

## CHAPTER 4

# REGISTRATION, ACADEMIC REQUIREMENTS, AND REGULATIONS

## REGISTRATION

Mitchell Building, first floor, (301) 314-8240  
<http://www.testudo.umd.edu>

To attend classes at the University of Maryland, College Park, it is necessary to process an official registration. Specific registration dates and instructions can be found in the current Schedule of Classes. The schedule is issued four times per year: prior to early registration for the fall and spring semesters, and again at the beginning of each semester. Winterterm information is available in the fall. The Summer Programs catalog is distributed in March.

1. Newly admitted students are invited and encouraged to attend an orientation session. Advising and course registration are part of the program. All newly admitted students must meet with an adviser prior to registration.
2. All newly admitted freshman and transfer students are required to provide proof of immunization for measles, rubella, mumps, and tetanus/diphtheria.
3. Currently enrolled students are invited to early registration. Registration appointments for the Fall semester begin in April; appointments for the Spring semester begin in late October.
4. Open registration follows early registration and continues up to the first day of classes. During this time students may make schedule adjustments or process an original registration.
5. The **schedule adjustment period** is the first 10 days of classes for the Fall and Spring semesters, and the first 5 days of classes for summer sessions I and II. During this period, full-time undergraduates may drop or add courses, change sections, or change credit level with no charge provided they remain full-time. Consult Schedule of Classes for information about changing from full-time to part-time. Part-time undergraduates may also drop or add courses, change sections, or change credit level, but they should consult the deadline section in the Schedule of Classes to avoid incurring additional charges. The choice of grading method option (including the pass-fail option) may be changed only during the schedule adjustment period. Registration is final and official when all fees are paid.

Departments may identify courses or sections of courses with the approval of the Office of the Vice President for Academic Affairs, which after the first five days of the schedule adjustment period in Spring and Fall semesters, shall require faculty or departmental approval for students to add.

Courses may be added, when space is available, during the schedule adjustment period, and will appear on the student's permanent record along with other courses previously listed. Courses dropped during this period will not appear on the student's permanent record.

6. After the schedule adjustment period:
  - a) Courses may not be added without special permission of the department and the dean of the academic unit in which the student is enrolled.
  - b) All courses for which the student is enrolled shall remain as a part of the student's permanent record. The student's status shall be considered as full-time if the number of credit hours enrolled at this time is 12 or more.
  - c) An official class list for each course being offered is issued to the appropriate department by the Office of the Registrar. Electronic rosters are provided to all faculty with e-mail accounts. Students are not permitted to attend a class if their names do not appear on the class list. Instructors must report discrepancies to the Office of the Registrar.

7. The **drop period** for undergraduate students will begin at the close of the schedule adjustment period and terminate at the end of tenth week of classes during the Fall and Spring semesters and at a corresponding time for summer sessions. During the drop period a student may drop a maximum of four credits. However, if the course that the student wishes to drop carries more than four credits, the student may drop the entire course or, in the case of a variable credit course, reduce the credit level by up to four credits. Such a drop will be recorded on the student's permanent record with the notation "W" and will be considered to represent a single enrollment (one of two possible) in the course. This mark shall not be used in any computation of cumulative grade point average.
8. In the case of students who are advised in the Division of Letters and Sciences when Dean's approval is required, the Dean for Undergraduate Studies shall assume the responsibilities normally delegated to the Dean.
9. At the end of the semester official grade lists are issued along with electronic grading lists. Instructors mark the final grades on the grade lists, sign the lists and return them to Office of the Registrar or process grades in the University of Maryland Electronic Grading (UMEG).
10. **Withdrawal from the university.** Students wishing to withdraw from all courses must do so on or before the last day of classes. The policies governing withdrawals are as follows:
  - a. Should a student desire or be compelled to withdraw from the University at any time, he or she must notify the Office of the Registrar in writing. Students may process the withdrawal in person, via mail or fax.
  - b. The effective date of withdrawal as far as refunds are concerned is the date that the withdrawal notice is received by the Office of the Registrar. Notation of withdrawal, and the effective date of the withdrawal, will be posted to the permanent record. Instructors and college offices will be notified of all withdrawn students. The deadline date for submitting the withdrawal for each semester is the last day of classes. Contact Undergraduate Admission for readmission information.
  - c. **Military Call-Ups.** It is the intent of the University of Maryland, College Park, to facilitate the withdrawal or change in registration and the reenrollment of students who are called to active military duty during the semester. The student (or a representative) should bring a copy of the military orders to the records office and process "withdrawal" papers or "change in registration" papers. Complete procedures are available from the Office of the Registrar.
  - d. Courses are not counted in the repeat policy limitations.
11. **Leave of Absence** from the university. A leave of absence is available for students wishing to take time away from the University for personal or academic reasons with the intention of returning the next semester. The leave of absence status is especially helpful for recipients of Federal Financial Aid. The student is not considered to be withdrawn, and is still enrolled for purposes of deferring repayment of federal loans. The leave of absence is only available for the last 60 days of the semester, and the student must return the following semester.
 

**Please note: For students using this for Financial Aid deferment, only one leave of absence can be granted in any 12 month period.**

With an approved leave of absence the student may automatically return the next semester, and all registration privileges will be extended. Additional information and forms for applying for a leave of absence are available from the Student Services Office, Room 1101 Mitchell Building, University of Maryland, College Park, College Park, MD 20742.

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### General Education Requirements

See chapter 5.

### Enrollment in Majors

A student who is eligible to remain at the University of Maryland, College Park, may transfer among curricula, colleges, or other academic units except where limitations on enrollments have been approved. By the time they complete 56 credits, students are expected to declare a degree-granting major. Students must be enrolled in the major program from which they plan to graduate, when registering for the final 15 hours of the baccalaureate program. This requirement also applies to the third year of the combined, pre-professional degree programs. See below for information on double majors and double degrees.

### Credit Unit and Load Each Semester

No baccalaureate curriculum requires fewer than 120 semester hours. The semester hour, which is the unit of credit, is the equivalent of a subject pursued one period a week for one semester. Two or three hours of laboratory or field work are equivalent to one lecture or recitation period.

In order for undergraduate students to complete most curricula in four academic years, the semester credit load must range from 12 to 19 hours (30 to 36 hours each year) toward the degree. Students registering for more than 19 hours per semester must have the approval of their Dean.

### Classification of Students

Official classifications of undergraduate students are based on earned credits as follows: freshman, 1-27 semester hours; sophomore, 28-55; junior, 56-85; and senior, 86 to at least 120.

### Concurrent Undergraduate–Graduate Registration

A senior at the University of Maryland whose GPA is at least 3.0 and who is within seven hours of completing the requirements for the undergraduate degree may, with the approval of his or her dean, the chair of the department concerned, and the Graduate School, register for graduate courses, which may later be counted for graduate credit toward an advanced degree at this university. The total of undergraduate and graduate credits in the senior year cannot be used for graduate credit unless proper arrangements have been made. Seniors who wish to take advantage of this opportunity must formally apply for admission to the graduate school.

