



## FACULTY SENATE

Student Affairs Committee

October 13, 2016

**Waterman 327**

8:30am -10:00am

## Agenda

1. Approval of the Minutes from September 8, 2016
2. Academic Integrity Policy Proposed Language Revisions – Motion to endorse and move to Vice Provost of Student Affairs for Legal Counsel and Staff Review (30 Minutes)
3. Undergraduate voluntary Departure and Reentry Policy Discussion – Sarah Warrington and Stacey Kostell (45 Minutes)
4. Other Business (10 minutes)
5. Adjourn

Meeting Schedule:

<b>SAC</b>
<b>327 Waterman</b>
<b>2nd Thursday</b>
<b>8:30-10:00</b>
11/10/2016
12/8/2016
1/12/2017
2/9/2017
3/9/2017

4/13/2017
5/11/2017



FACULTY SENATE

Student Affairs Committee

Minutes

327 Waterman

September 8, 2016

AGENDA

**Present:** Kenneth Allen (CNHS), David Brandt (SGA), Hillary Brown (GSS), Thomas Chittenden (GSB), Dan DeSanto (LIB), Karla Karstens (CEMS), Don Loeb (CAS), Jane Molofsky (CALS), Omar Oyarzabal (EXT), Cathy Paris (FS President), Jennifer Prue (CESS), Scott Van Keuren (CAS).

**Absent:** Zail Berry (COM), Jeffrey Hughes\* (RSNER), Kristen Pierce (COM)

**Guests:** Veronika Carter, Brian Reed, Annie Stevens

The Co-Chair Jennifer Prue called the meeting to order at 8:30 in Waterman 327.

1. **Minutes.** The minutes of May 12, 2016 were approved as written.
2. **Administrative F Conversation from Last Year Update.** The SAC started work on this last academic year. The committee approved making slight changes to the policy. Due to staffing in the Registrar's Office it was not applied last May. The committee continues to work with the Registrar's, Provost's, and Enrollment offices to further discuss this issue. The committee will invite Stacey Kostell to the next meeting to continue conversations. The Faculty Senate Office will follow up with the invitation.
3. **Academic Integrity Policy Sub Committee Proposed Language.** A subcommittee of the SAC including Dan DeSanto, , Thomas Chittenden and Kenneth Allen worked over the summer on the Academic Integrity Policies proposed language. The committee reviewed the proposed changes and supported taking the following next steps
  - a. Don Loeb will work with the Provost's Office to draft a document that targets students, advisors and faculty.
  - b. Kenneth Allen and Don Loeb will meet with the legal department to discuss any legal issues these changes would impact.

- c. Don Loeb will meet with Jim Vigoreaux on behalf the SAC to discuss academic integrity concerns. He will start working on a plan on how to educate both students and faculty. Brian Reed has asked to be part of that meeting.
- 4. **Admissions Policy Guest Speakers Invitees for October Meeting.** Sarah Warrington from the office of Enrollment Management requested to present at the October SAC meeting. The committee approved her request. The Faculty Senate Office will follow up with Sarah inviting her to the October meeting.
- 5. **myUVM Portal Integrated Course Evaluation Notion Feedback from Council of Deans.** The notice was brought to the Council of Deans where it received overall support. It has also been reviewed by Lucy Singer, of university legal services. It was found to have no legal issues if the anonymity of the responses are maintained using the protocols described in the SAC passed resolution.
  - a. Thomas Chittenden will update the Faculty Senate Executive Council on the notion.
  - b. Thomas Chittenden will be available to present the notice to any interested parties.
- 6. **No Business.** There was no new business at this time.

The meeting was adjourned at 9:58 am.

