

will result in a grade of “F,” which is computed in the semester and cumulative averages, and the financial charges apply.

In exceptional cases, a retroactive cancellation or withdrawal may be granted based on extenuating circumstances which significantly impaired the student’s ability to cancel registration or withdraw by the established semester deadlines. Such circumstances require official supporting documentation. If supporting documentation exist, student may seek to file an Exception to Enrollment Policy Appeal through the Office of Records and Registration.

**SATISFACTORY ACADEMIC PERFORMANCE\***

A student whose cumulative grade point average is at least 2.00 will be considered as making satisfactory academic progress and will be designated a *student in good standing* at Morgan State University.

**Unsatisfactory Academic Performance** Students with a cumulative grade point average of less than 2.00 fall into one of two categories: academic probation or academic dismissal. The cumulative grade point average that defines each of the categories of unsatisfactory academic performance varies according to the student’s credit level as noted in the following table:

<b>Total Attempted Credits</b>	<b>Academic Probation if GPA is</b>	<b>Academic Dismissal if GPA is</b>
0-24	0.00-1.99	-----
25-47	1.90-1.99	0.00-1.89*
48-72	1.95-1.99	0.00-1.94*
73 or more	-----	0.00-1.99*

\* Students matriculating as first time freshmen will not be dismissed regardless of cumulative grade point average or number of credits earned during their first two semesters. No student shall be academically dismissed at the end of any semester during which he/she was registered for at least twelve (12) credit hours and earned a minimum of twelve (12) credit hours with a grade point average of 2.00 or better. Academic dismissal must be preceded by at least one semester of academic probation. All credit hours transferred to Morgan are included in the Attempted Credits totals in the above table when determining the category of academic performance. However, transferred credits are not included in computing the GPA.

**Academic Probation**

At the end of any given semester, students whose cumulative grade point averages fall below the thresholds outlined above are automatically on academic probation and should seek academic counseling and guidance from the office of the Dean of the school in which he/she is enrolled. Students on academic probation are restricted to thirteen (13) credit hours per semester and are required to repeat all courses in which deficiencies have been received before they may take new courses, insofar as scheduling permits. Students remain on probation until their cumulative grade point averages increase to 2.00.

**Academic Dismissal**

Students whose cumulative grade point averages meet the conditions for academic dismissal outlined in the aforementioned Unsatisfactory Academic Performance table may be dismissed as degree students at the University. Thereafter, they may not enroll as degree students without formal readmission to the University. Students who are academically dismissed from Morgan State University are entitled to appeal their dismissal when there are extenuating circumstances which deserve consideration by the University. Such appeals are made to the Dean of the school/college in which the students are enrolled. Students who successfully appeal their dismissal through their Dean are on probation. Unless granted written permission by the Dean to do otherwise, they are governed by the requirements for students on probation.

**Academic Recovery Program**

Dismissed students are eligible to participate in the Academic Recovery Program (ARP). Students are not considered for readmission to the University until they have raised their cumulative grade point average to 2.00 through enrollment in ARP. Additional information about ARP may be found in the Office of Student Success and Retention section in the catalog.

**POLICY ON ACADEMIC DISHONESTY**

Faculty at Morgan State University make a concerted effort to promote honest academic conduct among students to ensure that their evaluation of students’ academic performance accurately reflects each student’s true merit. Academic dishonesty is, therefore, among the most egregious offenses a student can commit because it interferes with the University’s primary mission of educating and evaluating students. Thus, academic dishonesty will not be tolerated at the University. Some of the more common forms of academic dishonesty are listed below. This list, however, is not intended to be an exhaustive representation of all the possible forms of academic dishonesty. Any student who is found to have engaged in academic dishonesty shall fail the assignment and may

fail the course. The student may also be referred to the Dean of the college or school in which the student's major is located for additional disciplinary action by the University. All instances of academic dishonesty shall be subject to the full range of penalties at the University's disposal.

