



The University of Vermont

Policy V. 3.4.3.5

Responsible Official: Dean of Students

Effective Date: February 6, 2012

Code of Academic Integrity

Policy Statement

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* ("For honorable studies and pursuits"). These standards are also necessary for evaluating the quality of student work in a fair manner.

Reason for the Policy

Some actions cannot be tolerated because they seriously interfere with the basic purposes and processes of an academic community or with the rights afforded other members of the community. By formulating a code of academic integrity, the University reaffirms the principle of student academic achievement coupled with personal responsibility and accountability for individual action and the consequences of that action.

Strategic Direction

This policy supports the strategic goal of creating an environment that is consistent with and promotes the climate and community envisioned by "Our Common Ground" (<http://www.uvm.edu/~president/?Page=miscellaneous/commonground.html>). It helps to foster a culture of excellence in research and scholarship and to promote positive changes in student culture and behavioral norms, both as expressed in the University's Strategic Action Plan.

Applicability of the Policy

The standards for academic honesty and integrity established in this policy apply to all students enrolled at the University of Vermont in any work performed in furtherance of a particular course or course of study.

Students enrolled in the College of Medicine are expected to meet the standards of academic honesty established in this policy. The procedure for hearing and resolving allegations that a student in the College of Medicine has violated the standards of this policy are set forth in Rules and Regulations of the College of Medicine of the University of Vermont.

Policy Elaboration

General Provision

Attempts to violate or to assist others in violating this Code, including unsuccessful attempts, are prohibited and are subject to the same response under this Code as are actual violations.

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. Students may not plagiarize.

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 (published or unpublished) 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. Students may not fabricate.

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 not collude.

Students may only provide, seek or accept information about any academic work to or from another student with the authorization of the instructor. Students may only collaborate on academic work within the limits prescribed by their instructors. Violations of this standard constitute collusion.

4. Students may not cheat.

Students must adhere to the guidelines provided by their instructors for completing academic work. Students may not claim as their own work any portion of academic work that was completed by another student. Students may 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. Violations of this standard constitute cheating.

Please note: Course expectations may vary from instructor to instructor. All students have an obligation to seek a clear understanding of the expectations associated with each particular course in which the student is enrolled.

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 receives information about the Code of Academic Integrity.
2. Each semester the Registrar includes 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 provides 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 & Standards.
5. Faculty are encouraged to refer to the Code of Academic Integrity on course syllabi and to discuss the standards of academic integrity and their expectations at the start of the semester in each of their courses. 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 on the Academic Integrity Council.
7. Based on information gathered 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 Misconduct in Research and Other Scholarly Activities Policy could apply to the alleged violation. If not, the provisions of this Code will apply.

Definitions

Academic Dishonesty: Failure to abide by the four standards of academic integrity stated in this Code (plagiarism, collusion, cheating, and fabrication).

Academic Integrity Council: A group comprised of students, faculty and staff who have been trained to serve the University as adjudicators of alleged violations of academic integrity.

Academic Integrity Council Advisor: A professional staff member of the University who oversees Academic Integrity hearings. The Advisor is a non-voting member of the council and writes the hearing decision letter on behalf of the Council at the conclusion of the hearing.

Advisor: A member of the University community (who is not a family member) chosen by a Complainant or Respondent to provide personal support through the student conduct process. An advisor must have no other role in the hearing, such as a witness, and may not speak on behalf of or otherwise represent one's advisee. An advisor may not be a lawyer, although CSES may permit a lawyer as an advisor when related criminal charges are filed and pending. If a Respondent is allowed to have a lawyer present as an advisor during a hearing, a Complainant may also have a lawyer as an advisor. The Respondent and Complainant are responsible for any attorneys' fees incurred.

Complainant: Any student, member of the University staff, or faculty who files an academic integrity complaint or academic integrity referral against a student(s) with the Center for Student Ethics & Standards alleging a student(s) has performed actions that violate this Code.

Coordinator of Academic Integrity: A professional staff member in the Center for Student Ethics & Standards who coordinates the academic integrity process once referrals have been made. The Coordinator of Academic Integrity (or designee) may determine sanctions in a preliminary hearing meeting when a Respondent accepts responsibility for an alleged violation of this Code.

Deliberate Violation: A violation of this Code that has the perceived intent to gain an unfair academic advantage.

Respondent: A student against whom charges are initiated for alleged violation(s) of this Code.

