ACADEMIC INFORMATION
224 Main Street-Merrill Center 778-7100
9:00 a.m.- 4:00 p.m. Monday-Thursday
http://registrar.umf.maine.edu

This section of the Campus Guide is designed to answer commonly asked questions regarding academic information. This is not a complete list of academic policies or services; for additional information, refer to the UMF Catalog (catalog.umf.maine.edu or under the Academics Tab on myCampus), or visit the Merrill Center. Resources and services include course schedule and preregistration information, course registration, declaration or change of major, transcripts, enrollment verification, VA services and help with MaineStreet.

ADDING OR DROPPING A CLASS
Students may add or drop classes during the first week of a semester through Self-Service in MainStreet, your departmental administrative assistant, or at Merrill Center. Please note that there is a specific deadline for dropping a class. What happens if you miss the deadline for Dropping a Class? See Withdrawing from a Class below.

CHANGING OR DECLARING A MAJOR
How do I change my major (declare a major, add a second major, add or drop a minor)? A Change of Major form, available at Merrill Center, is used for all of these.

CLASS STANDING
0-23 credits = first year student
24-53 credits = sophomore
54-83 credits = junior
84 credits and above = senior

Can I take a course overload? Students wishing to take more than 18 credits in fall or spring, or 4 credits in winter, May or summer, must get prior signed approval of more than his or her faculty advisor. For an overload in fall or spring, a student must also be on the Dean’s List for the previous semester.

How much work am I expected to do per credit hour? Students are expected to work on course assignments for a minimum of two hours outside of class for every hour they are in class.

DEAN’S LIST
How do I make the Dean’s List? To make the dean’s list, a student must take at least 12 credits for a letter grade (not pass/fail) and have a GPA of 3.5 or higher.
FINANCIAL OBLIGATIONS
The University expects you to pay your bills on time. If you don’t, a late fee is charged, a hold placed on your account, and you won’t be allowed to register or obtain a transcript. Additional information about costs and billing policies is included in the University catalog or may be found on myCampus. If you have questions, please call the Merrill Center at 778-7100.

GRADE POINT AVERAGES
A = 4.0  B- = 2.67  D+ = 1.33
A- = 3.67  C+= 2.33  D = 1.0
B+= 3.33  C = 2.0  D-= 0.67
B = 3.0  C- = 1.67  F = 0.0

Only final grades which carry numerical grade points are counted in computing the GPA. Courses taken pass/fail and courses with grades of incomplete are not counted. Grades and credits for courses transferred to UMF are not included in the calculation of the GPA. If a course is repeated once, the second grade only is figured into the GPA. In the event that a course is repeated more than once, the second and all subsequent grades are counted. GPA is the average grade per credit. To find the GPA, multiply the number of credits for each course by the grade points earned in that course, which will show the number of quality points earned. Add the quality points for all courses attempted in a semester and divide that sum by the number of credits attempted that semester in courses that are not pass/fail. The accumulative GPA is figured in the same manner, but it includes all UMF courses taken to date.

What happens if I don’t get good grades? If your GPA does not meet minimum University requirements, you may be placed on academic probation or under review for suspension.

GRADUATION REQUIREMENTS
All students must earn a minimum of 128 credits, meet the requirements of the major, and meet residency requirement as stated in the catalog. Students must complete an application for graduation through Self-Service on MaineStreet. There is a specific deadline for the application for students who wish to participate in the Commencement ceremony. Watch for an email from the Senior Class adviser regarding graduation and the commencement ceremony. Who is responsible for making sure I have met all my Graduation Requirements? The student alone has sole responsibility for seeing that all graduation requirements are met and is responsible for seeking advice from his or her advisor each semester.
PASS/FAIL OPTION
Students must have a junior or senior standing and the class must have a pass/fail option listed in the UMF catalog. The deadline to notify Merrill Center that you wish to exercise pass/fail is the end of the add/drop period.

PROBATION AND SUSPENSION
If your GPA does not meet minimum University requirements, you may be placed on academic probation or suspension. Refer to the UMF catalog.

REGISTRATION
When is course Registration? Course registration takes place each March and October, beginning with preregistration, when students must meet with their advisors to select courses and create wishlists on MaineStreet. Wish lists must be approved by a specific deadline in order to register with your class. Each class is assigned a 2-day enrollment appointment.

