

## UMES POLICY FOR CLASS ATTENDANCE

- The University expects all students to take full responsibility for their academic work and progress. All students must meet the qualitative and quantitative requirements of each course in their curricula to progress satisfactorily. They are expected to attend classes regularly, as consistent attendance offers the most effective opportunity open to all students to gain command of the concepts and materials of their courses of study. Absences (whether excused or unexcused) do not alter what is expected of students qualitatively and quantitatively.
- In many courses, in-class participation is an essential part of the work of the course, such as courses requiring group discussion, laboratories, clinics, public speaking or language conversation, or performance of particular skills. In other courses, occasional in-class assessments may occur, without prior notice.
- The University will excuse the absences of students that result from instances such as: illness (where the student is too ill to attend class), death in the immediate family (defined as being one or more of the following persons: father, stepfather, grandfather, or legal guardian, mother, stepmother, grandmother, sister, brother, stepsister, stepbrother, any person living as an integral member of a student's home), 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 circumstances beyond the student's control. Students requesting excused absences must furnish acceptable documentation to their course instructors to support their assertion that absences were the result of one of these causes. However, the nature of some courses will preclude makeup of assignments missed. In these cases, students will not be penalized for excused absences; grades will be computed on actual assignments as explained in the course's syllabus. Otherwise, students with excused absences will be given an opportunity to make up missed assignments. The responsibility for granting excused absences and determining which assignments can be made up lies with the instructor of each individual course. Absences (whether excused or unexcused) do not relieve the students of their responsibility to complete the course assignments. Instructors are especially understanding in cases related to health and/or death, provided the student provides proper documentation.
- Students must notify their instructors of the reason for any absence as soon as possible. Where the reason for an absence from a scheduled assignment is known in advance (for example, in cases of religious observance or participation in University activities at the request of University authorities), students must inform their instructors two weeks prior to the absence, if known that far in advance or immediately upon discovering the impending absence. Prior notification is particularly important in connection with examinations and other major assignments since failure to reschedule them before conclusion of the final examination period may result in loss of credits during the semester. Where the reason is not known in advance (for example, in cases of health related emergencies or compelling circumstances beyond control), students must inform their instructors as soon as possible after its development.

- Each department and school may develop a general policy for class attendance as long as it conforms with this UMES Policy for Class Attendance.
- Instructors are responsible for distributing a written statement as part of the course syllabus at the beginning of the semester to all students in order to inform students of the nature of in-class participation and assessments expected and what effect absences will have on the evaluation of the student's work in the course. This statement must include any department and school policies which are applicable to the course. Absences shall be handled by the instructor in accordance with this statement, the general policy of his or her department and school, and this UMES Policy for Class Attendance.
- In cases of dispute, students may appeal to the Chair of the department offering the course within one week from the date of the refusal of the right to a make-up assignment. In instances where the instructor is the Chair, the appeal may be made to the Dean. The Dean's decision will be final in all cases. When permitted, a makeup assignment must be given on campus unless the published schedule or course description requires other arrangements. The makeup assignment must be held at a time and place mutually agreeable to both instructors and students, and must not interfere with the students' regularly scheduled classes. In the event a group of students requires the same make-up assignment, one make-up assignment time may be scheduled at the convenience of the instructor and the largest possible number of students involved, and a second make up for the remaining group.
- Students are expected to attend all classes. Excessive unexcused absences for any reason may result in either a low grade or course failure. Students will be considered excessively absent from a class if the time missed during the semester is more hours during the semester or term than the class meets each week. For example students should not miss (unexcused absence) a class that meets three hours per week more than three hours during the semester or term, nor be absent from a class that meets one hour per week more than once during the semester or term. At the beginning of each semester or term, the class instructor will distribute this written policy and other relevant information as part of the course syllabus, regarding his/her expectations on absenteeism, attendance, warnings, requests for withdrawal, and make-up privileges.
- All instructors are to document students' class attendance through the process of taking and maintaining daily attendance during each semester.

## ACADEMIC HONESTY POLICY FOR GRADUATE AND UNDERGRADUATE STUDIES

Academic honesty and integrity lie at the heart of any educational enterprise. Students are expected to do their own work and neither to give nor to receive assistance during quizzes, examinations, or other class exercises. One form of academic dishonesty is plagiarism. Plagiarism is intellectual larceny: the theft of ideas or their manner of expression. Students are urged to consult individual faculty members when in doubt. Because faculty and students take academic honesty seriously, penalties for violation may be severe, depending upon the offense, as viewed by the committee selected by the appropriate Dean to review such matters. The minimum sanction for cases of proven cheating is failure of the course. Instructors will gladly explain procedures for taking tests, writing papers, and completing other course requirements so that students may understand fully their instructor's expectations.