Seminar on Academic Integrity: A non-credit bearing seminar offered to students sanctioned with a grade of XF, which, if successfully completed, affords them an opportunity to have the XF converted to a standard F. This Seminar is offered by the Center for Student Ethics & Standards and teaches students the importance of academic integrity and principles of responsible scholarship.

Student: Any person taking or auditing any courses at the University of Vermont. Any course registration, whether in a non-degree or degree-granting program of undergraduate, graduate, or professional studies, characterizes the registrant as a "student" from the point of registration to the completion of the course of study. Persons who are not officially enrolled for a particular term but who have clearly manifested intent to attend, remain in attendance, or to return to the University of Vermont as students are considered "students." Examples include, but are not limited to, students who are enrolled but not taking classes due to an academic break, medical leave, suspension, or other personal leave; Students who were enrolled at the time of the incident; Respondents who have withdrawn from the University; persons who demonstrate an intent to enroll by registering for courses; and students participating in study abroad programs.

Technical Violation: Academic conduct that allegedly rises to the level of a policy violation (as

based on the four standards defined in this code) but lacks perceived intent to achieve an unfair academic advantage. A technical violation may or may not be reported, according to the instructor's discretion (see procedures for reporting information).

University Official: Any person employed by the University and acting on behalf of the University.

Witness: Any person who has relevant knowledge of the alleged conduct. Character witnesses are considered irrelevant and are not permitted. A person who serves as a witness may not serve in any other capacity during the hearing (e.g. advisor). Witnesses shall be present only during their own testimony.

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

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 & 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 apply.

Reporting Violations that are Technical in Nature

Violations that are purely technical in nature, without any perceived intent to achieve academic advantage, may be reported at the instructor's discretion. However, if an instructor imposes a sanction including, but not limited to, lowering of a course grade or assignment grade based on a technical 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. The Coordinator of Academic Integrity will send a follow-up letter to the student, establishing communication and acknowledging the referral of the technical violation.

All suspected deliberate violations of academic integrity (plagiarism, fabrication, collusion, or cheating) must be reported to the Center for Student Ethics & Standards within two weeks of discovery. Reports may be submitted using a memo, a web referral form, or a printed referral form: <http://www.uvm.edu/cses/?Page=ahform.html&SM=ahmenu.html>. The instructor is also encouraged to 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 & Standards.

In submitting the report, the instructor may recommend a sanction. Please see below for a list of appropriate sanctions and their descriptions. The recommended sanction will be taken into consideration. However, the Coordinator of Academic Integrity (or designee) or the Academic Integrity Council will make the final sanction determination.

Correspondence from CSES

All correspondence, including notice of the hearing date, time and location as well as decision letters and appeals correspondence, shall be communicated via e-mail to each individual's official University e-mail address.

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 (the "Pre-Hearing Waiver") by which the Respondent elects to accept responsibility for all Code violations in lieu of proceeding to a formal academic integrity hearing. If a pre-hearing waiver is signed, the Respondent will be accepting responsibility for the violations listed in the pre-hearing notice of charge and will be required to complete the sanctions as outlined by the Coordinator. Students, who accept responsibility by signing the pre-hearing waiver, waive the right to appeal. The Respondent will receive a follow-up letter summarizing the discussion and the sanctions imposed. The Faculty member will also receive a copy of this letter. The letter and signed pre-hearing waiver will become part of the Respondent's academic integrity file. Failure of the student to follow up with the assigned sanctions may result in further disciplinary action.

If a Respondent does not accept responsibility for the alleged violations by signing the pre-hearing waiver form, or wishes to contest the alleged violations, or does not accept the sanctions, an academic integrity hearing will be scheduled. Another hearing notice of the alleged violations in writing (the "Notice of Charge") will be sent. The Notice of Charge will state what conduct is alleged to have occurred and the standard(s) of the Code which was allegedly violated. The Notice of Charge letter will include a date for a hearing with an Academic Integrity Council.

The Process

1. Preliminary Provisions

- a. Academic Integrity Council.** When a case of alleged violation of the Code proceeds to a hearing, the Coordinator will appoint an Academic Integrity Council to hear the case and set a hearing date and time. Date, time and place of the hearing will be provided in writing via their university email accounts to both the Complainant and Respondent.
- b. Impartial Adjudicator.** Academic Integrity Council members shall remove themselves from hearing a case if they believe that they cannot be impartial. During the hearing, the

Respondent will be given the right to object to a particular Council member if they believe that the Council member cannot be impartial. The Academic Integrity Council Advisor shall determine whether the Council member will continue to serve.

