

COURSE RELATED POLICIES

Academic Integrity (p. 1)

The University of Maryland, College Park is an academic community. Its fundamental purpose is the pursuit of knowledge. The University functions properly in fulfilling this mission when its community members adhere to clearly established goals and values. Essential to the fundamental purpose of the University is the commitment to the principles of truth and academic honesty.

Academic Misconduct is a corrosive force in the academic life of a university. It jeopardizes the quality of education and depreciates the genuine achievements of others. It is, without reservation, the responsibility of all members of the campus community to actively deter it. Apathy or acquiescence in the presence of Academic Misconduct is not a neutral act. Histories of institutions demonstrate that indifference will reinforce, perpetuate, and enlarge the scope of such misconduct. Institutional reputations for Academic Misconduct are regrettable aspects of modern education. These reputations become self-fulfilling and grow, unless vigorously challenged by Students, Instructors, and all campus community members.

The Code of Academic Integrity (Code) is designed to ensure that the principle of academic honesty is upheld.

Honor Statement

New and incoming Students should know the role of the Honor Pledge and the Student Honor Council, as well as the obligation of all members of the University community to promote and practice the highest standards of academic integrity.

Honor Pledge

The Honor Pledge is a reminder that at the University, Students have primary responsibility for academic integrity because the meaningfulness of their degrees depends on it. Instructors are urged to emphasize the importance of academic honesty and of the Honor Pledge as its symbol. Instructors should reference both the Honor Pledge and this Code on syllabi and throughout the course period, including instruction and guidance on avoiding plagiarism through proper citation and links to additional online or web-based materials.

1. On all work submitted for assessment that is not specifically exempted by the Instructor, Students are encouraged to write and sign the following pledge:
I pledge on my honor that I have not given or received any unauthorized assistance on this assessment.
2. Failure to sign the pledge is not a violation of the Code of Academic Integrity, but neither is it a defense in case of violation of this Code. Signing or non-signing the pledge will not be considered in grading or in the investigation, resolution, or adjudication procedures provided in this Code.
3. On examinations, no assistance is permitted unless authorized or expressly allowed by the Instructor.
4. On assignments that are not examinations, the Honor Pledge means that the assignment has been done without Academic Misconduct, as defined in the Code of Academic Integrity (<https://policies.umd.edu/academic-affairs/university-of-maryland-code-of-academic-integrity/>). Instructors should define clearly in writing what type of material or information is authorized for assignments. Students are expected

to seek clarity if they are confused whether specific materials, information, or resources are authorized.

Academic Misconduct

Any of the following acts, when committed by a Student, constitute Academic Misconduct:

- Cheating: fraud, deceit, or misconduct in any academic course, exercise, or research in an attempt to gain an unfair advantage and/or using or attempting to use unauthorized materials, information, or study aids in any academic course, exercise or research, including qualifying and other graduate Student examinations.
- Fabrication: unauthorized falsification or invention of any data, images, information or citation in any academic course, exercise or research, including but not limited to articles, proposals, dissertations, and theses.
- Facilitating Academic Misconduct: Knowingly helping or attempting to help another individual to violate any provision of this Code.
- Plagiarism: representing the words or ideas of another as one's own in any academic course, exercise or research, including but not limited to articles, proposals, dissertations, and theses.
- Self-Plagiarism: the reuse of substantially identical or nearly identical portions of one's own work in multiple courses without prior permission from the current Instructor or from each of the Instructors, if the work is being submitted for multiple courses in the same semester.

Penalties for Violations of Academic Integrity

Students found responsible for Academic Misconduct are subject to Sanctions. The aims of sanctioning are to protect the campus community, deter future offenses, promote individual accountability, and enhance an individual's ethical development and decision-making. Reasonable efforts are made to educate and support Students in reaching their academic and personal goals while fostering a climate of accountability and responsibility for their actions. Students who are found to have falsified, fabricated, or plagiarized in any context—such as coursework, laboratory research, archival research, or thesis / dissertation writing—will be referred to the Office of Student Conduct. The Office of Student Conduct (<https://studentconduct.umd.edu/>) has some discretion in determining penalties for violations of the University's standards of academic integrity, but the expected Sanction for graduate students is the permanent grade of "XF" and Expulsion or Suspension. Information about the resolution options are outlined in the University of Maryland Code of Academic Integrity (<https://policies.umd.edu/academic-affairs/university-of-maryland-code-of-academic-integrity/>).