### Undergraduate Credit for Graduate-Level Courses

Subject to requirements determined by the graduate faculty of the department or program offering the course, undergraduate students may register for graduate-level courses, i.e., those numbered from 600 to 898, with the exception of 799, for undergraduate credit.

A student seeking to utilize the option will have senior standing; have earned an accumulated grade point average of at least 3.0; have successfully completed, with a grade of "B" or better, the prerequisite and correlative courses; and be in a major in the offering or a closely related department. The student will be required to obtain prior approval of the department offering the course. Graduate School approval is not required.

Enrollment in a graduate-level course does not in any way imply subsequent departmental or graduate school approval for admission into a graduate program, nor may the course be used as credit for a graduate degree at the University of Maryland.

### Individual Combined BA/MA Programs

In 1990, the Board of Regents of the University of Maryland authorized the development of individual combined bachelor's and master's degree programs. For complete guidelines, requirements, and application procedures, students should consult with their major department no later than the beginning of the second semester of the sophomore year.

### Courses Taken at Other Institutions or Through the Inter-institutional Registration Program

Courses taken at another institution may not be credited toward a degree without approval in advance by the dean of the college from which the student expects a degree. The same rule applies to off-campus registration

in the summer program of another institution and the USM Concurrent Inter-Institutional Registration Program. Courses taken through The Consortium of Universities of the Washington Metropolitan Area are treated as resident credit. (See section on the Consortium, below.) Permission to enroll in off-campus courses must be requested for any course which will eventually be added to the University of Maryland, College Park, transcript.

### The Consortium of Universities of the Washington Metropolitan Area

The Consortium of Universities of the Washington Metropolitan Area consists of American University, The Catholic University of America, Gallaudet College, George Mason University, Georgetown University, George Washington University, Howard University, Marymount University, Mt. Vernon College, Trinity College, University of the District of Columbia, and the University of Maryland, College Park. Students enrolled in these institutions are able to attend certain classes at the other campuses and have the credit considered as resident credit at their own institutions. The intention is to allow students to take an occasional course to augment a program rather than to develop an individual program. Payment of tuition for courses will be made at the student's home campus.

Currently registered, degree-seeking University of Maryland, College Park, undergraduates may participate in the consortium program according to the stipulations listed in the current edition of the Schedule of Classes. Golden ID students are not eligible to enroll in courses through the consortium with waiver of fees. Students interested in additional information about the consortium program should contact the consortium coordinator in the Office of the Registrar, first floor, Mitchell Building.

### USM Concurrent Inter-Institutional Registration Program

College Park undergraduates participating in the USM Concurrent Inter-Institutional Registration Program should have sophomore standing, be in good academic standing, have approval from their dean for the course(s) to count as resident credit, and be enrolled full time in a degree program at the university for the semester in which the course(s) are taken. Full-time status is defined as a combination of credits registered at the University of Maryland, College Park, and the registered credits at the host institution.

Enrollment in courses is on a space-available basis. Visiting students are expected to meet prerequisites or other criteria set by the host institution and comply with the host institution's registration procedures and deadlines.

### Veterans Benefits

Students attending the university under the Veterans Education Assistance Act (Title 38, U.S. Code) may receive assistance and enrollment certification at the Veterans Certification Office, in the Office of the Registrar, first floor, Mitchell Building. Consult the Schedule of Classes for further information.

### Identification Card

The photo ID card is issued at the time the student first registers for classes. This card is to be used for the entire duration of enrollment. Additionally, students who have food service contracts will use this photo identification card. Contact Dining Services (information in chapter 3) directly for further information.

The photo identification card can be used by students to withdraw books from the libraries, for admission to most athletic, social, and cultural events, and as a general form of identification on campus.

There is a replacement charge of \$20 for lost, stolen, or broken photo identification cards. Questions concerning the identification card system should be addressed to the Office of the Registrar.

## Change of Address

Students are expected to notify the Office of the Registrar of any change in their local, permanent or e-mail address. Use the internet to keep address information current and accurate. Change of address forms are available at the following places:

Testudo web site: <http://www.testudo.umd.edu>, select Records and Registration

Office of the Bursar, Room 1115 or 1135, Lee Building

Registration Counter, first floor, Mitchell Building

Deans' Offices

MARS Kiosks: Mitchell Building, Stamp Union, Ellicott Dining Hall, Van Munching Hall, 7:30 a.m. to 11 p.m.

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## ATTENDANCE AND ASSESSMENT/ EXAMINATIONS

### Attendance

1. The university expects each student to take full responsibility for his or her academic work and academic progress. The student, to progress satisfactorily, must meet all of the requirements of each course for which he or she is registered. Students are expected to attend classes regularly, for consistent attendance offers the most effective opportunity open to all students to gain command of the concepts and materials of their courses of study. Except as provided below, absences will not be used in the computation of grades, and the recording of student absences will not be required of the faculty.
2. It is the policy of the university to excuse the absences of students that result from the following causes: illness of the student, or illness of a dependent as defined by Board of Regents policy on family and medical leave; religious observance (where the nature of the observance prevents the student from being present during the class period); participation in university activities at the request of university authorities; and compelling circumstance beyond the student's control. Students claiming excused absence must apply in writing and furnish documentary support for their assertion that absence resulted from one of these causes.
3. In some courses, attendance and in-class participation are ongoing requirements and an integral part of the work of the course. In other courses, occasional in-class assessments may occur, sometimes without advance notice. It is the responsibility of the instructor to inform each class at the beginning of the semester of the nature of in-class participation expected and the effect of absences on the evaluation of the student's work in the course.
4. Absences in courses where in-class participation is a significant part of the work of the course shall be handled by the instructor in the course in accordance with the general policy of his or her academic unit.
5. Permanent changes in the scheduling or location of classes must be approved by the chair, the director or the dean of the department, non-departmentalized school or college, as appropriate.

### Assessment

1. The university provides students with excused absences the opportunity to reschedule significant assessments, except in cases where the nature of the assessment precluded the possibility of rescheduling, OR to perform a substitute assignment without penalty. An instructor is not under obligation to offer a substitute assignment or to give a student a make-up assessment unless the failure to perform was due to an excused absence, that is, due to illness (of the student or a dependent), religious observance (where the nature of the observance prevents the student from being present during the class period), participation

in university activities at the request of university authorities, or compelling circumstances beyond the student's control. Students claiming excused absence must apply in writing and furnish documentary support for their assertion that absence resulted from one of these causes.