\*Sabbatical

**Next meetings:**

October 13, 2016

November 10, 2016

December 8, 2016

January 12, 2017

February 9, 2017

March 9, 2017

April 13, 2017

May 11, 2017



## UNDERGRADUATE VOLUNTARY DEPARTURE AND RE-ENTRY PROCESS

### Background

Over the last several months, the Coordinator of Undergraduate Retention and Re-enrollment has met with representatives from the Student Services teams within each of the Colleges to learn about exit and re-entry policies and processes. We know that students are choosing to leave the University for a variety of reasons, including financial challenges, mental health concerns and a lack of connection or fit. Many students, in conjunction with their Dean's Office, do complete a "Change of Student Status" form prior or soon after leaving; however, in the absence of a policy requiring advising contact or college approval with students who withdraw from all classes, some students do simply leave the University without formal notice. When a student wishes to return from a leave, most of the Colleges follow an informal process where by a student contacts their Student Services representative within their major College to request course enrollment. If the student is in good academic standing, the Student Services staff member works to approve the student's request and helps to put things in place for a successful return to campus. These processes at UVM differ from re-entry practices at comparator institutions where, in general, schools provide a central access point for students to reapply and re-entry decisions are made by such entities as, the Dean's Office staff, a Readmissions Board and/or Undergraduate Admissions.

### Issues and Concerns

The current re-entry process for undergraduate students does not include adequate data tracking mechanisms, lacks a common language and is highly decentralized. In addition, the following existing issues affect best practice in student support at exit and re-entry points:

- Lack of policy requiring that students receive approval prior to withdrawing from all academic courses
- Inconsistent use of online re-entry forms maintained by the Colleges
- Forms are buried on web pages and can be difficult to find/access
- Variance in general information collected and questions asked on College re-entry applications
- Absence of clear instructions about which categories of students should complete the application
- Unnecessary work is put on Student Services staff when a student wishes to and is eligible based on GPA to change majors or switch to another College upon re-entry (Currently, student must apply through previously enrolled College.)

### Proposed Changes

The recommendations listed here reflect a desire to best support students throughout their full life cycle at the institution. It is hoped that with the creation of a Leave of Absence/Withdrawal Form and centralized re-entry application useful information about a student's reasons for departure and intentions regarding re-enrollment can be gathered and tracked in a more systematic way. The information gained in this process will be utilized in our process of understanding how we can create a positive experience for all students who ultimately feel successful and valued.

#### 1. Full Withdrawal Procedure

Prior to withdrawing from all academic courses, a student will receive notification through Banner that they must meet with a Student Services staff member/advisor if they are on campus or receive college approval if they have already left campus. In either case, an electronic signature from a designated University officer will be required within Banner as a condition of the withdrawal. If a student is choosing to withdraw from all of their classes close to or at the withdrawal deadline, an appropriate window of time will be allowed for the colleges to work with the student to complete the required paperwork. The added point of contact at full withdrawal will allow for a conversation to take place about the student's UVM experience, available campus resources (if applicable), reasons for departure and any future plans for re-entry. As it currently stands, without a policy such as this, it is very challenging to track students as they exit the University, and we frequently lack information about whether or not something could have been done to retain them or to assist them in their process of leaving.

#### 2. Leave of Absence(LOA)/Withdrawal Form

A web-based "Leave of Absence/Withdrawal Form" will be created in order to capture students' early plans for withdrawal and possible re-entry to the institution. Information collected on the form will include specifics related to the reason for the

leave/withdrawal, details about when the student may choose to return, intended major, and revised date of graduation. The new form will also clearly delineate student responsibilities during a leave/withdrawal process, including necessary contacts within student services offices (i.e. Student Financial Services, Residential Life, Veterans Affairs).

Once a Dean's Office has information that a student is planning to withdraw or take a leave of absence, either via information provided directly from the student or because of a "Change of Student Status" form, the Coordinator of Undergraduate Retention and Re-enrollment will be alerted. It may be possible to have an automated message sent via Banner to the Coordinator, initiating disbursement of the LOA/Withdrawal Form. If this automated process is not feasible, Student Services staff will be asked to send the 95# for the student that is withdrawing to the Coordinator, which will then lead to outreach and disbursement of the online form for completion by the student. The names of students who are coded as inactive after the add/drop period will be pulled with help from the Registrar's Office, and the Coordinator will send the form link to them as well.

As forms are completed, responses will be routed to the Coordinator, and she will appropriately track the information gained (i.e. reason for departure and planned return date) either within Banner or Slate and make determinations about additional need for contact.

### **3. Outreach to Specific Leave of Absence/Withdrawal Populations**

Great potential exists to reach out to and assist students who leave and may be in a place to consider returning to the University. With targeted outreach efforts designed and implemented, students will gain added support from the institution and may feel as though they are in a better place to succeed should they decide to return. Based on input from Student Services staff, specific outreach to those students who take medical leaves, first-generation college students and those with minimal credits required to graduate will be beneficial.

