Code.

Academic Integrity Council: a group of faculty and students who have been trained to serve the University as adjudicators of violations of academic integrity.

Coordinator of Academic Integrity: An Assistant Director in the Center for Student Ethics and Standards.

XF: The grade of XF is defined as "failure resulting from academic dishonesty". The grade of XF is equivalent to the grade of F in the determination of grade-point averages and academic standing.

Seminar on Academic Integrity: A non-credit bearing course offered by the Center for Student Ethics & Standards that teaches students the importance of academic integrity and principles of responsible scholarship.

Communicating the Standards of Academic Integrity

The University should continuously communicate the importance of academic integrity to its students and faculty. Examples include:

1. During Orientation sessions, each student will receive information that explains the Code of Academic Integrity.

2. Each semester the Registrar will include the Code of Academic Integrity on the Schedule of Courses. The definition of the grade of XF will appear in the University Catalogue and on each official transcript.
3. The University will provide an informative web page on academic integrity, for public access, that clearly describes the standards of academic integrity, with examples of different violations.
4. Deans and department chairs should discuss the Code of Academic Integrity with faculty, including the need to report violations to the Center for Student Ethics and Standards.
5. Faculty should refer to the Code of Academic Integrity on course syllabi. Advisors, student services offices, and other staff should discuss the Code with their advisees. Academic Integrity should become an integral part of University culture.
6. Faculty should encourage students to apply for membership to the Academic Integrity Council.
7. Based on information from the Center for Student Ethics & Standards, the Student Affairs Committee of the Faculty Senate will report the number of violations of academic integrity to the full Senate on an annual basis.

Alleged Misconduct in Research and Other Scholarly Activities

The Coordinator of Academic Integrity, in consultation with the Vice President for Research, will first determine whether the University Policy on Scientific Misconduct could apply to the alleged violation. If not, the provisions of this Code will apply.

Procedures

Reporting Violations of Academic Integrity

Any student, member of the University staff, or faculty may report any perceived violation of this Code to the Center for Student Ethics and Standards (CSES). Upon receipt of a report from any source, CSES will determine whether the report, if true, would constitute a violation of this Code. If so, then the procedures of this Code will apply.

Instructor Reporting of Violations

Violations that are purely technical in nature, without any perceived intent to achieve academic advantage, may be reported at the instructor's or faculty advisor's discretion. If an instructor imposes a sanction including but not limited to, lowering of a course grade or assignment grade based on a violation of the Code of Academic Integrity, the instructor must report the incident and outcome to the Center for Student Ethics & Standards for record keeping purposes. Teaching assistants and proctors must report observed violations to their faculty supervisors.

All suspected deliberate violations of academic integrity (plagiarism, fabrication, collusion, or cheating) must be reported to the Center for Student Ethics and Standards within two weeks of discovery. Reports may be submitted using a memo, a web referral form, or a printed referral form. The instructor must also provide a copy of the report to each implicated student. The instructor must submit all evidence and relevant information to the Center for Student Ethics and Standards.

In submitting the report, the instructor may recommend a sanction. The recommended sanction will be taken into consideration. However, the final decision is made by the Coordinator of Academic Integrity or Academic Integrity Council.

Notice of Charge

After receiving the report and supporting documentation, the Coordinator of Academic Integrity (the “Coordinator”) or designee will promptly notify the accused student (the “Respondent”) of the alleged violations in writing (the “Charge”). The Charge will state what portion of this Code was allegedly violated. The Charge will also include a date for a meeting with the Coordinator of Academic Integrity or designee. If the Respondent fails to attend this meeting, a hold will be placed on the Respondent’s future registration privileges at the University and the matter will be set for a hearing under the Hearing Procedures below.

Pre-Hearing Disposition of a Charge

The Coordinator or designee will meet with the Respondent to discuss the incident, and the Respondent will have an opportunity to resolve the matter at this meeting. The Respondent may sign an agreement accepting responsibility for his or her actions and agreeing to the sanctions to be imposed by the University. If an agreement is signed during the meeting, the Respondent will receive a letter summarizing the discussion and the sanctions imposed. The Faculty member will also receive a copy of this letter. The letter and signed agreement will become part of the Respondent’s academic integrity file. The Coordinator’s or designee’s assignment of sanctions is not subject to appeal. Failure of the student to follow up with the recommended sanctions may result in further disciplinary action. If the Respondent chooses not to sign the agreement, the matter will proceed to a hearing.