- c. **Scheduling Hearings.** CSES will schedule hearings as expeditiously as possible. The University may, due to an administrative need, hold a preliminary meeting or 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. Failure of the Respondent to appear will not be considered evidence of responsibility. If the Respondent withdraws from the University (or a particular course) prior to adjudication of the case, the case will still be resolved through the process outlined in this code.
- d. **Advisors.** The Respondent and Complainant may each bring an advisor (as defined in the definitions section of this Code) to the hearing. The Respondent and Complainant must notify the Coordinator of Academic Integrity at least twenty-four hours in advance of the hearing of their intent to have an advisor and the advisor's name.
- e. **Witnesses and Witness Lists.** The Respondent and Complainant must submit a list of witnesses to the Coordinator of Academic Integrity no later than 24 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 their witnesses to the hearing at the scheduled date and time. The Coordinator of Academic Integrity or designee may also request the presence of any University Official as a witness. In such cases, the identity of the witness shall be provided to the Complainant and Respondent.
- f. **Documents to be Presented.** The determination of admission of any documents is reserved for the Academic Integrity Council. Upon review of the documents, the Council may exclude any evidence deemed not relevant to a fair consideration of the charges. The Council may exclude any document not submitted within 24 hours of the scheduled Council Hearing. Such documents will only be admitted upon a showing of good cause as to why they were not available for timely submission.
- g. **Multiple Respondents.** If an incident results in more than one student being charged with violating the Code, the Coordinator of Academic Integrity may request that the hearings be combined. A student may request a separate hearing, which will be granted for good cause shown.
- h. **Miscellaneous.** The Coordinator of Academic Integrity or designee may modify any deadline for good cause. If the Coordinator of Academic Integrity or designee believes a case can be resolved via an alternative resolution process (e.g., conflict coaching, mediation, facilitated dialogue or a restorative practice), that option will be explored as a possibility.

2. Hearing Procedures

- a. **Closed Hearing.** All proceedings are closed, except that the instructor who reported the

alleged violation may attend. The Complainant and Respondent and their advisors may be present throughout the hearing. Witnesses shall be present only during their own testimony.

- b. Hearing Record.** Hearings are not recorded, as the decision letter serves as documentation of the evidence presented and decision reached. The hearing record consists of copies of written documentation and a witness list, if applicable.
- c. Maintaining Order.** The Academic Integrity Council Advisor is responsible for maintaining order during the hearing and may take all steps reasonably necessary to ensure an orderly hearing.
- d. Presenting Testimony and Questioning Witnesses.** The Coordinator of Academic Integrity will provide the case material. The Respondent and Complainant will have an opportunity to present relevant information and witnesses in response to and in support of the Charge. The Respondent and Complainant will have the opportunity to examine and respond to all relevant information. 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. Evidence.** The Coordinator of Academic Integrity or designee may request or introduce relevant documents or reports. The Academic Integrity Council will decide whether to admit evidence. 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. Any information coming from an anonymous source will not be considered relevant.
- f. Adjudicatory Standard.** The Academic Integrity Council will determine whether the Respondent is "responsible" or "not responsible" for the alleged violation(s). 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.
- g. Close of Hearing.** After the Complainant and Respondent have had the opportunity to present evidence and witnesses and the Academic Integrity Council has introduced any additional witnesses or documents to be considered, the hearing will be considered closed. Further evidence will not be considered in the decision.
- 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 of one's right to appeal that decision, as described below, to the Director of CSES or designee within five business days of the date the hearing decision was sent.

- j. **Miscellaneous.** If the Academic Integrity Council determines the Respondent is "not responsible" the student may remain in the course without penalty, or may drop the course, even if the hearing occurs after the "Last Day to Withdraw" for the semester. If the student chooses to drop, 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.