## I. TYPES OF ACADEMIC DISHONESTY

**1. Cheating** is fraud. Cheating is the use of, the attempted use of, or acquisition of unauthorized information such as books, lecture notes, study aids, answers from other students, or other materials for the purpose of submitting a part or all of the unauthorized information as one's own individual effort in any class, clinic, assignment, or examination. Helping or attempting to help another person commit any act of academic dishonesty is also a form of cheating. **Examples:** Examples of cheating include, but are not limited to, the following actions:

- a. Copying from another student's paper or test, or receiving assistance from another person during an exam or other assignment in a manner not authorized by the instructor;
- b. Buying, selling, removing, receiving, or possessing an unauthorized copy of a test, quiz, exam, or other form of academic evaluation in advance of its administration by the instructor of the course in which the student is properly registered;
- c. Using material or equipment such as cell phones, crib notes, a calculator, or a tape recorder during a test, quiz, exam, or other form of academic evaluation that has not been authorized by the instructor;
- d. Working with other students or other individuals on any exam, take home assignments, computer or laboratory work, or any other assignment when the instructor has required independent and unaided effort;
- e. Attempting to influence or change an academic evaluation, grade, or record by deceit or unfair means, such as (1) hiding or damaging the academic work of another student to gain an unfair advantage in an academic evaluation; or (2) marking or submitting an exam or other assignment in a manner designed to deceive the instructor;
- f. Submitting, without prior permission, the same academic work which has been submitted in identical or similar form in another class or in fulfillment of any other academic requirement at the University;
- g. Permitting another student or individual to take a test, quiz, exam, or other form of academic evaluation for

one's self; or conversely, taking a test, quiz, exam, or other form of academic evaluation for another student; and,

h. Helping or attempting to help another student cheat by providing assistance to that student during an exam or other assignment in a manner not authorized by the instructor.

**2. Plagiarism** is theft. Plagiarism is submitting, either orally or in writing, the words, ideas, drawings, or other works of another person as one's own without appropriate citation in order to receive credit for having completed an academic assignment or exercise.

**Examples:** Examples of plagiarism include, but are not limited to, the following:

- a. Submitting material or work for evaluation, in whole or in part, which has been prepared by another student, an author of a published article or textbook, or by persons producing papers for profit;
- b. Using a direct quotation from another student's papers or from an author of a publication without including the appropriate citation;
- c. Paraphrasing or summarizing another's work without including the appropriate citation; and,
- d. Using information stored electronically, e.g., submission of papers and or information found on computer disks, the Internet, etc., without including appropriate citation and/or acknowledging the source.

**3. Abuse of Academic Materials** is destruction of property or making inaccessible academic resource materials owned by the University or stored in a University facility.

**Examples:** Examples of abuse of academic materials include, but are not limited to, the following actions:

- a. Destroying, hiding, or otherwise making unavailable for common use any library materials, materials placed on reserve by faculty, electronically stored information, or other academic reference materials; and,
- b. Destroying, hiding, or otherwise making unavailable another student's notes, faculty lectures and/or tests, experiments, computer programs, or other academic work.

**4. Stealing** is the unauthorized taking, attempting to take, or withholding the property of another and thereby permanently or temporarily depriving the owner of its use or possession.

### Examples:

Examples of stealing include, but are not limited to, the following actions:

- a. Unauthorized removal of library texts, magazines, electronic equipment or electronically stored information and other materials from the library;
- b. Unauthorized removal of lecture notes, grade books, examinations, computer programs, or any other academic materials from the office of any faculty member;
- c. Obtaining unauthorized advanced access to an examination or other academic assignment either acting alone or in collusion with other students or University employees; and,
- d. Taking another's academic work, such as papers, computer programs, laboratory experiments, or research results.

5. **Lying** is making any oral or written statement which the individual knows, or should know, to be untrue.

**Examples:** Examples of lying include, but are not limited to, the following actions:

- a. Making a false statement to any instructor or other University employee in an attempt to gain advantage or exception with regard to an academic requirement or assignment;
- b. Falsifying evidence or testifying falsely, such as in a hearing involving academic dishonesty;
- c. Inventing or counterfeiting data, research results, research procedures, internship or practicum experiences, or other information;
- d. Citing a false source for referenced material/Data;
- e. Altering grade reports, class attendance records, course registrations, or other academic records;
- f. Submitting false excuses for absences;
- g. Altering a returned exam paper or other work and seeking regrading without indicating that the returned paper or work has been changed; and,
- h. Submitting unauthorized University documents to gain an internship, exception to University policies, and/or other advantage or to avoid a disadvantage or penalty.

## II. PENALTIES

Any student who is found to have engaged in academic dishonesty at Morgan State University shall fail the test or assignment for which the student cheated and may be subjected to one or more of the following penalties including failure of the course in which the academic dishonesty occurred; written reprimand from the Chairperson, the Dean, and/or the Vice President for Academic Affairs; suspension and/or expulsion from the University. The *Dean* of the school or college in which the student's major is located shall be notified of the academic dishonesty and of the proposed penalty by the Dean (or the Dean's designee) of the school or college in which the academic dishonesty occurred. Along with the penalties listed above, the Dean or the Vice President for Academic Affairs may impose special conditions on students who have engaged in academic dishonesty such as counseling, reduced credit loads, denial of admittance to certain majors or programs. Suspension and expulsion, the most severe penalties, may be imposed even though the accused student has never received a lesser penalty or penalties for previous academic misconduct.

