



TERP YOUNG SCHOLARS

Code of Academic Integrity

Introduction

When students choose to enroll in Terp Young Scholars at the University of Maryland, they accept the rights and responsibilities of membership in the University community both on and off campus and in the virtual environment. Students at the University of Maryland are expected to uphold the values of the University by conducting themselves in accordance with all policies and procedures.

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 *Terp Young Scholars Code of Academic Integrity*, hereto referred as the *Code*, is designed to ensure that the principle of academic honesty is upheld. While all members of the University share this responsibility, the *Code* is designed so that special responsibility for upholding the principle of academic honesty lies with the students.

All work submitted for assessment is held to the standards in this *Code*.

This *Code* is administered by Terp Young Scholars, Extended Studies, and Terp Young Scholars staff. References in this *Code* to the Terp Young Scholars staff include the Director, Programs and Marketing-Communication, Extended Studies, and designees. Terp Young Scholars staff reserve the right to refer complex or contested cases to the Office of Student Conduct for adjudication.

Extended Studies, under consultation with the Office of Student Conduct, provides a fair and balanced internal University process for resolving reports of academic dishonesty. Students will be treated fairly, with dignity and respect, and without regard to race, color, sex, gender identity or expression, sexual orientation, marital status, age, national origin, political affiliation, physical or mental disability, religion, protected veteran status, genetic information, personal appearance, or any other legally protected status.



Parts of the *Terp Young Scholars Code of Academic Integrity* are based on the University of Maryland Code of Academic Integrity. More information regarding University policies can be found on the Academic Integrity and Student Conduct Code page of the [Undergraduate Catalog](#).

Prohibited Conduct

1. **Academic Dishonesty:** any of the following acts, when committed by a student, shall constitute academic dishonesty:
 - a. Cheating: fraud, deceit, or dishonesty in any academic course or exercise in an attempt to gain an unfair advantage and/or intentionally using or attempting to use unauthorized materials, information, or study aids in any academic course or exercise.
 - b. Fabrication: intentional and unauthorized falsification or invention of any information or citation in 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.
 - e. Self-Plagiarism: the reuse of substantial identical or nearly identical portions of one's own work in multiple courses without prior permission from the current instructor or from each of the instructors if the work is being submitted for multiple courses in the same semester.

Definitions

2. When used in the context of this *Code*, the terms below mean the following:
 - a. "University" means the University of Maryland, College Park.
 - b. "Participant" means a student enrolled in Terp Young Scholars. Participants of the Terp Young Scholars program have been admitted as a non-degree seeking students to the University of Maryland for the Summer Session. Terp Young Scholars earn both a grade and credits for the course in which they are registered. Both grade and credits will post to the University of Maryland transcript.
 - c. "Student" means either a person enrolled in courses as a part of Terp Young Scholars at the University at the time the alleged violation occurred, or an individual who may not be enrolled for a particular term at the time the alleged violation occurred but has a continuing relationship with the University.



- d. “Respondent” refers to a student alleged to have committed a violation of this *Code*.
- e. “Complainant” includes individual(s) who have referred a student or incident to Terp Young Scholars based on an alleged violation of the *Code*. A Complainant may be any member of the campus community, including the instructor of the course or a representative from the academic department.
- f. “Mitigating factors” may be considered in determining sanctions. Factors may include, but are not limited to, the conditions under which the incident occurred, the present demeanor of the Respondent, whether the Respondent has acknowledged responsibility for the alleged misconduct, and any steps the Respondent has taken to address their behavior.
- g. “Aggravating factors” may be considered in determining sanctions. Factors may include, but are not limited to, the present demeanor and past disciplinary record of the Respondent, the extent of dishonest or malicious intent, the degree of premeditation or planning, as well as the nature and importance of the academic exercise.

Standard of Evidence

- 3. The focus of disciplinary proceedings is to resolve allegations of academic dishonesty. Students have the right to be notified of the allegations and specific charges against them, to have access to the information underlying the charges, and to have an opportunity to respond. The clear and convincing standard of evidence will be used to determine responsibility for Code violations. Clear and convincing evidence gives a reasonable certainty of the truth, and means that based on the totality of the evidence, it is highly and substantially more probable than not that the violation occurred. Sanctions are imposed according to the nature and severity of the violation.

