



## **POLICY**

### **Academic Integrity**

Policy Statement the Institute strives to provide an environment that encourages all students (undergraduate, 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 Institute. The following standards of academic integrity are deemed necessary for fulfilling the Institute's mission, as well as its motto. 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 Institute 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 Institute in any work performed in furtherance of a particular course or course of study. Students enrolled in the PIMSAT 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 PIMSAT has violated the standards of this policy are set forth in Rules and Regulations of the PIMSAT. Individuals enrolled in precollege coursework through Professional and Continuing Education (i.e., Summer Academy) are expected to comply with the behavioral requirements of this Code and with any other requirements that may be established by Professional and Continuing Education.

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

#### **Definitions Academic Dishonesty:**

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

#### **Deterrence and Detection:**

It is more common for students than instructors to be aware of academic dishonesty. Thus, it is important early in the semester to address academic dishonesty with students to avoid conveying the message that the risks of academic dishonesty are minimal, thereby offering temptation. Some suggestions provided below for deterring and detecting academic dishonesty may be neither practical nor applicable to certain types of courses and teaching practices. However, it is recommended that you consider incorporating any suggestions that are reasonable and appropriate for the type of course(s) you teach. While some of the suggestions seem obvious, they are often overlooked.



- A. An effective way to discourage academic dishonesty is to promote academic integrity. The course syllabus and a short discussion are the most effective tools for creating a classroom atmosphere in which honesty is clearly the expected standard. You should address the consequences for academic dishonesty. This serves several purposes. It reinforces your actions if dishonesty is discovered later. It refutes student claims of capricious action by you. It fosters communication between you and your students.
- B. Evaluation methods that generate a high degree of stress (e.g., only one or two exams) may induce academic dishonesty as a coping mechanism by students. Measuring student learning by more frequent tests/quizzes and other means of grading is recommended. Also, making yourself available to assist students and to advise them what to do if they are having difficulty in the course may help alleviate stress.
- C. Minimizing the ease with which one can commit academic dishonesty in the classroom encourages honesty. Although some methods of academic dishonesty are so sophisticated that detection is difficult, ample and alert test proctoring is essential. One of the best ways to prevent copying from other students during exams is to distribute alternate forms of the exam that may include the same items arranged in different order on short answer and multiple choice tests. This procedure coupled with staggered seating provides reasonable security. In the event of suspected copying, a second proctor should confirm the observations, if possible. The instructor should identify the other student(s) from whom the suspect appears to be copying in order to compare answers later. Also, proctors should observe whether or not the person from whom the suspect is copying appears to be aiding the copier. The exam should not be disrupted by challenging the suspect or collecting the exam early. Secure the suspect's paper and the papers of those around the suspect at the end of the test. Assigned test seating makes this task and detection much easier.
- D. Detecting the use of unauthorized notes (cribs) requires a great deal of monitoring and alertness by proctors. Students can be quite creative in concealing cribs such as notes on the reverse side of mirrored sunglasses, underside of baseball cap bills, erasers, tissue paper on the floor or in the hand, body parts, pencils that have been stripped, etc. Additionally, electronic devices open up a whole realm of possibilities for using unauthorized aids during an exam. When the use of cribs is discovered, have another proctor confirm your observations and retrieve the cribs if the student is willing to relinquish them. If the student is unwilling to surrender the cribs, the second person's observations become more critical. Physical evidence and personal observations are important in the adjudication process.
- E. A surprising number of students are not well informed about what constitutes plagiarism and how proper attribution should be made. A class discussion concerning plagiarism may help alleviate the problem. However, other students plagiarize with full knowledge that they are committing dishonest acts. Whether plagiarizing published works, submitting parts or all of previous course papers/projects, or paraphrasing others' ideas or words without proper attribution, plagiarism usually occurs to save students time and effort. When term papers are required, monitoring a student's progress over time and through the use of outlines, rough drafts, and student conferences may help reduce the perceived benefit and motivation to plagiarize. Maintaining a writing sample/style on each student may be used for the purpose of comparison in an investigation of suspected plagiarism. It is impractical for you to check all references listed by students but certainly a much improved or different writing style may cause you to probe further.



