



UNIVERSITY OF MARYLAND EASTERN SHORE

Division of Academic Affairs

**ACADEMIC HONESTY POLICY FOR GRADUATE
AND UNDERGRADUATE STUDIES**

Academic honesty and integrity lie at the heart of any educational enterprise. The University of Maryland Eastern Shore (UMES) is committed to the values of academic honesty and integrity, and the ensuring that these values are reflected in behaviors of the students, faculty, and staff.

UMES has adopted a philosophical position which embraces a commitment to the **prevention** of academic dishonesty. Information, including definitions and examples of academic dishonesty, will be published and disseminated in the UMES Student Handbook and the University catalog. Thus, all students will have access to information that will **prevent** acts of academic dishonesty. **Prevention** is the paramount goal of the University in general and the Division of Academic Affairs in particular.

When there is evidence that a student has disregarded the University's Academic Honesty Policy, that student will be subject to review and possible sanctions. 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 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 UMES is to promote the highest standards of professionalism among its students. 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. The following definitions and 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 complete one's assignment;
 - f. submitting as one's own work, work done by someone else;
 - g. permitting someone else to submit one's 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 a computer hard drive or discs and presenting them as one's own.

3. **Plagiarism** as a form of cheating is also unacceptable. Plagiarism is the act of presenting as one's 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 one's own;
 - b. quoting 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 one's own compositions;
 - c. quoting directly quoting or exactly copying material from a source without giving proper reference or otherwise presenting the copied material as one's 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.