



## University Senate TRANSMITTAL FORM

<b>Senate Document #:</b>	13-14-26
<b>PCC ID #:</b>	N/A
<b>Title:</b>	<i>Code of Academic Integrity Changes</i>
<b>Presenter:</b>	Kasey Moyes, Chair, Senate Student Conduct Committee (SCC)
<b>Date of SEC Review:</b>	October 24, 2014
<b>Date of Senate Review:</b>	November 5, 2014
<b>Voting (highlight one):</b>	<ol style="list-style-type: none"> <li>1. On resolutions or recommendations one by one, or</li> <li>2. In a single vote</li> <li>3. To endorse entire report</li> <li>4. For information only</li> </ol>
<b>Statement of Issue:</b>	<p>The University of Maryland <i>Code of Academic Integrity</i> last saw significant changes in the early 1990s. Since then, there have been substantial changes to the student population at the University of Maryland, and significant increases in the number of academic integrity violations that the Office of Student Conduct (OSC) manages each year. To better serve both students who are referred for allegedly violating the <i>Code of Academic Integrity</i> and those who refer allegations of academic integrity, the OSC submitted a proposal asking for a number of policy changes that will update the <i>Code of Academic Integrity</i>. With such changes, the OSC expects to better reflect the current needs of students due to an increasing case load, and to make the adjudication process more efficient for all stakeholders. The proposal was submitted by the Director of Student Conduct, Director of Academic Integrity, and Chair of the Student Honor Council. The Senate Executive Committee (SEC) received the proposal during the spring 2014 semester and charged the Senate Student Conduct Committee (SCC) with its review.</p>
<b>Relevant Policy # &amp; URL:</b>	III-1.00(A) University of Maryland Code of Academic Integrity <a href="http://www.president.umd.edu/policies/docs/III-100A.pdf">http://www.president.umd.edu/policies/docs/III-100A.pdf</a>

<b>Recommendation:</b>	In conjunction with the OSC, the SCC recommends several changes to the <i>Code of Academic Integrity</i> , as noted in the attached version of the policy entitled, "Recommended Changes to the <i>Code of Academic Integrity</i> ." These proposed changes include a number of useful edits throughout the document. New text is indicated in bold and blue font. Text that has been removed is noted in red font with a strikethrough.
<b>Committee Work:</b>	The SCC began working on this charge in spring 2014. The committee consulted with the OSC regarding the proposed changes to the <i>Code of Academic Integrity</i> . In addition, the SCC reviewed codes of academic integrity at the University's peer institutions in the Big Ten Conference. The SCC also considered student input on this topic, and made additional edits to the <i>Code</i> . It also developed a Frequently Asked Questions (FAQs) document to supplement its final report. Following its review, the SCC found that the proposed changes are in line with practices at other similar institutions, reflect current best practices, and are in the best interests of the student body and the University. In fall 2014, the SCC ultimately approved its recommended edits for III-1.00(A) University of Maryland Code of Academic Integrity, which the committee recommends be incorporated into the official campus policy.
<b>Alternatives:</b>	To not accept the recommendations of the Student Conduct Committee for changes to the <i>Code of Academic Integrity</i> .
<b>Risks:</b>	There are no associated risks.
<b>Financial Implications:</b>	There are no financial implications.
<b>Further Approvals Required:</b>	N/A

# Senate Student Conduct Committee

## Report – Senate Document 13-14-26

### *Code of Academic Integrity* Changes

September 2014

#### **BACKGROUND**

The University of Maryland *Code of Academic Integrity* (Policy [III-1.00 \[A\]](#)) last saw significant changes in the early 1990s. Since then, there have been substantial changes to the student population at the University of Maryland, and significant increases in the number of academic integrity violations that the Office of Student Conduct (OSC) manages each year. To better serve both students who are referred for allegedly violating the *Code of Academic Integrity* and those who refer allegations of academic integrity, the OSC submitted a proposal (Appendix 1) asking for a number of policy changes that will update the *Code of Academic Integrity*. With such changes, the OSC expects to better reflect the current needs of students due to an increasing case load, and to make the adjudication process more efficient for all stakeholders. The proposal was submitted by the Director of Student Conduct, Director of Academic Integrity, and Chair of the Student Honor Council. The Senate Executive Committee (SEC) received the proposal during the spring 2014 semester and charged the Senate Student Conduct Committee (SCC) with its review.

#### **CURRENT PRACTICE**

The *Code of Academic Integrity* was established in 1991. It applies to all students at the University of Maryland. The introduction of the *Code of Academic Integrity* states that it “is designed to ensure that the principle of academic honesty is upheld.” It goes on to say, “While all members of the University share this responsibility, the *Code of Academic Integrity* is designed so that special responsibility for upholding the principle of academic honesty lies with the students.”

Students who commit such acts as cheating, fabrication, facilitation, or plagiarism are considered to have committed academic dishonesty, and should be reported to the Student Honor Council for resolution. Currently, the *Code of Academic Integrity* offers only a limited number of opportunities for resolving cases: 1) informal resolution (conducted via a meeting with the Dean of the college or a designee), or 2) resolution by an Honor Review (conducted by an Honor Board).

In general, there are several procedural items in the *Code of Academic Integrity* that no longer reflect desired practices by the OSC, along with a number of technical changes that should be made for consistency and clarification.

#### **COMMITTEE WORK**

The SCC received the charge (Appendix 2) from the SEC in February 2014. The SEC asked the SCC to review the proposal and consider whether the requested changes to the *Code of Academic Integrity* are appropriate. Additionally, the SEC asked the SCC to review similar academic integrity policies at peer institutions, and to consult with the Director of Student Conduct and the Office of Legal Affairs.

The proposal outlined outdated areas of the *Code of Academic Integrity*, including the limited nature of the definition of cheating and the lack of an option for a Disciplinary Conference for students who have no prior judicial history and have allegedly committed an offense that would not normally result in suspension or expulsion. The proposal listed several other items that should be brought up-to-date, including procedural functions of the OSC, time adjustments for student notification, appeal timeline modifications, the inclusion of the definition of “de novo” hearings, Student Honor Council appointment time adjustments, expanded information on the procedures for reporting instances of academic dishonesty, updated information on preliminary interview and informal resolution processes, and several edits to footnotes, among others.

The SCC reviewed the proposed changes and consulted with the Director of Student Conduct about the rationale behind each proposed change. Many of the edits are intended to clarify language, and to make the *Code of Academic Integrity* easier for students, as well as those responsible for processing violations, to interpret. Additionally, the new Disciplinary Conference addition will streamline the review process and expand students’ rights in the adjudication process. The SCC agrees with the proposers that an update to the *Code of Academic Integrity* is necessary and warranted at this time. Throughout its review process, SCC members made numerous edits to the proposed changes. The Director of Student Conduct also met with the Office of Legal Affairs to gather further feedback about the suggested changes to the policy. The Office of Legal Affairs provided additional edits, which were incorporated and reviewed by the SCC.

The SCC decided that it would be helpful to provide a Frequently Asked Questions (FAQs) document (Appendix 3) to supplement its final report. The FAQs are included with this report as supplementary material for increased understanding and explanation of the proposed changes in the *Code of Academic Integrity*. The FAQs were developed in conjunction with the Director of Academic Integrity. The goal of the FAQs is to help stakeholders understand why the proposed changes are necessary and beneficial, as well as what the major changes include.

The Director of Student Conduct, who is an ex-officio member of the SCC, discussed proposed changes with the former and current student body presidents, as well as the Graduate Student Government (GSG), honor council representatives, and the University Student Judiciary (USJ), in order to gather additional student perspective on this important topic. These student leaders are in support of editing to the *Code of Academic Integrity* and they agree that this is an appropriate time for an update.

During its review, the committee also evaluated a number of codes of academic integrity and related policies at other institutions of higher education, including those in the Big Ten. The OSC provided a document of raw information with text from many policies across the nation; it also provided a spreadsheet of research from Big Ten institutions (Appendix 4). The SCC reviewed the spreadsheet, which compares how the various institutions in the Big Ten define cheating, plagiarism, fabrication, and facilitation, as well as what resolution options exist for students. In particular, the committee noted that the current definition of cheating in the University’s *Code of Academic Integrity* is limited when compared to codes at peer institutions; the proposed edits to the definition of cheating will include more actions and behaviors that qualify as cheating under the policy. The research spreadsheet provided by the OSC also defines which administrative office is charged with adjudicating the institution’s code of academic integrity, as well as what available sanctions exist.

Following its review, the committee found that the proposed changes are in line with practices at other similar institutions, reflect current best practices, and are in the best interests of the student body and the University.

### **RECOMMENDATION**

In conjunction with the OSC, the SCC recommends several changes to the *Code of Academic Integrity*, as noted in the attached version of the policy entitled, "Recommended Changes to the *Code of Academic Integrity*." These proposed changes include a number of useful edits throughout the document. New text is indicated in bold and blue font. Text that has been removed is noted in red font with a strikethrough.

The SCC has approved the attached edits for III-1.00(A) University of Maryland *Code of Academic Integrity*, which the committee recommends be incorporated into the official campus policy.

### **APPENDICES**

Appendix 1 – Proposal from Andrea Goodwin, Director of Student Conduct (February 1, 2014)

Appendix 2 – Charge from the Senate Executive Committee (February 26, 2014)

Appendix 3 – Frequently Asked Questions (FAQs) as developed by the SCC and the OSC

Appendix 4 – Spreadsheet of Peer Institution Research

## Recommended Changes to the Code of Academic Integrity

Recommended Changes are noted as follows:

New Text: Bold & Blue (**example**)

Removed Text: Strikethrough & Red (~~example~~)

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### III-1.00(A) UNIVERSITY OF MARYLAND CODE OF ACADEMIC INTEGRITY

*Approved by President August 1, 1991; Amended May 10, 2001; Amended May 5, 2005;  
Technical Amendments June 2012*

#### INTRODUCTION

The University is an academic community. Its fundamental purpose is the pursuit of knowledge. Like all other communities, the University can function properly only if its 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. Accordingly, the *Code of Academic Integrity* is designed to ensure that the principle of academic honesty is upheld. While all members of the University share this responsibility, the *Code of Academic Integrity* is designed so that special responsibility for upholding the principle of academic honesty lies with the students.

#### DEFINITIONS

1. ACADEMIC DISHONESTY: any of the following acts, when committed by a student, shall constitute academic dishonesty:
  - (a) CHEATING<sup>i</sup>: **fraud, deceit, or dishonesty in any academic course or exercise in an attempt to gain an unfair advantage and/or** intentionally using or attempting to use unauthorized materials, information, or study aids in any academic **course or** exercise.
  - (b) FABRICATION: intentional and unauthorized falsification or invention of any information or citation in any academic **course or** exercise.
  - (c) FACILITATING ACADEMIC DISHONESTY: intentionally or knowingly helping or attempting to help another to violate any provision of this *Code*.
  - (d) PLAGIARISM: intentionally or knowingly representing the words or ideas of another as one's own in any academic **course or** exercise.

#### RESPONSIBILITY TO REPORT ACADEMIC DISHONESTY

2. Academic dishonesty 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, a responsibility of all members of the campus community to actively deter it. Apathy or acquiescence in the presence of academic dishonesty is not a neutral act. Histories of institutions demonstrate that a laissez-faire response will reinforce, perpetuate, and enlarge the scope of such misconduct. Institutional reputations

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for academic dishonesty are regrettable aspects of modern education. These reputations become self-fulfilling and grow, unless vigorously challenged by students and faculty alike.

All members of the University community—students, faculty, and staff—share the responsibility and authority to challenge and make known acts of apparent academic dishonesty.

### HONOR STATEMENT

- Letters informing both graduate and undergraduate students of their acceptance at the University, as well as appointment letters for members of the faculty, shall contain a short statement concerning the role of the Student Honor Council<sup>ii</sup>, as well as the obligation of all members of the University of Maryland, College Park community to promote the highest standards of academic integrity.

### HONOR PLEDGE

- On every examination, paper or other academic exercise not specifically exempted by the instructor, the student shall write by hand and sign the following pledge:

*I pledge on my honor that I have not given or received any unauthorized assistance on this examination.*

- Failure to sign the pledge is not ~~an honors offense~~ a violation of the Code of Academic Integrity, but neither is it a defense in case of violation of this Code. Students who do not sign the pledge will be given the opportunity to do so. Refusal to sign must be explained to the instructor. Signing or non-signing of the pledge will not be considered in grading or judicial procedures. Material submitted electronically should contain the pledge, submission implies signing the pledge.
- On examinations, no assistance is authorized unless given by or expressly allowed by the instructor. On other assignments, the pledge means that the assignment has been done without academic dishonesty, as defined above.
  - The pledge is a reminder that at the University of Maryland students carry primary responsibility for academic integrity because the meaningfulness of their degrees depends on it. Faculty ~~is~~ are urged to emphasize the importance of academic honesty and of the pledge as its symbol. ~~Reference on syllabuses~~ Faculty are encouraged to reference both the pledge and this Code on syllabi ~~and to this Code~~, including where ~~it~~ they can be found on the Internet and in the Undergraduate Catalog, ~~is encouraged~~.

### SELF-REFERRAL

- Students who commit acts of academic dishonesty may demonstrate their renewed commitment to academic integrity by reporting themselves in writing to the ~~Chair of the~~

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- ~~Honor Council~~Office of Student Conduct<sup>iii</sup>. Students may not exercise the self-referral option more than once during their enrollment at the University.
8. If an investigation by the ~~Honor Council Executive Committee~~Director of Student Conduct or designee reveals that no member of the University had a suspicion of a self-referring student's act of academic dishonesty, then the student will not be charged with academic dishonesty, or left with a disciplinary record. Instead, the ~~Student Honor Council~~Director of Student Conduct or designee will notify the ~~Dean or a designee and the faculty member~~instructor of the course in which ~~where~~ the incident occurred: to consult on the matter. The ~~Dean~~Director of Student Conduct or designee shall then convene a ~~conference between~~meeting with the student ~~and the faculty member~~. The purpose of ~~this conference~~the meeting will be to ensure that the self-referral provisions of this *Code* are followed, not to levy a sanction, or to create a disciplinary record. The ~~Dean~~Director of Student Conduct or designee will notify the ~~Student Honor Council in writing~~instructor of the course in which the incident occurred of the meeting's outcome<sup>iv</sup>. ~~of the conference~~.<sup>†</sup>
9. In all cases where a student self-referral is accepted, the student will be required to successfully complete the non-credit academic integrity seminar offered by the Student Honor Council. Also, the student will have any grade for the academic exercise in question reduced one letter grade, or to an "F" or a zero, in the discretion of the ~~faculty member~~instructor involved.
10. If the ~~Honor Council Executive Committee~~Director of Student Conduct or designee determines that a suspicion of academic dishonesty existed at the time the student admitted the act, then the matter will be resolved in accordance with the procedures specified in this *Code* for resolving academic dishonesty allegations. The student's admission may be considered a mitigating circumstance for purposes of sanctioning.

### PROCEDURES: REPORTING AND INFORMAL RESOLUTION

11. Any member of the University community who has witnessed an apparent act of academic dishonesty, or has information that reasonably leads to the conclusion that such an act has occurred or has been attempted, has the responsibility to inform the ~~Honor Council~~Office of Student Conduct promptly ~~in writing~~.
12. If the ~~Honor Council~~Director of Student Conduct or designee determines that a report of academic dishonesty is supported by reasonable ~~cause~~<sup>2</sup>cause<sup>v</sup>, the ~~ease shall be referred to the Dean of the College where the incident occurred~~.<sup>3</sup> ~~The Dean or designee, (who must not be the referring faculty member), will inform the accused student in writing~~Office of ~~the charges, and~~ Student Conduct shall offer ~~him/her~~the student an opportunity for ~~an informal meeting~~a preliminary interview to review the ~~ease~~.<sup>4</sup> allegations and any supporting evidence that was provided to the Office of Student Conduct<sup>vi</sup>. The ~~faculty instructor~~ of the course in which the incident occurred may be included in the meeting. ~~The Dean or designee~~Office of Student Conduct shall also provide the accused student with a copy of this *Code*, and a statement of procedural rights

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approved by the Honor Council<sup>vii</sup>~~;~~ ~~which shall include the right of the student to request the presence of a member of the Honor Council at the informal meeting.~~ The Director of Student Conduct or a designee, the student, and the instructor of the course in which the incident occurred may reach a collective agreement concerning how a case should be resolved. This informal resolution and the sanction imposed are not subject to appeal.

~~13. If the accused student has no prior record of academic dishonesty or serious disciplinary misconduct<sup>6</sup>, the Dean or designee and the student may reach an agreement concerning how the case should be resolved. The standard “XF” grade penalty will normally be imposed if it is agreed by the student that he/she committed an act of academic dishonesty. Any other sanction agreed upon by the student and the Dean or designee will constitute a recommendation to the Honor Council, and must be supported by a written statement signed by the student and the dean or designee. The written statement will be reviewed by the Honor Council<sup>7</sup>, which shall inform both the student and the Dean or designee of the sanction imposed.~~

### **PROCEDURES: RESOLUTION BY AN HONOR REVIEW**

### **PROCEDURES: RESOLUTION BY A DISCIPLINARY CONFERENCE**

~~14. Cases not resolved in accordance with Part 13 of this Code shall result in an Honor Review.<sup>8</sup>~~

13. Referred students may elect to resolve the matter in a Disciplinary Conference if the student: (1) is alleged to have committed an act of academic dishonesty that would not normally result in suspension or expulsion, as defined by the Code of Academic Integrity and (2) has no prior record of academic dishonesty or other significant judicial history<sup>viii</sup>.

14. Students participating in a Disciplinary Conference in the Office of Student Conduct are accorded the following procedural protections:

- (a) Written notice of charges at least three (3) days prior to the scheduled conference.
- (b) Reasonable access to the case file prior to and during the conference.
- (c) An opportunity to respond to the evidence against them and to call appropriate witnesses on their behalf.
- (d) The option to be accompanied and assisted by a representative, who may be an attorney. All representatives are subject to the restrictions of Parts 35 and 36 of the Code of Student Conduct.
- (e) A plea of not responsible will be entered for respondents who fail to attend their scheduled Disciplinary Conference; the proceedings will proceed in their absence and the respondents will be notified via electronic mail of the conference outcome and sanctioning determination.