- F. Altering answers on an exam after it has been graded and submitting it for regrade is a fairly common dishonest practice. Grading papers in red or green ink (difficult to match) with several lines through the incorrect answers, calculations, or narratives makes it more difficult to conceal alterations. If a student requests a regrade on an exam, copying that student's next exam prior to returning it to the student is an easy way to determine if alterations have been made for a future regrade.
- G. How much, if any, collaboration among students on out-of-class and in-class assignments is permitted varies by instructor and depends on the type of courses and teaching methods. It is important to clearly state your expectations.
- H. One of the most undetected and blatantly dishonest practices is using substitutes (ringers) on exams, particularly when large numbers of students are being tested. Teaching assistants who proctor exams in multiple division courses can be helpful in recognizing substitutes. Seating students from the same sections together makes this task easier. Requiring student picture identifications to compare with the names on the exam at the time they are submitted is an effective deterrence and detection method. Also, checking student picture identifications early in the semester will help prevent ringers in the course.
- I. Stealing exams is not an unheard-of problem. Whether exams are stolen from an instructor's office or electronically removed from the testing site, photographed with a cell phone, or taken from the copying room, the problem does occur. Prevention and detection techniques include accounting for the number of exams printed, distributed, and returned. Number exam booklets, forms, etc., and record the numbers on student answer sheets. However, it is better and safer to make new exams each semester.
- J. Posting solutions and answers outside of the testing site prior to the end of the exam is discouraged. Occasionally, by one means or another, the answers get filtered into the testing site if posted too early.

**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 chair, who have been trained to review alleged violations of academic integrity.

**Academic Integrity Council (AIC) Chair:**

A professional staff member of the Institute who oversees Academic Integrity Council meetings. The AIC Chair is a non-voting member of the Council and writes the meeting decision letter on behalf of the Council at the conclusion of the meeting.

**Advisor:**



A current student, faculty or staff member of the Institute 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 Academic Integrity Council meeting, such as a witness, and may not speak on behalf of or otherwise represent one's advisee. An advisor may not be an attorney representing a Complainant or Respondent, although the Center for Student Conduct may permit an attorney as an advisor when related criminal charges are filed and pending. If a Respondent is allowed to have an attorney present as an advisor during a meeting, a Complainant may also have an attorney as an advisor. The Respondent and Complainant are responsible for any attorneys' fees incurred.

**Complainant:**

Any student, member of the Institute staff, or faculty member who files an academic integrity complaint or academic integrity referral against a student(s) with the Center for Student Conduct alleging that 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 meeting when a Respondent accepts responsibility for an alleged violation of this Code.

**Deliberate Violation:**

A violation of this Code that involves the perceived intent to gain an unfair academic advantage.

**Instructor:**

Any person responsible for the instruction or grading of a course at the Institute.

**Respondent:**

A student whose behavior has allegedly violated this Code.

**Sanction:**

Any grade reduction (e.g. a lower grade on an assignment, a lower overall course grade, a zero on assignment, or a grade of XF in course) or educational assignment imposed in response to a substantiated violation of this Code. A faculty member may never impose a sanction without following the procedures of this Code. Faculty may recommend a sanction, however, the Coordinator of Academic Integrity or designee or the Academic Integrity Council will make the final sanction determination.

**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 PIMSAT. 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 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.

**Institute Official:**

Any person employed by the Institute and acting on behalf of the Institute.

**Witness:**

Any person who has relevant, direct 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 Academic Integrity Council meeting (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

**General Provision**

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

Students who are alleged to have assisted others in violating any provision of this Code are subject to the same response under this Code as those persons alleged to have committed a violation.

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## 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 not completed by the 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 convey 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 Institute continuously communicates 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”. The definition of the grade of XF will appear in the Institute Catalogue and on each official transcript.
3. The Institute 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 and the fact that instructors are not authorized to apply sanctions for violations of this code.
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. Academic Advisors, student services offices, and other staff should discuss the Code with their advisees. Academic Integrity should become an integral part of Institute 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 or designee, 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 so, the allegation shall be referred to the Vice President for Research and processed in accordance with the Misconduct in Research and Other Scholarly Activities Policy. If not, the provisions of this Code will apply.

#### **Reporting Procedures**

##### **A. Reporting Violations of Academic Integrity**



Any student, member of the Institute 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**

Technical violations are those violations that occur without any perceived intent to achieve an unfair academic advantage. The decision regarding whether a possible violation is technical in nature will be made by the instructor at the time of submission of the referral report. An instructor may not impose any sanction for a suspected violation, whether technical or not. However, an instructor may report a suspected technical violation to the Center for Student Conduct.

The Coordinator of Academic Integrity or designee 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, including technical violations, to their faculty supervisors.

