ACADEMIC INTTEGRITY VIOLATIONS AND REFERRAL PROCESS

How and why to refer

Any faculty member who perceives a student may have violated the Code of Academic Integrity should report the alleged violation to the Center for Student Conduct.

Why Refer

- **Due process**: reporting an alleged violation to the Center for Student Conduct provides students with due process to respond to the allegations and participate in the formal academic integrity process.
- **Consistency**: all incidents referred to the Center for Student Conduct will be adjudicated through the academic integrity process, providing consistency in process, procedures, and range of sanctions.
- **Prior incidents**: the Center for Student Conduct maintains records of prior violations of academic integrity and sanctions may be increased for students with prior violations. Therefore, it is important for faculty to refer all alleged violations to the Center for Student Conduct in order to track multiple violations by students.

Making a Referral

- The Code of Academic Integrity requires that faculty submit any alleged violation of academic integrity within **two weeks** of discovery.
- Faculty should submit an Academic Integrity Referral Form on the Center for Student Conduct website: uvm.edu/sconduct.
- The referral form should include a narrative description of the incident as well as supporting documents including the assignment in question, course syllabus, and any other pertinent information. All supporting documents can be uploaded directly to the form.
- Faculty should indicate whether the incident is a technical violation (no intent to gain an academic advantage) or a deliberate violation (perceived intent to gain academic advantage).
- Faculty may recommend a sanction when submitting a referral. The recommended sanction will be taken into consideration; however, the final decision is made by the Coordinator of Academic Integrity or Academic Integrity Council. Possible sanctions include a zero on the assignment/exam, an XF in the course, a workshop on academic integrity, and other educational sanctions.
- Faculty are strongly encouraged to notify the student about the referral to Center for Student Conduct and to discuss the incident with the student.

TECHNICAL VIOLATIONS

Violations without any perceived intent to achieve an academic advantage

- If an instructor does not perceive the student intended to gain an academic advantage (e.g., inadvertent citation errors), the incident may be considered a technical violation.
- In such cases, the Coordinator of Academic Integrity will send a follow-up letter to the student, acknowledging the technical violation and outlining the imposed sanction.
- Students have the right to appeal the outcome imposed by the faculty member in a technical violation. Appealing a technical violation results in the alleged violation being adjudicated through the Center for Student Conduct academic integrity conduct process.
DELIBERATE VIOLATIONS

Violations with a perceived intent to achieve an academic advantage

- All suspected deliberate violations of academic integrity (plagiarism, fabrication, collusion, or cheating) must be reported via an online report form on the Center for Student Conduct website.
- If the alleged behavior is a violation of the Code of Academic Integrity, the Coordinator of Academic Integrity sends a letter notifying the student of the Preliminary Hearing Meeting.
- In the pre-hearing meeting, the student has the option to accept responsibility for the violation(s) and agree to the recommended sanction, or, to go forward to an Academic Integrity Council Hearing.

PRE-HEARING MEETING

Initial Meeting with Student

- The Coordinator of Academic Integrity meets with the student to review the instructor’s concerns and alleged violation(s), and discuss the incident.
- The student has opportunity to accept responsibility for the violation(s) and agree to the sanctions. If the student agrees to both, the case is resolved informally at this point.
- The Coordinator of Academic Integrity sends a decision letter to the student outlining the agreed-upon outcome and sanctions. The referring faculty is copied on this letter.
- If the student does not accept responsibility for the violation(s) or does not agree to the sanction, the case goes forward to an Academic Integrity Council Hearing.

ACADEMIC INTEGRITY COUNCIL HEARING

Formal hearing with AI Council

- If a student chooses to go forward to a formal hearing, the hearing will be scheduled within 1-2 weeks with an Academic Integrity Council.
- Council members are faculty, undergraduate students, and graduate students. Approximately 30 members are trained to hear cases of alleged violations of the Code of Academic Integrity. Typically, 3-4 members serve as the hearing body for each case.
- During the hearing, students have the opportunity to respond to the alleged violation and provide testimony regarding the violation. Students also answer clarifying questions posed by Council members.
- Immediately following the hearing, Council members will deliberate and make a determination of responsibility and sanctions. A decision letter outlining the outcome and sanctions is sent to the student within 2 days of the hearing.

ROLE OF REFERRING FACULTY IN AN ACADEMIC INTEGRITY HEARING

Referring faculty may attend hearing

- Faculty who report a possible violation of the Code of Academic Integrity have the right to attend the Academic Integrity Council hearing.
- Though not required, faculty are encouraged to attend the hearing to provide perspective and answer clarifying questions from Council members. Faculty can offer additional information beyond the initial referral, and can explain concerns in greater detail.
- The referring faculty member will be copied on correspondence with the student.