- 15. Disciplinary Conferences shall be conducted by the Director of Student Conduct or designee. The Director of Student Conduct or designee reserves the right to refer complex or contested cases to an Honor Review for adjudication. Respondents will be notified in writing of the conference outcome and sanctioning determination. No appeal will be granted for any decision made in a Disciplinary Conference.**
- 16. The normal sanction for undergraduate students found responsible for violating the Code of Academic Integrity during a Disciplinary Conference is the grade of “XF.” The Director of Student Conduct or a designee will receive sanctioning recommendations from the Complainant. The Director of Student Conduct or a designee reserves the right to levy lesser or more severe sanctions depending on factors such as the nature and importance of the academic exercise; the degree of premeditation or planning, the extent of dishonest or malicious intent, and whether the violation is a first-time or repeat offense.**

**PROCEDURES: RESOLUTION BY A HONOR REVIEW**

- 17.** An Honor Review is conducted by an Honor Board. The Board is convened by the Student Honor Council. It will normally consist of six persons, five of whom will be voting members. Determinations of the Honor Board will be by a majority vote (three votes or more). Honor Boards are selected as follows:
- (a) Three **(3)** students selected by the Student Honor Council from among its members. In the event the student accused of academic dishonesty is a graduate student, then at least two **(2)** of the student members shall be graduate students.
  - (b) Two **(2)** faculty **or staff** members selected in accordance with **selection** procedures established by the ~~Vice President for Academic Affairs~~**Office of Student Conduct**. In the event the student accused of academic dishonesty is a graduate student, then at least one **(1)** of the persons selected shall be a regular member of the graduate faculty.
  - (c) The Honor Board shall have one **(1)** ~~non-voting member~~; who shall serve as the Presiding Officer. The Presiding Officer may be a student, faculty, or staff member of the University. ~~The Presiding Officer~~ **and** will be selected by the Director of Student Conduct.
- 1518.** If the ~~Vice President for Academic Affairs~~**Director of Student Conduct** determines that the Student Honor Council or an Honor Board cannot be convened within a reasonable period of time after an accusation is made, the ~~Vice President or a~~**Director of Student Conduct or** designee may review the case. If there is reasonable cause to believe that an act of academic dishonesty has occurred or has been attempted, the ~~Vice President~~**Director of Student Conduct** or designee will convene an ad hoc Honor Board by selecting and appointing two students and one faculty/**or** staff member. Whenever possible, student members of ad hoc Honor Boards shall be members of the Student Honor Council. A non-voting presiding officer shall be appointed by the Director of Student Conduct.

## Recommended Changes to the Code of Academic Integrity

**1619.** The Campus Advocate or a designee shall serve as the Complainant at an Honor Review. The principal responsibilities of the Complainant are:

- (a) To prepare a formal charge of academic dishonesty, and deliver it to the student and the Honor Board. The student will be deemed to have received ~~such~~ notice on the date of ~~personal delivery, or if certified mail is used, on the date of~~ delivery at the most recent address or electronic mail address (email) provided to the University by the student; and
- (b) To present the evidence and analysis upon which the charge is based to the Honor Board during the Honor Review; and
- (c) To perform such other duties as may be requested by the Student Honor Council or the Honor Board.

**1720.** The charge of academic dishonesty serves to give a student a reasonable understanding of the act and circumstances to be considered by the Honor Board, thereby placing the student in a position to contribute in a meaningful way to the inquiry. It also serves to provide initial focus to that inquiry. It is not, however, a technical or legal document, and is not analogous to an indictment or other form of process. The charge may be modified as the discussion proceeds, as long as the accused student is accorded a reasonable opportunity to prepare a response.

**1821.** The purpose of an Honor Review is to explore and investigate the incident giving rise to the appearance of academic dishonesty, and to reach an informed conclusion as to whether or not academic dishonesty occurred. In keeping with the ultimate premise and justification of academic life, the duty of all persons at an Honor Review is to assist in a thorough and honest exposition of all related facts.

The basic tenets of scholarship—full and willing disclosure, accuracy of statement, and intellectual integrity in hypothesis, ~~in~~ argument, and ~~in~~ conclusion—must always take precedence over the temptation to gain a particular resolution of the case. An Honor Review is not in the character of a criminal or civil legal proceeding. It is not modeled on these adversarial systems; nor does it serve the same social functions. It is not a court or tribunal. Rather, it is an academic process unique to the community of scholars that comprise a university.

**1922.** The role of the Presiding Officer is to exercise impartial control over the Honor Review in order to achieve an equitable, orderly, timely and efficient process. The Presiding Officer is authorized to make all decisions and rulings as are necessary and proper to achieve that end, including such decisions and rulings as pertain to scheduling and to the admissibility of evidence. If in the judgment of the Presiding Officer there is reasonable cause to question the impartiality of a board member, the Presiding Officer will so inform the Honor Council, which will reconstitute the board.

**2023.** The ~~Presiding Officer or~~ Director of Student Conduct or a designee will select the date, time and place for the Honor Review, and notify ~~the student~~ all parties in writing a minimum of ~~ten (10)~~ five (5) business days prior to the review.

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**2124.** The sequence of an Honor Review is necessarily controlled by the nature of the incident to be investigated and the character of the information to be examined. It thus lies within the judgment of the Presiding Officer to fashion the most reasonable approach. The following steps, however, have been found to be efficient, and are generally recommended:

- (a) Complainant, and then the student or the student's advocate, ~~summarize~~summarizes the matter before the Honor Board, including any relevant information or arguments.
- (b) The Complainant, and then the student, present and question persons having knowledge of the incident, and offer documents or other materials bearing on the case. The Complainant, the student and all members of the Honor Board may question any person giving testimony.
- (c) The members of the Honor Board may ask the Complainant or the student any relevant questions. The members may also request any additional material or the appearance of other persons they deem appropriate.
- (d) The Complainant, and then the student or the student's advocate, may make brief closing statements.
- (e) The Honor Board meets privately to discuss the case, and reaches a finding by a majority vote.
- (f) The Honor Board will not conclude that a student has attempted or engaged in an act of academic dishonesty unless, after considering all the information before it, a majority of members believe that such a conclusion is supported by clear and convincing evidence. If this is not the case, the Honor Board will dismiss the charge of academic dishonesty.
- (g) If the Honor Board finds the student has engaged in an act of academic dishonesty, both the Complainant and the student or the student's advocate, may recommend an appropriate sanction. Pertinent documents and other material may be offered. The Honor Board then meets privately to reach a decision regarding the sanction, which must be by a majority vote of its voting members.
- (h) The Presiding Officer will provide the Complainant and the student with a written report of the Honor Board's determination.

**2225.** Role of Advocate and Advisor:

- (a) The accused student may be assisted by an advocate, who must be a registered, degree-seeking student at the University. The role of the advocate will be limited to:
  1. Making brief opening and closing statements, as well as comments on appropriate sanction.
  2. Suggesting relevant questions which the Presiding Officer may direct to witness.
  3. Providing confidential advice to the student.
- (b) The accused student may also be accompanied by an advisor, who may be an attorney. The role of the advisor during an Honor Review will be limited to

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providing confidential advice only to the accused student, not the advocate, provided such advice is given without interfering with or disrupting the Honor Review. Even if accompanied by an advocate and/or an advisor, the student must take an active and constructive role in the Honor Review. In particular, the student must fully cooperate with the Honor Board and respond to its inquiries without undue intrusion by an advocate or advisor. In consideration of the limited role of advocates and advisors, and of the compelling interest of the University to expeditiously conclude the matter, the work of an Honor Board will not, as a general practice, be delayed due to the unavailability of an advocate or an advisor.

- (c) Honor Reviews may be ~~tape~~ recorded or transcribed. If a recording or transcription is not made, the decision of the honor board must include a summary of the testimony and shall be sufficiently detailed to permit review on appeal.
- (d) Presence at an Honor Review lies within the judgment of the Presiding Officer. An Honor Review is a confidential investigation. It requires a deliberative and candid atmosphere, free from distraction. Accordingly, it is not open to the public or other “interested” persons. However, at the student’s request, the Presiding Officer will permit a student’s parents or spouse to observe and may permit a limited number of additional observers. The Presiding Officer may remove from the Honor Review any person who disrupts or impedes the investigation, or who fails to adhere to the rulings of the Presiding Officer. The Presiding Officer may direct that persons, other than the accused student or the Complainant, who are to be called upon to provide information, be excluded from the Honor Review except for that purpose. The members of the Honor Board may conduct private deliberations at such times and places as they deem proper.
- (e) It is the responsibility of the person desiring the presence of a witness before an Honor Board to ensure that the witness appears. If necessary, a subpoena may be requested, in accordance with Part ~~3536~~ (b) of the *Code of Student Conduct*:<sup>9x</sup>     . Because experience has demonstrated that the actual appearance of an individual is of greater value than a written statement, the latter is discouraged and should not be used unless the individual cannot or reasonably should not be expected to appear. Any written statement must be dated, signed by the person making it, and witnessed by a University employee or by a person approved by the Director of Student Conduct (e.g., a notary). The work of an Honor Board will not, as a general practice, be delayed due to the unavailability of a witness.
- (f) An Honor Review is not a trial. Formal rules of evidence commonly associated with a civil or criminal trial may be counterproductive in an academic investigatory proceeding, and shall not be applied. The Presiding Officer will accept for consideration all matters which reasonable persons would accept as having probative value in the conduct of their affairs. Unduly repetitious, irrelevant, or personally abusive material should be excluded.

**2326.** If the Honor Board finds that an attempt or act of academic dishonesty did occur, it shall impose an appropriate sanction. The normal sanction for an undergraduate student ~~shall be a grade of “XF” in the course.~~ who has been found responsible for violating the Code of Academic Integrity during an Honor Review is the grade of “XF” in the course. The normal sanction for a graduate student shall be dismissal (suspension or

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expulsion) from the University. ~~The Honor Board may improve a lesser or more severe sanction.~~ Generally, acts involving advance planning, falsification of papers, conspiring with others, or some actual or potential harm to other students will merit a severe sanction, i.e. suspension or expulsion, even for a first offense. An attempt to commit an act shall be punished to the same extent as the consummated act.

### APPEALS

~~2427.~~ In cases where an Honor Board has determined the appropriate sanction to be less than suspension or expulsion, both the finding of responsibility and the sanction(s) of an Honor Board will be final, unless, within ~~15~~ **five (5)** business days after the Board's written decision is sent to the student, and ~~the Dean of the college where the incident occurred~~ **referring faculty member**, the student or the ~~Dean or designee~~ **referring faculty member** notifies the ~~Honor Council~~ **Director of Student Conduct** in writing of the intention of filing an appeal. The student may appeal both the findings and the penalty. The ~~Dean or designee~~ **Complainant** may appeal the penalty only.

A written brief supporting any appeal must be submitted in writing to the **Director of Student Conduct** ~~Honor Council Executive Committee~~ within an additional ten **(10)** business days. The ~~Executive Committee or designee will provide the~~ opposing party **shall be provided** a reasonable opportunity to ~~make~~ **submit** a written response.

~~2528.~~ Any member of the ~~Executive Committee~~ **appellate body** who has taken part in an Honor Review that is the subject of an appeal is not eligible to hear the appeal. ~~Substitute Executive Committee members may be selected from experienced Honor Council members, appointed in accordance with Honor Council bylaws.~~

~~2629.~~ Decisions of the ~~Executive Committee~~ **appellate body** will be by majority vote, based upon the record of the original proceeding and upon written briefs. De novo<sup>x</sup> hearings **(re-hearing of original case without deference to lower board's ruling)** shall not be conducted.

~~2730.~~ Deference shall be given ~~by the Executive Committee~~ to the determinations of Honor Boards **by the appellate body**.

- (a) Sanctions may only be reduced if found to be grossly disproportionate to the offense. Likewise, upon an appeal by ~~a Dean or designee,~~ **the Complainant**, sanctions may be increased only if the original sanction is deemed to be grossly disproportionate to the offense.
- (b) Cases may be remanded to a new Honor Board if specified procedural errors or errors in interpretation of this *Code* were so substantial as to effectively deny the accused student a fair hearing, or if new and significant evidence became available that could not have been discovered by a diligent respondent before or during the original Honor Board hearing. On remand, no indication or record of the previous hearing will be introduced or provided to the members of the new

## Recommended Changes to the Code of Academic Integrity

Honor Board, except to impeach contradictory testimony, at the discretion of the ~~P~~residing ~~O~~fficer.

(c) Cases may be dismissed only if the finding is held to be arbitrary and capricious.

~~28~~31. If an Honor Board determines to suspend or expel a student, then the student may submit a written appeal to the Senate Committee on Student Conduct, in accordance with procedures set forth in Parts ~~42-49~~43-50 of the *Code of Student Conduct*.

~~29~~32. Regardless of whether an appeal is filed, suspension requires approval by the Vice President for Student Affairs, and may be altered, deferred, or withheld. Expulsion requires approval by the President, and may be altered, deferred, or withheld.

### THE GRADE OF “XF”

~~30~~33. The grade of “XF” is intended to denote a failure to accept and exhibit the fundamental value of academic honesty. The grade “XF” shall be recorded on the student’s transcript with the notation “failure due to academic dishonesty.” The grade “XF” shall be treated in the same way as an “F” for the purposes of grade point average, course repeatability, and determination of academic standing.

~~31~~34. No student with an “XF” on the student’s transcript shall be permitted to represent the University in any extracurricular activity, or run for or hold office in any student organization which is allowed to use University facilities, or which receives University funds.

~~32~~35. The student may file a written petition to the Student Honor Council to have the grade of “XF” removed and permanently replaced with the grade of “F.” The decision to remove the grade of “XF” and replace it with an “F” shall rest in the discretion and judgment of a majority of a quorum of the Council provided that:

- (a) At the time the petition is received, at least twelve (12) months (or time otherwise specified by the Honor Council) shall have elapsed since the grade of “XF” was imposed; and,
- (b) At the time the petition is received, the student shall have successfully completed a non-credit seminar on academic integrity, as administered by the Office of Student Conduct; or, for the person no longer enrolled at the University, an equivalent activity as determined by the Office of Student Conduct; and,
- (c) The Office of Student Conduct certifies that to the best of its knowledge the student has not been found responsible for any other act of academic dishonesty or similar disciplinary offense at the University of Maryland or another institution.

~~33~~36. Prior to deciding a petition, the Honor Council will review the record of the case and consult with the Director of Student Conduct. Generally, the grade of “XF” ought not to be removed if awarded for an act of academic dishonesty requiring significant

## Recommended Changes to the Code of Academic Integrity

premeditation. If the “XF” grade is removed, records of the incident may be voided in accordance with Parts ~~50~~51 and ~~51~~52 of the *Code of Student Conduct*. The decision of the Honor Council shall not be subject to subsequent Honor Council review for four years, unless the Honor Council specifies an earlier date on which the petition may be reconsidered. ~~Honor Council determinations~~Decisions pertaining to the removal of the “XF” grade penalty may be appealed to the ~~Vice President for Academic Affairs~~ Senior Vice President and Provost. If the Senior Vice President and Provost removes the grade of “XF” from the student’s transcript, the Senior Vice President and Provost shall provide written reasons to the Honor Council.

### THE STUDENT HONOR COUNCIL

- ~~3437.~~ There shall be a Student Honor Council. ~~The Honor Council is~~ composed of qualified graduate and undergraduate students in good academic standing<sup>xi</sup>, ~~normally appointed in the Spring for the following academic year, and who may each be reappointed for additional one year terms.~~<sup>10</sup>
- ~~3538.~~ The members of the Student Honor Council are appointed for one (1) year terms, by a ~~committee consisting of the Vice President for~~ Director of Student Conduct, Director of Academic Integrity ~~Affairs, the Vice President for Student Affairs, the Chair of the Graduate Student Association, the President of the Student Government Association,~~ and the Chair of the Honor Council. Students may be reappointed for additional one (1) year terms.
- ~~3639.~~ All ~~council~~ Student Honor Council members are subject to the training and conduct requirements of Parts ~~26~~27 and ~~27~~28 of the *Code of Student Conduct*.
- ~~3740.~~ The Student Honor Council has the following responsibilities and authority:
- (a) To increase awareness throughout the campus of the importance of academic integrity.
  - (b) To develop bylaws subject to approval by the University for legal sufficiency and consistency with the requirements of this *Code of Academic Integrity*, and the *Code of Student Conduct*.
  - (c) To designate from its members students to serve as members of Honor Boards as specified in this *Code*.
  - (d) To consider petitions for the removal of the grade of “XF” from University records in accordance with Part ~~29~~35 of this *Code*.
  - ~~(e) To receive complaints or reports of academic dishonesty from any source.~~
  - ~~(e)~~ (f) To assist in the design and teaching of the non-credit seminar on academic integrity and moral development, as determined by the Director of Student Conduct.
  - ~~(e)~~ (g) To advise and consult with faculty and administrative officers on matters pertaining to academic integrity at the University.

## Recommended Changes to the Code of Academic Integrity

(hg) To issue an annual report to the ~~Campus~~-University Senate on academic integrity standards, policies, and procedures, including recommendations for appropriate changes.

~~38~~41. The campus administration shall provide an appropriate facility, reserved for the primary use of the Honor Council, and suitable for the conduct of hearings. Clerical and secretarial assistance will also be provided.

### FUTURE SELF GOVERNANCE

~~39~~42. Insofar as academic dishonesty is most immediately injurious to the student body, and because the student body is in a unique position to challenge and deter it, it is the intent of the University that ultimately this *Code* will evolve into one where the provisions are marked by complete student administration.

### TERMS

AD HOC HONOR BOARD – board consisting of a presiding officer, two (2) students, and one (1) faculty or staff member appointed by the ~~Vice President for Academic Affairs, and a Presiding Officer appointed by the~~ Director of Student Conduct or designee.

