COMMUNITY COLLEGE OF VERMONT

ACADEMIC INTEGRITY POLICY

March 2004
Revised March 18, 2021

See also:
Academic Incident Report (attached)
Academic Standing policy
Complaint Resolution policy
VSCS Computing policy

POLICY

The Community College of Vermont is committed to fostering a community in which academic integrity is recognized and practiced by all. Such a community requires its members to act with honesty and fairness, and to uphold the standards associated with learning, inquiry and civil discourses, such as acknowledging the contributions of other people or entities. Failure to do so may result in plagiarism, which is defined as the presentation of the language (words and structure), ideas, work, or thoughts of another person or entity as one's own work in the preparation of a paper, laboratory report, presentation, test, or other activity or assignment. Failure to abide by the stated guidelines of an exam or other evaluative exercise may also result in a violation of academic integrity. The sharing of CCV password and login credentials to misrepresent oneself in online learning is a violation of academic integrity and of VSCS computing policy. Violations need not be intentional in nature. All members of the College community are expected to understand their responsibility to act with integrity and to seek assistance and/or clarity when uncertain.

PROCEDURES

1. Any member of the academic community is encouraged to contact a faculty or staff member with questions and/or suspicions about a possible violation of academic integrity.

2. Any student found to be in violation of academic integrity may be subject to disciplinary action, which could range from further education on academic integrity to suspension or dismissal. Students who wish to appeal the filing or penalty related to an academic incident should follow the procedures outlined in the Complaint Resolution policy.

3. The faculty member has full authority to determine the effect that the academic incident has on the student's academic standing in the course. This may range from a conversation about the incident to assigning a grade of F (or NP) on a particular assignment or assigning a grade of F (NP) for the entire course.

4. The academic dean or designee may dismiss any student who receives two academic incident reports. The academic dean or designee has sole authority to set the terms for readmission.

5. The following steps describe the sequence of events when a faculty member believes a student has violated the Academic Integrity policy:
    a. Any faculty member who believes that a student has violated the Academic Integrity policy in their class will communicate these concerns with the student and, if appropriate, with the student's advisor and/or their hiring coordinator (Coordinator of Teaching and Learning).
    b. The College acknowledges that the discussion a faculty member has with a student, advisor and/or hiring coordinator may result in satisfactory resolution of the instructor's concerns and, therefore, may not require further action.
    c. Faculty members will submit an academic incident report (AIR) for any violation that affects a student's final course grade and/or the scope of the infraction extends beyond the skills covered in the course. When the violation affects the student's final course grade, the faculty member will include this information in the final course evaluation.
    d. The academic incident report documents the details of the incident and should include supplementary documentation as appropriate.
    e. The hiring 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 advisor and to the academic dean who will forward it to the registrar for inclusion in the student's record. The student's advisor will send a copy of the report to the student.
    f. The academic dean or designee will notify students of any disciplinary action resulting from an academic incident, including actions the student may need to complete. Students are strongly urged to meet with their advisor as soon as possible after an incident report has been filed.

CCV COMMUNITY COLLEGE OF VERMONT

Academic Incident Report

This report is to be completed by a faculty member or other responsible individual (e.g., an exam proctor) who believes a student has violated CCV's Academic Integrity Policy. The hiring coordinator 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 as described in the Academic Integrity Policy. Whenever possible, note specific dates when discussions with the student were held. 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).

The hiring coordinator sends a copy of this report to the student's advisor and to the academic dean (via the Academic Dean Drop Folder with follow-up email to the academic dean's office). The student's advisor sends a copy to the student.

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).

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 integrity 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 review the VSCS Libraries' Understanding Plagiarism guide.

□ 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: _____

03/21