



*The*  
**UNIVERSITY**  
*of* **VERMONT**

Policy V. 3.4.3.3

Responsible Official: Dean of  
Students

Effective Date: July 1, 2009

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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*. 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." 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**

### **Standards**

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

1. All ideas, arguments, and phrases, submitted without attribution to other sources, must be the creative product of the student. Thus, all text passages taken from the works of other authors must be properly cited. The same applies to paraphrased text, opinions, data, examples, illustrations, and all other creative work. Violations of this standard constitute plagiarism.
2. All experimental data, observations, interviews, statistical surveys, and other information collected and reported as part of academic work must be authentic. Any alteration, e.g., the removal of statistical outliers, must be clearly documented. Data must not be falsified in any way. Violations of this standard constitute fabrication.
3. Students may only collaborate within the limits prescribed by their instructors. Students may not complete any portion of an assignment, report, project, experiment or exam for another student. Students may not claim as their own work any portion of an assignment, report, project, experiment or exam that was completed by another student, even with that other student's knowledge and consent. Students may not provide information about an exam (or portions of an exam) to another student without the authorization of the instructor. Students may not seek or accept information provided about an exam (or portions of an exam) from another student without the authorization of the instructor. Violations of this standard constitute collusion.
4. Students must adhere to the guidelines provided by their instructors for completing coursework. For example, students must only use materials approved by their instructor when completing an assignment or exam. Students may not present the same (or substantially the same) work for more than one course without obtaining approval from the instructor of each

course. Students must adhere to all course reserves regulations, including library course reserves, which are designed to allow students access to all course materials. Students will not intentionally deny others free and open access to any materials reserved for a course. Violations of this standard constitute cheating.

## **Communicating the Standards of Academic Integrity**

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

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

*Advisor:* A member of the University community chosen by a Complainant or Respondent to provide personal support through the judicial process. An advisor must have no other role in the hearing, such as a witness, and may not speak 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 and Standards alleging a student(s) has performed actions that violate this Code.

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

*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; persons who demonstrate an intent to enroll by registering for courses; and students participating in study abroad programs.

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

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

*Academic Integrity Council:* A group usually comprised of three students and at least one faculty member who has 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 the hearing. 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.

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

*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.

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

# Procedures

## **Reporting Violations of Academic Integrity**

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

## **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. If an instructor imposes a sanction including but not limited to, lowering of a course grade or assignment grade based on a violation of the Code of Academic Integrity, the instructor must report the incident and outcome to the Center for Student Ethics & Standards for record keeping purposes. Teaching assistants and proctors must report observed violations to their faculty supervisors.

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

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

## **Notice of Charge**

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

## **Pre-Hearing Disposition of a Charge**

The Coordinator or designee will meet with the Respondent to discuss the incident, and the Respondent will have an opportunity to resolve the matter at this meeting. The Respondent may sign an agreement (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 and will be required to complete the sanctions as outlined by the Coordinator. Students who accept responsibility by signing the pre-hearing waiver have no 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 an academic integrity hearing.

## **The Judicial Process**

### **1. Preliminary Provisions**

**a. Academic Integrity Council.** A Charge will be heard by the Academic Integrity Council. When a case of alleged academic dishonesty proceeds to a hearing, the Coordinator will appoint an Academic Integrity Council to hear the case and set a hearing date and time. Notice of the names of the Academic Integrity Council, date, time and place of the hearing will be provided in writing to both the Complainant and Respondent.

**b. Unbiased Adjudicator.** Academic Integrity Council members shall remove themselves from hearing a case if they believe that they cannot be unbiased. The Respondent and Complainant will be notified of the identity of the Academic Integrity Council members. 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 unbiased. 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 and will attempt to schedule a hearing no later than fifteen business days after the date the Charge is sent. The University may, due to an administrative need, extend the hearing date beyond fifteen academic days or hold a hearing during a vacation period. If the Respondent fails to attend the hearing, the hearing will proceed and a finding will be reached based upon available evidence. Failure of the Respondent to appear will not be considered evidence of responsibility. If the Respondent withdraws from the University prior to adjudication of the case, the case will still be resolved through the process outlined in this code.

**d. Advisors.** The Respondent and Complainant may each bring an advisor 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. All advisors must be members of the University community, must have no other role in the hearing, such as a witness, and may not speak or otherwise represent their advisees. Advisors may not be lawyers, 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. Respondent and Complainant are responsible for any attorneys' fees incurred.

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

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

**g. Multiple Respondents.** If one incident results in more than one student being charged with violating the Code, the 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.** Notice of the hearing date, time and location and the identity of the Academic Integrity Council, as well as decision letters and appeals correspondence, shall be by e-mail to each individual's official University e-mail address. A Complainant or Respondent may object to a member of the Academic Integrity Council based on bias and may submit the required witness list and/or documents to the Coordinator of Academic Integrity by e-mail. CSES, the Complainant and the Respondent must make every effort to comply with the time provisions in these procedures. The Director of CSES or designee may modify any deadline for good cause.

## **2. Hearing Procedures**

**a. Closed Hearing.** All proceedings are closed, except that the instructor/faculty 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 Evidence 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. Requesting Evidence.** The Academic Integrity Council may request the presence of relevant witnesses and may introduce relevant documents or reports.

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

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

**h. 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.

**i. 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.

**j. 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.

**k. 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.

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

### **3. Appeal Procedures**

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

**b. Submitting an Appeal.** To appeal, the Respondent must submit a written statement to the Director of CSES or designee, stating as precisely as possible, the basis for 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 within five business days of the appeal meeting. The appeal decision may modify the hearing decision, including sanctions, as warranted. The appeal decision is final.

**4. Post-Hearing Process.** If the Respondent fails to comply with the sanctions imposed within a specified time period, the Academic Integrity Council may impose additional sanctions on the Respondent, up to and including dismissal from the University. In addition to the sanctions listed in the next section, the 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**

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

- Past academic 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.
- Any lack of honesty or cooperation by the Respondent during any investigation or judicial proceeding.
- Present demeanor of the Respondent.

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

**A Letter of Warning** is an official written notification that a student's behavior is in violation of University regulations or standards, which clarifies expected behavior in the future. Further misconduct may result in more serious sanctions.

**A Zero on the indicated coursework** applied by the instructor to the student's 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 a designated topic

A formal apology, in writing or in person

Academic integrity projects

Statements of purpose

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

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, SGA 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.

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

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

The student's transcript will indicate "Suspension resulting from academic dishonesty." After the suspension has been served, this note can be removed from the student's transcript if the student

successfully completes a Seminar on Academic Integrity. A student who commits a subsequent violation of this Code resulting in a suspension will have no opportunity to remove the notation from the transcript.

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

### **Undergraduate Students**

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

### **Graduate Students**

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

**Academic Integrity Records** 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. Judicial records of a student who has voluntarily withdrawn from the University will be destroyed after two consecutive years of withdrawal unless the records include sanctions of 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**

Effective date July 1, 2009

Approved by the President on April 2, 2009

V. 3.4.3.2 effective date July 1, 2007