ACADEMIC DISHONESTY – see Part 1 of this *Code*.

CHARGE OF ACADEMIC DISHONESTY – a formal description of the case being considered by the Honor Board.

CLEAR AND CONVINCING EVIDENCE – that evidence which results in reasonable certainty of the truth of the ultimate fact in controversy. It requires more than a preponderance of the evidence but less than proof beyond a reasonable doubt. Clear and convincing evidence will be shown where the truth of the facts asserted is highly probable.

COMPLAINANT – individual responsible for preparing the charge of academic dishonesty and presenting the case before the Honor Board. The Complainant must be a registered, degree-seeking student.

DISCIPLINARY CONFERENCE – meeting between respondent and Director of Student Conduct or designee to resolve a case of academic dishonesty. The Director of Student Conduct or designee will be responsible for the finding of facts, determination of responsibility and sanctioning if respondent is found responsible.

EXECUTIVE COMMITTEE – a committee of Honor Council officers, selected in accordance with Honor Council bylaws.

HONOR BOARD – body appointed by the Student Honor Council to hear and resolve a case of academic dishonesty. The board consists of five (5) voting members (three (3) student members

## Recommended Changes to the Code of Academic Integrity

of the Honor Council and two (2) faculty members)-or staff members), and one (1) non-voting presiding officer.

HONOR REVIEW – the process conducted by the Student Honor Council leading to resolution of an academic dishonesty case.

~~COMPLAINANT – officer responsible for preparing the charge of academic dishonesty and presenting the case before the Honor Board. The Complainant must be a registered, degree-seeking student.~~

PRELIMINARY INTERVIEW – informal meeting prior to an Honor Review or Disciplinary Conference between the Director of Student Conduct or designee and a student accused of violating the Code of Academic Integrity to discuss the allegations and corresponding charges, the student’s rights and responsibilities, and the options for resolution.

PRESIDING OFFICER – individual on the Honor Board responsible for directing proceedings during the Honor Review. The Presiding Officer is ~~a non-voting member of the Honor Board~~ selected by the Director of Student Conduct.

STUDENT HONOR COUNCIL – students appointed by the ~~Vice Presidents for~~ Director of Student Conduct, the Director of Academic Integrity and ~~Student Affairs, as well as by the President of the Student Government Association, the Chair of the Graduate Student Association, and the Chair of the Honor Council.~~ These students are charged with conducting Honor Reviews to resolve alleged academic integrity violations.

### FOOTNOTES

<sup>1</sup> ~~The Dean’s notice shall be maintained in a file of self-referrals, but shall not be considered a disciplinary record.~~

<sup>2</sup> ~~Pertinent procedures for determining reasonable cause shall be set forth in the Honor Council bylaws.~~

<sup>3</sup> ~~Cases involving graduate should be reported to the Dean of the Graduate School.~~

<sup>4</sup> ~~It is recommended that the meeting be held within ten business days after receipt of the Honor Council report by the Dean.~~

<sup>5</sup> ~~The statement shall include a reference to the right to be represented by an advocate, as specified in Part 18(a) of this Code.~~

<sup>6</sup> ~~In every case the Dean or designee shall check with the Office of Student Conduct to determine if a prior record exists.~~

## Recommended Changes to the Code of Academic Integrity

- ~~<sup>7</sup> The term “Honor Council,” used throughout the *Code*, permits reliance upon Honor Council committees, appointed in accordance with Council bylaws.~~
- ~~<sup>8</sup> Statements made by the parties in informal settlement discussions shall not be considered by the Honor Council. However, a student who provides false information to the Dean or designee or the Honor Council may be charged with a violation of the University *Code of Student Conduct*.~~
- ~~<sup>9</sup> Before issuing a subpoena, the Director of Student Conduct may require that a party requesting the subpoena make a reasonable effort to secure voluntary compliance by a potential witness.~~
- ~~<sup>10</sup> The screening committee shall try to create a broadly based Honor Council that reflects the diversity of the campus, and is of sufficient size to resolve cases as promptly as possible.~~

~~The determination whether an Honor Council applicant is “qualified” rests within the discretion of the selection committee, provided that no uniform grade point “cutoff” is applied. A history of disciplinary or felonious misconduct may be sufficient grounds to disqualify any candidate.~~

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<sup>i</sup> We are grateful to our colleagues and friends at the Center for Student Conduct at the University of California, Berkeley for inspiring this revised definition of “Cheating” for our *Code of Academic Integrity* and for granting the university permission to use and repurpose this portion of their Code of Conduct.

<sup>ii</sup> The term “Honor Council,” used throughout the *Code*, permits reliance upon Honor Council committees, appointed in accordance with Council bylaws.

<sup>iii</sup> Students who elect to self-refer for academic integrity violations are encouraged to utilize the Office of Student Conduct electronic referral form on the Office of Student Conduct website to detail the incident.

<sup>iv</sup> The final sanction notice to the faculty instructor of the course where the incident took place shall be maintained in a file of self-referrals, but shall not be considered a disciplinary record.

<sup>v</sup> Pertinent procedures for determining reasonable cause shall be set forth in the Honor Council bylaws.

<sup>vi</sup> At the conclusion of the preliminary interview students reserve the right to request that the Director of Academic Integrity or a designee immediately conduct a Disciplinary Conference to resolve the matter in question.

<sup>vii</sup> The statement shall include a reference to the right to be represented by an advocate, as specified in Part 25(a) of this *Code*.

<sup>viii</sup> In every case the Office of Student Conduct should determine if a prior record exists.

<sup>ix</sup> Before issuing a subpoena, the Director of Student Conduct may require that a party requesting the subpoena make a reasonable effort to secure voluntary compliance by a potential witness.

## Recommended Changes to the Code of Academic Integrity

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<sup>x</sup> De novo: re-hearing of original case without deference to the lower board's ruling.

<sup>xi</sup> The screening committee shall try to create an Honor Council that reflects the diversity of the campus, and is of sufficient size to resolve cases as promptly as possible. The determination of whether an Honor Council applicant is "qualified" rests within the discretion of the selection committee, provided that no uniform grade point "cutoff" is applied. A history of disciplinary or felonious misconduct may be sufficient grounds to disqualify any candidate.



## University Senate PROPOSAL FORM

<b>Name:</b>	Andrea Goodwin (Director of Student Conduct), Kevin Pitt (Assistant Director of Academic Integrity), Noah Niederhoffer (Chair Student Honor Council)
<b>Date:</b>	2/1/2014
<b>Title of Proposal:</b>	Code of Academic Integrity Changes
<b>Phone Number:</b>	1 301 314 8204
<b>Email Address:</b>	<a href="mailto:agoodwin@umd.edu">agoodwin@umd.edu</a>
<b>Campus Address:</b>	2118 Mitchell
<b>Unit/Department/College:</b>	Office of Student Conduct/Division of Student Affairs
<b>Constituency (faculty, staff, undergraduate, graduate):</b>	Staff, Undergraduate
<b>Description of issue/concern/policy in question:</b>	The Code of Academic Integrity last saw significant amendments in the early 1990's. Since then there have been significant changes to the student population, and significant increases in the amount of academic integrity violations the Office of Student Conduct has managed. To better serve both students who are referred for allegedly violating the Code of Academic Integrity and faculty/students who refer allegations of academic integrity we are recommending policy changes that will update the Code of Academic Integrity. With these changes we expect to better reflect the current needs of an increasing case load and to make the adjudication process more efficient for our stakeholders.
<b>Description of action/changes you would like to see implemented and why:</b>	Currently the university's Code of Academic Integrity has a limited definition of " <b>Cheating</b> " (intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise). The staff in the Office of Student Conduct is increasingly seeing acts of dishonesty occurring within the classroom that would be traditionally classified as cheating but fall outside the scope of our current definition (i.e. submitting a fake doctor's note to a professor to miss an exam). We are recommending that this definition be expanded to define "cheating" as, "fraud, deceit, or dishonesty in an academic exercise in an attempt to gain an unfair advantage and/or intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise."

**“Disciplinary Conference”:** Currently in the Code of Academic Integrity a student has only two options, take full responsibility for the alleged act of academic dishonesty or request an Honor Review. We are recommending the creation of the “Disciplinary Conference” which will be an option for students to request who have allegedly committed an offense that would not normally result in suspension or expulsion, have no prior judicial history and who are not facing expulsion or suspension. The “Disciplinary Conference” will be a one on one meeting between an OSC staff member and a student. The staff member will hear the facts of the case and make a determination of responsibility and assign an appropriate sanction with the referring faculty’s guidance if the student is found responsible. Disciplinary Conferences are currently used successfully with students who violate the Code of Student Conduct; we seek to replicate that model.

**Additional Changes:** In an attempt to more accurately reflect how academic integrity cases are currently adjudicated, we are also recommending the following changes:

- In the current Code of Academic Integrity there are multiple references to **“Dean or designee” and the “Chair of the Student Honor Council”** performing various functions; these functions are not currently completed by the Dean or the Chair of the Student Honor Council” they are currently completed by the “Director of Academic Integrity” (who is the Dean’s designee). In an effort to clarify and simplify the language of the Code of Academic Integrity we are recommending that “Dean or designee” and Chair of the Student Honor Council” be changed to “Director of Academic Integrity” throughout the Code of Academic Integrity (*see attached revised Code of Academic Integrity for specific references and details*)
- **Who to Inform when Violations have been Witnessed:** On page 3 (section 11) of the current Code of Academic Integrity it states that any member of the university community who has witnessed an apparent act of academic dishonesty...has the responsibility to inform the “honor council” promptly in writing. To better reflect current practices and to better serve our stakeholders we recommend changing “honor council” to the “Office of Student Conduct”.
- **Self-Referral:** On page 2 (section 7) of the current Code of Academic Integrity it states that students should report themselves to the “Student Honor Council”. To better reflect current practices and to better serve our stakeholders we

recommend changing “honor council” to the “Office of Student Conduct”.

- **Student Notification Time Adjustments:** On page 5 (Section 20) of the current Code of Academic Integrity it states, “The Presiding Officer of designee will select the date, time and place for the Honor Review, and notify the student in writing a minimum of ten (10) days prior to the review.” This timeframe has been problematic in the past when OSC staff have made attempts to schedule hearings quickly for students who request to have a hearings quickly. To increase our administrative efficiency and to offer better service to our stakeholders we are recommending that the Code of Academic Integrity be revised to state the following, “The Director of Academic Integrity or designee will select the date, time and place for the Honor Review, and notify all parties within a minimum of (5) business days prior to the review.”

- **Appeal Timeline and Language Adjustments:** On page 7 (section 24) under “Appeals” the current Code of Academic Integrity states, “In cases where an Honor Board has determined the appropriate sanction be less than suspension or expulsion, both the finding or responsibility and the sanction(s) of the Honor Board will be final, unless, within 15 business days after the board’s decision is sent to the student, and the Dean of the College where the incident occurred, the student or the Dean or designee notifies the Honor Council in writing of the intention of filing an appeal. The student may appeal both the findings and the penalty. The Dean or designee may appeal the penalty only.”

To better reflect current practice, increase our administrative efficiency and to offer better service to our stakeholders we are recommending that the Code of Academic Integrity be revised to state the following, *“In cases where an Honor Board has determined the appropriate sanction to be less than suspension or expulsion, both the finding of responsibility and the sanction(s) of an Honor Board will be final, unless, within 5 business days after the Board’s written*

*decision is sent to the student, and referring faculty member, the student or the referring faculty member notifies the Director of Academic Integrity in writing of the intention of filing an appeal. The student may appeal both the findings and the penalty. The referring faculty member may appeal the penalty only.”*

- **De Novo Hearings Defined:** On page 8 (section 26) of the current Code of Academic Integrity “De Novo” hearings is referenced but not defined clearly. We are recommending that the revised Code of Academic Integrity state the following to better clarify the term for our stakeholders, “...De Novo hearings (re-hearing of original case without deference to lower board’s ruling) shall not be conducted.”
- **Student Honor Council Appointment Time Adjustment:** On page 9 (Section 34) of the current Code of Academic Integrity it states that Student Honor Council are “normally appointed in the Spring for the academic year...” to better reflect current practices with regards to SHC selection we are recommending that the revised Code of Academic Integrity state the SHC members will be, “...normally appointed in the Fall for the following semester, and who may each be reappointed for an additional one year terms.”
- **Procedures for Reporting & Preliminary Interview and Informal Resolution:** On page 2 (section 12) of the current Code of Academic Integrity it states that “if the Honor Council determines that a report of academic dishonesty is supported by reasonable cause, the case shall be referred to the Dean of the College where the incident occurred. The Dean or designee...will inform the accused student in writing of the charges, and shall offer him/her an opportunity for an informal meeting to review the case.”  
We recommend changing that portion of the Code of Academic Integrity to state the following, *“If the Director of Academic Integrity determines that a report of academic dishonesty is supported by reasonable cause, the Office of Student Conduct shall offer him/her an opportunity for an preliminary interview to review the allegations and any supportive evidence that was provided to the Office of Student Conduct staff. The faculty of the course may be included in the meeting. The Office of Student Conduct shall*

*also provide the accused student with a copy of this Code, and a statement of procedural rights approved by the Honor Council. The Director of Academic Integrity or a designee, the student and the referring faculty member may reach a collective agreement concerning how a case should be resolved. This informal resolution and the sanction imposed will become final.”*

**Procedures: Resolution by a Disciplinary Conference or an Honor Review:**

As mentioned earlier in this proposal we would like to recommend the creation of the “Disciplinary Conference” option for students who have allegedly violated policy that would not normally result in suspension or expulsion from the university. We are recommending that the following passage be added to the Code of Academic Integrity: *Referred students may elect to resolve the matter in a Disciplinary Conference if the student: (1) has no prior record of academic dishonesty or other significant judicial history<sup>1</sup>; (2) has allegedly committed an act of academic dishonesty that would not normally result in suspension or expulsion, as defined by the Code of Academic Integrity; students facing separation from the university are typically not eligible for a disciplinary conference.*

**DISCIPLINARY CONFERENCE** *Students electing to participate in a Disciplinary Conference in the Office of Student Conduct are accorded the following procedural protections:*

- (a) Written notice of charges at least 3 days prior to the scheduled conference.*
- (b) Reasonable access to the case file prior to and during the conference.*
- (c) An opportunity to respond to the evidence against them and to call appropriate witnesses on their behalf.*
- (d) The option to be accompanied and assisted by a representative, who maybe an attorney. All representatives are subject to the restrictions of Parts 35 and 36 of the Code of Student Conduct.*
- (e) A plea of not responsible will be entered for respondents who fail to attend their scheduled disciplinary conference; the proceedings will proceed in their absence and the respondents will be notified via electronic mail of the conference outcome and sanctioning determination.*

*Disciplinary conferences shall be conducted by the Director of Academic Integrity or a designee. Director of Academic*

*Integrity or a designee reserve the right to refer complex or contested cases to an Honor Review for adjudication. Respondents will be notified in writing via electronic mail of the conference outcome and sanctioning determination. No appeal will be granted for any decision made regarding finding of responsibility or sanctioning in a Disciplinary Conference.*

- **Terms Additions:** We are recommending that the following changes be made to the “Terms” portion of the revised Code of Academic Integrity: DISCIPLINARY CONFERENCE—meeting between respondent and Director of Academic Integrity or designee to resolve a case of academic dishonesty. Director of Academic Integrity or designee will be responsible for the finding of facts, determination of responsibility and sanctioning if respondent is found responsible. HONOR BOARD—body appointed by the Student Honor Council to hear and resolve a case of academic dishonesty. The board consists of five voting members (three student members of the Honor Council, two faculty or staff members and one non-voting Presiding Officer). PRELIMINARY INTERVIEW—informal meeting between Director of Academic Integrity and respondent/student who has been accused of violating Code of Academic Integrity. Meeting takes place before a Disciplinary Conference or Honor Review and is an opportunity to discuss the allegations and corresponding charges, the student’s rights and responsibilities and what options the student has to resolve the matter. PRESIDING OFFICER—individual on the Honor Board responsible for directing proceedings during the Honor Review. The presiding officer votes only in cases of a tie and is selected by the Director of Student Conduct. STUDENT HONOR COUNCIL—students appointed by the Director of Student Conduct and Director of Academic Integrity. These students are charged with conducting Honor Reviews to resolve alleged academic integrity violations.
- **Footnote Additions (see attached revised Code of Academic Integrity for corresponding text):** We recommend that the following footnotes be added to the revised Code of Academic Integrity: (1) *We are grateful to our colleagues and*

	<p><i>friends at the Center for Student Conduct at the University of California, Berkeley for inspiring this revised definition of “Cheating” for our Code of Academic Integrity and for granting the university permission to use and repurpose this portion of their Code of Conduct. (7) At the conclusion of the preliminary interview students reserve the right to request that the Director of Academic Integrity or a designee immediately conduct a disciplinary conference to resolve the matter in question (13) In the event the University Appellate Board Committee is unable to convene in a reasonable period the Director of Academic Integrity can serve as a designee for the review of XF Removal petitions.</i></p>
<p><b>Suggestions for how your proposal could be put into practice:</b></p>	<p>Above recommended changes and amendments to the Code of Academic Integrity could be made by the University Senate.</p>
<p><b>Additional Information:</b></p>	<p>A copy of the current Code of Academic Integrity, the proposed revised Code of Academic Integrity and “Addendum For Consideration” regarding “separable and non-separable offenses” are attached to this proposal.</p>

***Please send your completed form and any supporting documents to [senate-admin@umd.edu](mailto:senate-admin@umd.edu) or University of Maryland Senate Office, 1100 Marie Mount Hall, College Park, MD 20742-7541. Thank you!***

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### III-1.00(A) UNIVERSITY OF MARYLAND CODE OF ACADEMIC INTEGRITY

*Approved by President August 1, 1991; Amended May 10, 2001; Amended May 5, 2005; Technical Amendments June 2012*

#### **INTRODUCTION**

The University is an academic community. Its fundamental purpose is the pursuit of knowledge. Like all other communities, the University can function properly only if its 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. Accordingly, the *Code of Academic Integrity* is designed to ensure that the principle of academic honesty is upheld. While all members of the University share this responsibility, the *Code of Academic Integrity* is designed so that special responsibility for upholding the principle of academic honesty lies with the students.