As stated in recommendation number two above, outreach to students who are coded as having withdrawn or as inactive after the add/drop period will also be formalized. These students will be contacted and asked to complete a "Leave of Absence/Withdrawal Form" in October and February of each year.

A recommendation is made that the Coordinator of Undergraduate Retention and Re-enrollment work with campus partners to create tailored outreach content (i.e. by College) that will show a commitment by the institution to support and welcome back interested students. The outreach will be developed using multiple mediums, i.e. email, text messages, postcard mailing, calling campaigns.

### **4. Centralized Application for Re-entry/Termination of Leave of Absence**

A second common form will be generated that would capture student information at the point of re-entry. This centralized document will exist within the forms section of the Registrar's Office site and on the UVM student portal. (A link to the form on the Admissions Office page as well as within the Dean of Students site will also be discussed.) The form will include a routing function to direct completed applications to the Coordinator of Undergraduate Retention and Re-enrollment, simplifying processes and removing a component of the Student Services staff workload. Provided that the student is in good academic standing for their designated College, the Coordinator would readmit them by updating their status within Banner and would provide communication regarding permission to enroll in courses, available campus contacts, etc. If a student applies using the common form for re-entry after an academic dismissal, if they have left while on trial or if their record shows any anomalies about needed coursework, the Coordinator will forward their application to the appropriate contacts within each College. All submitted applications, including those from students returning after a leave of absence, will be forwarded to a designated staff person within the Dean's Offices (i.e. Student Services) for additional processing (i.e. assign/update advisor, fees, etc.) and so that contact with the student can be made. (Many of the Colleges like to meet with re-admitted students to assist with scheduling/registration, discussion of academic standards, arrangements for advising, etc.)

If a student wishes to re-enroll in to a new College, the Coordinator can provide a more seamless transition by working with and referring them to the appropriate Student Services staff and/or by helping them to access services of the Advising Center. If students wish to transfer to a College that has admit deadlines (i.e. Grossman School of Business) or that maintains certain GPA requirements, the Coordinator will ensure that the student work with the appropriate contacts within that College.

Clear, detailed instructions within the re-entry application should include the following:

- Fall and Spring semester deadlines for admission – including an on-time and late registration date per semester
- Detailed instructions about who should use the application, pointing other categories of students to the appropriate resources based on their situation (i.e. Admissions)
- Financial Aid and Residential Life policies and deadlines
- Transcript specifics for Non-UVM Coursework
- Vermont Residency Information

- Contact information for Dean's Offices and relevant Administrative Units

The form itself will include a brief set of questions about when and why the student left, what they've been doing in their time away and why they believe they are ready to return. A new component regarding a disciplinary and criminal history statement will also be added.

It is believed that a small team from the Division of Enrollment Management (including Registrar's Office and Retention and Re-enrollment representation) as well as staff from several of the academic colleges should be formed to develop and implement the changes, with ongoing feedback and input being solicited from additional key campus stakeholders.

#### **Timeline and Cost for Implementation**

<b>Dates/Timeframe</b>	<b>Task</b>	<b>Responsible Party</b>
Mid-June – August	Share draft proposal, solicit feedback & make necessary changes	Coordinator of Undergrad Retention & Re-enrollment (Sarah)
August/September	Forms creation underway, review of existing forms (internal and external)	Sarah, Sharon Haas
September	Forms to web, form testing	Sarah, Sharon Haas, Stakeholders
Mid-September (Add/Drop date = September 12)	Pull list of withdrawal/inactive students from Banner	Registrar's Office, Sarah
September/October	Sharing of forms, request for feedback	Sarah, Stakeholders
Late September/October	Completion of LOA/Withdrawal Form	Sarah, Sharon Haas
October	Outreach to withdrawal students (encourage use of LOA/Withdrawal form)	Sarah, Student Services Collaborative staff
Prior to October 15 (Spring 17 re-entry app deadline) *allows for on-time mid-November registration, proceeds current deadlines set by Colleges	Go Live for Re-entry Application	
January/February 2017	Review/assess usage and make necessary adjustments	Sarah, Stakeholders, Student input?

