

VERMONT TECH

MANUAL OF POLICY AND PROCEDURES

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| <i>Title:</i> Cheating and Plagiarism | <i>Number:</i> T107 | <i>Page(s):</i> 3 |
| | <i>Date:</i> 9/10/2018 | |

PURPOSE

To affirm the Vermont Technical College's commitment to honesty and excellence in academic work.

STATEMENT OF POLICY

I. Infractions of Academic Honesty.

The following are a partial list of prohibited by Vermont Technical College

A. Plagiarizing the work of others as defined below:

Plagiarism consists of offering as one's own work the words, ideas, or arguments of another person, without appropriate attribution.

B. Buying or commissioning term papers, essays, or comparable documents and/or submitting the work of another as one's own.

C. Submitting work that had previously been prepared for another course in fulfillment of the requirements of a subsequent course, except when the student has obtained permission of the current instructor to do so.

D. Communicating during an examination session with the intent of copying from or supplying information to another student.

E. Receiving aid in taking examinations through such means as crib sheets or supplementary notes, excepting sources permitted by the instructor.

F. Soliciting, obtaining, or providing an examination or portions thereof either prior to or subsequent to an examination session except as authorized by the instructor.

G. Substituting for another student at an examination session.

H. Knowingly assisting any person committing an act of academic dishonesty.

I. Altering, changing, or forging college academic records, for either oneself or another.

- J. Infringing upon the rights of other students to fair and equal access to college library materials and comparable academic sources.
- K. Degrading, erasing, copying, or tampering with the computer assignments or computer files of another.
- L. Using a PDA, cell phone, pager, internet connection or other electronic device during an examination without the permission of the instructor.
- M. Allowing others to complete your course work or receiving unauthorized help while completing an on-line assignment. Improper use of your log-in credentials (VSC policy 502).
- N. Posting of course documents, assignments, exams, or any other course output to a social media, website, or public resource without the written permission of the instructor.

The above list is intended to illustrate the types of behaviors that are considered dishonest at Vermont Technical College. It is only a partial list; other behaviors may, in fact, violate the basic principles of academic honesty. Any student who is unsure whether a particular behavior is permissible under Vermont Tech's policy on academic honesty should consult a) the instructor of the course for which the work is being done, b) the student's advisor, or c) the Academic Dean.

II. Academic Sanctions

Any instructor who has reasonable proof that a student cheated or plagiarized on academic work may take the following academic action.

- a. For assignments with a value of less than 10% of the course grade, the instructor may provide a zero for the assignment.
- b. For assignments of 10% or more of the course grade, second offenses, or egregious offenses, including those of less than 10% of the course grade, the instructor may dismiss the student from the course with a failed course grade

III. Notification

The instructor will notify the student, Academic Dean, and Associate Academic Dean of the infraction and any incidences and sanctions, if any. The notification shall in writing.

The Dean will monitor such claims and distribute copies of the letter to the student's file, advisor, department chairperson, and to the student if not already done so by the instructor. In addition, the student shall be notified by the Dean or Assoc. Dean of Academic Affairs of his or her right to appeal course dismissal to the Dean of Academic Affairs. Decisions of the Dean of Academic Affairs regarding course dismissal shall be final.

If the student is appealing an "F" grade for the course, then the student may be allowed to remain in the course and participate in all course work at the sole discretion of the Dean in consultation with the instructor.

IV. Additional Disciplinary Sanctions

The Dean of Academic Affairs may initiate further disciplinary action, including dismissal from the College if the nature of the offense or a prior history suggests that further action is appropriate.

Further academic sanctions may also include restrictions to online courses, monitored test-taking or other measures as deemed appropriate by the Dean. Decisions of the Dean of Academic Affairs regarding academic sanctions shall be final.

V. Appeals of Dismissal from the College

Students dismissed from the college have the right to appeal per Vermont Technical College Policy T102 Disciplinary Dismissal.

POLICY MODIFICATION HISTORY

- I. The following dates reflect chronological changes made to this policy which are henceforth considered depreciated.
 - a) 10/8/1985
 - b) 2/4/1994
 - c) 4/16/1997
 - d) 7/22/2005
 - e) 6/30/2009
 - f) 10/6/2010
 - g) 6/1/2014
 - h) 9/10/2018

Signed By:



Patricia Moulton
President