#### **DEFINITIONS**

1. **ACADEMIC DISHONESTY:** any of the following acts, when committed by a student, shall constitute academic dishonesty:
  - (a) **CHEATING:** intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
  - (b) **FABRICATION:** intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
  - (c) **FACILITATING ACADEMIC DISHONESTY:** intentionally or knowingly helping or attempting to help another to violate any provision of this *Code*.
  - (d) **PLAGIARISM:** intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.

#### **RESPONSIBILITY TO REPORT ACADEMIC DISHONESTY**

2. Academic dishonesty 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, a responsibility of all members of the campus community to actively deter it. Apathy or acquiescence in the presence of academic dishonesty is not a neutral act. Histories of institutions demonstrate that a laissez-faire response will reinforce, perpetuate, and enlarge the scope of such misconduct. Institutional reputations for academic dishonesty are regrettable aspects of modern education. These reputations become self-fulfilling and grow, unless vigorously challenged by students and faculty alike.

All members of the University community-students, faculty, and staff-share the responsibility and authority to challenge and make known acts of apparent academic dishonesty.

## **HONOR STATEMENT**

3. Letters informing both graduate and undergraduate students of their acceptance at the University, as well as appointment letters for members of the faculty, shall contain a short statement concerning the role of the Student Honor Council, as well as the obligation of all members of the University of Maryland, College Park community to promote the highest standards of academic integrity.

## **HONOR PLEDGE**

4. On every examination, paper or other academic exercise not specifically exempted by the instructor, the student shall write by hand and sign the following pledge:

*I pledge on my honor that I have not given or received any unauthorized assistance on this examination.*

Failure to sign the pledge is not an honors offense, but neither is it a defense in case of violation of this *Code*. Students who do not sign the pledge will be given the opportunity to do so. Refusal to sign must be explained to the instructor. Signing or non-signing of the pledge will not be considered in grading or judicial procedures. Material submitted electronically should contain the pledge, submission implies signing the pledge.

5. On examinations, no assistance is authorized unless given by or expressly allowed by the instructor. On other assignments, the pledge means that the assignment has been done without academic dishonesty, as defined above.
6. The pledge is a reminder that at the University of Maryland students carry primary responsibility for academic integrity because the meaningfulness of their degrees depends on it. Faculty is urged to emphasize the importance of academic honesty and of the pledge as its symbol. Reference on syllabuses to the pledge and to this *Code*, including where it can be found on the Internet and in the Undergraduate Catalog, is encouraged.

## **SELF-REFERRAL**

7. Students who commit acts of academic dishonesty may demonstrate their renewed commitment to academic integrity by reporting themselves in writing to the Chair of the Honor Council. Students may not exercise the self-referral option more than once during their enrollment at the University.
8. If an investigation by the Honor Council Executive Committee or designee reveals that no member of the University had a suspicion of a self-referring student's act of academic dishonesty, then the student will not be charged with academic dishonesty, or left with a

disciplinary record. Instead, the Student Honor Council will notify the Dean or a designee and the faculty member where the incident occurred. The Dean or designee shall then convene a conference between the student and the faculty member. The purpose of this conference will be to ensure that the self-referral provisions of this *Code* are followed, not to levy a sanction, or to create a disciplinary record. The Dean will notify the Student Honor Council in writing of the outcome of the conference.<sup>1</sup>

9. In all cases where a student self-referral is accepted, the student will be required to successfully complete the non-credit integrity seminar offered by the Student Honor Council. Also, the student will have any grade for the academic exercise in question reduced one letter grade, or to an “F” or a zero, in the discretion of the faculty member involved.
10. If the Honor Council Executive Committee or designee determines that a suspicion of academic dishonesty existed at the time the student admitted the act, then the matter will be resolved in accordance with the procedures specified in this *Code* for resolving academic dishonesty allegations. The student’s admission may be considered a mitigating circumstance for purposes of sanctioning.

#### **PROCEDURES: REPORTING AND INFORMAL RESOLUTION**

11. Any member of the University community who has witnessed an apparent act of academic dishonesty, or has information that reasonably leads to the conclusion that such an act has occurred or has been attempted, has the responsibility to inform the Honor Council promptly in writing.
12. If the Honor Council determines that a report of academic dishonesty is supported by reasonable cause<sup>2</sup>, the case shall be referred to the Dean of the College where the incident occurred.<sup>3</sup> The Dean or designee, (who must not be the referring faculty member), will inform the accused student in writing of the charges, and shall offer him/her an opportunity for an informal meeting to review the case.<sup>4</sup> The faculty of the course may be included in the meeting. The Dean or designee shall also provide the accused student with a copy of this *Code*, and a statement of procedural rights approved by the Honor Council<sup>5</sup>, which shall include the right of the student to request the presence of a member of the Honor Council at the informal meeting.
13. If the accused student has no prior record of academic dishonesty or serious disciplinary misconduct<sup>6</sup>, the Dean or designee and the student may reach an agreement concerning how the case should be resolved. The standard “XF” grade penalty will normally be imposed if it is agreed by the student that he/she committed an act of academic dishonesty. Any other sanction agreed upon by the student and the Dean or designee will constitute a recommendation to the Honor Council, and must be supported by a written statement signed by the student and the dean or designee. The written statement will be reviewed by the Honor Council<sup>7</sup>, which shall inform both the student and the Dean or designee of the sanction imposed.

## **PROCEDURES: RESOLUTION BY AN HONOR REVIEW**

14. Cases not resolved in accordance with Part 13 of this *Code* shall result in an Honor Review.<sup>8</sup> An Honor Review is conducted by an Honor Board. The Board is convened by the Student Honor Council. It will normally consist of six persons, five of whom will be voting members. Determinations of the Honor Board will be by a majority vote (three votes or more). Honor Boards are selected as follows:
  - (a) Three students selected by the Student Honor Council from among its members. In the event the student accused of academic dishonesty is a graduate student, then at least two of the student members shall be graduate students.
  - (b) Two faculty members selected in accordance with procedures established by the Vice President for Academic Affairs. In the event the student accused of academic dishonesty is a graduate student, then at least one of the persons selected shall be a regular member of the graduate faculty.
  - (c) The Honor Board shall have one non-voting member, who shall serve as the Presiding Officer. The Presiding Officer may be a student, faculty, or staff member of the University. The Presiding Officer will be selected by the Director of Student Conduct.
15. If the Vice President for Academic Affairs determines that the Student Honor Council or an Honor Board cannot be convened within a reasonable period of time after an accusation is made, the Vice President or a designee may review the case. If there is reasonable cause to believe that an act of academic dishonesty has occurred or has been attempted, the Vice President or designee will convene an ad hoc Honor Board by selecting and appointing two students and one faculty/staff member. Whenever possible, student members of ad hoc Honor Boards shall be members of the Student Honor Council. A non-voting presiding officer shall be appointed by the Director of Student Conduct.
16. The Campus Advocate or a designee shall serve as the Complainant at an Honor Review. The principal responsibilities of the Complainant are:
  - (a) To prepare a formal charge of academic dishonesty, and deliver it to the student and the Honor Board. The student will be deemed to have received such notice on the date of personal delivery, or if certified mail is used, on the date of delivery at the most recent address provided to the University by the student;
  - (b) To present the evidence and analysis upon which the charge is based to the Honor Board during the Honor Review;
  - (c) To perform such other duties as may be requested by the Student Honor Council or the Honor Board.

17. The charge of academic dishonesty serves to give a student a reasonable understanding of the act and circumstances to be considered by the Honor Board, thereby placing the student in a position to contribute in a meaningful way to the inquiry. It also serves to provide initial focus to that inquiry. It is not, however, a technical or legal document, and is not analogous to an indictment or other form of process. The charge may be modified as the discussion proceeds, as long as the accused student is accorded a reasonable opportunity to prepare a response.
18. The purpose of an Honor Review is to explore and investigate the incident giving rise to the appearance of academic dishonesty, and to reach an informed conclusion as to whether or not academic dishonesty occurred. In keeping with the ultimate premise and justification of academic life, the duty of all persons at an Honor Review is to assist in a thorough and honest exposition of all related facts.

The basic tenets of scholarship--full and willing disclosure, accuracy of statement, and intellectual integrity in hypothesis, in argument and in conclusion--must always take precedence over the temptation to gain a particular resolution of the case. An Honor Review is not in the character of a criminal or civil legal proceeding. It is not modeled on these adversarial systems; nor does it serve the same social functions. It is not a court or tribunal. Rather, it is an academic process unique to the community of scholars that comprise a university.

19. The role of the Presiding Officer is to exercise impartial control over the Honor Review in order to achieve an equitable, orderly, timely and efficient process. The Presiding Officer is authorized to make all decisions and rulings as are necessary and proper to achieve that end, including such decisions and rulings as pertain to scheduling and to the admissibility of evidence. If in the judgment of the Presiding Officer there is reasonable cause to question the impartiality of a board member, the Presiding Officer will so inform the Honor Council, which will reconstitute the board.
20. The Presiding Officer or designee will select the date, time and place for the Honor Review, and notify the student in writing a minimum of ten (10) days prior to the review.
21. The sequence of an Honor Review is necessarily controlled by the nature of the incident to be investigated and the character of the information to be examined. It thus lies within the judgment of the Presiding Officer to fashion the most reasonable approach. The following steps, however, have been found to be efficient, and are generally recommended:
  - (a) Complainant, and then the student or the student's advocate, summarize the matter before the Honor Board, including any relevant information or arguments.
  - (b) The Complainant, and then the student, present and question persons having knowledge of the incident, and offer documents or other materials bearing on the case. The Complainant, the student and all members of the Honor Board may question any person giving testimony.

- (c) The members of the Honor Board may ask the Complainant or the student any relevant questions. The members may also request any additional material or the appearance of other persons they deem appropriate.
- (d) The Complainant, and then the student or the student's advocate, may make brief closing statements.
- (e) The Honor Board meets privately to discuss the case, and reaches a finding by a majority vote.
- (f) The Honor Board will not conclude that a student has attempted or engaged in an act of academic dishonesty unless, after considering all the information before it, a majority of members believe that such a conclusion is supported by clear and convincing evidence. If this is not the case, the Honor Board will dismiss the charge of academic dishonesty.
- (g) If the Honor Board finds the student has engaged in an act of academic dishonesty, both the Complainant and the student or the student's advocate, may recommend an appropriate sanction. Pertinent documents and other material may be offered. The Honor Board then meets privately to reach a decision, which must be by a majority vote of its members.
- (h) The Presiding Officer will provide the Complainant and the student with a written report of the Honor Board's determination.

22. Role of Advocate and Advisor:

- (a) The accused student may be assisted by an advocate, who must be a registered, degree-seeking student at the University. The role of the advocate will be limited to:
  1. Making brief opening and closing statements, as well as comments on appropriate sanction.
  2. Suggesting relevant questions which the Presiding Officer may direct to witness.
  3. Providing confidential advice to the student.
- (b) The accused student may also be accompanied by an advisor, who may be an attorney. The role of the advisor during an Honor Review will be limited to providing confidential advice only to the accused student, not the advocate, provided such advice is given without interfering with or disrupting the Honor Review. Even if accompanied by an advocate and/or an advisor, the student must take an active and constructive role in the Honor Review. In particular, the student must fully cooperate with the Honor Board and respond to its inquiries without undue intrusion by an advocate or advisor. In consideration of the limited role of advocates and advisors, and of the compelling interest of the University to expeditiously conclude the matter, the work of an Honor Board will not, as a general practice, be delayed due to the unavailability of an advocate or an advisor.
- (c) Honor Reviews may be tape recorded or transcribed. If a recording or transcription is not made, the decision of the honor board must include a summary of the testimony and shall be sufficiently detailed to permit review on appeal.
- (d) Presence at an Honor Review lies within the judgment of the Presiding Officer. An Honor Review is a confidential investigation. It requires a deliberative and

candid atmosphere, free from distraction. Accordingly, it is not open to the public or other “interested” persons. However, at the student’s request, the Presiding Officer will permit a student’s parents or spouse to observe and may permit a limited number of additional observers. The Presiding Officer may remove from the Honor Review any person who disrupts or impedes the investigation, or who fails to adhere to the rulings of the Presiding Officer. The Presiding Officer may direct that persons, other than the accused student or the Complainant, who are to be called upon to provide information, be excluded from the Honor Review except for that purpose. The members of the Honor Board may conduct private deliberations at such times and places as they deem proper.

- (e) It is the responsibility of the person desiring the presence of a witness before an Honor Board to ensure that the witness appears. If necessary, a subpoena may be requested, in accordance with Part 35 (b) of the *Code of Student Conduct*.<sup>9</sup> Because experience has demonstrated that the actual appearance of an individual is of greater value than a written statement, the latter is discouraged and should not be used unless the individual cannot or reasonably should not be expected to appear. Any written statement must be dated, signed by the person making it, and witnessed by a University employee or by a person approved by the Director of Student Conduct (e.g., a notary). The work of an Honor Board will not, as a general practice, be delayed due to the unavailability of a witness.
- (f) An Honor Review is not a trial. Formal rules of evidence commonly associated with a civil or criminal trial may be counterproductive in an academic investigatory proceeding, and shall not be applied. The Presiding Officer will accept for consideration all matters which reasonable persons would accept as having probative value in the conduct of their affairs. Unduly repetitious, irrelevant, or personally abusive material should be excluded.

- 23. If the Honor Board finds that an attempt or act of academic dishonesty did occur, it shall impose an appropriate sanction. The normal sanction for an undergraduate student shall be a grade of “XF” in the course. The normal sanction for a graduate student shall be dismissal (suspension or expulsion) from the University. The Honor Board may impose a lesser or more severe sanction. Generally, acts involving advance planning, falsification of papers, conspiring with others, or some actual or potential harm to other students will merit a severe sanction, i.e. suspension or expulsion, even for a first offense. An attempt to commit an act shall be punished to the same extent as the consummated act.

## **APPEALS**

- 24. In cases where an Honor Board has determined the appropriate sanction to be less than suspension or expulsion, both the finding of responsibility and the sanction(s) of an Honor Board will be final, unless, within 15 business days after the Board’s written decision is sent to the student, and the Dean of the college where the incident occurred, the student or the Dean or designee notifies the Honor Council in writing of the intention of filing an appeal. The student may appeal both the findings and the penalty. The Dean or designee may appeal the penalty only.

A written brief supporting any appeal must be submitted in writing to the Student Honor Council Executive Committee within an additional ten business days. The Executive Committee or designee will provide the opposing party a reasonable opportunity to make a written response.

25. Any member of the Executive Committee who has taken part in an Honor Review that is the subject of an appeal is not eligible to hear the appeal. Substitute Executive Committee members may be selected from experienced Honor Council members, appointed in accordance with Honor Council bylaws.
26. Decisions of the Executive Committee will be by majority vote, based upon the record of the original proceeding and upon written briefs. De novo hearings shall not be conducted.
27. Deference shall be given by the Executive Committee to the determinations of Honor Boards.
  - (a) Sanctions may only be reduced if found to be grossly disproportionate to the offense. Likewise, upon an appeal by a Dean or designee, sanctions may be increased only if the original sanction is deemed to be grossly disproportionate to the offense.
  - (b) Cases may be remanded to a new Honor Board if specified procedural errors or errors in interpretation of this *Code* were so substantial as to effectively deny the accused student a fair hearing, or if new and significant evidence became available that could not have been discovered by a diligent respondent before or during the original Honor Board hearing. On remand, no indication or record of the previous hearing will be introduced or provided to the members of the new Honor Board, except to impeach contradictory testimony, at the discretion of the presiding officer.
  - (c) Cases may be dismissed only if the finding is held to be arbitrary and capricious.
28. If an Honor Board determines to suspend or expel a student, then the student may submit a written appeal to the Senate Committee on Student Conduct, in accordance with procedures set forth in Parts 42-49 of the *Code of Student Conduct*.
29. Regardless of whether an appeal is filed, suspension requires approval by the Vice President for Student Affairs, and may be altered, deferred, or withheld. Expulsion requires approval by the President, and may be altered, deferred, or withheld.

#### **THE GRADE OF “XF”**

30. The grade of “XF” is intended to denote a failure to accept and exhibit the fundamental value of academic honesty. The grade “XF” shall be recorded on the student’s transcript with the notation “failure due to academic dishonesty”. The grade “XF” shall be treated in the same way as an “F” for the purposes of grade point average, course repeatability, and determination of academic standing.

31. No student with an “XF” on the student’s transcript shall be permitted to represent the University in any extracurricular activity, or run for or hold office in any student organization which is allowed to use University facilities, or which receives University funds.
32. The student may file a written petition to the Student Honor Council to have the grade of “XF” removed and permanently replaced with the grade of “F”. The decision to remove the grade of “XF” and replace it with an “F” shall rest in the discretion and judgment of a majority of a quorum of the Council provided that:
  - (a) At the time the petition is received, at least twelve months shall have elapsed since the grade of “XF” was imposed; and,
  - (b) At the time the petition is received, the student shall have successfully completed a non-credit seminar on academic integrity, as administered by the Office of Student Conduct; or, for the person no longer enrolled at the University, an equivalent activity as determined by the Office of Student Conduct; and,
  - (c) The Office of Student Conduct certifies that to the best of its knowledge the student has not been found responsible for any other act of academic dishonesty or similar disciplinary offense at the University of Maryland or another institution.
33. Prior to deciding a petition, the Honor Council will review the record of the case and consult with the Director of Student Conduct. Generally, the grade of “XF” ought not to be removed if awarded for an act of academic dishonesty requiring significant premeditation. If the “XF” grade is removed, records of the incident may be voided in accordance with Parts 50 and 51 of the *Code of Student Conduct*. The decision of the Honor Council shall not be subject to subsequent Honor Council review for four years, unless the Honor Council specifies an earlier date on which the petition may be reconsidered. Honor Council determinations pertaining to the removal of the “XF” grade penalty may be appealed to the Vice President for Academic Affairs. If the Vice President removes the grade of “XF” from the student’s transcript, the Vice President shall provide written reasons to the Honor Council.