#### **Cost**

A goal of this proposal is to remove aspects of the voluntary departure and re-entry processes from the workload of College Student Services staff. Thus, Colleges should gain human resources time that has been spent processing re-entry applications even while staff will continue to provide critical College-specific information to enrolled students upon their return from a leave, etc.

There will be a cost for any mailings that are distributed to students on leave as well as for other chosen outreach methods, i.e. calling campaigns or bulk email marketing outlets.

**Note: Students returning from an academic dismissal must adhere to distinct standards determined by the Colleges prior to re-entry. Academic dismissal and disciplinary re-admits are not covered by the recommendations made in this proposal.**

*To the Student Affairs Committee of the Faculty Senate,  
Since our last meeting, our Academic Integrity Policy subcommittee has considered more language adjustments to the UVM Academic Integrity policy to incorporate feedback and concerns raised. Attached is the product of the discussions that we are proposing for the Student Affairs Committee for a vote this coming Thursday. The subcommittee would like the Student Affairs Committee to vote on endorsing these language changes and to move this language to the Vice Provost of Student Affairs (Annie Stevens) for legal counsel and staff review prior to adoption.*

*Below is a summary of what these language changes are intended to do.*

- 1. In the opening section on the 'Applicability of the Policy' a statement making clear Faculty responsibilities under this code has been added.*
- 2. New language adds procedural mechanisms for students to appeal improperly adjudicated academic integrity penalties imposed outside of the mandated university policy.*
- 3. Refines the language in the definition and related section on 'Technical Violations' to reduce ambiguous and flexible interpretations of the policy intention.*
- 4. Adds a term definition for 'Penalty' to be "Any grade reduction (e.g., lowering student's overall course grade, zero on assignment...) imposed by an instructor as a result of a perceived violation of this Code."*
- 5. Adds a term definition for 'Instructor' to be "Any person responsible for the instruction or grading of a course at the university."*
- 6. Introduces the concept of a 'conference' with instructor and Dean (or delegate) to possibly occur in response to a student appeal of this nature. A scan of other university AI policies has this mechanism.*
- 7. In a clear and precise manner, draws out the current policy requirement that any and all Academic Integrity policy grade deductions MUST go through the formal process managed by the Center for Student Conduct. This is the current policy but the current policy wording has had ambiguous wording that left readers with interpretive flexibility.*





The University of Vermont

Policy V. 2.7.7

Responsible Official: Vice  
Provost for Student Affairs

Effective Date: August 18, 2015

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# Code of Academic Integrity

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## 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.

## 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.

Individuals enrolled in precollege coursework through Continuing and Distance Education (i.e., Summer Academy) are expected to comply with the behavioral requirements of this Code and with any other requirements that may be required by Continuing and Distance Education.

Violations of conduct requirements by individuals enrolled in precollege coursework will be addressed through processes established by Continuing and Distance Education.

Faculty have responsibilities under this Code. All suspected deliberate violations of academic integrity (plagiarism, fabrication, collusion, or cheating) must be reported to the Center for Student Conduct within two weeks of discovery. Reports may be submitted using a web referral form: [https://cm.maxient.com/reportingform.php?UnivofVermont&layout\\_id=2](https://cm.maxient.com/reportingform.php?UnivofVermont&layout_id=2)

## 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. Multiple students submitting a single assignment for academic credit are responsible for their individual contributions to the final product and for fairly contributing to the whole. Academic work submitted for credit must include original work as outlined by the instructor and course work expectations.

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 work cooperatively, but not collude.  
Students are encouraged to collaborate on academic work within any limits that may be prescribed by their instructors. Students may only provide, seek or accept information about any academic work that will be submitted for a grade, to or from another student, with the authorization of the instructor. 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 or within the same course without obtaining approval from the instructor of each course. Students must adhere to all course reserves regulations. Students may not act dishonestly or convey information that the student knows or should know to be false, by actions such as lying, forging or altering any document or record in order to gain an unfair academic advantage. 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 assignment and 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 “Look-Up Classes” page of myUVM. 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. Throughout the year, students are periodically sent a notice of the importance of academic integrity.
5. Deans and department chairs are encouraged to discuss the Code of Academic Integrity with faculty, including the need to report violations to the Center for Student Conduct.
6. 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.
7. Faculty should encourage students to apply for membership on the Academic Integrity Council.