The make-up assessment or substitute assignment must be at a time and place mutually agreeable to the instructor and student, cover only the material for which the student was originally responsible, and be at a comparable level of difficulty with the original assessment. In the event that a group of students requires the same make-up assessment or substitute assignment, one time and place may be scheduled. The make-up assessment or substitute assignment must not interfere with the student's regularly scheduled classes or in-class final examination.

Students who have a concern regarding religious observances should see their instructors at the start of the semester. Although the university attempts to accommodate the religious beliefs of all of its members, it functions within a secular environment and is limited in the extent to which it can interrupt its normal operations. The president shall determine when it is appropriate for the campus community to restrict rescheduling examinations or other significant assessments on the dates of religious observance.

At this time, examinations or other significant assessments may not be scheduled on Rosh Hoshanah, Yom Kippur, Good Friday, or the first two days of Passover.

In cases of dispute, the student may appeal to the chair, the director or the dean of the department, non-departmentalized school or college offering the course within one week from the date of the refusal to schedule a make-up assessment. In those instances where the instructor is the chair, director or dean, the appeal shall be made to the next higher administrative officer, whose decision shall be final.

2. The student must notify his or her instructor of the reason for absence as soon as possible. Where the reason for absence from a scheduled assessment is known well in advance (for example, in cases of religious observance or participation in university activities at the request of university authorities), the student must inform the instructor by the end of the schedule adjustment period. Prior notification is especially important in connection with final examinations, since failure to reschedule a final examination before conclusion of the final examination period may result in loss of credits during the semester. Where the reason is not known well in advance (for example, in cases of illness or compelling circumstances beyond the student's control), the student must inform the instructor as soon as the reason develops, or as soon as possible after its development.
3. Ordinarily, assessments are given during class hours in accordance with the regularly scheduled (or officially "arranged") time and place of each course listed in the Schedule of Classes. No less than seven calendar days' notice shall be given for assessments scheduled at other times and places. It shall be the instructor's responsibility to ensure that the change in schedule does not interfere with any student's regularly scheduled classes or in-class final examinations. It is the responsibility of the student to be informed concerning the dates of announced quizzes, tests, and examinations. Performance assessments may take a variety of forms and need not be classroom-based written examinations.
4. A final examination shall be given in every undergraduate course. Exceptions may be made with the written approval of the chair, the director or the dean of the department, non-departmentalized school or college, as appropriate. However, a student's final course grade shall be based on a combination of assessments that is at least the equivalent of a comprehensive final examination. No final examination or equivalent may be given or due during the last week of classes. All in-class final examinations must be held on the date and at the time listed in the official final examination schedule. Out-of-class final examination or equivalent assessments shall be due on the date and at a time listed in the official final examination schedule.
5. The chair, the director or the dean of the department, non-departmentalized school or college, as appropriate, is responsible for the adequate administration of assessments in courses under his or her jurisdiction.

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6. No in-class assessment shall exceed the allotted time for a regularly scheduled class period. In the case of in-class final examinations, the time allotted shall not exceed the scheduled final examination period.
7. Each student shall be given the instructions and performance requirements for all assessments intended to require more than one-half class period in a form translatable to hard copy, unless the chair, the director or the dean of the department, non-departmentalized school or college, as appropriate, has authorized another procedure. The instructions and requirements of the assessment shall be archived in an appropriate medium in a suitable place.
8. The following rules shall govern all in-class examinations, unless the instructor for a specific course stipulates alternate rules for that course. A breach of any of the rules shall constitute "disruption of class," a disciplinary offense (Code of Student Conduct, section 9.m.), or may serve as the basis of an allegation of academic dishonesty.
  - a. Students arriving late for an examination may not unreasonably disrupt the examination room.
  - b. Students must leave all unauthorized materials (e.g., books, notes, calculators) with the proctor before being seated.
  - c. Where seating arrangements are established by proctors, student must conform to these arrangements.
  - d. Students may not return to an examination room after leaving, unless permission to do so has been granted by the proctor prior to the student's departure.
  - e. Students must cease conversation prior to the passing out of examination papers and maintain silence during the entire examination period.
  - f. Students must place examination papers face down on the writing desk until the examination is officially begun by the proctor.
  - g. Students must keep examination papers flat on the writing desk at all times.
  - h. Students at an examination must be prepared to show current University identification.
9. Each faculty member is to retain, for one full semester after a course is ended, the students' final assessments in the appropriate medium. If a faculty member goes on leave for a semester or longer, or leaves the university, the final assessments and grade records for the course must be left with the chair, the director or the dean of the department, non-departmentalized school or college, as appropriate.

### Statement on Classroom Climate

The University of Maryland values the diversity of its student body and is committed to providing a classroom atmosphere that encourages the equitable participation of all students. Patterns of interaction in the classroom between the faculty member and students and among the students themselves may inadvertently communicate preconceptions about student abilities based on age, disability, ethnicity, gender, national origin, race, religion, or sexual orientation. These patterns are due in part to the differences the students themselves bring to the classroom. Classroom instructors should be particularly sensitive to being equitable in the opportunities they provide students to answer questions in class, to contribute their own ideas, and to participate fully in projects in and outside of the classroom.

Of equal importance to equity in the classroom is the need to attend to potential devaluation of students that can occur by reference to demeaning stereotypes of any group and/or overlooking the contributions of a particular group to the topic under discussion. Joking at the expense of any group creates an inhospitable environment and is inappropriate. Moreover, in providing evaluations of students, it is essential that instructors avoid distorting these evaluations with preconceived expectations about the intellectual capacities of any group.

It is the responsibility of individual faculty members to review their classroom behaviors, and those of any teaching assistants they supervise, to ensure that students are treated equitably and not discouraged or devalued based on their differences. Resources for self-evaluation and training for faculty members on classroom climate and interaction patterns are available from the Office of Human Relations.

## RECORDS

### Marking System

The Office of the Registrar, located on the first floor of the Mitchell Building, is responsible for maintaining student records and issuing official transcripts.

The following symbols are used on the student's permanent record for all courses in which he or she is enrolled after the initial registration and schedule adjustment period: A, B, C, D, F, XF, I, P, S, and W. These marks remain as part of the student's permanent record and may be changed only by the original instructor on certification, approved by the department chair and the dean, that an actual mistake was made in determining or recording the grade.

**A**—denotes excellent mastery of the subject and outstanding scholarship. In computations of cumulative or semester averages, a mark of A will be assigned a value of 4 quality points per credit hour.

**B**—denotes good mastery of the subject and good scholarship. A mark of B is assigned a value of 3 quality points per credit hour.

**C**—denotes acceptable mastery of the subject and the usual achievement expected. A mark of C is assigned a value of 2 quality points per credit hour.

**D**—denotes borderline understanding of the subject. It denotes marginal performance, and it does not represent satisfactory progress toward a degree. A mark of D is assigned a value of 1 quality point per credit hour.

**F**—denotes failure to understand the subject and unsatisfactory performance. A mark of F is assigned a value of 0 quality points per credit hour.