## **THE STUDENT HONOR COUNCIL**

34. There shall be a Student Honor Council. The Honor Council is composed of qualified graduate and undergraduate students in good academic standing, normally appointed in the Spring for the following academic year, and who may each be reappointed for additional one year terms.<sup>10</sup>
35. The members of the Honor Council are appointed by a committee consisting of the Vice President for Academic Affairs, the Vice President for Student Affairs, the Chair of the Graduate Student Association, the President of the Student Government Association, and the Chair of the Honor Council.

36. All council members are subject to the training and conduct requirements of Parts 26 and 27 of the *Code of Student Conduct*.
37. The Student Honor Council has the following responsibilities and authority:
- (a) To increase awareness throughout the campus of the importance of academic integrity.
  - (b) To develop bylaws subject to approval by the University for legal sufficiency and consistency with the requirements of this *Code of Academic Integrity*, and the *Code of Student Conduct*.
  - (c) To designate from its members students to serve as members of Honor Boards as specified in this *Code*.
  - (d) To consider petitions for the removal of the grade of “XF” from University records in accordance with Part 29 of this *Code*.
  - (e) To receive complaints or reports of academic dishonesty from any source.
  - (f) To assist in the design and teaching of the non-credit seminar on academic integrity and moral development, as determined by the Director of Student Conduct.
  - (g) To advise and consult with faculty and administrative officers on matters pertaining to academic integrity at the University.
  - (h) To issue an annual report to the Campus Senate on academic integrity standards, policies, and procedures, including recommendations for appropriate changes.
38. The campus administration shall provide an appropriate facility, reserved for the primary use of the Honor Council, and suitable for the conduct of hearings. Clerical and secretarial assistance will also be provided.

## **FUTURE SELF GOVERNANCE**

39. Insofar as academic dishonesty is most immediately injurious to the student body, and because the student body is in a unique position to challenge and deter it, it is the intent of the University that ultimately this *Code* will evolve into one where the provisions are marked by complete student administration.

## **TERMS**

**AD HOC HONOR BOARD**—board consisting of two students and one faculty member appointed by the Vice President for Academic Affairs, and a Presiding Officer appointed by the Director of Student Conduct.

**ACADEMIC DISHONESTY**—see Part 1 of this *Code*.

**CHARGE OF ACADEMIC DISHONESTY**—a formal description of the case being considered by the Honor Board.

**CLEAR AND CONVINCING EVIDENCE**—that evidence which results in reasonable certainty of the truth of the ultimate fact in controversy. It requires more than a preponderance of the evidence but less than proof beyond a reasonable doubt. Clear and convincing evidence will be shown where the truth of the facts asserted is highly probable.

**EXECUTIVE COMMITTEE**—a committee of Honor Council officers, selected in accordance with Honor Council bylaws.

**HONOR BOARD**—body appointed by the Student Honor Council to hear and resolve a case of academic dishonesty. The board consists of five voting members (three student members of the Honor Council and two faculty members).

**HONOR REVIEW**—the process leading to resolution of an academic dishonesty case.

**COMPLAINANT**—officer responsible for preparing the charge of academic dishonesty and presenting the case before the Honor Board. The Complainant must be a registered, degree-seeking student.

**PRESIDING OFFICER**—individual on the Honor Board responsible for directing proceedings during the Honor Review. The presiding officer is a non-voting member of the Honor Board selected by the Director of Student Conduct.

**STUDENT HONOR COUNCIL**—students appointed by the Vice Presidents for Academic and Student Affairs, as well as by the President of the Student Government Association, the Chair of the Graduate Student Association, and the Chair of the Honor Council.

## **FOOTNOTES**

- <sup>1</sup> The Dean’s notice shall be maintained in a file of self-referrals, but shall not be considered a disciplinary record.
- <sup>2</sup> Pertinent procedures for determining reasonable cause shall be set forth in the Honor Council bylaws.
- <sup>3</sup> Cases involving graduate students should be reported to the Dean of the Graduate School.
- <sup>4</sup> It is recommended that the meeting be held within ten business days after receipt of the Honor Council report by the Dean.
- <sup>5</sup> The statement shall include a reference to the right to be represented by an advocate, as specified in Part 18(a) of this *Code*.
- <sup>6</sup> In every case the Dean or designee shall check with the Office of Student Conduct to determine if a prior record exists.
- <sup>7</sup> The term “Honor Council,” used throughout the *Code*, permits reliance upon Honor Council committees, appointed in accordance with Council bylaws.
- <sup>8</sup> Statements made by the parties in informal settlement discussions shall not be considered by the Honor Council. However, a student who provides false information to the Dean or designee or the Honor Council may be charged with a violation of the University *Code of Student Conduct*.

9 Before issuing a subpoena, the Director of Student Conduct may require that a party requesting the subpoena make a reasonable effort to secure voluntary compliance by a potential witness.

10 The screening committee shall try to create a broadly based Honor Council that reflects the diversity of the campus, and is of sufficient size to resolve cases as promptly as possible.

The determination whether an Honor Council applicant is “qualified” rests within the discretion of the selection committee, provided that no uniform grade point “cutoff” is applied. A history of disciplinary or felonious misconduct may be sufficient grounds to disqualify any candidate.

III-1.00(A) UNIVERSITY OF MARYLAND CODE OF ACADEMIC INTEGRITY

Approved by President August 1, 1991; Amended May 10, 2001; Amended May 5, 2005; Technical Amendments June 2012

**INTRODUCTION**

The University is an academic community. Its fundamental purpose is the pursuit of knowledge. Like all other communities, the University can function properly only if its 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. Accordingly, the *Code of Academic Integrity* is designed to ensure that the principle of academic honesty is upheld. While all members of the University share this responsibility, the *Code of Academic Integrity* is designed so that special responsibility for upholding the principle of academic honesty lies with the students.

**DEFINITIONS**

1. **ACADEMIC DISHONESTY:** any of the following acts, when committed by a student, shall constitute academic dishonesty:
  - (a) **CHEATING:** fraud, deceit, or dishonesty in an academic course or exercise in an attempt to gain an unfair advantage and/or intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
  - (b) **FABRICATION:** intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
  - (c) **FACILITATING ACADEMIC DISHONESTY:** intentionally or knowingly helping or attempting to help another to violate any provision of this *Code*.
  - (d) **PLAGIARISM:** intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.

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**RESPONSIBILITY TO REPORT ACADEMIC DISHONESTY**

2. Academic dishonesty 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, a responsibility of all members of the campus community to actively deter it. Apathy or acquiescence in the presence of academic dishonesty is not a neutral act. Histories of institutions demonstrate that a laissez-faire response will reinforce, perpetuate, and enlarge the scope of such misconduct. Institutional reputations for academic dishonesty are regrettable aspects of modern education. These reputations become self-fulfilling and grow, unless vigorously challenged by students and faculty alike.

All members of the University community—students, faculty, and staff—share the responsibility and authority to challenge and make known acts of apparent academic dishonesty.

### HONOR STATEMENT

- Letters informing both graduate and undergraduate students of their acceptance at the University, as well as appointment letters for members of the faculty, shall contain a short statement concerning the role of the Student Honor Council<sup>ii</sup>, as well as the obligation of all members of the University of Maryland, College Park community to promote the highest standards of academic integrity.

### HONOR PLEDGE

- On every examination, paper or other academic exercise not specifically exempted by the instructor, the student shall write by hand and sign the following pledge:

*I pledge on my honor that I have not given or received any unauthorized assistance on this examination.*

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. Students who do not sign the pledge will be given the opportunity to do so. Refusal to sign must be explained to the instructor. Signing or non-signing of the pledge will not be considered in grading or judicial procedures. Material submitted electronically should contain the pledge, submission implies signing the pledge.

- On examinations, no assistance is authorized unless given by or expressly allowed by the instructor. On other assignments, the pledge means that the assignment has been done without academic dishonesty, as defined above.
- The pledge is a reminder that at the University of Maryland students carry primary responsibility for academic integrity because the meaningfulness of their degrees depends on it. Faculty is urged to emphasize the importance of academic honesty and of the pledge as its symbol. Faculty is encouraged to reference the pledge on syllabi and to this Code, including where it can be found on the Internet and in the Undergraduate Catalog.

### SELF-REFERRAL

- Students who commit acts of academic dishonesty may demonstrate their renewed commitment to academic integrity by reporting themselves in writing to the Office of Student Conduct<sup>iii</sup>. Students may not exercise the self-referral option more than once during their enrollment at the University.
- If an investigation by the Director of Academic Integrity or designee reveals that no member of the University had a suspicion of a self-referring student's act of academic

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dishonesty, then the student will not be charged with academic dishonesty, or left with a disciplinary record. Instead, the Director of Academic Integrity or a designee will notify the faculty member instructing the course where the incident occurred, to consult on the matter. The Director of Academic Integrity or designee shall then convene a conference with the student. The purpose of this conference will be to ensure that the self-referral provisions of this *Code* are followed, not to levy a sanction, or to create a disciplinary record. The Director of Academic Integrity or a designee will notify the faculty member instructing the course where the incident occurred in writing of the outcome of the conference.<sup>iv</sup>

9. In all cases where a student self-referral is accepted, the student will be required to successfully complete the non-credit academic integrity seminar offered by the Student Honor Council. Also, the student will have any grade for the academic exercise in question reduced one letter grade, or to an “F” or a zero, in the discretion of the faculty member involved.

10. If the Director of Academic Integrity or designee determines that a suspicion of academic dishonesty existed at the time the student admitted the act, then the matter will be resolved in accordance with the procedures specified in this *Code* for resolving academic dishonesty allegations. The student’s admission may be considered a mitigating circumstance for purposes of sanctioning.

**PROCEDURES: REPORTING AND INFORMAL RESOLUTION**

11. Any member of the University community who has witnessed an apparent act of academic dishonesty, or has information that reasonably leads to the conclusion that such an act has occurred or has been attempted, has the responsibility to inform the Office of Student Conduct promptly.

12. If the Director of Academic Integrity determines that a report of academic dishonesty is supported by reasonable cause<sup>v</sup>, the Office of Student Conduct shall offer him/her an opportunity for a preliminary interview to review the allegations and any supportive evidence that was provided to the Office of Student Conduct staff<sup>vi</sup>. The faculty of the course may be included in the meeting. The Office of Student Conduct shall also provide the accused student with a copy of this *Code*, and a statement of procedural rights approved by the Honor Council<sup>vii</sup>. The Director of Academic Integrity or a designee, the student, and the referring faculty member may reach a collective agreement concerning how a case should be resolved. This informal resolution and the sanction imposed will become final and not subject to appeal.

**PROCEDURES: RESOLUTION BY A DISCIPLINARY CONFERENCE**

13. Referred students may elect to resolve the matter in a Disciplinary Conference if the student: (1) has no prior record of academic dishonesty or other significant judicial history<sup>viii</sup>; (2) has allegedly committed an act of academic dishonesty that would not normally result in suspension or expulsion, as defined by the Code of Academic Integrity;

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students facing separation from the university are typically not eligible for a disciplinary conference.

14. Students electing to participate in a Disciplinary Conference in the Office of Student Conduct are accorded the following procedural protections:
  - (a) Written notice of charges at least 3 days prior to the scheduled conference.
  - (b) Reasonable access to the case file prior to and during the conference.
  - (c) An opportunity to respond to the evidence against them and to call appropriate witnesses on their behalf.
  - (d) The option to be accompanied and assisted by a representative, who may be an attorney. All representatives are subject to the restrictions of Parts 35 and 36 of the *Code of Student Conduct*.
  - (e) A plea of not responsible will be entered for respondents who fail to attend their scheduled disciplinary conference; the proceedings will proceed in their absence and the respondents will be notified via electronic mail of the conference outcome and sanctioning determination.
  
15. Disciplinary conferences shall be conducted by the Director of Student Conduct or designee. Director of Academic Integrity or a designee reserve the right to refer complex or contested cases to an Honor Review for adjudication. Respondents will be notified in writing via electronic mail of the conference outcome and sanctioning determination. No appeal will be granted for any decision made regarding finding of responsibility or sanctioning in a Disciplinary Conference.
  
16. The standard sanction for undergraduate students who've been found responsible for violating the Code of Academic Integrity during a disciplinary conference is the grade of "XF". Disciplinary Conferences will normally be reserved for students who are accused of an academic integrity violation that will not result in sanction of "suspension" or "expulsion". The Director of Academic Integrity or a designee will receive sanctioning recommendations from the referring faculty member. The Director of Academic Integrity or a designee reserves the right to levy lesser or more severe sanctions depending on factors such as, the nature and importance of the academic exercise; the degree of premeditation or planning; the extent of dishonest or malicious intent; the academic experience of the student; and whether the violation is a first-time or repeat offense.

#### **PROCEDURES: RESOLUTION BY A HONOR REVIEW**

17. An Honor Review is conducted by an Honor Board. The Board is convened by the Student Honor Council. It will normally consist of six persons, five of whom will be voting members. Determinations of the Honor Board will be by a majority vote (three votes or more). Honor Boards are selected as follows:

- (a) Three students selected by the Student Honor Council from among its members. In the event the student accused of academic dishonesty is a graduate student, then at least two of the student members shall be graduate students.
- (b) Two faculty or Staff members selected in accordance with selection procedures established by the Office of Student Conduct. In the event the student accused of academic dishonesty is a graduate student, then at least one of the persons selected shall be a regular member of the graduate faculty.
- (c) The Honor Board shall have member, who shall serve as the Presiding Officer who will only vote in the case of a tie. The Presiding Officer may be a student, faculty, or staff member of the University. The Presiding Officer will be selected by the Director of Academic Integrity.

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18. If the Director of Academic Integrity determines that the Student Honor Council or an Honor Board cannot be convened within a reasonable period of time after an accusation is made, the Director of Academic Integrity or a designee may review the case. If there is reasonable cause to believe that an act of academic dishonesty has occurred or has been attempted, the Director of Student Conduct or designee will convene an ad hoc Honor Board by selecting and appointing two students and one faculty/staff member. Whenever possible, student members of ad hoc Honor Boards shall be members of the Student Honor Council. A non-voting presiding officer shall be appointed by the Director of Student Conduct.

19. The Campus Advocate or a designee shall serve as the Complainant at an Honor Review. The principal responsibilities of the Complainant are:

- (a) To prepare a formal charge of academic dishonesty, and deliver it to the student and the Honor Board. The student will be deemed to have received notice on the date on the date of delivery at the most recent home address or electronic mail address (email) provided to the University by the student.
- (b) To present the evidence and analysis upon which the charge is based to the Honor Board during the Honor Review;
- (c) To perform such other duties as may be requested by the Student Honor Council or the Honor Board.

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20. The charge of academic dishonesty serves to give a student a reasonable understanding of the act and circumstances to be considered by the Honor Board, thereby placing the student in a position to contribute in a meaningful way to the inquiry. It also serves to provide initial focus to that inquiry. It is not, however, a technical or legal document, and is not analogous to an indictment or other form of process. The charge may be modified as the discussion proceeds, as long as the accused student is accorded a reasonable opportunity to prepare a response.

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21. The purpose of an Honor Review is to explore and investigate the incident giving rise to the appearance of academic dishonesty, and to reach an informed conclusion as to whether or not academic dishonesty occurred. In keeping with the ultimate premise and

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justification of academic life, the duty of all persons at an Honor Review is to assist in a thorough and honest exposition of all related facts.

The basic tenets of scholarship--full and willing disclosure, accuracy of statement, and intellectual integrity in hypothesis, in argument and in conclusion--must always take precedence over the temptation to gain a particular resolution of the case. An Honor Review is not in the character of a criminal or civil legal proceeding. It is not modeled on these adversarial systems; nor does it serve the same social functions. It is not a court or tribunal. Rather, it is an academic process unique to the community of scholars that comprise a university.

22. The role of the Presiding Officer is to exercise impartial control over the Honor Review in order to achieve an equitable, orderly, timely and efficient process. The Presiding Officer is charged with casting tie breaking vote during Honor Reviews in the case of tie vote. The Presiding Officer is authorized to make all decisions and rulings as are necessary and proper to achieve that end, including such decisions and rulings as pertain to scheduling and to the admissibility of evidence. If in the judgment of the Presiding Officer there is reasonable cause to question the impartiality of a board member, the Presiding Officer will so inform the Honor Council, which will reconstitute the board.

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23. The Director of Academic Integrity or a designee will select the date, time and place for the Honor Review, and notify all parties in writing a minimum of (5) business days prior to the review.

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24. The sequence of an Honor Review is necessarily controlled by the nature of the incident to be investigated and the character of the information to be examined. It thus lies within the judgment of the Presiding Officer to fashion the most reasonable approach. The following steps, however, have been found to be efficient, and are generally recommended:

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- (a) Complainant, and then the student or the student's advocate, summarizes the matter before the Honor Board, including any relevant information or arguments.
- (b) The Complainant, and then the student, present and question persons having knowledge of the incident, and offer documents or other materials bearing on the case. The Complainant, the student and all members of the Honor Board may question any person giving testimony.
- (c) The members of the Honor Board may ask the Complainant or the student any relevant questions. The members may also request any additional material or the appearance of other persons they deem appropriate.
- (d) The Complainant, and then the student or the student's advocate, may make brief closing statements.
- (e) The Honor Board meets privately to discuss the case, and reaches a finding by a majority vote.
- (f) The Honor Board will not conclude that a student has attempted or engaged in an act of academic dishonesty unless, after considering all the information before it, a majority of members believe that such a conclusion is supported by clear and

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convincing evidence. If this is not the case, the Honor Board will dismiss the charge of academic dishonesty.