Code of student conduct (p. 1)

The Code of Student Conduct (<https://policies.umd.edu/student-affairs/university-of-maryland-code-of-student-conduct/>) (Code) was created to ensure the safety and security of the University community. When Students choose to enroll at the University of Maryland, they accept the rights and responsibilities of membership in the University community both on and off-campus. Students at the University of Maryland are expected to uphold the values of the University by conducting themselves in accordance with University policies and procedures.

The Code, administered by the Office of Student Conduct, seeks to balance the rights and responsibilities of all individuals within the community and uphold the integrity and values of the University of Maryland. Reasonable efforts are made to educate and support students in reaching their academic and personal goals while fostering a climate of accountability and responsibility for their actions. The Code outlines behaviors that are inconsistent with University standards and expectations and sets forth applicable procedures and potential Sanctions governing Code violations.

Students are responsible for upholding these standards. A complete list of prohibited conduct as well as procedures for resolving allegations of misconduct may be found in the University of Maryland Code of Student Conduct.

Sexual Misconduct (p. 2)

The University of Maryland's Sexual Misconduct Policy (<https://policies.umd.edu/general-administration/university-of-maryland-policy-and-procedures-on-sexual-harassment-and-other-sexual-misconduct/>) prohibits a broad range of behaviors including, but not limited to sexual harassment, sexual assault, stalking and dating and domestic violence. The Sexual Misconduct Policy also prohibits retaliation against any individual who files a complaint or participates in an investigation under the Policy. The Office of Civil Rights & Sexual Misconduct (<https://ocrsm.umd.edu/>) (OCRSM) responds to all complaints of sexual misconduct. To file a complaint go to OCRSM and under Reporting, complete the online sexual misconduct complaint form. For more information please contact OCRSM by phone at 301-405-1142, or email at titlexcoordinator@umd.edu

Further details are given in the Policy on Graduate Assistants (<https://academiccatalog.umd.edu/graduate/policies/policies-graduate-assistantships/#conduct-and-professional-behavior>) concerning Sexual Misconduct and Sexual Relationships and Professional Conduct. Students may also refer to the Graduate School's Incident Reporting and Support (<https://gradschool.umd.edu/students/incident-reporting-support/>) website.

Non-discrimination Policy (p. 2)

The University's Non-Discrimination Policy (<https://policies.umd.edu/general-administration/university-of-maryland-non-discrimination-policy-and-procedures/>) prohibits discrimination and harassment on the basis of "protected classes." Protected classes include: race, color, sex, gender identity or expression, sexual orientation, marital status, age, national origin, political affiliation, physical or mental disability, religion, protected veteran status, genetic information, and any other legally protected class. The Non-Discrimination Policy also prohibits retaliation against any individual who files a complaint or participates in an investigation under the Policy.

Individuals who experience violations of this Policy are encouraged to promptly file a complaint with The Office of Civil Rights & Sexual Misconduct (<https://ocrsm.umd.edu/>) or bring it directly to the attention of their supervisor. OCRSM responds to all complaints of discrimination, harassment, and retaliation based on a protected class. To file a complaint go to OCRSM and under Reporting (<https://ocrsm.umd.edu/file-report/>), complete the online complaint form. For more information please contact OCRSM by phone at 301-405-1142, or email civilrights@umd.edu.

Complaints must be made within ninety (90) Days of the incident(s) or the last occurrence of the behavior, in cases where continuing behavior

is alleged. The OCRSM may waive the time limit upon a showing of good cause.