**XF**—denotes failure due to academic dishonesty.

**S**—is a department option mark that may be used to denote satisfactory performance by a student in progressing thesis projects, orientation courses, practice teaching, and the like. In computation of cumulative averages a mark of S will not be included.

**W**—is used to indicate withdrawal from a course in which the student was enrolled at the end of the schedule adjustment period. For information and completeness, the mark of W is placed on the student's permanent record by the Office of the Registrar. The instructor will be notified that the student has withdrawn from the course. This mark is not used in any computation of quality points or cumulative average totals at the end of the semester.

**Audit**—A student may register to audit a course or courses which have been designated as available under the audit option and in which space is available. The notation AUD will be placed on the transcript for each course audited. A notation to the effect that this symbol does not imply attendance or any other effort in the course will be included on the transcript in the explanation of the grading system.

**Pass-Fail**—The mark of P is a student option mark, equivalent to A, B, C, or D. The student must inform the Registration Office of the selection of this option by the end of the schedule adjustment period.

The following **Pass-Fail** policy was approved by the Board of Regents for implementation beginning with the Spring 1989 semester:

1. To register for a course under the pass-fail option, an undergraduate must have completed 30 or more credit hours of college credit with a GPA of at least 2.0. At least 15 of these credit hours must have been completed at University of Maryland, College Park with a University of Maryland GPA of at least 2.0.

2. Courses for which this option applies must be electives in the student's program. The courses may not be college, major, field of concentration, or general education program requirements.
3. Only one course per semester may be registered for under the pass-fail option.
4. No more than 12 semester hours of credit may be taken under the pass-fail option during a student's college career.
5. Students may not choose this option when re-registering for a course.
6. When registering under the pass-fail option, a course that is **passed** will count as **hours** in the student's record but will not be computed in the grade point average. A course that is **failed** will appear on the student's record and will be computed both in the overall average and the semester average.
7. Students registering for a course under the pass-fail option are required to complete all regular course requirements. Their work will be evaluated by the instructor by the normal procedure for letter grades. The instructor will submit the normal grade. The grades A, B, C, or D will automatically be converted by the Office of the Registrar to the grade P on the student's permanent record. The grade F will remain as given. The choice of grading option may be changed only during the schedule adjustment period for courses in which the student is currently registered.

**Incompletes.** The mark of "I" is an exceptional mark that is an instructor option. It is given only to a student whose work in a course has been qualitatively satisfactory, when, because of illness or other circumstances beyond the student's control, he or she has been unable to complete some small portion of the work of the course. In no case will the mark "I" be recorded for a student who has not completed the major portion of the work of the course.

1. The student will remove the "I" by completing work assigned by the instructor. It is the student's responsibility to request arrangements for completion of the work and to request that an Incomplete Contract be written. These arrangements must be documented in the Incomplete Contract, and signed by both the student and the instructor.
2. The Incomplete Contract must be submitted to the dean of the college offering the course, and a copy forwarded to the Records Office, within six weeks after the grade submittal deadline or the "I" will convert to a grade of "F." A copy of the signed agreement should also be filed in the department office.
3. All course work required by an Incomplete Contract must be completed by the time stipulated in the contract, usually the end of the next semester; but in any event, no later than one year. If the instructor is unavailable, the department chair will, upon request of the student, make the arrangements for the student to complete the course requirements. If the remaining work for the course as defined in the contract is not completed on schedule, the "I" will be converted to the grade indicated on the contract.
4. Exceptions to the time period cited above may be granted by the student's dean upon the written request of the student if circumstances are deemed to warrant further delay. The new completion date must again be specified and agreed to in writing by the student and the dean.
5. It is the responsibility of the instructor or the department chair concerned to return the appropriate supplementary grade report, both to the appropriate dean and to the Office of Records and Registration, upon completion of the conditions of the Incomplete Contract.
6. The "I" cannot be removed through re-registration for the course or through the technique of "credit by examination." In any event this mark shall not be used in any computation of quality points or cumulative averages.

## Record Notations

In addition to the above marks, there are provisions for other record or transcript notations that may be used based on university policy and individual circumstances.

**Duplicate course:** Used to indicate two courses with the same course content. The second course is counted in the cumulative totals earned; both courses are counted in the cumulative attempted credit and in the calculation of grade point average unless an exception is made by the student's dean.

**Non-applicable (Non-Appl):** In all cases of transfer from one college to another at the University of Maryland, College Park, the dean of the receiving college, with the approval of the student, shall indicate which courses, if any, in the student's previous academic program are not

applicable to his or her new program, and shall notify the Office of the Registrar of the adjustments that are to be made in determining the student's progress toward a degree. Deletions may occur both in credits attempted and correspondingly in credits earned. This evaluation shall be made upon the student's initial entry into a new program, not thereafter. If a student transfers from one program to another, his or her record evaluation shall be made by the dean in the same way as if he or she were transferring colleges. If the student subsequently transfers to a third college, the dean of the third college shall make a similar initial adjustment; courses marked "nonapplicable" by the second dean may become applicable in the third program.

**Excluded Credit (Excl Crd):** Excluded credit is noted when Academic Clemency has been granted.

## Campus Repeat Policy

The following policies apply to ALL courses that may not be repeated for additional credit.

1. The following students are required to follow the new repeat policy:
  - a. All new freshmen who began at University of Maryland, College Park Fall 1990 and after.
  - b. Transfer students from schools other than Maryland community colleges who began at University of Maryland, College Park, Fall 1990 and after. This includes transfer students from another University of Maryland institution.
2. There is a limit to the number of times a student may repeat a course. Students may have one repeat of any course in which they earned an A, B, C, D, F, P, S, W, I, NGR or Audit; they cannot be registered (after the schedule adjustment period) for any given course more than twice. A student's dean's office may grant an exception allowing an additional course repeat. In this case, students must present a plan for successfully completing the course. All attempts will be counted toward the total limit for repeatable credits.
3. Students may repeat no more than 18 credits. Additionally, if a student withdraws from all courses during a semester, those courses are not included in this limit.
4. The grade point average will include all attempts at a given course that result in a grade of A, B, C, D, or F. However, to help **freshmen and transfer students** adjust to the University of Maryland, College Park, the following two exceptions allow for the cumulative GPA to be calculated so that only the higher grade is included:
  - a. When the repeated course was taken within the student's first semester at University of Maryland, College Park, or
  - b. When the repeated course was taken within the student's first 24 credit hours attempted (including transfer credits) or *within the semester* during which the student reached the 24th credit hour attempted.
5. Any grade earned in prior attempts of a repeated course will appear on the student's transcript, regardless of whether the grade is dropped from, or included in, the cumulative grade point average.
6. Repeat by transfer—If a student repeats by transfer a course that was taken before or during the semester in which the student reached 24 credits attempted (including transfer credits) and the transfer grade is higher, then the original grade in the course will be excluded from the GPA calculation.
  - a. If the course was taken after the semester in which the student reached 24 credits attempted, the original grade remains in the GPA calculation. Special exceptions can be requested by the dean in unusual circumstances.