## **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 an Academic Integrity Council meeting when accused of deliberately violating the Code. In a case in which a student believes that an instructor has imposed a sanction without following the Center for Student Conduct referral procedures outlined in this Code, including the holding of an Academic Integrity Council meeting, the aggrieved student may refer the matter to the Dean of the relevant School/College on the grounds that the procedure was not followed. If a student notifies the Center for Student Conduct that a faculty member imposed a sanction in violation of this Code, the Center for Student Conduct will alert that Dean's office in the relevant School/College and refer the student to the Dean of the relevant School/College. The student must notify either the Dean or the Center for Student Conduct within two weeks of discovery. The student's right to refer the matter to the Dean of the relevant School/College is applicable to any type of assignment.





The Dean or designee will adjudicate only whether or not the faculty member has violated this Code by applying a sanction. Similar to the process for a grade appeal:

- 1) The student must prepare a written statement explaining why the student believes that the sanction violates this Code and should be referred to the Center for Student Conduct for an Academic Integrity Council meeting. The student should include any documentation that may support this position.
- 2) After reviewing the student's statement, the Dean or Designee may discuss the matter with the student, the instructor and/or the Chair. The Dean or Designee can also invite the instructor to submit a statement. The Dean or Designee shall consider both statements, and may seek input from the student and/or the instructor, and advice from the Department Chair. The Dean or Designee may also decide to hold a meeting at which both the student and instructor can respond to the other's written statements, and to any questions the Dean or Designee wishes to pose to them.

If the Dean or Designee determines that the referral process outlined in this Code should have been followed by the faculty member and was not, the Dean or Designee will refer the student's case to the Center for Student Conduct for further review.

- 3) If the Dean determines that the referral process outlined in this Code was not applicable, and therefore the faculty member did not violate this Code, the student may not appeal the grade further.

Note: In all meetings with the instructor and the relevant Chair or Dean, the student may bring an Advisor of their choice.

The Dean or Designee is responsible for gathering information related to the perceived violation of this Code by faculty. In cases where it is determined that the referral process outlined in this Code should have been followed by the faculty member and was not, it is the responsibility of the Dean or Designee to ensure that the grade is restored until the outcome and sanction is determined by the Academic integrity Process. In all cases where students allege the referral process outlined in this Code should have been followed by the faculty member and was not, the Dean or Designee must provide a written summary and decision.

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

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

#### **E. Notice of Alleged Violation**



After receiving the report and supporting documentation, the Coordinator of Academic Integrity (the “Coordinator”) or designee will promptly notify the student alleged to have violated the Code (the “Respondent”) of the alleged violations in writing (the “Notification Letter”). The Notification Letter will state what portion of this Code was allegedly violated. The Notification Letter will also include an Academic Integrity Pre-Council Meeting with the Coordinator of Academic Integrity or designee.

## **F. Academic Integrity Pre-Council Meeting Disposition of Alleged Violation(s)**

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 “Academic Integrity Pre-Council Meeting Waiver”) by which the Respondent elects to accept responsibility for all Code violations articulated in the Notification Letter in lieu of proceeding to a formal Academic Integrity Council meeting. If a pre-council meeting waiver is signed, the Respondent will be accepting responsibility for the violations listed in the notification letter and will be required to complete the proposed sanctions as outlined by the Coordinator or designee. Students who accept responsibility by signing the pre-council meeting 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-council meeting 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.

If a Respondent does not accept responsibility for the alleged violations articulated in the Notification Letter by signing the pre-council meeting waiver form, or wishes to contest the alleged violations, or does not accept the proposed sanctions, an Academic Integrity Council meeting will be scheduled.

### **The Process**

#### **1. Preliminary Provisions**

- a. **Academic Integrity Council.** When an alleged violation of the Code proceeds to a meeting, the Coordinator or designee will appoint an Academic Integrity Council to hear the allegations and set a Meeting date and time. Date, time and place of the meeting will be provided in writing via their Institute email accounts to both the Complainant and Respondent.
- b. **Impartial Adjudicator.** Academic Integrity Council members shall remove themselves from service if they believe that they have an actual conflict of interest or otherwise believe that they cannot be impartial. During the meeting, the Respondent has the right to request removal of a particular Council member if they believe that the Council member has an actual conflict of interest. The Academic Integrity Council Chair shall determine whether the Council member has an actual conflict of interest.
- c. **Scheduling Academic Integrity Council Meetings.** The Center for Student Conduct will schedule Academic Integrity Council meetings as expeditiously as possible. The Institute may, due to an administrative need, hold a preliminary meeting or an Academic Integrity Council meeting during a