Students may use the Graduate School's Incident Reporting and Support (<https://gradschool.umd.edu/students/incident-reporting-support/>) website to find resources related to harassment and discrimination.

Accessibility (p. 2)

The University of Maryland is committed to creating and maintaining a welcoming and inclusive educational, working, and living environment for people of all abilities. The University of Maryland is also committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the University, or be subjected to discrimination. The University of Maryland provides reasonable accommodations to qualified individuals. Reasonable accommodations shall be made in a timely manner and on an individualized and flexible basis. Discrimination against individuals on the grounds of disability is prohibited. The University also strictly prohibits retaliation against persons arising in connection with the assertion of rights under this Policy.

Accessibility & Disability Service (ADS) facilitates reasonable accommodations to qualified individuals. For assistance in obtaining an accommodation, contact ADS at 301.314.7682, or adsfrontdesk@umd.edu. More information is available from the Counseling Center (<http://counseling.umd.edu/ads/>).

After eligibility has been established, the ADS will determine reasonable accommodations required by the student. An Accommodations Letter will be developed for the student with directions for sharing the letter with instructors. After receiving the Accommodations Letter via email, students are expected to meet with each course instructor, in person, to provide them with a copy of the Accommodations Letter and to obtain their signature on the Acknowledgment of Student Request form. Students and instructors will discuss a plan for how the accommodations will be implemented throughout the semester for the course. Specific details regarding implementation of the ADS approved accommodations agreed upon between the student and the individual course instructor must be documented and added to the Acknowledgement of Student Request form, and signed by the instructor. The student is responsible for submitting the signed original form to the ADS, and retaining a copy of the signed Acknowledgment of Student Request form for their individual records.

It is the responsibility of the ADS to work with the student and the instructor (and Department Chair or Dean as appropriate) to facilitate effective and timely implementation of reasonable accommodation(s). If a student believes they are being denied reasonable accommodations or that reasonable accommodations are not being implemented in an effective and timely manner, the student should contact the ADS immediately. All parties will prioritize accommodation implementation meetings requested by the ADS. The University will use good faith efforts to resolve any outstanding issues within five (5) business days. If the student is not satisfied with the results of good faith efforts to resolve this issue, they may file a complaint with the University's Office of Civil Rights & Sexual Misconduct (OCRSM).

For more information, please see the University of Maryland's Disability & Accessibility Policy and Procedure (<https://policies.umd.edu/general-administration/university-of-maryland-disability-accessibility-policy-and-procedures/>).

Absences and Accommodations (p. 3)

An excused absence is an absence for which the student has the right to receive, and the instructor has the responsibility to provide, academic accommodation. Students are expected to take full responsibility for their own academic work and progress. Students, to progress satisfactorily, must meet all of the requirements of each course for which they are registered. Students are expected to attend classes regularly. Consistent attendance offers students the most effective opportunity to gain command of course concepts and materials. Excused absences must be requested promptly and must be supported by appropriate documentation.

Excused absences do not alter the academic requirements for the course. Students are responsible for information and material missed on the day of absence. Students are within reason entitled to receive any materials provided to the class during the absence. Students are responsible for making provision to determine what course material they have missed and for completing required exercises in a timely manner.

Events that justify an excused absence include religious observances; mandatory military obligation; physical or mental health conditions of the student or an immediate family member; participation in university activities at the request of university authorities; and compelling circumstances beyond the student's control (e.g., death in the family, required court appearance). Absences stemming from work duties other than military obligation (e.g., unexpected changes in shift assignments) and traffic/transit problems do not typically qualify for excused absence.