Responsibility to Report Academic Dishonesty

- 4. 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 indifference 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.



5. 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

6. Terp Young Scholars should be informed about the role of the Honor Pledge, as well as the obligation of all members of the University of Maryland, College Park community to promote and practice the highest standards of academic integrity.

Honor Pledge

7. The Honor Pledge is a reminder that at the University of Maryland, students carry primary responsibility for academic integrity because the meaningfulness of their degrees depends on it. Instructors are urged to emphasize the importance of academic honesty and of the pledge as its symbol. Instructors are encouraged to reference both the pledge and this Code on syllabi, including links to additional materials online.
8. On all work submitted for assessment that is not specifically exempted by the instructor, students are encouraged to write and sign the following pledge:

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

Failure to sign the pledge is not a violation of the Code of Academic Integrity, but neither is it a defense in case of violation of this Code. Signing or non-signing of the pledge will not be considered in grading or in student conduct procedures.

9. On examinations, no assistance is authorized unless given by or expressly allowed by the instructor. On other assignments, the pledge means that the assignment has been done without academic dishonesty, as defined above. Instructors should define clearly in writing what type of material or information is authorized. Students are expected to seek clarity if there is confusion as to whether specific materials are authorized.



Self-Referral

10. Students who commit acts of academic dishonesty may demonstrate their renewed commitment to academic integrity by reporting themselves in writing to Terp Young Scholars at tys@umd.edu. Students may not exercise the self-referral option more than once during their participation in Terp Young Scholars.
11. If an investigation by Terp Young Scholars staff 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, Terp Young Scholars staff will notify the instructor of the course in which the incident occurred to consult on the matter. Terp Young Scholars staff will then convene a meeting with the student. The purpose of the meeting will be to ensure that the self-referral provisions of this Code are followed, not to levy a sanction or to create a disciplinary record. Terp Young Scholars will notify the instructor of the course in which the incident occurred of the meeting's outcome.
12. In addition, at the discretion of the course instructor, the student may have the grade for the academic exercise in question reduced to a zero, by one letter grade, or to an "F."
13. If Terp Young Scholars staff determines that academic dishonesty was suspected at the time of the student's self-referral and admission, the matter will be resolved in accordance with the procedures specified in this *Code* for resolving academic dishonesty allegations. The student's self-referral and admission may be considered a mitigating circumstance for purposes of sanctioning.

Reporting Academic Dishonesty

14. Any member of the University community who has witnessed an apparent act of academic dishonesty, or who has information that reasonably leads to the conclusion that such an act has occurred or has been attempted, has the responsibility to promptly inform the Terp Young Scholars staff.
15. If Terp Young Scholars staff determines that a report of academic dishonesty is supported by reasonable cause, Terp Young Scholars will notify the student. University email is the primary means by which Terp Young Scholars communicates with students. Students are responsible for reading all official communications delivered to the University email address



and are advised to check their email regularly for University communications, including those from the Terp Young Scholars.

16. Terp Young Scholars will offer the student an opportunity for a preliminary interview to review the allegations and any supporting evidence that was provided to the Terp Young Scholars. The instructor of the course in which the incident occurred may be included in the meeting. Terp Young Scholars will also provide the Respondent with a copy of this Code.

Role of Support Person

17. Respondents may choose to be supported by a Support Person of their choice to provide emotional and logistical support. A Support Person shall not be an active participant in the process.
18. As a general practice, disciplinary proceedings will not be delayed due to the unavailability of a Support Person.

Procedures: Resolution by Informal Agreement

19. If the Respondent acknowledges responsibility for academic dishonesty, they may choose to resolve the matter informally without participating in a formal disciplinary process.
20. In consultation with the instructor of the course in which the incident occurred, the Program Coordinator and the Respondent may reach an agreement concerning how a case should be resolved.