**1. Assignment of a Grade of "F."** A grade of "F" shall be assigned to a student for the test, paper, and/ or the assignment in which the student committed an act of academic dishonesty. In addition to being assigned a grade of "F" for the assignment for which the student engaged in academic dishonesty, additional penalties, listed below, may be imposed upon the student.

**2. Failure of a Course.** A student may fail the course in which the academic dishonesty occurred.

**3. Suspension from the University.** Suspension can be imposed for a specified period, not to exceed two years.

**4. Expulsion from the University.** Expulsion is a permanent separation from the University.

**5. Revocation.** When an act or acts of academic dishonesty is/are found to invalidate a major piece of work required for a degree so that the validity of the degree or certification is jeopardized, then the sanction may include a recommendation to the University's Vice President for Academic Affairs to:

- a. Reject a thesis, dissertation, or other work.
- b. Revoke a certification or not grant a certification.
- c. Revoke a degree.

**6. Other Relevant Sanctions.** In addition to the penalties described above, other sanctions may be imposed, such as, but not limited to, restitution, campus

or community service, special projects, and special educational requirements.

In all matters of academic appeal, the student may request a final appeal by writing to the Provost and Vice President for Academic Affairs (VPAA) within seven (7) working days of the receipt of the final decision of the Dean of the school/college. Appeals not filed in proper form with the Provost/VPAA within this timeframe shall not be considered. An appeal which fails to specifically set forth alleged procedural error with regard to the application of academic policy shall not be considered.

**The decision of the Provost/VPAA is final and binding on all parties. The student's initiation of the appeals procedure shall not dislodge or delay any other consequences of the decision or action under dispute, such as placement on academic probation or dismissal; loss of scholarship; awarding of financial aid; or participation in activities that are dependent on the grade point average of the student.**

## ACADEMIC APPEAL PROCESS

The academic appeals process shall apply to any dispute concerning a student's academic standing at the University including, but not limited to, disputes over grades as well as allegations of academic dishonesty. The academic appeal process requires that (1) students be given adequate notice of any offense of academic dishonesty with which they are charged; and (2) that students be given an opportunity to be heard by the Dean (or the Dean's designee) of the college or school in which the offense is alleged to have occurred. The Deans have the authority to set dispute resolution and appeal procedures for their respective academic divisions provided that any penalty imposed by (or approved by) the Dean shall be based on evidence collected and recorded by the faculty, the Chairperson, and/or the Dean.

Students who feel that they have been treated unfairly in the award of a grade or in the imposition of a penalty for committing an act of academic dishonesty have a right to use the academic appeal process at the University. A student shall first address the matter of the academic dishonesty, the grade, and/or any other academic penalty or issue with the faculty member who accused the student and/or assigned the grade and/or imposed or initiated the penalty. Second, if the dispute is not resolved with the faculty member, the student shall next address the matter with the Chairperson of the department in which the course is taught. The Chairperson shall investigate the matter thoroughly; make a record of the relevant evidence; and make a determination about the appropriateness of the accusation, the grade, or the penalty imposed on the student. If the matter is still in dispute following the investigation and determination by the Chairperson, the student has a right to appeal to the Dean (or the Dean's designee) of the school or college in which the dispute arose.

## MIDTERM GRADE POLICY

Each instructor shall evaluate undergraduate students' progress and assign a midterm grade for each undergraduate student enrolled in the class, using the university's accepted grade reporting technology and according to the university's published Academic Calendar. The midterm grade is only an indicator to the student and his/ her adviser of the student's performance in the course to that point; it will not be assumed that the final grade will be the same, and is not a permanent part of a student's academic record. A grade of "I" is not a valid midterm grade. Midterm grades are required only for the fall and spring semesters and only for full-semester courses.

## UNIVERSITY EXAMINATIONS

### Proficiency Examinations

At the discretion of the chair or dean of the college or school in which the course is offered, proficiency examinations may be available for undergraduate courses. Not all courses may be offered for proficiency credit. Successful completion of proficiency examinations gives the opportunity to receive credit for the courses in which examinations were taken, and this credit is indicated by the grade of "PT." Credit earned on the basis of a proficiency examination shall be awarded at the end of the semester (when final grades are due) in which the student took the examination.

**Policies concerning credit by proficiency examination:**