## Repeat Policy Prior to Fall 1990:

- The following students follow the previous repeat policy:
- Students who began at University of Maryland, College Park, before the Fall 1990 semester (including students who enter University of Maryland, College Park for summer 1990).
  - Transfer students who began at a Maryland community college before Fall 1990.
  - UMBC College of Engineering students who began before 1990.

The highest grade received in the repeated course is used to calculate the GPA. A student may repeat any course; however no student may be registered for a course more than three times.

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If a student repeats a course in which he or she has already earned a mark of A, B, C, D, P, or S, the subsequent attempt shall not increase the total hours earned toward the degree. Only the highest mark will be used in computation of the student's cumulative average. Under unusual circumstances, the student's dean may grant an exception to this policy.

### Academic Clemency Policy

Undergraduate students returning to the University of Maryland, College Park, after a separation of a minimum of five calendar years may petition the appropriate dean to have a number of previously earned grades and credits removed from the calculation of their cumulative grade point average. Up to 16 credits and corresponding grades from courses previously completed at the University of Maryland, College Park, will be removed from calculation of the grade point average and will not be counted toward graduation requirements. The petition for clemency must be filed in the first semester of return to the institution. Approval is neither automatic or guaranteed.

### Proficiency Examination Programs

The University of Maryland, College Park, offers new, continuing, and returning students several opportunities to earn college credit by demonstrating achievement in a subject field through examination. College Park recognizes three proficiency examination programs for credit: Advanced Placement (AP), Departmental Proficiency Examination Program (Credit-by-Examination), and College-Level Examination Program (CLEP). Undergraduate students may earn a total of up to one-half of the credits required for their degree through examination. Usually, this is no more than 60 credits. Students are responsible for consulting with the appropriate dean or adviser about the applicability of any credits earned by examination to a specific degree program. Students should also seek assistance in determining which University of Maryland, College Park, courses duplicate credits earned for an examination. **Students will not receive credit for both passing an examination and completing an equivalent course.**

**Advanced Placement (AP) Credit.** For complete information about the applicability of AP exams and the assignment of credit, please see chapter 1.

#### Departmental Proficiency Examination (Credit-by-Examination).

College Park Departmental Proficiency Examinations, customarily referred to as "credit-by-examination," are comparable to comprehensive final examinations in a course. Although the mathematics and foreign-language departments receive the most applications for credit by examination, many departments will provide examinations for certain of their courses. Initial inquiry as to whether an examination in a specific course is available is best made at the academic department which offers the course in question.

If an examination for a course is available, the department will provide information regarding time and place, type of examination, and material which might be helpful in preparing for the examination. An undergraduate who passes a departmental proficiency examination is given credit and quality points toward graduation in the amount regularly allowed in the course, provided such credits do not duplicate credit obtained by some other means.

After making arrangements with the department, apply through the Undergraduate Advising Office, 1117 Hornbake Library, (301) 314-8418.

#### Policies governing credit by examination:

1. The applicant must be formally admitted to the University of Maryland, College Park. Posting of credit earned, however, will be delayed until the student is registered.
2. Departmental Proficiency Examinations may not be taken for courses in which the student has remained registered at the University of Maryland, College Park, beyond the Schedule Adjustment Period with a transcript notation of "W."
3. Departmental Proficiency Examinations may not be used to change grades, including Incompletes and Withdrawals.
4. Application for credit-by-examination is equivalent to registration for the course; however, the following conditions apply:
  - a. A student may cancel the application at any time prior to completion of the examination with no entry on his/her permanent record. (Equivalent to the schedule adjustment period.)

- b. The instructor makes the results of the examination available to the student prior to formal submission of the grade. Before final submission of the grade, the student may elect not to have this grade recorded. In this case, a mark of W is recorded. (Equivalent to the drop period.)
  - c. No examination may be attempted more than twice.
  - d. The instructor must certify on the report of the examination submitted to the Office of the Registrar that copies of the examination questions (or identifying information in the case of standardized examinations), and the student's answers have been filed with the chair of the department offering the course.
5. If accepted by the student (see 4.b, above), letter grades earned through credit-by-examination are entered on the student's transcript, and are used in computing his/her cumulative grade point average. A student may elect to take a "credit-by-examination" "Pass-Fail" only if the credit fulfills an elective in the student's degree program. **No college, major, field of concentration, or general education program requirement may be taken under the pass-fail option.** Please refer to the Pass-Fail policy under the "Records" section in this chapter.

### College-Level Examination Program (CLEP)

The College-Level Examination Program (CLEP) recognizes college-level competence achieved outside the college classroom. Two types of CLEP tests are available: General Examinations, which cover the content of a broad field of study; and Subject Examinations, which cover the specific content of a college course. Credit can be earned and will be recognized by College Park for some CLEP General or Subject Examinations, provided satisfactory scores are attained. Credits earned under CLEP are not considered "residence" credit, but are treated as transfer credit.

CLEP exams are administered at CLEP testing centers throughout the country. The University of Maryland, College Park, is a CLEP Test Center (Test Center Code: 5814). To obtain an application or additional information, contact the CLEP Administrator in the Counseling Center, Room 0106A Shoemaker Hall, (301-314-7688), or write to CLEP, CN 6600, Princeton, NJ, 08541-6600.

Students who want to earn credit through CLEP must request their official score reports to be sent to the Office of Undergraduate Admission, Mitchell Building, University of Maryland, College Park, MD 20742-5235. (The University of Maryland, College Park, Score Recipient Code is 5814.)

#### Policies governing CLEP are as follows:

1. A student must matriculate at the university before CLEP credits are officially posted. The posting will not be done until a student has established a record.
2. Each institution of the University System of Maryland establishes standards for acceptance of CLEP exemptions and credits. Students must check with the institution to which they will transfer to learn if they will lose, maintain, or gain credit.
3. College Park will award credit for a CLEP examination
  - (a) provided the examination was being accepted for credit here on the date the student took the examination, and
  - (b) provided that the examination was not taken during a student's final 30 credits. The final 30 hours of credit are to be taken in residence, unless prior approval has been granted by the student's dean.
4. **Credit will not be given for both completing a course and passing an examination covering substantially the same material.**
5. Furthermore, credit will not be awarded for CLEP examinations if the student has previously completed more advanced courses in the same field.
6. CLEP examinations posted on transcripts from other institutions will be accepted if the examination has been approved by College Park and the scores reported are equal to or higher than those required by this institution. If the transcript from the prior institution does not carry the scores, it will be the responsibility of the student to request Educational Testing Service to forward a copy of the official report to the Office of Admissions.

