UNIVERSITY OF BALTIMORE
I.23   ACADEMIC INTEGRITY POLICY

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Academic Integrity Statement

The University of Baltimore is a community comprised of students, faculty, administrators, and staff who share a commitment to learning. Exceptional academic honesty is essential to the university's mission of learning, scholarship and integrity. We believe:

> ➢ Honesty is the foundation of personal integrity.
> ➢ Honesty promotes substantive learning.
> ➢ Honesty validates the recognition of scholarly achievement.
> ➢ Honesty demonstrates respect for the work of others and enables effective cooperation.

All members of our community share responsibility for actively fostering academic honesty, actively discouraging academic dishonesty, and engaging in ongoing discussion of activities that may violate the spirit of honesty.

University of Baltimore students will:
- Encourage and support an atmosphere of academic honesty;
- Use other University resources available through the Robert Bogomolny Library (RLB) and their course work to understand academic integrity and learn to use appropriate citation;
- Utilize appropriate methods of documenting the sources used in their work;
- Refrain from acts of cheating, plagiarism, or other violations of the academic integrity policy and make all reasonable efforts to prevent the occurrence of academic dishonesty;
- Refrain from assisting other students in any attempts to violate the academic integrity policy;
- Report acts of academic dishonesty of which they are aware to the responsible faculty member or to the Office of Student Support;
- Take the university's on-line course in academic integrity prior to the completion of their first semester at UB ; and
- Consult the Office of Student Support for further information about or clarification of the adjudication procedures relating to academic integrity.

University of Baltimore faculty members will:
- Encourage and support an atmosphere of academic honesty;

- Take appropriate measures to raise the consciousness of individuals throughout the university community to the importance of maintaining the values underlying academic honesty;
- Serve as models of academic honesty;
- Emphasize the need for appropriate citation in written work and for appropriate source attribution in all academic work;
- Emphasize the need for academic honesty in their syllabi;
- Clearly inform their classes of the extent to which collaboration and use of outside sources (such as use of texts or notes during examinations or take-home work) are permitted in their tests and assignments;
- Appropriately safeguard course material and examinations to prevent the occurrence of academic dishonesty through their inappropriate dissemination;
- Consult the Office of Student Support for further information about or clarification of the adjudication procedures relating to academic integrity;
- Report acts of academic dishonesty by Students to the Office of Student Support with relevant documentation via online submission of the [Community Standards form,](#) and collaborate with the Office of Student Support in follow-up to that report. Any sanctions applied are to be a result of the approved process and should not precede the report. (Faculty will use their judgment to determine if a student has engaged in an act of academic dishonesty that warrants a sanction if found guilty; such violations are to be reported. It is understood that students also need guidance to understand the principles of academic integrity and the practices of citation, and that levels of education and a number of other factors are relevant to any situation.)
- Keep academic integrity inquiries and investigations about particular students confidential, aside from discussions with the student, discussions with the Office of Student Support, and other employees with an educational need to know about the matter, or as otherwise permitted or required by law; and

University of Baltimore administrators and staff will:
- Encourage and support an atmosphere of academic honesty;
- Take appropriate measures to raise the consciousness of individuals throughout the University community to the importance of maintaining the values underlying academic honesty;
- Encourage discussion of issues involving the principles of integrity and honesty at all levels of the University community;
- As appropriate, take steps to define acts of academic dishonesty, ensure procedures for due process for persons accused or suspected of acts of academic dishonesty;
- Consult the Office of Community Life for further information about or clarification of the adjudication procedures relating to academic integrity; and
- Report acts of academic dishonesty of which they are aware to the responsible faculty member, supervisor, or to the Office of Student Support, as appropriate;

- Keep academic integrity inquiries and investigations about particular students confidential, aside from discussions with the student, discussions with the Office of Student Support, other employees with a legitimate educational interest in the matter, or as otherwise permitted or required by law.

Academic Integrity Violations

Integrity violations include, but are not specifically limited to, the following:

- **Cheating** - Cheating includes the giving or receiving of any unauthorized assistance or providing or obtaining unfair advantage in any form of academic work.

  - Examples include, but are not limited to, the use during exams of crib sheets or any other materials not expressly authorized by the professor, unauthorized possession of a test prior to the test date, copying from other students' exams, or talking to other students during exams.

  - Examples for faculty, administrators, and staff include, but are not limited to, providing an individual student with exam answers in advance or otherwise giving a student an unfair advantage over other students during an exam.

- **Plagiarism** - Plagiarism includes the copying of the language, structure, ideas, or thoughts of another and representing the same as one's own original work.

  - Examples include, but are not limited to, submission of a purchased research paper as one's own work, paraphrasing and/or quoting material in a paper without properly documenting the source, using someone else's research design or data and not attributing the source, and copying someone else's language without using quotation marks and/or crediting the original author.

  - Examples for faculty, administrators, and staff include, but are not limited to, failing to acknowledge the work of another in publications or publishing a student's work as one's own.

- **Multiple submissions of the same work** - Submitting work that was prepared for one course for credit in another course or submitting the same work for credit when repeating a course(s), without permission from the responsible professor(s).

- **Misrepresentation** – Misrepresenting information in an attempt to gain an academic advantage.

  - Examples include, but are not limited to, providing false or misleading information in an attempt to receive an extension or postponement of test, quiz, or any other assignment; providing false or misleading information in

an attempt to receive a make-up exam or the opportunity to re-submit an assignment; or providing false or misleading information as part of an academic probation, dismissal, or appeal process.

- **Falsification or Fabrication** - Falsification includes the statement of any untruth, either verbally or in writing, with respect to any circumstances relating to one's academic work.

  - o Examples include, but are not limited to, receiving assistance or working as a group on an independent take-home examination, making false statements to avoid taking an examination, engaging in any other type of activity that gives an unfair advantage to an individual student over other students, or providing inaccurate information concerning one's academic standing or status to anyone, inside or outside the university. Knowingly making a false report that another student has violated the academic integrity policy also constitutes falsification.

  - o Examples for faculty, administrators, and staff include, but are not limited to, knowingly falsifying data, misrepresenting information on a resume, or misleading students in terms of compensation or scholarship that they will receive for student assistant work.

- **Attempts/Facilitation** - Any attempts toward or facilitation of any act of academic dishonesty are also cases of academic dishonesty.

  - o Examples include, but are not limited to, knowingly discussing a test or an examination not yet taken with another student who has taken that test or examination, or knowingly discussing an examination already taken with another student who is scheduled to take that examination, but has not yet done so.

  - o Examples for faculty, administrators, and staff include, but are not limited to, facilitating a student's efforts to cheat on an examination, facilitating another in an act of plagiarism, or facilitating the falsification of data or other information.

Adjudication of Academic Integrity Concerns
All potential Academic Integrity violations by students will be adjudicated using the procedures outlined in the *Conduct Process* section of the *Student Rights and Responsibilities Guide*. Students may not withdraw from a course while an academic integrity violation is under review.

Potential academic integrity violations by staff will be adjudicated by Human Resources working with the staff member's supervisor. Potential academic integrity violations by faculty will be adjudicated through, as appropriate, either the Standards of Conduct for Scholarly Research (UB VIII-3.1) or as a conduct matter to be addressed by the supervisor and dean.