To receive accommodation for an excused absence:

1. The student must notify the instructor in a timely manner. The notification should be provided either prior to the absence or as soon afterwards as possible. In the case of religious observances, athletic events, and planned absences known at the beginning of the semester, the student must inform the instructor during the schedule adjustment period. All other absences must be reported as soon as is practical.
2. The student must provide appropriate documentation of the absence. The documentation must be provided in writing to the instructor by the means specified in the syllabus.
 - For health-related absences, including mental and physical health, students may, one time per course per semester, provide a self-signed excuse as documentation of an absence from a single class (e.g., lecture, recitation, or laboratory session) that does not coincide with a major assessment or assignment due date. For all other health-related absences, a course instructor may request that students provide documentation from a health care provider or the University Health Center to verify an absence. In cases where students are asked to provide verification, the course instructor may request the dates of treatment or the time frame that the student was unable to meet academic responsibilities, but may not request diagnostic information.
 - For all other absences students must provide verifiable documentation upon request (e.g., religious calendar, court summons, death announcement, etc.).
3. Providing false information to University officials is prohibited under Part 10.e.1 of the University of Maryland Code of Student Conduct (V-1.00[B]) and may result in disciplinary action.

In keeping with the USM III-5.10 Policy Concerning the Scheduling of Academic Assignments on Dates of Religious Observance, "Students shall not be penalized because of observances of their religious holidays and shall be given an opportunity, whenever feasible, to make up within a reasonable time any academic assignment that is missed due to individual participation in religious observances." For all other excused absences, the student must be provided academic accommodation. The accommodation provided should, within reason, neither advantage nor disadvantage either the student or the rest of the class.

Students who miss a substantial number of class sessions or course assignments should seek guidance from an academic advisor with respect to academic options. Extended absences stemming from active military duty are addressed in the USM V-7.00 Policy on Students who are called to Active Military Duty during a National or International Crisis or Conflict. Absences related to a student's disability are addressed in the VI-1.00(D) University of Maryland Disability & Accessibility Policy and Procedures.

Course and Credit Changes, Time Conflicts, and Withdrawals (p. 3)

A graduate student may drop a course, add a course, change between audit and credit status, change the number of credits for a course within the listed range, cancel registration, or withdraw from the University without special approval until the end of the Schedule Adjustment Period. For full details, please see the Graduate School Policy on Course and Credit Changes (<https://academiccatalog.umd.edu/graduate/policies/registration-policies/#course-and-credit-changes>).

Students are not permitted to enroll in two courses that meet at the same time or have overlapping times that are greater than 10 minutes. Conflicts of 10 minutes or less can be resolved by departments. For full details, please see the Graduate School Policy on Time Conflicts (<https://academiccatalog.umd.edu/graduate/policies/registration-policies/#time-conflicts>).

The term "withdrawal" means termination of enrollment in all classes for a given term (semester or 12-week). The date of the withdrawal is indicated on a graduate student's academic record. To withdraw from a term (semester or 12-week) on or before the last day of classes a graduate student must complete the Degree-Seeking Graduate Student Withdrawal form (<https://registrar.umd.edu/registration/separating-university/withdraw/#graduate>) and submit to the Office of the Registrar, 1113 Mitchell Building, in person or by email at registrar-graduate@umd.edu. For full details, please see the Graduate School Policy on Withdrawal from Classes (<https://academiccatalog.umd.edu/graduate/policies/registration-policies/#withdrawal-from-classes>).

Expectations of Faculty in Conducting Academic Courses (p. 3)

a. There shall be a complete course syllabus for the current term made available to students no later than the first day of class at the beginning of each graduate course. Any changes to the syllabus made after the first day of class must be announced and must be clearly represented with the date of the revision. The course syllabus will specify in general terms:

- Course description including course objectives
- Content and nature of assignments
- Schedule of major graded assessments (e.g., examinations and due dates for projects and papers)

- Examination and/or assessment procedures
- Basis for determining final grades

b. There shall be academic accommodations for students in accordance with University policies, including policies on disability and accessibility, excused absences, and sexual misconduct.

c. There shall be a reasonable opportunity for students to review papers and examinations, including the final examination or assessment, after evaluation by the instructor, while materials are reasonably current.

d. There shall be reasonable access to the instructor during announced regular office hours or by appointment.

e. There shall be regular attendance by assigned faculty unless such attendance is prevented by circumstances beyond the control of the faculty member.