The university awards credits for CLEP Examinations only as indicated on the chart provided in this chapter (if an examination is not listed, it is not accepted for credit at this institution).

If you have questions about the applicability of specific credit to your program, consult the list provided in this catalog or contact your Dean's Office.



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### TRANSFER CREDIT

(For current University of Maryland, College Park students)

The Office of the Registrar posts all transfer credit that would be acceptable to any of the degree programs at the University of Maryland, College Park. The dean of the college in which the student is enrolled determines which transfer credits are applicable to the student's degree program. In general, credit from academic courses taken at institutions of higher education accredited by a regional accrediting association will transfer, provided that the course is completed with at least a grade of C and the course is similar in content and level to work offered at College Park. The title of courses accepted for transfer credit will be noted on the student's record; however, the grade will not. Grades from transferred courses are not included in the University of Maryland, College Park, grade point average calculation. See chapter 1 for additional information.

#### Courses taken at other institutions while attending the University of Maryland, College Park

1. **Courses taken at another institution** may not be credited toward a degree without approval in advance by the dean of the college from which the student expects a degree. The same rule applies to registration in the summer program of another institution. "Permission to Enroll in Another Institution" forms are available in the office of the student's dean. This form must be submitted and approved by the college for any course which will eventually be added to the university transcript.
2. **Courses taken at other University of Maryland Institutions** For students who began their attendance at the University of Maryland, College Park in Fall 1989 or later, all course work taken at any University System of Maryland institution will be posted as transfer credit. For all students who attended Maryland prior to Fall 1989, courses taken at another University of Maryland Board of Regents institution (UMBC, UMAB, UMES, UMUC) prior to Fall 1989 will be included in the cumulative GPA. Courses taken at any other institution may not be credited toward a degree without advance approval. See #1 above for information.
3. **USM Concurrent Inter-Institutional Registration Program** University undergraduate students participating in the Concurrent Inter-Institutional Registration Program should obtain permission from their dean. Course work counts as resident credit. Students participating in this program must be enrolled full time in a degree program at University of Maryland, College Park, for the semester in which these courses are taken.
4. **Consortium of Universities of the Washington Metropolitan Area** Courses taken through the Consortium are considered to be resident credit. See above under "Consortium" and see the Schedule of Classes for information.

#### Transfer Credit Center

The Transfer Credit Center provides articulation information and assistance to students and transfer advisers. More information is available in the section on Transfer Admission in chapter 1.

### REQUIREMENTS FOR RETENTION

Academic retention is based solely on grade point average (GPA). The significance of the cumulative grade point average (cumulative GPA) varies according to the number of credits attempted. A minimum of 120 credits of successfully completed (not I, F, or W) course credits is required for graduation in any degree curriculum.

**Satisfactory Performance** applies to those students with a cumulative GPA between 4.000 and 2.000.

**Semester Academic Honors (Dean's List)** will be awarded to a student who completes within any given semester 12 or more credits (excluding courses with grades of P and S) with a semester GPA of 3.500 or higher. This notation will be placed on the individual's permanent record.

**Unsatisfactory Performance:** Students with a cumulative GPA of less than 2.000 fall into three categories: Unsatisfactory Performance, Academic Warning and Academic Dismissal. The notations Academic Warning and Academic Dismissal will be placed on the student's permanent record. The cumulative GPA that defines each of the categories varies according to the credit level as noted below:

#### GPA Retention Levels

| Credit Level | Unsatisfactory Performance | Academic Warning | Academic Dismissal |
|--------------|----------------------------|------------------|--------------------|
| 0-13         | 1.290-1.999                | 0.230-1.289      | 0.000-0.229        |
| 14-28        | 1.780-1.999                | 1.280-1.779      | 0.000-1.279        |
| 29-56        | 1.860-1.999                | 1.630-1.859      | 0.000-1.629        |
| 57-74        | 1.940-1.999                | 1.830-1.939      | 0.000-1.829        |
| 75-more      | —                          | 1.940-1.999      | 0.000-1.939        |

1. Credit level: Courses with grades of A, B, C, D, F, P, S and transfer credit from other institutions, Advanced Placement, CLEP and other similar tests in which credit is given. (**Note: Retention credit totals for students admitted as freshmen will not include advanced standing credit (AP, IB, CLEP, and college-level credit) earned while enrolled in high school for calculations at the end of the 1st semester. After 1st semester, Retention credit will include all advance standing credit.**)
2. Computation of GPA: GPA is computed by dividing the total number of quality points accumulated in courses for which a grade of A, B, C, D, or F has been assigned by the total number of credits attempted in those courses. Courses for which a mark of P, S, I or NGR has been assigned are not included in computing the GPA. Each letter grade has a numerical value: A=4; B=3; C=2; D=1; F=0. Multiplying this value by the number of credits for a particular course gives the number of quality points earned for that course.
3. Students with an unsatisfactory performance for any semester will be urged in writing to consult their advisers.
4. Students on academic warning will have this fact noted on their transcripts and will be urged in writing to consult with their advisers prior to the beginning of the next semester. Students who receive an academic warning in any semester will not be allowed either to add or drop courses or to register during the semester following the receipt of the academic warning without seeing an adviser.
5. Any student with 60 credits or more attempted and who thereafter received academic warning for two consecutive semesters will be academically dismissed. Students who are academically dismissed will have this action entered on their transcript.
6. Students transferring to the University of Maryland, College Park, will not be dismissed at the end of their first semester if they earn a GPA of 0.23 or above. (A student who would otherwise be subject to Academic Dismissal will receive an Academic Warning.) Thereafter, such a student will be subject to the normal standards of academic progress. This provision does not apply to students reinstated or readmitted to the University of Maryland, College Park.
7. A student who has been academically dismissed and who is reinstated will be academically dismissed again if minimum academic standards are not met by the end of the first semester after reinstatement. (See sections on Readmission and Reinstatement in chapter 1.)
8. Credits transferred, or earned during prior admissions terminating in academic dismissal or withdrawal and followed by readmission, will be applicable toward meeting credit requirements for a degree.
9. Under unusual circumstances, the Faculty Petition Board may set more rigorous requirements for the semester in which a reinstated student returns, or may allow a lengthened period (not to exceed two semesters) to reach the minimum or set academic standards.
10. Any appeal from the regulations governing academic warning or academic dismissal shall be directed to the Faculty Petition Board which shall be empowered to grant relief in unusual cases if the circumstances warrant such action.
11. See **Repeat Policy** to determine the effect of repeated courses in calculation of GPA.

**Dismissal of Delinquent Students.** The university reserves the right to request at any time the withdrawal of a student who cannot or does not maintain the required standard of scholarship, or whose continuance in the university would be detrimental to his or her health, or to the health of others, or whose conduct is not satisfactory to the authorities of the university. Additional information about the dismissal of delinquent students may be found in the Code of Student Conduct, Appendix C, in chapter 10.