One of the objectives of the University of Maryland Eastern Shore is to promote the highest standards of professionalism among its graduates. The integrity of work performed is the cornerstone of professionalism. Acts of falsification, cheating, and plagiarism are acts of academic dishonesty which show a failure of integrity and a violation of our educational objectives; these acts will not be accepted or tolerated. To avoid ambiguity, the following guidelines should be followed:

1. **Falsification** is unacceptable. Falsification includes but is not limited to
  - a. creating false records of academic achievement;
  - b. altering or forging records;
  - c. misusing, altering, forging, falsifying or transferring to another person, without proper authorization, any academic record.
  - d. conspiring or inducing others to forge or alter academic records.
  
2. **Cheating** is also unacceptable. Cheating includes but is not limited to
  - a. giving answers to others in a test situation without permission of the tester;
  - b. taking or receiving answers from others in a test situation without permission of the tester;
  - c. having possession of test materials without permission;
  - d. taking, giving, or receiving test materials prior to tests without permission;
  - e. having someone else take a test or perform an assignment for you;
  - f. submitting as your own work, work done by someone else;
  - g. permitting someone else to submit your work under that person's name;
  - h. falsifying research data or other research material;
  - i. copying, with or without permission, any works, e.g., essays, short stories, poems, etc., from computer hard drive or discs and presenting them as your own.
  
3. **Plagiarism** as a form of cheating is also unacceptable. Plagiarism is the act of presenting as your own creation works actually created by others. Plagiarism consists of
  - a. taking ideas from a source without clearly giving proper reference that identifies the original source of the ideas and distinguishes them from your own;

- b. indirectly quoting or paraphrasing material taken from a source without clearly giving proper reference that identifies the original source and distinguishes the paraphrased material from your own compositions;
- c. directly quoting or exactly copying material from a source without giving proper reference or otherwise presenting the copied material as your own creation.

Acts of falsification, cheating, plagiarism, and other forms of academic dishonesty are grounds for failure of a course. The University reserves the right to impose more severe penalties for any of these forms of academic dishonesty. The penalties may include, but are not limited to suspension from the University, probation, community service, expulsion from the University, or other disciplinary action the University believes to be appropriate.

*Revised Sept. 2004, following suggestions from the Office of the Attorney General.*



Office of the Associate Vice President for Student Life

Student Services Center, Suite 2165  
Princess Anne, Maryland 21853-1299

Campus: (410) 651-8440  
Fax: (410) 651-8148

**MEMORANDUM**

**To: UMES Faculty**

**From: James M. White, Jr., Ed. D.  
Associate Vice President for Student Affairs**

**Date: Open**

**Re: Disruptive Behavior in Academic and Social Settings**

Students, faculty, and staff each have responsibility for maintaining an appropriate learning environment. Students who fail to adhere to behavioral standards established by the University of Maryland Eastern Shore may be subject to judicial intervention as documented in the *University of Maryland Eastern Shore Student Code of Conduct: Student Judicial Manual*.

Faculty and staff have the professional responsibility to set reasonable standards and behavioral expectations for their classroom and campus facilities, and have the obligation to take the appropriate course of action when student behavior substantially interferes with their ability to execute their assigned duties.

Disruptive behavior is defined as conduct, by a student that negatively impacts the University community. This behavior detracts from any student's ability to benefit from an environment that is conducive to academic, spiritual, emotional, and social growth. The University of Maryland Eastern Shore considers disruptive behavior to be inclusive of, but not limited to speech or actions which: 1) are disrespectful, offensive, and/or threatening, 2) interfere with the learning and or social activities of other students, 3) impede the delivery of University services, and; or 4) have a negative impact in any learning environment – including department and staff offices, the Library, the Computing Center, the Learning Assistance Centers, labs, clinical sites, services learning sites, classrooms, and residential facilities, etc. (see Student Code of Conduct: Student Judicial Manual). Disruptive students in the academic setting hinder the educational process. The purpose of this communication is to clarify what constitutes disruptive behavior in academic and social settings; what actions faculty, staff, and the Office of the Associate Vice President for Student Life and Enrollment Management may take in response to disruptive conduct; and the authority of university officials to initiate disciplinary proceedings against students for disruptive conduct.

Disruption, applied within the academic setting, means behavior that a reasonable faculty or staff member would view as interfering with normal university functions. Examples include, but are not limited to: persistently speaking without being recognized or interrupting other speakers; behavior that distracts the class from the subject matter or discussion (i.e. use of cell phone); or in extreme cases, physical threats, harassing behavior or personal insults, or refusal to comply with directions given by members of the faculty or staff.

Civil expression of disagreement with the course instructor, during times when the instructor permits discussion, is not in itself disruptive behavior and is not prohibited.