f. There shall be reasonable adherence to the course syllabus.

g. There shall be reasonable adherence to the published academic calendar, campus schedules, and location of classes and examinations.

h. There shall be public acknowledgement of significant student assistance in the preparation of materials, articles, books, devices and the like. Students retain their intellectual property rights as set forth in the University of Maryland Policy on Intellectual Property.

i. Assigned course materials should be readily available. Faculty must ensure that eligible students receive reasonable accommodations relative to their coursework in accordance with federal and state disability laws, subject to the University's disability and accessibility policies and procedures.

j. The instructor of record is responsible for the overall management of the course, including management of the aspects of the course and coursework delegated to teaching assistants and laboratory assistants.

Intellectual Property (p. 4)

The primary mission of universities is to advance, preserve, and disseminate knowledge. The University of Maryland has established its policy on intellectual property (<https://policies.umd.edu/research/university-of-maryland-intellectual-property-policy/>) to: (1) assure that the benefits of University research and scholarship, which include intellectual property, are fairly and fully disseminated to benefit the public, (2) create an environment that encourages and recognizes the creative efforts of faculty, students and personnel, and (3) generate resources to support the University's primary mission.

Works authored by instructors in connection with their teaching, or by Students in the performance of their academic requirements and activities, including course work, dissertations, and theses are considered copyrighted material. These copyrighted works include but are not limited to courses, course syllabi, course materials, whether delivered on-line or in a traditional face-to-face setting, lecture notes, literary works, non-fiction books, textbooks, professional articles and presentations, musical scores and librettos, dramatic and choreographic works; photographic, graphic, sculptural and architectural works; films, other audiovisual works, sound recordings, models, and designs.

Under certain limited circumstances, Students may be asked as a condition of participating in a course research project to assign or license their rights in Intellectual Property they create in performing the project that they would otherwise own under this policy to the University

or a third party that sponsors the course research project. In such circumstances, course instructors must give Students who object to making such an assignment or granting such a license the option to participate in an alternative project, without penalty, that does not require the assignment or licensing of their Intellectual Property rights.

When Students are granted access to proprietary data or information of a third party in connection with academic course work, the use and protection of such proprietary information shall be governed by an agreement entered into by and between the third party and the University and not the third party and Students.

Official UMD Communications (p.)

The University has adopted email as the primary means for sending official communications to students. Academic advisors, faculty, and campus administrative offices use email to convey important information and time-sensitive notices. All enrolled students are provided a University email address. Students are responsible for keeping their email address up to date or for forwarding email to another address.

Failure to check email, errors in forwarding email, and returned email due to mailbox full or user unknown will not excuse a student from missing announcements or deadlines.

UMD Official closures and delays are announced on the campus website at umd.edu and are sent to the campus community via alert emails.

Arbitrary and Capricious Grading (p. 4)

Arbitrary and capricious grading is constituted by the assignment of a course grade to a student on some basis other than performance in the course, or the assignment of a course grade to a student by unreasonable application of standards different from standards that were applied to other students in that course, or the assignment of a course grade by a substantial and unreasonable departure from the instructor's initially articulated standards.

Please see the Graduate School's full policy on Arbitrary and Capricious Grading (<https://academiccatalog.umd.edu/graduate/policies/school-policies/#arbitrary-and-capricious-grading-policies>), as well as formal procedures, and the appeals process.

Incomplete Grades (p. 4)

An incomplete is a mark that an instructor may award to a student whose work in a course has been qualitatively satisfactory, but who is unable to complete some portion of the work required because of illness or other circumstance beyond the student's control. In awarding the mark of "I" for graduate courses other than 799 and 899, instructors must fill out an "Incomplete Contract for Graduate Students." The contract will specify the work remaining to be completed, the date by which the work must be completed, and the letter grade that will replace the incomplete if the work is not completed by the date specified. For full details, please see the Graduate School's Policy on Incomplete Grades (<https://academiccatalog.umd.edu/graduate/policies/academic-record/#incomplete-grades>).