### **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 at least one faculty and at least one student member, as well as a Center for Student Conduct staff representative serving in the role of advisor, 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 the Center for Student Conduct 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 Conduct alleging a student(s) has performed actions that violate this Code.

*Coordinator of Academic Integrity:* A professional staff member in the Center for Student Conduct 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.

*Instructor:* Any person responsible for the instruction or grading of a course at the university.

*Penalty:* Any grade reduction (e.g., lowering student's overall course grade, zero on assignment, or XF in course) imposed by an instructor as a result of a perceived violation of this Code.

*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 Conduct and teaches students the importance of academic integrity and principles of responsible scholarship.

*Student:* Any person registered for, enrolled in or auditing any course(s) at the University of Vermont. 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; 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

### A. 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 Conduct. Upon receipt of a report from any source, the Center for Student Conduct will determine whether the report, if true, would constitute a violation of this Code. If so, then the procedures of this Code apply.

### B. Reporting Violations that are Technical in Nature

~~Violations that are purely technical in nature, without any perceived intent to achieve academic advantage, and do not result in an outcome that impacts a student's grade, may be reported at the instructor's discretion. The Coordinator of Academic Integrity will send a follow up letter to the student, establishing communication and acknowledging the referral of the technical violation. If an instructor believes the behavior should result in a sanction that would impact a student's grade including, but not limited to, lowering or changing a course grade or assignment grade based on a violation of the Code of Academic Integrity, the instructor must report the incident to the Center for Student Conduct for adjudication. Teaching assistants and proctors must report observed violations to their faculty supervisors. Students have the right to appeal a sanction or outcome imposed by the faculty member based on a technical violation. Appealing a technical violation results in the alleged violation being adjudicated through the Center for Student Conduct Academic Integrity conduct process.~~

Technical violations are those violations that occur without any perceived intent to achieve academic advantage. ~~An instructor may reduce a student's grade in accordance with the assignment grading rubric, however, if~~ an instructor wishes to impose a **penalty** due to a perceived violation of academic integrity (e.g., lowering the overall course grade, a zero on the assignment, or XF in the course), the instructor must report the possible violation to the Center for Student Conduct. If a student appeals a technical violation or **penalty** imposed by a faculty member, the case will be adjudicated through the Center for Student Conduct.

The Coordinator of Academic Integrity will send a follow-up letter to the student, establishing communication and acknowledging the referral of the technical violation. Teaching assistants and proctors must report observed violations to their faculty supervisors. Students have the right to appeal a **penalty** or outcome imposed by the faculty member based on a technical violation. Appealing a technical violation results in the alleged violation being adjudicated through the Center for Student Conduct Academic Integrity conduct process.

### **C. Reporting Violations that are Deliberate in Nature**

All suspected deliberate violations of academic integrity (plagiarism, fabrication, collusion, or cheating) must be reported to the Center for Student Conduct within two weeks of discovery.

Reports may be submitted using a web referral form:

[https://publicdocs.maxient.com/reportingform.php?UnivofVermont&layout\\_id=2](https://publicdocs.maxient.com/reportingform.php?UnivofVermont&layout_id=2). 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 Conduct.

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.

Students have a right to a hearing when accused of violating the Code. If a faculty member imposes a **penalty** for a perceived violation of this Code without following the procedures outlined in this Code, the student may appeal the faculty-imposed **penalty** on the grounds that the process was not followed. This appeal will be forwarded to the Dean of the School/College or the Dean's designate, who will gather all evidence and relevant information. This evidence will then be submitted to the Center for Student Conduct to be adjudicated through the Center for Student Conduct Academic Integrity conduct process.

It is a violation of University policy for an instructor to impose any **penalty** for academic misconduct. Only the Center for Student Conduct or the Academic Integrity Council may impose sanctions, and only in accordance with the procedures outlined in this policy. Any **penalty** for a perceived violation of this Code imposed by a faculty member prior to review by the Center for Student Conduct or the Academic Integrity Council is an Unfair Grade and shall be referred to the Grade Appeal Policy (<http://www.uvm.edu/policies/student/gradeappeals.pdf>).

## **D. Correspondence from The Center for Student Conduct**

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.

## **E. 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.

## **F. 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 complete assigned sanctions may result in further disciplinary action.