- (g) If the Honor Board finds the student has engaged in an act of academic dishonesty, both the Complainant and the student or the student's advocate, may recommend an appropriate sanction. Pertinent documents and other material may be offered. The Honor Board then meets privately to reach a decision, which must be by a majority vote of its members.
- (h) The Presiding Officer will provide the Complainant and the student with a written report of the Honor Board's determination.

25. Role of Advocate and Advisor:

- (a) The accused student may be assisted by an advocate, who must be a registered, degree-seeking student at the University. The role of the advocate will be limited to:
  - 1. Making brief opening and closing statements, as well as comments on appropriate sanction.
  - 2. Suggesting relevant questions which the Presiding Officer may direct to witness.
  - 3. Providing confidential advice to the student.
- (b) The accused student may also be accompanied by an advisor, who may be an attorney. The role of the advisor during an Honor Review will be limited to providing confidential advice only to the accused student, not the advocate, provided such advice is given without interfering with or disrupting the Honor Review. Even if accompanied by an advocate and/or an advisor, the student must take an active and constructive role in the Honor Review. In particular, the student must fully cooperate with the Honor Board and respond to its inquiries without undue intrusion by an advocate or advisor. In consideration of the limited role of advocates and advisors, and of the compelling interest of the University to expeditiously conclude the matter, the work of an Honor Board will not, as a general practice, be delayed due to the unavailability of an advocate or an advisor.
- (c) Honor Reviews may be recorded or transcribed. If a recording or transcription is not made, the decision of the honor board must include a summary of the testimony and shall be sufficiently detailed to permit review on appeal.
- (d) Presence at an Honor Review lies within the judgment of the Presiding Officer. An Honor Review is a confidential investigation. It requires a deliberative and candid atmosphere, free from distraction. Accordingly, it is not open to the public or other "interested" persons. However, at the student's request, the Presiding Officer will permit a student's parents or spouse to observe and may permit a limited number of additional observers. The Presiding Officer may remove from the Honor Review any person who disrupts or impedes the investigation, or who fails to adhere to the rulings of the Presiding Officer. The Presiding Officer may direct that persons, other than the accused student or the Complainant, who are to be called upon to provide information, be excluded from the Honor Review

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except for that purpose. The members of the Honor Board may conduct private deliberations at such times and places as they deem proper.

- (e) It is the responsibility of the person desiring the presence of a witness before an Honor Board to ensure that the witness appears. If necessary, a subpoena may be requested, in accordance with Part 36 (b) of the *Code of Student Conduct*.  
Because experience has demonstrated that the actual appearance of an individual is of greater value than a written statement, the latter is discouraged and should not be used unless the individual cannot or reasonably should not be expected to appear. Any written statement must be dated, signed by the person making it, and witnessed by a University employee or by a person approved by the Director of *Academic Integrity* (e.g., a notary). The work of an Honor Board will not, as a general practice, be delayed due to the unavailability of a witness.
- (f) An Honor Review is not a trial. Formal rules of evidence commonly associated with a civil or criminal trial may be counterproductive in an academic investigatory proceeding, and shall not be applied. The Presiding Officer will accept for consideration all matters which reasonable persons would accept as having probative value in the conduct of their affairs. Unduly repetitious, irrelevant, or personally abusive material should be excluded.

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26. If the Honor Board finds that an attempt or act of academic dishonesty did occur, it shall impose an appropriate sanction. The normal sanction for undergraduate students who've been found responsible for violating the Code of Academic Integrity during an Honor Review is the grade of "XF". Honor Review will normally be reserved for students who are accused of separable Code of Academic Integrity Violations. During the sanctioning phase of the hearing the Honor Board will receive sanctioning recommendations from the referring faculty member. The Honor Board will carefully weigh the recommendations of the faculty but reserves the right to levy lesser or more severe sanctions depending on factors such as, the nature and importance of the academic exercise; the degree of premeditation or planning; the extent of dishonest or malicious intent; the academic experience of the student; and whether the violation is a first-time or repeat offense.

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The normal sanction for a graduate student shall be dismissal (suspension or expulsion) from the University. Generally, acts involving advance planning, falsification of papers, conspiring with others, or some actual or potential harm to other students will merit a severe sanction, i.e. suspension or expulsion, even for a first offense, by an undergraduate student. An attempt to commit an act shall be punished to the same extent as the consummated act.

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## APPEALS

27. In cases where an Honor Board has determined the appropriate sanction to be less than suspension or expulsion, both the finding of responsibility and the sanction(s) of an Honor Board will be final, unless, within 5 business days after the Board's written decision is sent to the student, and referring faculty member, the student or the referring faculty member notifies the Director of Academic Integrity in writing of the intention of

filing an appeal. The student may appeal both the findings and the penalty. The referring faculty member may appeal the penalty only.

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A written brief supporting any appeal must be submitted in writing to the Director of Academic Integrity who will share the appeal and all supporting materials and evidence to the University Appellate Board within an additional 7 business days. The University Appellate Board or designee will provide the opposing party a reasonable opportunity to make a written response.

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28. Any member of the University Appellate Board who has taken part in an Honor Review that is the subject of an appeal is not eligible to hear the appeal.

29. Decisions of the University Appellate Board will be by majority vote, based upon the record of the original proceeding and upon written briefs. De novo<sup>s</sup> hearings (re-hearing of original case without deference to lower board's ruling) shall not be conducted.

30. Deference shall be given to the determinations of Honor Boards by the University Appellate Board.

- (a) Sanctions may only be reduced if found to be grossly disproportionate to the offense. Likewise, upon an appeal by the referring faculty member, sanctions may be increased only if the original sanction is deemed to be grossly disproportionate to the offense.
- (b) Cases may be remanded to a new Honor Board if specified procedural errors or errors in interpretation of this *Code* were so substantial as to effectively deny the accused student a fair hearing, or if new and significant evidence became available that could not have been discovered by a diligent respondent before or during the original Honor Board hearing. On remand, no indication or record of the previous hearing will be introduced or provided to the members of the new Honor Board, except to impeach contradictory testimony, at the discretion of the presiding officer.
- (c) Cases may be dismissed only if the finding is held to be arbitrary and capricious.

31. If an Honor Board determines to suspend or expel a student, then the student may submit a written appeal to the Senate Committee on Student Conduct, in accordance with procedures set forth in Parts 43-50 of the *Code of Student Conduct*.

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32. Regardless of whether an appeal is filed, suspension requires approval by the Vice President for Student Affairs, and may be altered, deferred, or withheld. Expulsion requires approval by the President, and may be altered, deferred, or withheld.

### THE GRADE OF "XF"

33. The grade of "XF" is intended to denote a failure to accept and exhibit the fundamental value of academic honesty. The grade "XF" shall be recorded on the student's transcript with the notation "failure due to academic dishonesty". The grade "XF" shall be treated

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in the same way as an “F” for the purposes of grade point average, course repeatability, and determination of academic standing.

34. No student with an “XF” on the student’s transcript shall be permitted to represent the University in any extracurricular activity, or run for or hold office in any student organization which is allowed to use University facilities, or which receives University funds.

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35. The student may file a written petition to the Student Honor Council to have the grade of “XF” removed and permanently replaced with the grade of “F”. The decision to remove the grade of “XF” and replace it with an “F” shall rest in the discretion and judgment of a majority of a quorum of the Council provided that:

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- (a) At the time the petition is received, at least twelve months shall have elapsed since the grade of “XF” was imposed; and,
- (b) At the time the petition is received, the student shall have successfully completed a non-credit seminar on academic integrity, as administered by the Office of Student Conduct; or, for the person no longer enrolled at the University, an equivalent activity as determined by the Office of Student Conduct; and,
- (c) The Office of Student Conduct certifies that to the best of its knowledge the student has not been found responsible for any other act of academic dishonesty or similar disciplinary offense at the University of Maryland or another institution.

36. Prior to deciding a petition, the Honor Council will review the record of the case and consult with the Director of Student Conduct. Generally, the grade of “XF” ought not to be removed if awarded for an act of academic dishonesty requiring significant premeditation. If the “XF” grade is removed, records of the incident may be voided in accordance with Parts 51 and 52 of the *Code of Student Conduct*. The decision of the Honor Council shall not be subject to subsequent Honor Council review for four years, unless the Honor Council specifies an earlier date on which the petition may be reconsidered.

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Students found responsible for an academic integrity violation and seeking the removal of the “XF” grade penalty may petition to the University Appellate Board<sup>xi</sup> via the Office of Student Conduct only after their designated XF sanction period has elapsed (i.e. 12 months, 6 months etc...); students will be required to provide rationale and demonstrate evidence of maturity and growth since the incident in question. All petitions submitted will be carefully reviewed at a time and place of the University Appellate Board’s choosing and petitions will be denied and approved bases on the merits of the petition. Students whose petitions have been approved will be notified in writing and the Office of Student Conduct staff will contact the Registrar to have the “X” removed from the student’s academic transcript.

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## THE STUDENT HONOR COUNCIL

37. There shall be a Student Honor Council. The Honor Council is composed of qualified graduate and undergraduate students in good academic standing, normally appointed in the Spring for the following academic year, and who may each be reappointed for additional one year terms<sup>41i</sup>.
38. The members of the Honor Council are appointed by the Director of Student Conduct, Director of Academic Integrity, and the Chair of the Honor Council.
39. All council members are subject to the training and conduct requirements of Parts 27 and 28 of the *Code of Student Conduct*.
40. The Student Honor Council has the following responsibilities and authority:
- (a) To increase awareness throughout the campus of the importance of academic integrity.
  - (b) To develop bylaws subject to approval by the University for legal sufficiency and consistency with the requirements of this *Code of Academic Integrity*, and the *Code of Student Conduct*.
  - (c) To designate from its members students to serve as members of Honor Boards as specified in this *Code*.
  - (d) To consider petitions for the removal of the grade of "XF" from University records in accordance with Part 35 of this *Code*.
  - (e) To assist in the design and teaching of the non-credit seminar on academic integrity and moral development, as determined by the Director of Student Conduct.
  - (f) To advise and consult with faculty and administrative officers on matters pertaining to academic integrity at the University.
  - (g) To issue an annual report to the Campus Senate on academic integrity standards, policies, and procedures, including recommendations for appropriate changes.
41. The campus administration shall provide an appropriate facility, reserved for the primary use of the Honor Council, and suitable for the conduct of hearings. Clerical and secretarial assistance will also be provided.

## FUTURE SELF GOVERNANCE

42. Insofar as academic dishonesty is most immediately injurious to the student body, and because the student body is in a unique position to challenge and deter it, it is the intent of the University that ultimately this *Code* will evolve into one where the provisions are marked by complete student administration.

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**TERMS**

AD HOC HONOR BOARD—board consisting of two students and one faculty member appointed by the Office of Student Conduct, and a Presiding Officer appointed by the Director Academic Integrity.

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ACADEMIC DISHONESTY—see Part 1 of this *Code*.

CHARGE OF ACADEMIC DISHONESTY—a formal description of the case being considered by the Honor Board.

CLEAR AND CONVINCING EVIDENCE—that evidence which results in reasonable certainty of the truth of the ultimate fact in controversy. It requires more than a preponderance of the evidence but less than proof beyond a reasonable doubt. Clear and convincing evidence will be shown where the truth of the facts asserted is highly probable.

COMPLAINANT—officer responsible for preparing the charge of academic dishonesty and presenting the case before the Honor Board. The Complainant must be a registered, degree-seeking student.

DISCIPLINARY CONFERENCE—meeting between respondent and Director of Academic Integrity or designee to resolve a case of academic dishonesty. Director of Academic Integrity or designee will be responsible for the finding of facts, determination of responsibility and sanctioning if respondent is found responsible.

EXECUTIVE COMMITTEE—a committee of Honor Council officers, selected in accordance with Honor Council bylaws.

HONOR BOARD—body appointed by the Student Honor Council to hear and resolve a case of academic dishonesty. The board consists of four voting members (three student members of the Honor Council, one faculty or staff member and one non-voting Presiding Officer, who may vote in the case of a tie).

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HONOR REVIEW—the process leading to resolution of an academic dishonesty case.

PRELIMINARY INTERVIEW— informal meeting between Director of Academic Integrity or designee and respondent/student who has been accused of violating Code of Academic Integrity. Meeting takes place before a Disciplinary Conference or Honor Review and is an opportunity to discuss the allegations and corresponding charges, the student’s rights and responsibilities and what options the student has to resolve the matter.

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PRESIDING OFFICER— individual on the Honor Board responsible for directing proceedings during the Honor Review. The presiding officer votes only in cases of a tie and is selected by the Director of Student Conduct.

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STUDENT HONOR COUNCIL—students appointed by the Director of Student Conduct and Director of Academic Integrity. These students are charged with conducting Honor Reviews to resolve alleged academic integrity violations.

<sup>i</sup> We are grateful to our colleagues and friends at the Center for Student Conduct at the University of California, Berkeley for inspiring this revised definition of “Cheating” for our Code of Academic Integrity and for granting the university permission to use and repurpose this portion of their Code of Conduct.

<sup>ii</sup> The term “Honor Council,” used throughout the Code, permits reliance upon Honor Council committees, appointed in accordance with Council bylaws.

<sup>iii</sup> Students who elect to self-refer for academic integrity violations are encouraged to utilize the Office of Student Conduct electronic referral form on the Office of Student Conduct website to detail incident.

<sup>iv</sup> The final sanction notice to the faculty instructing the course where the incident took place shall be maintained in a file of self-referrals, but shall not be considered a disciplinary record.

<sup>v</sup> Pertinent procedures for determining reasonable cause shall be set forth in the Honor Council bylaws.

<sup>vi</sup> At the conclusion of the preliminary interview students reserve the right to request that the Director of Academic Integrity or a designee immediately conduct a disciplinary conference to resolve the matter in question

<sup>vii</sup> The statement shall include a reference to the right to be represented by an advocate, as specified in Part 25(a) of this Code.

<sup>viii</sup> In every case the Office of Student Conduct should determine if a prior record exists.

<sup>ix</sup> Before issuing a subpoena, the Director of Student Conduct may require that a party requesting the subpoena make a reasonable effort to secure voluntary compliance by a potential witness.

<sup>x</sup> De novo: A second time; afresh. A trial or a hearing that is ordered by an appellate court that has reviewed the record of a hearing in a lower court and sent the matter back to the original court for a new trial, as if it had not been previously heard nor decided.

<sup>xi</sup> In the event the University Appellate Board Committee is unable to convene in a reasonable period the Director of Academic Integrity can serve as a designee for the review of XF Removal petitions.

<sup>xii</sup> The screening committee shall try to create a broadly based Honor Council that reflects the diversity of the campus, and is of sufficient size to resolve cases as promptly as possible. The determination whether an Honor Council applicant is “qualified” rests within the discretion of the selection committee, provided that no uniform grade point “cutoff” is applied. A history of disciplinary or felonious misconduct may be sufficient grounds to disqualify any candidate.

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The determination whether an Honor Council Council applicant is “qualified” rests within the discretion of the selection committee, provided that no uniform grade point “cutoff” is applied. A history of disciplinary or felonious misconduct may be sufficient grounds to disqualify any candidate. .

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The determination whether an Honor Council Council applicant is “qualified” rests within the discretion of the selection committee, provided that no uniform grade point “cutoff” is applied. A history of disciplinary or felonious misconduct may be sufficient grounds to disqualify any candidate. .

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The determination whether an Honor Council Council applicant is “qualified” rests within the discretion of the selection committee, provided that no uniform grade point “cutoff” is applied. A history of disciplinary or felonious misconduct may be sufficient grounds to disqualify any candidate. .

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case shall be referred to the Dean of the College where the incident occurred.<sup>3</sup> The Dean or designee, (who must not be the referring faculty member), will inform the accused student in writing

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Council<sup>5</sup>, which shall include the right of the student to request the presence of a member of the Honor Council at the informal meeting.

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13. If the accused student has no prior record of academic dishonesty or serious disciplinary misconduct<sup>6</sup>, the Dean or designee and the student may reach an agreement concerning how the case should be resolved. The standard "XF" grade penalty will normally be imposed if it is agreed by the student that he/she committed an act of academic dishonesty. Any other sanction agreed upon by the student and the Dean or designee will constitute a recommendation to the Honor Council, and must be supported by a written statement signed by the student and the dean or designee. The written statement will be reviewed by the Honor Council<sup>7</sup>, which shall inform both the student and the Dean or designee of the sanction imposed.

#### **PROCEDURES: RESOLUTION BY AN HONOR REVIEW**

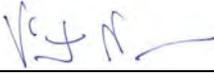
14. Cases not resolved in accordance with Part 13 of this *Code* shall result in an Honor Review.<sup>8</sup>

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COMPLAINANT—officer responsible for preparing the charge of academic dishonesty and presenting the case before the Honor Board. The Complainant must be a registered, degree-seeking student.



**University Senate  
CHARGE**

<b>Date:</b>	February 26, 2014
<b>To:</b>	Jason Speck Chair, Student Conduct Committee
<b>From:</b>	Vincent Novara Chair, University Senate 
<b>Subject:</b>	Code of Academic Integrity Changes
<b>Senate Document #:</b>	13-14-26
<b>Deadline:</b>	September 15, 2014

The Senate Executive Committee (SEC) requests that the Student Conduct Committee review the proposal entitled, “Code of Academic Integrity Changes”, and consider whether the requested changes are appropriate.

Specifically, we ask that you:

1. Review the University of Maryland, College Park Code of Academic Integrity (III-1.00 [A]).
2. Review similar codes of academic integrity at our peer institutions.
3. Consult with the Director of the Office of Student Conduct.
4. Consult with the University’s Office of Legal Affairs.
5. If appropriate, make recommendations on whether the University of Maryland, College Park Code of Academic Integrity (III-1.00 [A]) should be revised.

We ask that you submit your report and recommendations to the Senate Office no later than September 15, 2014. If you have questions or need assistance, please contact Reka Montfort in the Senate Office, extension 5-5804.