The Judicial Process

1. Preliminary Provisions

a. Academic Integrity Council. A Charge will be heard by the Academic Integrity Council. The Academic Integrity Council is usually composed of three students and two faculty members. The Academic Integrity Council is advised by an Academic Integrity Council Advisor, who oversees the hearing. The Advisor is a non-voting member of the Council and writes the hearing decision on behalf of the Council at the conclusion of the hearing.

b. Unbiased Adjudicator. Academic Integrity Council members shall remove themselves from hearing a case if they believe that they cannot be unbiased. The Respondant will be notified at least three business days before the hearing of the identity of the Academic Integrity Council members. The Respondent will be given the opportunity to object to a particular Council member if he or she believes the Council member cannot be unbiased. The Academic Integrity Council Advisor shall determine whether the Council member will continue to serve.

c. Scheduling Hearings. The hearing will normally be conducted within ten academic days after the date the Charge is sent. The University may, due to an administrative need, extend the hearing date beyond ten academic days or hold a hearing during a vacation period. If the Respondent fails to attend the hearing, the hearing will proceed and a finding will be reached based upon available evidence. If the Respondent withdraws from the University prior to adjudication of the case, the case will still be resolved through the process outlined in this code.

d. Advisors. The Respondent may bring an advisor to the hearing. The Respondent must notify the Coordinator of Academic Integrity at least twenty-four hours in advance of the hearing of his/her intent to have an advisor and the advisor's name. All advisors must be members of the University community, must have no other role in the hearing, and may not speak or otherwise represent their advisees.

e. Witnesses. A witness is a person who has personal knowledge of the incident at issue. Character witnesses are considered irrelevant and will not be permitted to testify. A person who serves as a witness may not serve in any other capacity during the hearing.

f. Witness Lists. The Respondent and Complainant must submit a list of witnesses to the Coordinator of Academic Integrity no later than twenty-four hours before the hearing. The list should include each witness's name and a summary of the witness's expected testimony. It is the Respondent's and Complainant's responsibility to bring his/her witnesses to the hearing at the scheduled date and time.

g. Multiple Respondents. If one incident results in more than one student being charged with violating the Code, the Academic Integrity Council may request that the hearings be combined. A student may request a separate hearing, which will be granted for good cause shown.

2. Hearing Procedures

a. Closed Hearing. All proceedings are closed, except that the instructor who reported the alleged violation may attend.

b. Hearing Record. Hearings are not recorded, as the decision letter serves as documentation of the evidence presented and decision reached.

c. Maintaining Order. The Academic Integrity Council chair is responsible for maintaining order during the hearing and may take all steps reasonably necessary to ensure an orderly hearing.

d. Presenting Evidence and Questioning Witnesses. The Coordinator of Academic Integrity will present the case material. The faculty member (the Complainant) may be present to represent any additional information he or she has regarding the alleged violation and present witnesses. The Respondent will have an opportunity to present relevant information and witnesses in response to the Charge. The Respondent will have the opportunity to examine all information leading to the Charge and to respond to all witness testimony. The Academic Integrity Council may question witnesses. The Respondent and Complainant may not question witnesses directly, but may submit questions to the Academic Integrity Council, who will decide which, if any, of the questions to ask witnesses.

e. Anonymous Evidence and Evidence Received Outside the Hearing. The Academic Integrity Council will refuse to accept or hear any evidence coming from an anonymous source or evidence that is presented outside of the hearing.

f. Relevant Evidence. The Academic Integrity Council will decide whether to admit evidence. The rules of evidence used in courts of law are not followed in this process. Generally, the Academic Integrity Council will agree to hear evidence that is relevant to the subject matter of the hearing and is fair and reliable under the circumstances of the case. Character evidence is generally not considered relevant.

g. Adjudicatory Standard. The Academic Integrity Council will determine whether the Respondent is "responsible" or "not responsible" for the alleged violation. The Respondent will be presumed "not responsible" until proven otherwise by a preponderance of the evidence. A preponderance of the evidence is reached when the Academic Integrity Council concludes that it is more likely than not that the Respondent violated this Code as alleged in the Charge.

If the Academic Integrity Council determines the Respondent is “not responsible” the student may remain in the course without penalty, or may withdraw from the course, even if the hearing occurs after the “Last Day to Withdraw” for the semester. If the student chooses to withdraw, after a hearing decision of “not responsible” is determined, then the registrar will remove all records of this enrollment from the transcript, including the grade of W.

h. Written Hearing Decision. The Academic Integrity Council will provide a written decision stating what evidence was considered and how the decision was reached. If the Respondent is found responsible, the hearing decision will state what sanctions will be imposed.

i. Notice of Appeal Right. The Respondent will be notified upon receiving the hearing decision that s/he has a right to appeal that decision, as described below, to the Dean of

Students Office or designee within five business days of the date the hearing decision was sent.

3. Appeal Procedures

a. Bases for Appeal. The hearing decision may be appealed for the following reasons only: (1) a procedural error unfairly and materially affected the outcome of the case, (2) evidence has been discovered that was not reasonably available at the time of the hearing, or (3) there was a clear abuse of discretion on the part of the University Academic Integrity Council.

b. Submitting an Appeal. To appeal, the Respondent must submit a written statement to the Dean of Students Office or designee stating, as precisely as possible, the basis for the appeal.

c. Consideration of Appeal. Upon receipt of the appeal, the Dean of Students Office or designee may elect to meet with the Respondent to discuss the appeal and, if appropriate, hear new evidence at the Dean of Students Office or designee's sole discretion.

d. Written Appeal Decision. The Dean of Students Office or designee will render a written decision regarding the appeal within five business days of the appeal meeting. The appeal decision may modify the hearing decision, including sanctions, as warranted. The appeal decision is final.

