

COMMUNITY COLLEGE OF VERMONT

ACADEMIC HONESTY POLICY

March 2004
Revised Feb 16, 2012

See also:

Academic Incident Report (attached)
Academic Standing policy
Complaint Resolution policy

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POLICY

The Community College of Vermont is committed to academic honesty and scholarly integrity. All members of the college community are expected to uphold these standards.

1. Any student found to be dishonest in academic work may be subject to disciplinary action, which could include suspension or dismissal.
2. Academic dishonesty includes (but is not limited to): Plagiarism, which is defined as the presentation of the language, ideas, or thoughts of another person as one's own work in the preparation of a paper, laboratory report, oral presentation, or any other presentation; dishonest conduct during quizzes, tests, or any other evaluative measures.
3. Any member of the academic community is encouraged to bring forward questions and suspicions of academic dishonesty to an academic coordinator or faculty member.
4. Any faculty member who believes that a student has been academically dishonest should discuss these concerns with the student, and if appropriate, with an academic coordinator.
5. The College acknowledges that the discussion a faculty member has with a student and/or coordinator may result in satisfactory resolution of the instructor's concerns and therefore may not require further action.
6. The faculty member will notify the academic coordinator for the course in the event that s/he decides to submit an academic incident report.
7. Faculty members will submit an academic incident report for any incident in which the academic dishonesty affects a student's final course grade and/or the scope of the academic dishonesty extends beyond the practicing of skills covered in the class.

8. The academic coordinator will assist the faculty member in completing the academic incident report, notify the student's academic advisor of the situation, and send a copy of the report to the student and to the academic dean who will forward it to the registrar for inclusion in the student's record.
9. The academic incident report documents the details of the incident of academic dishonesty and should include supplementary documentation as appropriate.
10. The faculty member has full authority to determine the effect that the academic dishonesty has on the student's academic standing in the course. This may include assigning a grade of F (or NP) on a particular assignment or assigning a grade of F (NP) for the entire course.
11. If the incident of academic dishonesty has affected the student's final grade, the faculty member will include this information in the final course evaluation.
12. The academic dean may dismiss any student who receives two academic incident reports. The academic dean has sole authority to set the terms for readmission.



Academic Incident Report

This report describes a situation in which academic dishonesty is suspected and/or documented. It is to be completed by a faculty member or other responsible individual (e.g. an exam proctor) who believes a student has not been academically honest (see CCV's Academic Honesty Policy). The Coordinator of Academic Services for the course will assist in completing this form and will notify the student's academic advisor. An Academic Incident Report should be filed in all cases of academic dishonesty. Whenever possible, note specific dates when discussions with the student were held. **If appropriate**, please attach any and all supporting documentation (e.g., student correspondence or a paper turned in by a student who is suspected of plagiarism along with a copy of the web site page or other source from where the text was copied).

Copies of the completed report are sent to the student and to the office of the Academic Dean, who will place it in the student's academic file. Please send the completed report to the ACADEMIC DEAN DROP BOX. You will be notified within 24 hours that the report has been received. If you have not heard back within this time frame, please contact the Academic Dean's office at AcademicDean@ccv.edu.

Student Name:	Student Number:
Course:	Semester:
Reporting Person:	Course Coordinator:

Describe the specific incident (completed by the reporting person).

Describe the outcome of the discussion with the student and any repercussions the student will face as a result of this incident (completed by the reporting person and/or academic advisor).

Based on the nature of this incident:

- I recommend that no further action be taken at this time. I have fully discussed the incident with the student and am satisfied that the student understands the importance of academic honesty at CCV.
- I recommend the student meet with an advisor to discuss this situation and consider additional strategies for ensuring academic honesty in future work.
- I recommend the student complete the CCV online tutorial about academic honesty.
- Other:

Reporting Person signature: _____ Date: _____

Academic Advisor signature: _____ Date: _____

Initial here to indicate that a copy of this report was sent to the student once fully completed: _____