vacation period. If the Respondent fails to attend the Academic Integrity Council meeting, the meeting will proceed and a finding will be reached based upon available information. Failure of the Respondent to participate will not be considered evidence of responsibility. If the Respondent withdraws from the Institute or the particular course, drops the course, or changes sections of the course prior to resolution of the allegations, the allegations 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 Academic Integrity Council meeting. The Respondent and Complainant must notify the Coordinator of Academic Integrity or designee at least twenty-four hours in advance of the Academic Integrity Council meeting 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 or designee no later than 24 hours before the Academic Integrity Council meeting. 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 Academic Integrity Council meeting at the scheduled date and time. The Coordinator of Academic Integrity or designee may also request the presence of any Institute Official as a witness. In such cases, the identity of the witness shall be provided to the Complainant and Respondent. The determination of admission of any testimony is reserved for the Academic Integrity Council. Upon review of the summary of expected testimony, the Academic Integrity Council may exclude any testimony deemed not relevant to a fair consideration of the alleged violations.
- 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 that are deemed not relevant to a fair consideration of the alleged violations. The Council may exclude any document not submitted within 24 hours of the scheduled Council Meeting. 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 with alleged violations of the Code, the Coordinator of Academic Integrity or designee may request that the Academic Integrity Council meetings be combined. A student may request a separate meeting, which will only be granted for good cause shown.
- h. **Institute 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 Institute break. In cases where it is possible hold an Academic Integrity Council meeting following the completion of the break, the Respondent may be offered the option to proceed with the Academic Integrity Council meeting during the break period with the minimum required participation of Council members. Alternatively, the Respondent may choose to postpone the meeting until a full Council can be assembled. To proceed during a Institute break, Council members may include Institute 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 alleged violations 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.

3. **Academic Integrity Council Meeting Procedures**

- a. **Closed Meeting.** 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 meeting. Witnesses shall be present only during their own testimony.
- b. **Meeting Record.** Meetings are not recorded; the decision letter serves as documentation of the information presented and decision reached. The meeting record consists of copies of written documentation and a witness list, if applicable.
- c. **Maintaining Order.** The Academic Integrity Council Chair is responsible for maintaining order during the Academic Integrity Council meeting and may take all steps reasonably necessary to ensure an orderly meeting.
- d. **Presenting Testimony and Questioning Witnesses.** The Coordinator of Academic Integrity or designee 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 alleged violation(s). 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. **Relevant Information.** The Coordinator of Academic Integrity or designee may request or introduce relevant documents or reports. The Academic Integrity Council will decide whether to allow or consider information. Generally, the Academic Integrity Council will agree to hear information that is relevant to the subject matter of the Academic Integrity Council meeting and is fair and reliable under the circumstances. Any information coming from an anonymous source will not be considered relevant.
- f. **Standard of Review.** 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 standard. A preponderance is reached when, based on the information presented, the Academic Integrity Council concludes that it is more likely than not that the Respondent violated this Code as alleged in the Notification Letter.
- g. **Close of Meeting.** After the Complainant and Respondent have had the opportunity to present information and witnesses and the Academic Integrity Council has introduced any additional



witnesses or documents to be considered, the meeting will be considered closed. Further information will not be considered in the decision.

- h. **Written Academic Integrity Council meeting Decision.** The Academic Integrity Council will provide a written decision stating what information was considered and how the decision was reached. If the Respondent is found responsible, the meeting decision will state what sanctions will be imposed. No sanction may be imposed for conduct not specifically alleged in the Notification Letter.
- i. **Notice of Appeal Right.** The Respondent will be notified upon receiving the Academic Integrity Council meeting decision of the right to appeal that decision, as described below.
- j. **Option to Withdraw.** 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 Academic Integrity Council meeting occurs after the “Last Day to Withdraw” for the semester. If the student who has been found not responsible chooses to drop the course, the Registrar will remove all records of the enrollment from the student’s transcript, and will not apply the grade of W.

#### 4. Appeal Procedures

- a. **Bases for Appeal.** The Academic Integrity Council meeting decision may be appealed for the following reasons only: (1) a procedural error unfairly and materially affected the outcome, (2) material evidence has been discovered that was not reasonably available at the time of the Academic Integrity Council meeting, 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 Dean of Students, or designee, within five business days of the date of the Academic Integrity Council meeting 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. Failure to do so may result in the denial of the Respondent’s appeal.
- c. **Consideration of Appeal.** Provided sufficient information has been submitted to support an appeal on one of the above listed bases, the Dean of Students, or designee, shall then provide a copy of the written appeal and any supporting documentation to the Complainant. The Complainant may submit a written response to the appeal to the Dean of Students, or designee, within five business days of the date the appeal was sent to that party. A copy of this response, if any, will be sent to the Respondent from the Dean of Students, or designee.
- d. **Written Appeal Decision.** The Dean of Students, or designee, will thereafter review all submitted materials, and the pertinent case documents, and render a written decision. The appeal decision may uphold, modify, or overturn the Academic Integrity Council meeting decision, including



sanctions, as warranted. The appeal decision rendered by the Dean of Students, or designee, is the final action taken by the Institute.