## **Frequently Asked Questions (FAQs) about the Proposed Changes to the *Code of Academic Integrity***

**1) What are the benefits to updating the Code?** Benefits include the creation of a new resolution opportunity that will give students more options to resolve an allegation of misconduct. It is anticipated that the creation of the Disciplinary Conference option will save time and reduce stress for students, as their cases will be able to be resolved quicker in a one-on-one format by a student conduct administrator. Additionally, by revising the *Code's* definition of cheating to include fraud, deceit, or dishonesty in any academic course or exercise in an attempt to gain an unfair advantage, the Office of Student Conduct will be able to more effectively adjudicate the types of cases that the office has encountered more recently (e.g. submitting fake doctor's notes to professors, and using clicker devices during lectures to electronically sign in for another student).

**2) What are the most notable updates being proposed?** There are a number of small, yet significant, language changes being proposed that will better reflect desired administrative processes; for example, the current *Code* reflects outdated practices, which call for Deans and the Provost to administer various tasks that they no longer have the responsibility to complete. In addition, the current *Code* assigns various tasks to the Student Honor Council, such as the scheduling of hearings and the review of new cases for cause. Such practices are no longer the duty of the Student Honor Council; these duties have shifted to the Director of Student Conduct and his/her designee, due to the large volume and complexity of these cases. The two most notable and significant updates being proposed are the creation of the Disciplinary Conference option for students that will enable the Office of Student Conduct to adjudicate cases with a student in a one-on-one setting, which is anticipated to be a quicker and more efficient way to resolve a large majority of academic integrity cases. The second most notable recommendation is the expansion of the definition of cheating to include fraud, deceit, or dishonesty in any academic course or exercise in an attempt to gain an unfair advantage. This will allow the Office of Student Conduct more effectively adjudicate the types of cheating cases that the office has encountered more recently (e.g. submitting fake doctor's notes to professors, and using clicker devices during lectures to electronically sign in for another student).

**3) How will the updated Code reflect when compared with our peers?** Although the *Code* has not been updated for some time, it still remains the model modified academic code for many peer institutions, and while the *Code* remains effective and exemplary for higher education institutions across the country, it needs to evolve to better reflect the current academic integrity challenges that modern campuses encounter. These include rapidly increasing case volumes, and acts of cheating and plagiarism that are becoming more complex and cannot be addressed properly under current policy language. These proposed updates will better align the *Code* with similar changes that peers have made, or are currently making, in order to better address these issues.

**4) Why are updates to the Code necessary?** The *Code* has not had any substantial updates since its creation in the late 1980s-early 1990s. Since then, the complexity and volume of cases that the Office of Student Conduct receives and adjudicates has increased and evolved significantly. The goal with the proposed changes is to have the policy accurately reflect office practice, improve customer service for students, and update definitions to more adequately address the types of academic integrity cases that the office adjudicates. The timeline for resolution of cases will also be shortened.

**5) Will students be gaining rights or losing rights with the Code of Academic Integrity updates?** Students will be gaining rights and case resolution options under these suggested updates. Under the current *Code*, students have only two options to resolve their case: students can accept full responsibility and receive a grade of XF in the class, or they can go to a Student Honor Council hearing. Because of the high volume of cases, at times students can be forced to wait for weeks or longer before their case is heard. These proposed updates will expand options for students with the creation of the Disciplinary Conference option, which will allow students to elect to have a one-on-one meeting with an administrator, scheduled within days of the case being referred to the Office of Student Conduct.

**6) Who has seen the proposed changes and supports them?** When the Office of Student Conduct began the process of drafting potential updates to the *Code*, it sought to make the process as inclusive as possible, in order to be exposed to varying perspectives. The office solicited feedback from the University Student Judiciary, as well as the Residence Hall Association (RHA), the Student Government Association (SGA), the Student Legal Aid, the Office of the Vice President of Student Affairs, and the Office of Legal Affairs. The Office of Student Conduct and the Senate Student Conduct Committee are grateful for the support of the proposed updates to the *Code*, and the critical feedback provided by all involved.

Appendix 4 - Big Ten Research

University	Enrollment	Public / Private	Cheating Definition	Plagiarism Definition	Fabrication Definition	Facilitation Definition	Resolution Options	Office Charged with Ajudicating AI Code	Available Sanctions
UC Berkley	36,204	Public	Cheating includes fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question.	Plagiarism includes use of intellectual material produced by another person without acknowledging its source.	Furnishing false information, failing to identify oneself honestly, fabricating or altering information and presenting it as legitimate or providing false information to an instructor or any other university official in an academic context.	N/A	Panel hearing or admin hearing (conference)	Center for Student Conduct (Division of Student Affairs)	<ul style="list-style-type: none"> <li>• Warning/Censure</li> <li>• Non-Reportable Warning</li> <li>• Reportable Warning</li> <li>• Disciplinary Probation</li> <li>• Loss of Privileges &amp; Exclusion from Activities</li> <li>• Suspension</li> <li>• Dismissal</li> <li>• Exclusion from Areas of the Campus or From Official University Functions</li> <li>• Interim Suspension</li> </ul>
Rutgers U.	41,565	Public	Cheating is the use of inappropriate or prohibited materials, information, sources, or aids in any academic exercise. Cheating also includes submitting papers, research results and reports, analyses, etc. as one's own work when they were, in fact, prepared by others.	Plagiarism is the use of another person's words, ideas, or results without giving that person appropriate credit. To avoid plagiarism, every direct quotation must be identified by quotation marks or appropriate indentation and both direct quotation and paraphrasing must be cited properly according to the accepted format for the particular discipline or as required by the instructor in a course.	Fabrication is the invention or falsification of sources, citations, data, or results, and recording or reporting them in any academic exercise.	Facilitation of dishonesty is knowingly or negligently allowing one's work to be used by other students without prior approval of the instructor or otherwise aiding others in committing violations of academic integrity. A student who intentionally facilitates a violation of academic integrity can be considered to be as culpable as the student who receives the impermissible assistance, even if the facilitator does not benefit personally from the violation.	Disciplinary Conference & Hearing	Office of Student Conduct (Student Affairs Division)	<ul style="list-style-type: none"> <li>• Required participation in a noncredit workshop or seminar on ethics or academic integrity.</li> <li>• An assigned paper or research project related to ethics or academic integrity.</li> <li>• A make-up assignment that may be more difficult than the original assignment.</li> <li>• No credit for the original assignment.</li> <li>• A failing grade on the assignment.</li> <li>• A failing grade for the course.</li> <li>• Disciplinary warning or probation.</li> <li>• A grade of XF (disciplinary F) for the course.</li> <li>• Restrictive probation.</li> <li>• Dismissal from a departmental or school honors program.</li> <li>• Denial of access to internships or research programs.</li> <li>• Loss of appointment to academically-based positions.</li> <li>• Loss of departmental/graduate program endorsements for internal and external fellowship support and employment opportunities.</li> <li>• Removal of fellowship or assistantship support.</li> <li>• Suspension for one or more semesters.</li> <li>• Dismissal from a graduate or professional program.</li> <li>• Permanent expulsion from the University with a permanent notation of disciplinary expulsion on the student's transcript.</li> </ul>
Michigan State University	48,906	Public	Procure, provide, accept or use any materials containing questions or answers to any examination or assignment without proper authorization.	claim or submit the academic work of another as one's own.	The principles of truth and honesty are fundamental to the educational process and the academic integrity of the University; therefore, no student shall: fabricate or falsify data or results.	N/A	If you are unable to resolve the dispute with your instructor, you may discuss the matter with the chair/director of the department/school that offered the course. If that meeting fails to settle the situation, the final step in the process is to request an academic grievance hearing before the appropriate hearing board. For an explanation of the hearing process, click here. If the hearing board clears you of the charge, your instructor can appeal the decision or accept the decision and recalculate your grade. If your dean has requested an academic disciplinary hearing (see above), that hearing would proceed only if the hearing to contest the allegation upholds your instructor's charge. Students who are accused of cheating and for whom an academic disciplinary hearing has been requested have 10 class days to file a written request for an academic grievance hearing to contest the allegation in the unit in which the misconduct occurred. You may consult with the University Ombudsperson at any time during these negotiations. The Ombudsperson will explain the process of contesting an allegation of academic dishonesty, review the university rules and policies regarding academic integrity and explain the hearing process.	Each academic unit (departments, schools and colleges) has own separate process for administering hearings	Failing grade in the course in addition to other educational sanctions (not detailed)
University of Illinois at Urbana – Champaign	41,918	Public	a) Cheating. No student shall use or attempt to use in any academic exercise materials, information, study aids, or electronic data that the student knows or should know is unauthorized. Instructors are strongly encouraged to make in advance a clear statement of their policies and procedures concerning the use of shared study aids, examination files, and related materials and forms of assistance. Such advance notification is especially important in the case of take-home examinations. During any examination, students should assume that external assistance (e.g., books, notes, calculators, and communications with others) is prohibited unless specifically authorized by the Instructor. A violation of this section includes but is not limited to: (1) Allowing others to conduct research or prepare any work for a student without prior authorization from the Instructor, including using the services of commercial term paper companies. (2) Submitting substantial portions of the same academic work for credit more than once or by more than one student without authorization from the Instructors to whom the work is being submitted. (3) Working with another person without authorization to satisfy an individual assignment.	Plagiarism is using others' ideas and/or words without clearly acknowledging the source of that information. It may be intentional (e.g., copying or purchasing papers from an online source) or unintentional (e.g., failing to give credit for an author's ideas that you have paraphrased or summarized in your own words).	(c) Fabrication. No student shall falsify or invent any information or citation in an academic endeavor. A violation of this section includes but is not limited to: (1) Using invented information in any laboratory experiment or other academic endeavor without notice to and authorization from the Instructor or examiner. It would be improper, for example, to analyze one sample in an experiment and covertly invent data based on that single experiment for several more required analyses. (2) Altering the answers given for an exam after the examination has been graded. (3) Providing false or misleading information for the purpose of gaining an academic advantage.	(d) Facilitating Infractions of Academic Integrity. No student shall help or attempt to help another to commit an infraction of academic integrity, where one knows or should know that through one's acts or omissions such an infraction may be facilitated. A violation of this section includes but is not limited to: (1) Allowing another to copy from one's work. (2) Taking an exam by proxy for someone else. This is an infraction of academic integrity on the part of both the student enrolled in the course and the proxy or substitute. (3) Removing an examination or quiz from a classroom, faculty office, or other facility without authorization.	The instructor, acting as fact finder, will make a decision and communicate it to you in writing. They have to decide whether it is more probably true than not true, that you have committed an infraction. The instructor does not have to prove, "beyond a reasonable doubt" that an infraction has occurred.  If it is determined you did not commit an infraction the case is closed though you have choices regarding continued enrollment. Visit your college office within ten (10) days to discuss these choices. If it is determined you committed an infraction the instructor shall impose a sanction. Sanctions vary from a written agreement between you and the instructor to failure in the course.	Managed by instructor of course (student can appeal finding of responsibility)	<p><b>Authorized Sanctions.</b> Authorized Sanctions for academic integrity violations are one or more of the following:</p> <p>(1) Category 1 – Any sanction discussed and agreed to in writing by the Instructor and the student. A Category 1 sanction must also be reported pursuant to 1-405. A student who accepts a Category 1 sanction waives his or her right to appeal either the finding of a violation or the sanction under 1-403(b).</p> <p>(2) Category 2 – (A) A written warning; (B) Educational Sanctions including make-up assignments of a more difficult nature, assignments pertaining to academic integrity, and/or required attendance at a noncredit workshop or seminar on academic integrity; (C) A reduced grade on the assignment; (D) A failing grade for the assignment; (E) A reduced grade for the course; (F) A denial of credit for the proficiency exam</p> <p>(3) Category 3 – A failing grade for the course.</p> <p>(4) In addition to any other sanctions imposed, an Instructor may also recommend suspension or dismissal from the University.</p> <p>(5) If a combination of sanctions is imposed, the sanction from the highest Category shall determine to whom a Contested Determination or Sanction is forwarded in 1-403(c), except as provided by 1-403(d) for cases involving suspension or dismissal.</p>

Indiana University	42,464	Public	Cheating is considered to be an attempt to use or provide unauthorized assistance, materials, information, or study aids in any form and in any academic exercise or environment.	Plagiarism is defined as presenting someone else's work, including the work of other students, as one's own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged, unless the information is common knowledge. What is considered "common knowledge" may differ from course to course.	A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citation to the sources of information.	A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct, nor allow another student to use his or her work or resources to commit an act of misconduct.	The faculty member may take into account the seriousness of the violation in assessing a penalty for acts of academic misconduct. The faculty member must report all cases of academic misconduct to the dean of students, or appropriate official.	Faculty & Office of Student Ethics/Dean of Students Office	A faculty member who suspects that you have committed academic misconduct as defined by the Code of Student Rights, Responsibilities, and Conduct should communicate this directly with you.  If the faculty member concludes that academic misconduct took place, they may impose an academic sanction for the course and must report the incident to the Dean of Students.  You will receive a letter from the Office of Student Ethics outlining the alleged violations and informing you that the Dean of Students may impose further sanctions.  Once you receive a letter outlining the alleged violations from the Office of Student Ethics, you have 14 days to appeal the faculty member's decision and/or sanction.  You must appeal the allegations through the dean of the school in which the alleged misconduct took place. The Office of Student Ethics will not proceed until this appeal is complete.
University of Iowa	31,498	Public	"Dishonest" conduct includes, but is not limited to, attempts by students to cheat or misrepresent, or aid or abet another person to do the same, whether or not the attempts are successful.	Academic Misconduct: Any dishonest or fraudulent conduct during an academic exercise, such as cheating, plagiarism, or forgery, or misrepresentation regarding the circumstances of a student's non-attendance, late assignment, or previous work or educational experience, or aiding or abetting another person to do the same.	Use of Fabricated or Falsified Information: The furnishing of false information to any University employee, faculty member, or office, as well as the forgery, alteration, or misuse of any University document, record, or identification.	Collusion: The aiding, abetting, assisting, or attempting to aid or assist another individual to commit a violation of any rule(s) in the Code of Student Life.	All cases of plagiarism and cheating are reported for action to the designated person in the office of the dean of the college, through departmental channels, with a statement of the necessary facts. The department and the instructor concerned may also submit recommendations in each case for appropriate disciplinary action.	Resolution of academic misconduct complaints will be handled within the college or department concerned, with provision for review	By the Instructor: The individual instructor may reduce the student's grade, including the assignment of the grade of "F" in the course. A report of this action should always be sent to the dean's office. By the Dean: The dean of the college or a student-faculty committee appointed by him or her may impose the following or other penalties as the offense may warrant; disciplinary probation, suspension from the college, or recommendation of expulsion from the University by the president.
University of Michigan	37,197	Public	Cheating is committing fraud and/or deception on a record, report, paper, computer assignment, examination, or any other course requirement.	Plagiarism is representing someone else's ideas, words, statements, or other work as one's own without proper acknowledgment or citation	Fabrication of data Altering documents affecting academic records Misrepresentation of academic status Forging a signature of authorization or falsifying information on an official academic document, grade report, letter of recommendation/reference, letter of permission, petition, or any document designed to meet or exempt a student from an established class, College, or University academic regulation.	Providing material or information to another person with knowledge that these materials or information may be used improperly. This includes both deliberate and inadvertent actions.	Violations of academic integrity are handled by different units of the University of Michigan depending on the status of the violator (undergraduate student, graduate student, faculty or staff). For students, violations are handled by the individual colleges.	Violations of academic integrity are handled by different units of the University of Michigan depending on the status of the violator (undergraduate student, graduate student, faculty or staff). For students, violations are handled by the individual colleges.	If the Assistant Dean for Undergraduate Education determines a violation of the LSA Community Standards for Academic Integrity has been breached, the instructor and student will be notified of the determined sanctions. If the evidence is too circumstantial and a breach of Standards cannot be firmly determined, the Assistant Dean can issue a "letter of warning" to the student.
University of Minnesota	51,853	Public	Scholastic Dishonesty. Scholastic dishonesty means plagiarism; cheating on assignments or examinations; engaging in unauthorized collaboration on academic work; taking, acquiring, or using test materials without faculty permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, awards, or professional endorsement; altering, forging, misrepresenting, or misusing a University academic record; or fabricating or falsifying data, research procedures, or data analysis.	Representing the words, creative work, or ideas of another person as one's own without providing proper documentation of source.	Scholastic Dishonesty. Scholastic dishonesty means plagiarism; cheating on assignments or examinations; engaging in unauthorized collaboration on academic work; taking, acquiring, or using test materials without faculty permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, awards, or professional endorsement; altering, forging, misrepresenting, or misusing a University academic record; or fabricating or falsifying data, research procedures, or data analysis.	Scholastic Dishonesty. Scholastic dishonesty means plagiarism; cheating on assignments or examinations; engaging in unauthorized collaboration on academic work; taking, acquiring, or using test materials without faculty permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, awards, or professional endorsement; altering, forging, misrepresenting, or misusing a University academic record; or fabricating or falsifying data, research procedures, or data analysis.	Whenever faculty suspect or detect scholastic dishonesty, including plagiarism, in a student's coursework, they are to meet with the student to determine if dishonesty has occurred. Your instructor will most likely ask you about the assignment in question and will discuss with you why s/he believes that dishonesty occurred. Depending on the outcome of the instructor's findings, s/he will assign a penalty, up to and including an "F" for the assignment or course. In addition s/he will be reporting the incident to the Office for Student Conduct and Academic Integrity (OSCAI).	Office for Student Conduct & Academic Integrity	<ul style="list-style-type: none"> <li>Academic Sanction: An academic sanction means a sanction affecting the course or academic work of the student for violation of Section VI, Disciplinary Offenses, Subdivision 1, Scholastic Dishonesty.</li> <li>Warning: A warning means the issuance of an oral or written warning or reprimand.</li> <li>Probation: Probation means special status with conditions imposed for a defined period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation during the probationary period.</li> <li>Required Compliance: Required compliance means satisfying University requirements, work assignments, community service, or other discretionary assignments.</li> <li>Restriction of Privileges: Restriction of privileges means the denial or restriction of specified privileges, including, but not limited to, access to an official transcript for as defined period of time.</li> <li>Suspension: Suspension means separation of the student from the University for a defined period of time, after which the student is eligible to return to the University. Suspension may include conditions for readmission.</li> <li>Expulsion: Expulsion means the permanent separation of the student from the University.</li> <li>Withholding of Diploma or Degree: Withholding of diploma or degree means the withholding of diploma or degree otherwise earned for a defined period of time or until the completion of assigned</li> </ul>