*Some disruptive students may have emotional or mental disorders. Although such students may be considered disabled and are protected under the Rehabilitation Act/ADA, they are held to the same standards of conduct as any other student.*

### **Policy Statement**

- Students are required to adhere to the behavior standards listed in the *University of Maryland Eastern Shore Student Code of Conduct: Student Judicial Manual* and to refrain from disrupting classes, other university settings or sponsored events.
- If a student is disruptive, the faculty/staff member and/or the relevant chair's office may ask the student to stop the disruptive behavior and warn the student that such disruptive behavior can result in academic or disciplinary action.
- ***Faculty/staff members are authorized to ask a student to leave a classroom or other facility, if they deem it necessary.*** If the faculty/staff member does this, s/he shall file an Incident Report with the Judicial Administrator, the Office of the Associate Vice President for Student Life and Enrollment Management, and the Department Chair or Director within 24 hours. The incident report should contain the name of the student(s), a full detailed description of the behavior, location, date, and time of the incident, including the response, involvement and role of the faculty/staff member involved, as well as the names of witnesses. The Judicial Administrator shall provide the student with a copy of the report.
- Faculty/staff members may also exclude a student from the classrooms or other facility pending resolution of the matter by: (1) informing the student of the exclusion, (2) informing the student of his/her rights to request an expedited review of the exclusion, and (3) by immediately referring the matter to the Judicial Administrator by submitting the Incident Report, and by informing the relevant departmental chair, the Office of the Associate Vice President for Student Life and Enrollment Management, and the Judicial Administrator. If such exclusion occurs, and if the student requests a review, the Judicial Administrator shall review the exclusion *within five business days* of the date the student requests the review.
- Nothing in this policy prohibits an immediate call to the **University of Maryland Eastern Shore Office of Public Safety (Police Department)**, or referral of the matter to another policy office, as determined to be appropriate by the classroom instructor or staff member.

### **Possible Sanctions**

Authority of Instructor and Relevant Assistant/Associate Vice President for Student Life and Enrollment Management:

- Warning
- Exclusion from the instructor's classroom or academic area, pending expedited review by the Judicial Administrator
- Academic sanction, if course participation is a component of the final grade and is indicated in the course syllabus

Authority of the Judicial Administrator/Judicial Board

- Warning
- Educational Sanctions, such as class, papers or community service

- Disciplinary Probation
- Suspension
- Expulsion
- Exclusion from any part of or all of campus

Authority of the Vice Presidents or Assistant/Associate Vice Presidents

- Summary Suspension
- Exclusion from any part of or all of campus

### **Documentation**

Instructors should be aware that notes of the dates, times, witnesses and details of the incidents of disruption, and the impact of the disruption on those present, may be important in any future proceedings which may be necessary. Referrals to the Judicial Administrator require written documentation containing factual and descriptive information. The student is entitled to see this documentation.

### **Resources**

- University of Maryland Eastern Shore
  - Emergency – ext. 3300
  - Non-emergency – ext. 6590
- Counseling – ext. 6449
- Disability Services – ext. 6461
- Judicial Administrator – ext. 6144
- Assistant/Associate Vice President for Student Affairs – ext. 6687/ 8440

### **Disruptive Classroom Incident Report**

The Disruptive Classroom Incident Report shall contain the following information:

- Date of Report:
- Student's Name:
- ID#:
- Instructor's Name:
- Instructor's Phone Number:
- Instructor's E-Mail:
- Title of Course, Course Number and Section:
- Date/Time/Location of Incident:
- A detailed summary of the incident, including a description of the disruptive behavior:
- Witnesses:
- Action, if any, taken by the instructor (e.g. student warned, asked to leave the class, etc.):
- Recommended course of action and reasons for this recommendation?
- Instructor's Signature:



Office of the Associate Vice President for Student Life

Student Services Center, Suite 2165  
Princess Anne, Maryland 21853-1299

Campus: (410) 651-8440  
Fax: (410) 651-8148

**Disruptive Classroom Incident Report**

Please complete this report, filing one copy with the Office of Public Safety and one copy with the Judicial Administrator in the Office of the Associate Vice President for Student Life and Enrollment Management.

Date: \_\_\_\_\_

Person filing report: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Location of Incident: \_\_\_\_\_

Title of Course, Course Number and Section: \_\_\_\_\_

Date/Time/Location of Incident: \_\_\_\_\_

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Give a detailed summary of the incident, including a description of the disruptive behavior; action, if any, taken by the instructor (e.g. student warned, asked to leave the class, etc.); recommended course of action and reasons for this recommendation? Attach additional page as needed.

Instructor's Signature: \_\_\_\_\_