## GRADUATION AND DEGREE REQUIREMENTS

The University of Maryland, College Park, awards the following degrees: Bachelor of Arts, Bachelor of Landscape Architecture, Bachelor of Music, Bachelor of Science, Master of Applied Anthropology, Master of Architecture, Master of Arts, Master of Business Administration, Master of Education, Master of Fine Arts, Master of Library Science, Master of Music, Master of Public Management, Master of Public Policy, Master of Science, Doctor of Education, Doctor of Musical Arts, and Doctor of Philosophy. Students in specified two-year curricula may be awarded certificates.

### Graduation Applications

Each candidate for a degree or certificate must file a formal application with the Office of the Registrar. The deadline for application is the end of the schedule adjustment period for the semester in which the student plans to graduate, or at the end of the first week of the second summer session for August degrees.

In all cases, graduation applications must be filed at the beginning of the student's final semester before receiving a degree. The graduation applications are available on the internet at [www.testudo.umd.edu](http://www.testudo.umd.edu) or at the Registrar's Office, 1st floor Mitchell Building.

### Degree Requirements

The requirements for graduation vary according to the character of work in the different colleges, schools, departments and academic units. It is the responsibility of the colleges, schools, departments and other academic units to establish and publish clearly defined degree requirements. Responsibility for knowing and meeting all degree requirements for graduation in any curriculum rests with the student. Specific degree requirements are listed in this catalog under the college and/or department as appropriate.

Each student should check with the proper academic authorities no later than the close of the junior year to ascertain his or her standing with respect to advancement toward a degree. For this purpose, each student should be sure to retain a copy of the semester grade reports issued by the Office of the Registrar at the close of each semester.

#### 1) Residency requirement—Final 30-Hour Rule

- a. All candidates for University of Maryland, College Park, degrees should plan to take their final 30 credits in residence since the advanced work of their major study normally occurs in the last year of the undergraduate program. Included in these 30 semester hours will be a minimum of 15 semester hours in courses numbered 300 or above, including at least 12 semester hours required in the major field (in curricula requiring such concentrations).
- b. A student who at the time of graduation will have completed 30 hours in residence at the University of Maryland, College Park, may, under unusual circumstances, be permitted to take a maximum of 8 of the final 30 credits of record, comprising no more than two courses, at another institution. In such cases, written permission must be obtained in advance from the dean of the academic unit from which the student expects to receive the degree. Exceptions beyond 8 credits and/or two courses will be made only under highly unusual circumstances; requests for an exception must be made through the Dean's office to the Office of the Vice President for Academic Affairs.
- c. For students in the combined three-year, preprofessional programs, the final 30 hours of the 90-hour program at the University of Maryland, College Park, must be taken in residence.

**2) Enrollment in Majors.** A student must be enrolled in the major program from which he or she plans to graduate, when registering for the final 15 hours of the baccalaureate program. This requirement also applies to the third year of the combined, preprofessional degree programs.

**3) Credit Requirements.** While several undergraduate curricula require more than 120 credits, no baccalaureate curriculum requires fewer than 120. No baccalaureate will be awarded in instances in which fewer than 120 credit hours have been earned.

It is the responsibility of each student to familiarize himself or herself with the requirements of specific curricula. The student is urged to seek advice on these matters from the departments, colleges, or the Office of the Dean for Undergraduate Studies.

To earn a baccalaureate from the University of Maryland, College Park, a minimum of 30 credits must be taken in residence.

**4) Grade Point Average.** A minimum cumulative 2.0 grade point average is required for graduation in all curricula.

## SECOND MAJORS AND SECOND DEGREES

### Second majors

A student who wishes to complete a second major concurrently with his or her primary major of record must obtain written permission in advance from the appropriate departments or programs and colleges. As early as possible, but in no case later than one full academic year before the expected date of graduation, the student must file with the department or programs involved and with the appropriate deans, formal programs showing the courses to be offered to meet requirements in each of the majors and supporting areas as well as those of the college and general education programs. A student who wishes to add a Limited Enrollment Program as a second major must do so at the earliest possible opportunity to assure that specific credit and GPA requirements can be met. In order to obtain approval, students must complete all of the requirements specified for both the primary and secondary major. Courses taken for one major may be counted as appropriate as part of the degree requirements for the general education programs. If two colleges are involved in the double major program, the student must designate which college will be responsible for the maintenance of records and certification of general education requirements. Final approval of a double major program must be obtained from each of the appropriate departments and college(s).

### Second Degrees Taken Simultaneously

A student who wishes to receive two bachelor's degrees simultaneously must satisfactorily complete the regularly prescribed requirements of both degree programs and a minimum of 150 credits (180 credits if one of the degrees is in Special Education). At least 18 of the credits applied to the second degree must be in course work not applied to the requirements for the primary degree program. As early as possible, but in no case later than one full academic year before the expected date of graduation, the student must file with the department or programs involved, as well as with the appropriate deans, formal programs showing the courses to be offered to meet the major, supporting area, college, and general education programs. If two colleges are involved in the double degree program, the student must designate which college will be responsible for the maintenance of records and certification of general education requirements. Final approval of a double degree program must be obtained from each of the appropriate departments and college(s).

### Second Degrees Taken Sequentially

A student who has completed the requirements for, and has received one baccalaureate and who wishes to earn a second degree from the university must satisfactorily complete all of the prescribed requirements for the second degree and enough additional credits so that the total, including all applicable credits earned at the university or elsewhere, is at least 150 credits (180 credits if one of the degrees is in Special Education). At least 18 of the credits applied to the second degree must be in course work not applied to the requirements for the primary degree program. In no case will a second baccalaureate be awarded to a student who has not completed a minimum of 30 credits in residence at the university.

## COMMENCEMENT HONORS

Summa cum laude, magna cum laude, and cum laude are the commencement honors for excellence in scholarship. Honors are awarded to students with a GPA equal to the highest two percent (summa), the next highest three percent (magna), and the following five percent (cum laude) of the GPA distribution used in calculations for that semester. The GPA distribution shall be computed each semester from the GPAs of the three preceding classes of the student's degree-granting unit. To be eligible for this recognition, at least 60 semester hours must be earned at the university or at a program in which credit earned is counted as University of Maryland, College Park, resident credit (contact the Office of the Registrar to determine program eligibility). No more than 6 credits taken pass/fail or satisfactory/fail shall count toward the 60-hour minimum. No student with

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a grade-point average of less than 3.3 will be considered for a commencement honor. Because grades for a term generally are officially recorded after the term's graduation day, computation of the student's GPA will not include grades for courses taken during the student's final semester at the university. However, the hours taken during that semester will apply toward the 60-hour requirement.