Good Standing, Probation, and Dismissal (p. 4)

In order to maintain good academic standing, every graduate student must maintain a cumulative grade point average (GPA) of 3.0 for all

courses taken at the University. A student whose cumulative grade point average falls below 3.0 will be placed on academic probation by the Graduate School. When a student is placed on probation, the Graduate School will notify both the student and the Graduate Director of the student's program. For full details, please refer to the Graduate School Policy on Academic Probation and Dismissal (<https://academiccatalog.umd.edu/graduate/policies/academic-record/#academic-probation-and-dismissal>).

Leaves of Absence (p. 5)

In recognition of the effects that childbirth, adoption, serious health condition (mental and/or physical), caring for incapacitated dependents (such as children, ill or injured partners, or aging parents), and situations that present financial hardship may have on the time and capacity that graduate students have to devote to their educational programs, the University allows students in such circumstances to apply for a leave of absence of up to two semesters or up to three 12-week terms during which time they do not intend to make academic progress toward the completion of their degree. For further information, please see the Graduate School Policy on Leaves of Absence for Childbearing, Adoption, Serious Health Condition, Dependent Care, or Financial Hardship (<https://academiccatalog.umd.edu/graduate/policies/registration-policies/#leave-of-absence-for-childbearing-adoption-serious-health-condition-dependent-care-or-financial-hardship>).

Graduate students in the United States Armed Forces, including members of the National Guard or Reserve, may apply for a leave of absence to fulfill a voluntary or involuntary service commitment. Students may apply for a leave of absence of up to two semesters, during which time the requirement of continuous graduate registration is suspended. For further information, please see the Graduate School Policy on Leave of Absence for Military Service (<https://academiccatalog.umd.edu/graduate/policies/registration-policies/#leave-of-absence-for-military-service>).

Graduate Student Rights and Responsibilities (p. 5)

It is the policy of the University of Maryland to maintain the campus as a place of study and work for students, faculty, and staff in which all parties are expected to uphold the values of the University by conducting themselves in accordance with University policies and procedures. Such an environment must be free of intimidation, fear, coercion, reprisal, harassment, bullying or other unacceptable behaviors. Graduate students can expect to be treated fairly and with dignity and respect as outlined in the VI-1.00(B) University of Maryland Nondiscrimination Policy and Procedures (<http://www.president.umd.edu/policies/docs/2015-VI-100B.pdf>). Graduate School policies detail our Advisor Policy (<https://academiccatalog.umd.edu/graduate/policies/school-policies/#advisor-policy>), Co-Authorship Policy for Faculty-Student Interactions or Collaborations (<https://academiccatalog.umd.edu/graduate/policies/school-policies/#co-authorship-for-faculty-student-interactions-or-collaborations>), and Appointments of Graduate Students as Instructional or Research Faculty (<https://academiccatalog.umd.edu/graduate/policies/school-policies/#appointments-of-graduate-students-as-instructional-or-research-faculty>).

Grievance Procedure (p. 5)

The University is an academic and collegial community. Graduate students are subject to a range of policies and procedures relating to academic standards, as well as rules and regulations of behavior set

forth by the University and the Office of Student Conduct. Graduate Assistants are subject primarily to the Policy on Graduate Assistantships (<https://academiccatalog.umd.edu/graduate/policies/policies-graduate-assistantships/#grievance-procedures>). If a graduate student believes that they have experienced treatment that is unethical, grossly unjust, uncivil, or otherwise creates a hostile learning or working environment from a faculty member, a staff member, or another student, the student should attempt to resolve the matters locally, collegially, and informally. If the issue has not been resolved to the graduate student's satisfaction or the treatment cannot be stopped through informal means, the graduate student may elect to file a formal grievance. For full details and procedures for our grievance process, please see the Graduate School Policy on Grievance Procedure (<https://academiccatalog.umd.edu/graduate/policies/school-policies/#graduate-student-rights-and-responsibilities>).