University of Nebraska – Lincoln	24,593	Public	Copying or attempting to copy from an academic test or examination of another student; using or attempting to use unauthorized materials, information, notes, study aids or other devices for an academic test, examination or exercise; engaging or attempting to engage the assistance of another individual in misrepresenting the academic performance of a student; or communicating information in an unauthorized manner to another person for an academic test, examination or exercise.	Presenting the work of another as one's own (i.e., without proper acknowledgment of the source) and submitting examinations, theses, reports, speeches, drawings, laboratory notes or other academic work in whole or in part as one's own when such work has been prepared by another person or copied from another person	<u>1. Fabrication or Falsification:</u> Falsifying or fabricating any information or citation in any academic exercise, work, speech, test or examination. Falsification is the alteration of information, while fabrication is the invention or counterfeiting of information.	<u>1. Complicity in Academic Dishonesty:</u> Helping or attempting to help another student to commit an act of academic dishonesty.	In cases where an instructor finds that a student has committed any act of academic dishonesty, the instructor may in the exercise of his or her professional judgment impose an academic sanction as severe as giving the student a failing grade in the course. Before imposing an academic sanction the instructor shall first attempt to discuss the matter with the student. If deemed necessary by either the instructor or the student, the matter may be brought to the attention of the student's major adviser, the instructor's department chairperson or head, or the dean of the college in which the student is enrolled. When academic sanction is imposed which causes a student to receive a lowered course grade, the instructor shall make a report in writing of the facts of the case and the academic sanction imposed against the student to the instructor's department chairperson or head and to the Judicial Officer. The student shall be provided with a copy of this report. Further, the instructor may recommend the institution of disciplinary proceedings against the student for violation of this Code, if the instructor in the exercise of his or her professional judgment believes that such action is warranted.  In cases where an instructor's finding of academic dishonesty is admitted by the student and an academic sanction is imposed by the instructor which the student believes to be too severe, the student shall have the right to appeal the severity of the academic sanction through the applicable grade appeal procedure. In cases where an instructor's finding of academic dishonesty is disputed by the student, the matter shall be referred to the Judicial Officer for disposition in accordance with the University Disciplinary Procedures. Any academic sanction imposed by the instructor shall be held in abeyance pending a final decision of guilt or innocence under the University Disciplinary Procedures. If it is determined through these procedures that the student is not guilty of academic dishonesty, the instructor's academic sanction shall be set aside. If it is determined that the student is guilty of academic dishonesty, the instructor's academic sanction shall be imposed in addition to any disciplinary sanction which may be imposed under the University Disciplinary Procedures, subject to the student's right to appeal the severity of the academic sanction through the applicable grade appeal procedure.	Meeting w/ instructor & Student Judicial Affairs (Student Affairs Division)	In cases where an instructor finds that a student has committed any act of academic dishonesty, the instructor may in the exercise of his or her professional judgment impose an academic sanction as severe as giving the student a failing grade in the course. Before imposing an academic sanction the instructor shall first attempt to discuss the matter with the student. If deemed necessary by either the instructor or the student, the matter may be brought to the attention of the student's major adviser, the instructor's department chairperson or head, or the dean of the college in which the student is enrolled. When academic sanction is imposed which causes a student to receive a lowered course grade
Northwestern University	14,988	Private	using unauthorized notes, study aids, or information on an examination; altering a graded work after it has been returned, then submitting the work for regarding; allowing another person to do one's work and submitting that work under one's own name; submitting identical or similar papers for credit in more than one course without prior permission from the course instructors.	Submitting material that in part or whole is not entirely one's own work without attributing those same portions to their correct source.	Fabrication: falsifying or inventing any information, data or citation; presenting data that were not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data were gathered or collected.	Aiding and Abetting Academic Dishonesty: (a) providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above, or (b) providing false information in connection with any inquiry regarding academic integrity	In accordance with University Statutes, the enforcement of academic integrity lies with the faculties of the University's individual schools, and shall be in accordance with the procedures and provisions adopted by each individual school. In all cases involving academic dishonesty, the student charged or suspected shall, at a minimum, be accorded the following rights: 1. Prompt investigation of all charges of academic dishonesty, to be conducted, insofar as possible, in a manner that prevents public disclosure of the student's identity. Such investigation may include informal review and discussion with an official of the school prior to bringing a charge, provided that such review does not compromise the rights of the student in the formal process; 2. Reasonable written notice of the facts and evidence underlying the charge of academic dishonesty and of the principle(s) of academic integrity said to have been violated; 3. Reasonable written notice of the procedure by which the accuracy of the charge will be determined; 4. Reasonable time, if requested, within which to prepare a response to the charge; 5. A hearing or meeting at which the student involved may be heard and the accuracy of the charge determined by a neutral decision-maker; 6. Review of any adverse initial determination, if requested, by an appeals committee to whom the student has access in person. Generally, implementation of sanctions will be suspended until all appeals made by the student have been exhausted; 7. Final review of an unsuccessful appeal, if requested, by the Provost or an advisory committee designated by the Provost.	Suspected cases of academic dishonesty should be reported to the course instructor, the administration of the school under whose jurisdiction the suspected offense took place, or to any student authorized by that school to receive such complaints. Students charged with academic dishonesty may not change their registration in a course in which the charge is pending, or in which a finding of academic dishonesty has been made. Procedures of investigation, adjudication, and appeal may vary from school to school.	All proven cases of academic dishonesty should be penalized as appropriate under the circumstances. Sanctions other than a reduced or failing grade should be imposed by the school in which the student is enrolled. The imposition of any sanction other than a private reprimand should include a statement of reasons supporting its severity. A student may appeal any finding or sanction as specified by the school holding jurisdiction. Sanctions may include but are not limited to:  Reduced or failing grade. A letter of reprimand. A defined period of probation, with or without the attachment of conditions. Withdrawal of University funding. A defined period of suspension, with or without the attachment of conditions. Exclusion from the University. Notation on the official record. Revocation of an awarded degree. Any appropriate combination of 1-8 above.
Ohio State University	56,867	Public	Copying or attempting to copy the work of another student in an unauthorized manner and misrepresenting it or attempting to misrepresent it as one's own work: This includes, but is not necessarily limited to, one student copying or attempting to copy the work of another student, and it includes any form of copying (or attempting to copy). Possession and/or use of unauthorized materials during an examination or other course activity: The nature of this charge is self-explanatory.	Plagiarism is the representation of another's work or ideas as one's own. It includes the unacknowledged verbatim use and/or paraphrasing of another person's work, and/or the inappropriate unacknowledged use of another person's ideas. For the purposes of academic misconduct, plagiarism of published resources (e.g., books, journals, etc.), the Internet, or other printed/electronic resources (e.g., course syllabi, instructors' manuals, etc.) is considered a violation of the University's Code of Student Conduct.	Falsification, fabrication, or dishonesty in creating or reporting laboratory results, research results, and/or any other assignments;	Knowingly providing or using unauthorized assistance in the laboratory, on field work, in scholarship or on a course assignment;	In all cases, a student charged with one or more violations of the code of student conduct has the right to a hearing. However, in a case where a charged student admits to such violation(s) in writing, the student may request in writing to have a decision as to appropriate action made administratively by a hearing officer rather than have the charges referred to a hearing officer or board for a hearing. In such situations, the student waives the right to a hearing and the related procedural guarantees provided by a hearing officer or board hearing	Committee on Academic Misconduct (COAM) (Code of Student Conduct (overseen by the Office of Student Life-Student Conduct (Student Affairs)	Disciplinary Sanctions: Any student found "in violation of the Code of Student Conduct" receives a disciplinary sanction such as a letter of reprimand, disciplinary probation, suspension, or dismissal. The Committee views the hearing as an educational process, and in most cases it has no desire to interrupt an undergraduate student's academic progress. Thus, undergraduate students found "in violation of the Code of Student Conduct" for the first time typically receive a letter of reprimand or disciplinary probation. In cases where the violations of the Code are egregious or the student has previous violations of the Code of Student Conduct, the Committee may suspend or dismiss the student. Grade Sanctions: The Committee also authorizes a grade sanction to the course instructor. The severity of the grade sanction depends on the nature of the student's behavior and any mitigating or aggravating circumstances. The grade sanction can range from an authorization that the student receive a "0" on the assignment to an authorization that the student receive a final grade of "E" in a course.

<p><b>Pennsylvania State University</b></p>	<p>44,817</p>	<p>Public</p>	<p>Unauthorized Use of Study Aids: for example, a student uses a crib sheet; a student pre-programs an electronic device to provide solutions; a student uses notes, texts, etc. without the permission of the instructor.</p> <p>Improper Use of Technology: for example, a student possesses and/or uses a cell phone when one is not permitted; a student uses software or electronic aides such as calculators, computers, handheld devices, etc. when not permitted by the instructor.</p>	<p>Submitting Another Person's Work As Your Own or Submitting Another Person's Work Without Proper Citation: for example, a student submits work created by another person as his/her own; a student presents information indicating it is not the student's own work, but fails to properly cite the source. These are commonly referred to as plagiarism.</p>	<p>Altering Exams or Assignments: for example, a student changes incorrect answers and requests a favorable grade adjustment when instructor returns graded assignments/exams for review; a student changes the letter and/or numerical grade on an exam/assignment after the instructor has assigned the final grade.</p>	<p>Facilitating Academic Dishonesty by Others: for example, a student permits another student to copy an exam or assignment; a student provides a completed assignment to another student and allows the student to submit it as his or her own; a student writes another student's paper or completes another student's assignment and then provides it to the student so they may receive credit; a student shares information about an exam with another student who has not taken the exam.</p>	<p>This document is designed to aid faculty members in their consideration of sanctions for violations of academic integrity. These are intended to be considered as guidelines. There may be some mitigating factors that will influence the sanction that the faculty member chooses to assign. The University's academic integrity policy provides for two types of sanctions: academic and disciplinary. All violations will result in an academic sanction but only those that are most severe will be considered for a disciplinary sanction.</p> <p>Academic sanctions included in these guidelines range from a warning or reduced grade on a single assignment to failure for the course. In all instances, a faculty member should submit an Academic Integrity Form. When a faculty member believes that the student's behavior raises questions about the student's continued involvement in the academic department, consultation should occur with the academic college's associate dean for undergraduate education or graduate education as appropriate. Removal from the academic program may be used as a sanction when appropriate. Instructors may wish to consult with the college/campus Academic Integrity Committee to determine the appropriateness of an academic sanction.</p>	<p>Meeting with instructor</p>	<p>Faculty may assign a wide range of sanctions to a student found responsible for violating academic integrity. Most faculty may choose to utilize academic sanctions (the modification of grades due to misconduct), but when referring cases to Student Conduct, faculty have the option to also recommend a full range of disciplinary sanctions available to Student Conduct such as: Disciplinary Warning; Disciplinary Probation; Suspension, Indefinite Expulsion or Expulsion; or the "XF" transcript notation (see: Sanctioning Guidelines for Academic Integrity Violations and Explanations for Disciplinary Sanctions). "XF" sanctions are assigned only after consultation with the instructor, the campus or college Academic Integrity Committee, and Student Conduct. Assigning an "XF" notation to a student's transcript should be a rare occurrence and is reserved for the most serious breaches of academic integrity, which may include repeat misconduct. With any recommendation to Student Conduct for an XF grade, the campus or college Academic Integrity Committee must include those conditions (if any) under which it would approve the removal of the "XF" sanction from the transcript. Student Conduct will consider this recommendation when deciding upon the length of time that the "XF" notation will remain on the student's transcript. When the conditions (if any) are met for removal of the "XF", an academic "F" will remain on the transcript. Such conditions must reflect both the circumstances of the individual case and consultation among the instructor, the campus or college Academic Integrity Committee, and the Office of Student Conduct. Through the Student Conduct process the student will be able to request a sanction review for the disciplinary sanction assigned, but not for the academic sanction assigned. Once the student is found responsible in the process, the academic sanction recommended by the faculty and/or the Academic Integrity Committee will be put into place. The only exception occurs when the academic sanction assigned by the faculty member or the Academic Integrity Committee is a dismissal from the academic program. On those occasions, students may request a sanction review from the Dean of the College (UP) and/or the Chancellor (campuses) or his or her representative. A student assigned any level of disciplinary sanction will have the right to request a sanction review from the Office of Student Conduct or the Student Conduct designee.</p>
<p><b>Purdue University</b></p>	<p>39,637</p>	<p>Public</p>	<p>Purdue prohibits "dishonesty in connection with any University activity. Cheating, plagiarism, or knowingly furnishing false information to the University are examples of dishonesty." [Section B-2-a, Code of Student Conduct] Furthermore, the University Senate has stipulated that "the commitment of acts of cheating, lying, and deceit in any of their diverse forms (such as the use of substitutes for taking examinations, the use of illegal cribs, plagiarism, and copying during examinations) is dishonest and must not be tolerated. Moreover, knowingly to aid and abet, directly or indirectly, other parties in committing dishonest acts is in itself dishonest.</p>	<p>Plagiarism is a special kind of academic dishonesty in which one person steals another person's ideas or words and falsely presents them as the plagiarist's own product.</p> <p>Example: using the exact language of someone else without the use of quotation marks and without giving proper credit to the author presenting the sequence of ideas or arranging the material of someone else even though such is expressed in one's own words, without giving appropriate acknowledgment submitting a document written by someone else but representing it as one's own.</p>	<p>Dishonesty in connection with any University activity. Cheating, plagiarism, or knowingly furnishing false information to the University are examples of dishonesty. The commitment of the acts of cheating, lying, stealing, and deceit in any of their diverse forms (such as the use of ghost-written papers, the use of substitutes for taking examinations, the use of illegal cribs, plagiarism, and copying during examinations) is dishonest and must not be tolerated. Moreover, knowingly to aid and abet, directly or indirectly, other parties in committing dishonest acts is in itself dishonest.</p>	<p>Dishonesty in connection with any University activity. Cheating, plagiarism, or knowingly furnishing false information to the University are examples of dishonesty. The commitment of the acts of cheating, lying, stealing, and deceit in any of their diverse forms (such as the use of ghost-written papers, the use of substitutes for taking examinations, the use of illegal cribs, plagiarism, and copying during examinations) is dishonest and must not be tolerated. Moreover, knowingly to aid and abet, directly or indirectly, other parties in committing dishonest acts is in itself dishonest</p>	<p>Before any formal action is taken against a student who is suspected of committing academic dishonesty, the instructor is encouraged to meet with the student to discuss the facts surrounding the suspicions. If the instructor concludes that the student is guilty, the matter may be resolved with the student through punitive grading. Examples of punitive grading are giving a lower or failing grade on the assignment, having the student repeat the assignment and perhaps some additional assignment, or assessing a lower or failing grade for the course. The grade appeals system offers recourse to a student whose grade has been reduced unfairly for alleged academic dishonesty. Additionally, instructors are encouraged to refer cases to the Office of the Dean of Students for adjudication and/or appropriate record keeping. The Office of the Dean of Students will follow established procedures as provided in the Student Code of Conduct. If found responsible, possible sanctions include a warning, probation, probated suspension, suspension, or expulsion.</p>	<p>Meeting w/ instructor &amp; Office of the Dean of Students</p>	<p>Before any formal action is taken against a student who is suspected of committing academic dishonesty, the instructor is encouraged to meet with the student to discuss the facts surrounding the suspicions. If the instructor concludes that the student is guilty, the matter may be resolved with the student through punitive grading. Examples of punitive grading are giving a lower or failing grade on the assignment, having the student repeat the assignment and perhaps some additional assignment, or assessing a lower or failing grade for the course. The grade appeals system offers recourse to a student whose grade has been reduced unfairly for alleged academic dishonesty. Additionally, instructors are encouraged to refer cases to the Office of the Dean of Students for adjudication and/or appropriate record keeping. The Office of the Dean of Students will follow established procedures as provided in the Student Code of Conduct. If found responsible, possible sanctions include a warning, probation, probated suspension, suspension, or expulsion.</p>
<p><b>University of Wisconsin – Madison</b></p>	<p>43,275</p>	<p>Public</p>	<p>Uses unauthorized materials or fabricated data in any academic exercise;</p>	<p>Seeks to claim credit for the work or efforts of another without authorization or citation;</p>	<p>Uses unauthorized materials or fabricated data in any academic exercise;</p>	<p>knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.</p>	<p>The University of Wisconsin-Madison takes academic misconduct allegations very seriously. If a faculty member suspects a student has engaged in academic misconduct, they contact the student and ask them to explain their work. If the faculty member still believes the student engaged in such an act after meeting with them, they will decide on a sanction, which may include a zero on the assignment or exam, a lower grade in the course or failure in the course. The Dean of Student's Office is informed and will contact the student about their rights. Repeated acts of academic misconduct may result in more serious actions such as probation or suspension. Student has option to request full board hearing to contest instructor's decision.</p>	<p>Meeting w/ Instructor &amp; Dean of Students Office (Student Affairs)</p>	<p>Disciplinary sanctions.  (1) The following are the disciplinary sanctions that may be imposed for academic misconduct in accordance with the procedures of s. UWS 14.05, 14.06 or 14.07:  (a) An oral reprimand;  (b) A written reprimand presented only to the student;  (c) An assignment to repeat the work, to be graded on its merits;  (d) A lower or failing grade on the particular assignment or test;  (e) A lower grade in the course;  (f) A failing grade in the course;  (g) Removal of the student from the course in progress;  (h) A written reprimand to be included in the student's disciplinary file;  (i) Disciplinary probation; or  (j) Suspension or expulsion from the university.  (2) One or more of the disciplinary sanctions listed in sub. (1) may be imposed for an incident of academic misconduct.</p>