### Election to Phi Beta Kappa

Organized in 1776, Phi Beta Kappa is the oldest and most widely respected academic honorary society in the United States. Invitation to membership is based on outstanding scholastic achievement in studies of the liberal arts and sciences. Student members are chosen entirely on the basis of academic excellence; neither extracurricular leadership nor service to the community is considered. Election is held twice a year, once in the fall and once in the spring semester.

The process for election to Phi Beta Kappa involves a review in November for those who graduated the previous August or those who will graduate in December, and a review in March for those graduating in May. The review is conducted by a select committee of faculty members representing the humanities, social sciences, and natural sciences. The committee reviews transcripts of all juniors and seniors with qualifying grade point averages. Whether a student qualifies for membership in Phi Beta Kappa depends on the quality, depth, and breadth of the student's record in liberal education courses. The final decision for election rests with the resident faculty members of Phi Beta Kappa. There is no application procedure for election to Phi Beta Kappa (see #3 below for possible exception).

Requirements for selection to membership in Phi Beta Kappa at the University of Maryland, College Park, campus chapter include:

1. **Grade Point Average:** For seniors a grade point average of at least 3.5 overall as well as in all liberal arts and sciences courses taken. For juniors the minimum grade point average is 3.75.
2. **Residence:** At least 60 credit hours must be taken at the University of Maryland, College Park.
3. **Liberal Courses:** For seniors, at least 90 credit hours in courses in the liberal arts and sciences (where "liberal" courses are to be distinguished from professional or technical courses), at least 45 of which must be taken at the University of Maryland, College Park. For juniors, at least 75 total credit hours must be completed, at least 60 of which are in courses in the liberal arts and sciences; of these, at least 45 must be taken at the University of Maryland, College Park.
4. **Required courses:** One semester of mathematics, which must be fulfilled by college-level credit hours (including AP credit), and two college semesters of a foreign language at the elementary level, or above. The language requirement may also be satisfied by completion of four years of one language other than English at the high-school level or above, or the equivalent. Students with such a foreign language background who wish to be considered for admission to Phi Beta Kappa should notify the Phi Beta Kappa office in writing and provide the appropriate documentation (such as a high school transcript) prior to the month of consideration.
5. **Distribution:** The credit hours presented for Phi Beta Kappa must contain at least nine liberal credit hours in each of the three following areas: a) arts and humanities, b) behavioral and social sciences, c) natural sciences and mathematics (including a laboratory science course). The courses in at least two of the three required areas must be completed at the University of Maryland, College Park. Students with more challenging courses and moderately high grade point averages are preferred by the committee to those with higher grade point averages but a narrow range of courses. Minimal qualifications in more than one area may preclude election to Phi Beta Kappa.

#### Recommended criteria include:

1. Regular grades (rather than pass/fail) in (a) mathematics and foreign language courses, and (b) distribution areas in which the number of courses taken is more than the minimum.
2. Some traditional social sciences and humanities courses that require written essays and papers. (Note that internships may be counted as professional courses and not as liberal courses.)
3. Courses in at least two of the required areas to be taken at the College Park campus, especially if courses are transferred from other institutions without chapters of Phi Beta Kappa.

Meeting the above requirements does not guarantee election to Phi Beta Kappa. The judgment of the resident faculty members of Phi Beta Kappa on the quality, depth, and breadth of the student's record is the deciding factor in every case.

Any questions about criteria for election to Phi Beta Kappa (including equivalency examinations in foreign languages) should be directed to the Phi Beta Kappa Office, Room 0201 Energy Research Building, (301) 405-7369.

### UNIVERSITY OF MARYLAND, COLLEGE PARK CODE OF ACADEMIC INTEGRITY (Approved by the Campus Senate February 13, 1989)

*Amended effective Fall 1994*

#### 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.

#### Self-Referral

4. 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.

5. 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>
6. 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.
7. 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

8. 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.
9. 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.
10. 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

11. Cases not resolved in accordance with Part 10 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 Judicial Programs.
12. 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 Judicial Programs.

13. 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.
14. 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.
15. 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.
16. 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.
17. 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.
18. 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) The 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.

## 46 Registration, Academic Requirements, and Regulations

- (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.
19. Role of Advocate and Adviser:
- (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:
- Making brief opening and closing statements, as well as comments on appropriate sanction.
  - Suggesting relevant questions which the Presiding Officer may direct to a witness.
  - Providing confidential advice to the student.
- (b) The accused student may also be accompanied by an adviser, who may be an attorney. The role of the adviser 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 adviser, 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 adviser. In consideration of the limited role of advocates and advisers, 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 adviser.
- (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 cause to be removed 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 32 (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 Judicial Programs (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.
20. If the Honor Board finds that an attempt or act of academic dishonesty did occur, it shall impose an appropriate sanction. The normal sanction shall be a grade of "XF" in the course, but 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

21. 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.

22. 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.
23. 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.
24. Deference shall be given by the Executive Committee to the determinations of Honor Boards.
- 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.
  - 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.
  - Cases may be dismissed only if the finding is held to be arbitrary and capricious.
25. If an Honor Board determines to suspend or expel a student, then the student may submit a written appeal to the Campus Senate Adjunct Committee on Student Conduct, in accordance with procedures set forth in Parts 42-47 of the Code of Student Conduct.
26. 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"

27. 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.
28. 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.
29. 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:
- at the time the petition is received, at least twelve months shall have elapsed since the grade of "XF" was imposed; and,
  - 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 Judicial Programs; or, for the person no longer enrolled at the University, an equivalent activity as determined by the Office of Judicial Programs; and,
  - the Office of Judicial Programs 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.

30. Prior to deciding a petition, the Honor Council will review the record of the case and consult with the Director of Judicial Programs. 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 47 and 48 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

31. 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>
32. 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.
33. All council members are subject to the training and conduct requirements of Parts 24 and 25 of the Code of Student Conduct.
34. 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 Judicial Programs.
  - (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.
35. 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

36. 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.

In the Spring 1996 semester, the Campus Senate Adjunct Committee on Student Conduct shall conduct an open hearing to review the Code and its administration. Recommendations for change, as needed, shall be proposed in accordance with the rules of the Senate.

### 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 Judicial Programs.

**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 Judicial Programs.

**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

- (1) The Dean's notice shall be maintained in a file of self-referrals, but shall not be considered a disciplinary record.
- (2) Pertinent procedures for determining reasonable cause shall be set forth in the Honor Council bylaws.
- (3) Cases involving graduate students should be reported to the Dean of the Graduate School.
- (4) It is recommended that the meeting be held within ten business days after receipt of the Honor Council report by the Dean.
- (5) The statement shall include a reference to the right to be represented by an advocate, as specified in Part 18(a) of this code.
- (6) In every case the Dean or designee shall check with the Office of Judicial Programs to determine if a prior record exists.
- (7) The term "Honor Council," used throughout the Code, permits reliance upon Honor Council committees, appointed in accordance with Council bylaws.
- (8) 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 Judicial Programs 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.