4. Post-Hearing Process

If the Respondent fails to comply with the sanctions finally imposed upon him/her within a specified time period, the Academic Integrity Council may impose additional sanctions on the Respondent, up to and including dismissal from the University. In addition to the sanctions listed in the next section, the Academic Integrity Council may place a hold on the student's future registration privileges with the University. Such a hold results in a cancellation of all pre-registered courses. The hold remains in effect until the outstanding matter and sanctions have been resolved. Additionally, a student will be billed a \$100 non-compliance fee.

Description of Sanctions

Academic Integrity Councils will impose sanctions after determining that a Respondent has been found responsible for violating this Code. When doing so, they may consider mitigating and aggravating circumstances. Factors that may be considered include the following:

- Past academic integrity history of the Respondent.
- Nature of the offense.
- Whether the Respondent promptly took responsibility for his or her actions.
- Any lack of honesty or cooperation by the Respondent during any investigation or

judicial proceeding.

Sanctions which may be imposed are the following:

A letter of warning is an official written notification that a student's behavior is in violation of University regulations or standards, which clarifies expected behavior in the future.

A zero on the indicated coursework applied by the instructor to the student's grade record.

Educational Sactions such as but not limited to, reflection papers, academic integrity projects, statements of purpose, planning educational programs about academic integrity.

A grade of XF in the course applied by the Registrar.

A student who holds the grade of XF may be suspended from representing UVM at university-sponsored events and may be removed or suspended from occupying a recognized position of student leadership, such as SGA officers, residential advisors, athletes, teaching assistants, or graders for a length of time to be determined by CSES and the appropriate authorities. A grade of XF may also affect a student's employee status at the University.

An XF can be converted to an ordinary F and the XF notation removed from the transcript after one year if the student successfully completes a Seminar on Academic Integrity. If a student commits a second violation of this Code resulting in a XF, there will be no opportunity to convert the XF.

Suspension from the University: This sanction separates the student from the University for a specified period of time. This sanction prohibits attendance at any classes and participation in the University Study Abroad program during the suspension period. The terms of the suspension may restrict access to University grounds or buildings, as well as attendance at University-sponsored social events, or other functions, as deemed appropriate by the Dean of Students or designee. The student may not register or enroll until the stated period of suspension is completed and any requirements for the period of suspension are fulfilled.

The student's transcript will indicate "Suspension resulting from academic dishonesty." After the suspension has been served, this note can be removed from the student's transcript if the student successfully completes a Seminar on Academic Integrity. A student who commits a subsequent violation of this Code resulting in a suspension will have no opportunity to remove the notation from the transcript.

Dismissal: This sanction separates the student permanently from the University of Vermont. The student's transcript will indicate "Dismissal resulting from academic dishonesty" and any grade of XF on the student's transcript will be permanent.

Undergraduate Students

For a first deliberate offense, an undergraduate student will normally receive a grade of XF in the indicated course. An undergraduate student can be dismissed after a first offense if the violation is malicious or egregious, or if he or she fails to cooperate with the Coordinator of Academic Integrity or Academic Integrity Council. For a second deliberate offense, an undergraduate student will normally receive a grade of XF *and* be dismissed from the University.

Graduate and Medical Students

For a first deliberate offense, medical students and graduate students will normally receive a grade of XF in the indicated course *and* be dismissed from the University. There is no opportunity for medical or graduate students to convert the XF to a normal F.

Academic Integrity Records

Records of all proceedings and sanctions will be maintained by CSES. Records of suspension from the University, or dismissal from the University are permanent. Records of written warning and zero on the indicated coursework will be destroyed upon the student's graduation or two year absence from the University. Records of a student who has received a XF will be destroyed after the XF has been converted to a normal F and the student has graduated or been absent from the University for two years. Judicial records of a student who has voluntarily withdrawn from the University will be destroyed after two consecutive years of withdrawal unless the records include sanctions of unconverted XF, suspension, or dismissal from the University. In these cases, the records are permanent.

Records are personal and confidential. Students may inspect their records at reasonable times. These records may also be shared with other University officials who have a legitimate educational interest in the information they contain. Under no circumstances will any personally identifiable information be released to any external individual, agency, or organization except with the prior written consent of the student or as otherwise required by law.

Forms

[Interactive Web Referral Form](#)

Contacts

Questions regarding the daily operational interpretation of this policy should be directed to:

Dean of Students

41 South Prospect Street
Burlington, Vermont 05405
(802) 656-3380
<http://www.uvm.edu/~dosa/>

or

Director, Center for Student Ethics & Standards
41 South Prospect Street
Burlington, Vermont 05405
(802) 656-4360
<http://www.uvm.edu/cses/>

The Dean of Students is the Responsible Official for the administration and interpretation of this policy.

Related Documents/Policies

[Code of Student Rights and Responsibilities](#)

Alleged Misconduct in Research and Other Scholarly Activities Policy

Effective Date

Approved by the President on June 28, 2007