Procedures: Resolution by a Disciplinary Conference

21. Respondents may choose to resolve the matter in a Disciplinary Conference if the alleged act of academic dishonesty would not normally result in dismissal from the program, as defined by the Code.
22. Disciplinary Conferences will be conducted by Terp Young Scholars staff. The Respondent will be notified in writing of the conference outcome and sanctioning determination.
23. Respondents participating in a Disciplinary Conference in Terp Young Scholars staff are accorded the following procedural protections:



- a. Written notice of charges at least 24 hours prior to the scheduled conference.
 - b. Reasonable access to the case file prior to and during the conference.
 - c. An opportunity to respond to the evidence against them.
 - d. The option to be accompanied and assisted by a Support Person. All Support Persons are subject to the restrictions of Parts 16 through 17 of this *Code*.
24. The conference will proceed in their absence and the Respondent will be notified of the Disciplinary Conference outcome and sanctioning determination.
25. Terp Young Scholars staff will determine that a student is responsible for academic dishonesty or an attempt thereof only after considering all of the information before them, and only if the Staff believes that such a conclusion is supported by clear and convincing evidence. If the Staff finds that the Respondent is not responsible, the Staff will dismiss the charge of academic dishonesty.
26. If the Staff finds that the Respondent is responsible for academic dishonesty, Terp Young Scholars staff may receive sanctioning recommendations from the Complainant, instructor, and the Respondent before determining an appropriate sanction.

Sanctions

27. Attempts to commit acts prohibited by this Code may be sanctioned to the same extent as completed violations.
28. The Terp Young Scholars staff reserves the right to impose a lesser or more severe sanction depending on mitigating or aggravating factors as defined above. The following sanctions for violations of this Code may be imposed:
- a. **Disciplinary Warning:** warning to the student that further violations of this Code of the Code of Student Conduct may result in more severe disciplinary action.
 - b. **The grade of "F":** the grade "F" recorded on the student's transcript for the course in which the academic misconduct occurred. The grade of "F" factors into the determination of the student's grade point average, eligibility for course repeatability, and academic standing.
 - c. **Letter grade reduction:** the student will be given no credit for any assignment(s) in which academic misconduct occurred, and the student's final course grade will be reduced as determined by the course instructor.



- d. **Zero on the assignment(s):** the student will be given no credit for the assignment(s) in which academic misconduct occurred. The instructor will factor the zero into the student's final grade in the course.
- e. **Terp Young Scholars Dismissal:** the student will be dismissed from Terp Young Scholars without a refund and will be withdrawn from their academic course. To learn more about withdrawal, visit the Payment Information: Cancellation, Withdrawal, and Refunds page on the Terp Young Scholars website. Students who have been dismissed from the program are not eligible to participate in Terp Young Scholars in future years, nor may they serve on program staff in future years, unless specified in the sanctions.
- f. **Other sanctions:** other sanctions may be imposed in addition to those specified in sections (a) through (d) above. Other sanctions may include educational or reflective experiences that encourage the student to prevent repeated acts of academic dishonesty, or help the student better understand how their academic dishonesty affects the academic and professional communities of which the student is a part.

Disciplinary Records

- 29. Students found responsible for violations of the Code will be issued a written Letter of Reprimand, which will include the Code violation the student has been found responsible for and the required sanction. The Terp Young Scholars staff reserves the right to provide a copy of the Letter of Reprimand to the student's parent, guardian, and/or other responsible adult representative depending on the severity of the violation and sanction.
- 30. The Letter of Reprimand is maintained as the student's disciplinary record with Terp Young Scholars. Disciplinary records are maintained by Terp Young Scholars permanently.
- 31. Students found responsible for violations of the Code will not have a disciplinary record with the University unless the case has been referred to the Office of Student Conduct.
- 32. Students may petition Terp Young Scholars to void their disciplinary record for good cause. Factors to be considered in review of such petitions include:
 - a. The present demeanor of the Respondent;
 - b. The conduct of the Respondent subsequent to the violation; and
 - c. The nature of the violation and the severity of any damage, injury, or harm resulting from it.