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 Academic Integrity Council.
- b. **Submitting an Appeal.** To appeal, the Respondent must submit a written statement to the Director of CSES or designee within five business days of the date of the hearing decision letter, stating as precisely as possible, the basis for the appeal. When submitting an appeal, the appealing party must provide a rationale for the appeal and adequate information (including documentation) to support the appeal.
- c. **Consideration of Appeal.** Upon receipt of the appeal, the Director of CSES or designee will determine whether the written appeal states one of the grounds for appeal. If the written appeal does not state one of the grounds for appeal, the appealing party will be notified that the appeal will not be processed for failure to state an acceptable ground for appeal. If an acceptable basis for appeal is stated, the Director of CSES or designee will forward the appeal to the Dean of Students or designee to determine the appeal. If additional information/evidence is to be considered on appeal, the appeal and any additional information/evidence will be forwarded to the Complainant for a response to the relevance and/or impact of the additional evidence. The Dean of Students or designee may elect to meet with the parties to discuss the appeal and, if appropriate, hear new evidence at the Dean's/designee's sole discretion. The Respondent will be provided reasonable notice of such a meeting, including notice of any additional evidence that will be considered on appeal. The appeal will be decided on the record established at the hearing. Additional evidence will not be considered unless the party seeking to introduce further evidence demonstrates good cause, to be determined solely by the Dean of Students or designee, why the evidence was not available at the time of the hearing. If such further evidence is to be considered on appeal, the Complainant shall be provided a reasonable opportunity to respond to the evidence, in writing, prior to a final written decision.
- d. **Written Appeal Decision.** The Dean of Students Office or designee will render a written decision regarding the appeal. 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 imposed within a specified time period, the Coordinator of Academic Integrity or designee 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 Coordinator of Academic Integrity may place a hold on the student's future registration privileges with the University. Such a hold may result in a cancellation of all pre-registered courses. The hold remains in effect until the outstanding academic integrity matter and sanctions have been resolved. Additionally, a student will be billed a \$100 non-compliance fee.

Description of Sanctions

The Coordinator of Academic Integrity or designee and/or the Academic Integrity Council will impose sanctions after determining that a Respondent has been found responsible, or taken responsibility for violating this Code. When doing so, they may consider mitigating and aggravating circumstances. Factors that will be considered include the following:

- Past academic dishonesty history of the Respondent, including the completion of sanctions from past academic integrity cases.
- Nature of the offense.
- Whether the Respondent promptly took responsibility for one's actions.
- Present demeanor of the Respondent.
- Any lack of honesty or cooperation by the Respondent during an investigation or student conduct proceeding.

Sanctions which may be imposed include but are not limited to the following:

A Letter of Warning: This sanction 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. Further misconduct may result in more serious sanctions.

A Zero on the Indicated Coursework: This sanction will be applied by the instructor to the student's overall grade record.

Educational Sanctions: The Coordinator of Academic Integrity or the Academic Integrity Council may require completion of a variety of educational sanctions, which may include:

- A reflective essay or a research paper on principles of academic integrity
- A formal apology, in writing or in person
- Academic integrity projects
- Statements of purpose
- Planning or attending educational programs about academic integrity

Grade of XF in the Course: Upon receipt of information from CSES the Registrar will apply the XF grade to a student transcript. The student's transcript will indicate "failure resulting from academic dishonesty." An XF can be converted to a standard F and the XF notation removed from the transcript if the student successfully completes a Seminar on Academic Integrity,

offered by the Center for Student Ethics & Standards each semester. If a student commits a second violation of this Code resulting in a XF, there will be no opportunity to convert the XF to a standard F.

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. Student leadership positions include, but are not limited to, Student Government Association officers, Graduate Student Senate officers, residential advisors, athletes, teaching assistants, or graders for a length of time to be determined by the appropriate University authorities. A grade of XF may also affect a student's employee status at the University.

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

Graduate Students

For a first deliberate offense, graduate students will likely receive a grade of XF in the indicated course and may be suspended or dismissed from the University. Mitigating circumstances will be considered. There is no opportunity for graduate students to convert the XF to a standard F.

Academic Integrity Records

Academic Integrity of all proceedings and sanctions will be maintained by CSES. Records of XF grades, suspension, or dismissal from the University are permanent. Records of all other

sanctions will be destroyed upon the student's graduation or two year absence from the University. Academic Integrity 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 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 any reasonable time. 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

<http://www.uvm.edu/cses/?Page=ahform.html&SM=ahmenu.html>

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/~dos/>

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

<http://www.uvm.edu/~uvmppg/ppg/student/studentcode.pdf>

Alleged Misconduct in Research and Other Scholarly Activities Policy

<http://www.uvm.edu/~uvmppg/ppg/grants/researchmisconduct.pdf>

Effective Date

Approved by the President on February 7, 2012