5. **Post-Academic Integrity Council Meeting Process.** If the Respondent fails to comply with the sanctions imposed within a specified time period, the Coordinator of Academic Integrity or designee will impose a \$150 non-compliance fee.

## 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 may include, but are not limited to the following:

### Aggravating

- Does the Respondent have a prior violation of the Code of Academic Integrity?
- Is there indication that the conduct was premeditated?
- Did the Respondent seek to threaten or purposefully intimidate the Complainant, witnesses, or others involved?
- Was there an active attempt to conceal or hide the incident? Mitigating
- Does the Respondent demonstrate a clear understanding of the impact that their behavior has had on oneself and the community?
- Has the Respondent taken steps to positively address their behavior, or otherwise educate themselves in relation to the behavior of concern?

Please note, the absence of a mitigating factor is expressly precluded from being an aggravating factor and vice versa.

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, the Academic Integrity 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 information to the contrary on a case by case basis.

If a student has already completed and been assigned a grade for a course for which they are subsequently found responsible for an academic integrity violation or if a student is found responsible for an academic



integrity violation, but there is no course associated with the violation, (e.g., a student is responsible for cheating or collusion with another student in a course in which the student is not enrolled), a designation can be placed on the student's transcript indicating the student was found responsible for academic dishonesty. If the student successfully completes a Seminar on Academic Integrity, which is offered by the Center for Student Conduct each semester, the student can have the notation removed from their transcript. Students will only be eligible to have the notation removed from the transcript until program completion. If a student commits a second violation of this Code resulting in a notation on the transcript, there will be no opportunity to remove the notation from the transcript.

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

**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 designee 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. Students will only be eligible to have the XF notation removed from the transcript until one semester after graduation. 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 precluded from representing UVM at Institute- 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 Institute authorities. A grade of XF may also affect a student's employee status at the Institute.

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 Institute:** This sanction separates the student from the Institute for a specified period of time. This sanction prohibits attendance at any classes and participation in the Institute Study Abroad program during the suspension period. The terms of the suspension may restrict access to Institute grounds or buildings, as well as attendance at Institute-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 PIMSAT. 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 designee 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 Institute.

## **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 Institute. Mitigating circumstances will be considered. There is no opportunity for graduate students to convert the XF to a standard F.

## **Academic Integrity Records and Retention of Records**





Records of dismissal from the Institute, as well as grades of unconverted XF, are permanent. 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 Institute. 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 Institute, after two consecutive years of withdrawal. A sealed record will continue to be maintained by CSC and will only be disclosed directly to the student or as otherwise directed by law.

Records are personal and confidential. Students may inspect their records at any reasonable time. These records may also be shared with other Institute 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.

## Contacts

<b>Questions concerning the daily operational interpretation of this policy should be directed to the Following (in accordance with the policy elaboration and procedures):</b>	
<b>Title(s)/Department(s):</b>	<b>Contact Information:</b>
Dean of Students	PIMSAT KARACHI
Director, Center for Student Conduct	PIMSAT KARACHI

## Forms/Flowcharts/Diagrams

- [Interactive Web Referral Form](#)

## Related Documents/Policies

- [Code of Student Conduct](#)
- [Misconduct in Research Policy](#)

## Regulatory References/Citations



- None

## Training/Education

Training will be provided on an as-needed basis as determined by the Approval Authority or the Responsible Official.

## About This Policy

<b>Responsible Official:</b>	Vice Provost for Student Affairs	<b>Approval Authority:</b>	Ractor
<b>Policy Number:</b>	V. 2.7.8	<b>Effective Date:</b>	May 9, 2022
<b>Revision History:</b>	<ul style="list-style-type: none"><li>• V. 3.4.3.1 approved September 18, 2005</li><li>• V. 3.4.3.2 effective July 1, 2007</li><li>• V. 3.4.3.3 effective July 1, 2009</li><li>• V. 3.4.3.4 approved July 13, 2011</li><li>• V. 2.7.5/V. 3.4.3.5 approved February 7, 2012</li><li>• V. 2.7.6 effective July 9, 2014</li><li>• V. 2.7.7 effective August 18, 2015/amended February 18, 2016</li></ul>		