The Coordinator of Academic Integrity has discretion to offer sanctions less than an XF during the Pre Hearing Meeting when applicable.

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.

## **G. Procedures when Mandated Process Not Followed by Faculty.**

If a faculty member imposes a penalty without following the procedures outlined in this Code and the student appeals the decision, the case will be adjudicated through the Center for Student Conduct academic integrity conduct process as outlined in Section C above. Additionally, a conference with the instructor and the Dean (or the Dean's Delegate) of their department may be warranted.

# 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.** The Center for Student Conduct 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 the particular course, drops the course, or changes sections of the 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 only be granted for good cause shown.
- h. University Breaks.** The Center for Student Conduct reserves the right to proceed with a case with a council comprised of the minimum required council members during a University break. In cases where it is possible to hear a case following the completion of the break, the respondent may be offered the option to proceed with the hearing during the break period with the minimum required participation of council members. Alternatively, the respondent may choose to postpone the hearing until a full council can be assembled. To proceed during a University break, council members may include University administrators with a faculty appointment or who have served as faculty.

- 2. 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.

### **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; 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 the Center for Student Conduct 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.

### **2.3. 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 the Center for Student Conduct 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 the Center for Student Conduct or designee will determine whether the written appeal states one of the above bases for appeal. If the written appeal does not state one of the bases for appeal, the appealing party will be notified that the appeal will not be processed for failure to state an acceptable basis. If an acceptable basis for appeal is stated, the Director of the Center for Student Conduct or designee will forward the appeal to the Dean of Students or designee to determine the appeal.

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. Both parties will be provided reasonable notice of such a meeting.

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 other party shall be provided a reasonable opportunity to respond to the relevance and/or impact of the additional 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.

**d.e. Appeal of Faculty-Imposed Penalty.** If a student wishes to appeal a faculty-imposed violation on the basis that the faculty member did not follow the mandated reporting process, the student may appeal through the appeals process outlined in Procedures section C in this Code.

**3.4. 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 \$150 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.

The Academic Integrity Council has discretion to assign sanctions less than an XF where they believe circumstances warrant a different sanction.

Note: While evidence to the contrary may be presented, our Academic Integrity Hearing process begins with the reasonable assumption that students who have joined the UVM community have been prepared with a principled understanding of the Academic Integrity standards and the Council retains discretion to determine the weight to be afforded any evidence to the contrary on a case by case basis.

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:** Upon receipt of information from the Center for Student Conduct, 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, which is offered by the Center for Student Conduct each semester. If a student commits a second violation of this Code resulting in a grade of 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.

Masters and doctoral students taking their comprehensive exams who are found responsible for a violation of the Code of Academic Integrity, and receive a sanction of XF, will receive a permanent notation on their transcript next to the Comprehensive Examination indicator. If the student is permitted to take the comprehensive examination a second time, the first notation of XF remains and cannot be removed.

Masters and doctoral students defending their thesis or dissertation who are found responsible for a violation of the Code of Academic Integrity, and receive a sanction of XF, will receive a permanent notation on their transcript next to the thesis or dissertation indicator. If the student is permitted to defend the thesis or dissertation a second time, the first notation of XF remains and cannot be removed.

**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, or a notation of XF for the Comprehensive examination, thesis or dissertation, 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**

Records of dismissal from the University, as well as grades of unconverted XF, are permanent. Records of all other sanctions imposed under this Policy will be sealed upon the student's graduation, or in the case of a student who has voluntarily withdrawn from the University, after two consecutive years of withdrawal. When a student receives a sanction of suspension, their records will be sealed upon the earlier of either graduation or four consecutive years of absence from the University.

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

[https://publicdocs.maxient.com/reportingform.php?UnivofVermont&layout\\_id=2](https://publicdocs.maxient.com/reportingform.php?UnivofVermont&layout_id=2)

## **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/~saffairs/>

or

Director, Center for Student Conduct

41 South Prospect Street

Burlington, Vermont 05405

(802) 656-4360

<http://www.uvm.edu/sconduct/>

The Vice Provost for Student Affairs 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>

Misconduct in Research and Other Scholarly Activities Policy  
<http://www.uvm.edu/~uvmppg/ppg/grants/researchmisconduct.pdf>

## **Effective Date**

Approved by the President August 21, 2015  
Amended February 18, 2016