REPEATING A COURSE FOR IMPROVED GRADE
Can I Repeat a Course for a Better Grade? Students can receive credit for a course only once (some exceptions apply). A course may be repeated once where the new grade is calculated in the GPA (and the old grade is not). If a course is repeated more than once, the second and all subsequent attempts are counted in the GPA. If a course was initially taken for a grade, it cannot be repeated on a pass-fail basis. All grades earned in the course will remain on the student’s transcript, but credit for the course is awarded only once (based on the final attempt).

Can I Repeat a Course at Another College or University? Approval must be given in advance by the chair of the department that offers the course and by the student’s advisor. The grade must be a C- or higher in order for the course to transfer. GPA will not transfer. The original UMF grade will remain on the transcript and still be counted in the GPA.

WHAT ARE RESPONSIBILITIES AS A STUDENT?
To participate fully as an active learner in the advising process.
To take the initiative to contact your advisor in a timely fashion.
To be prepared for advising sessions, gathering all relevant information needed to make informed choices.
To articulate personal values, goals, and aspirations.
To accept ownership of your educational choices.
To maintain a personal record of academic progress.
To know and meet graduation and other requirements.
WITHDRAW FROM THE UNIVERSITY
Students who are going to withdraw from the all their courses begin the process in the Merrill Center.

WITHDRAWING FROM A CLASS
How do I Withdraw from a Class? After the drop period, students may withdraw from a course without academic penalty until midpoint in the course by submitting a completed Course Withdrawal Form to Merrill Center. A grade W will be noted on the transcript. The W is not punitive and is not factored into GPA.
What if I want to Withdraw from a Class after the deadline? Late withdrawals are not allowed as a matter of course. In the case of extenuating circumstances not related to the course, (i.e., catastrophic illness) students should contact Merrill Center for specific instructions. Students who are considering withdrawing from a course are urged to make that decision before the withdrawal deadline.

CANCELLING CLASSES
Prior to UMF Opening in the Morning:
The decision to cancel classes and work at UMF is based in part upon communication with a professional weather service and information relayed through the local Rural School Union #9, which consists of reports from a weather bureau, the State Highway Department, the Sheriff’s Office, and personnel in surrounding towns. These reports, combined with campus conditions and any other available information, determine whether UMF classes/work will be cancelled. The decision to cancel will normally be made by 6:00 a.m., and by 6:15 a.m. The following radio/television stations will have been notified and asked to announce that day classes and work at UMF have been cancelled:

WUMF--Campus (95.1 FM)  WKTJ--Farmington (99.3 FM)
WMME--Augusta (92.3 FM)  WCYY--Portland (93.9 FM)
WTOS--Skowhegan (105.1 FM) WCSHTV--Channel 6—Portland
By 6:15 a.m. the UMF switchboard (778-7000) will also announce that classes/work are cancelled for that day.

Cancellation of Afternoon and/or Evening Classes:
Once classes have started in the morning, a decision to cancel afternoon and/or evening classes will be announced on the above-listed radio stations. The campus switchboard will also be notified and the information relayed to the Olsen Student Center where the announcement will be displayed on the center’s television monitors.
ACADEMIC CODE OF INTEGRITY

We, the students and faculty of the University of Maine Farmington (UMF), dedicate ourselves to upholding the highest standards of academic integrity. As members of the UMF community, as well as the broader community of seekers of knowledge and truth, we affirm academic integrity as a central value because we recognize the following:

HONESTY: The purpose of education is to attain knowledge and develop skills, and this purpose is achieved only through academically honest work. When students create academically dishonest assignments, they do not receive the full benefits of their courses; moreover, they prevent instructors from accurately gauging the capabilities of their students and, thus, prevent instruction from being offered at an effective level.

TRUST: Education flourishes in a climate of trust. Students, in devoting time and energy to their academic assignments, need to know that their peers are not seeking an unfair advantage over them, and instructors, in devoting careful attention to their students’ work, need to know that the work is that of their students. Only academically honest actions establish and sustain trust among students and between students and faculty.

RESPECT: Education flourishes in a climate of respect for intellectual and artistic labor, and the rigorous adherence to the standards of academic integrity, especially the conventions for acknowledging one’s use of others’ words and ideas, is essential to such a climate.

REPUTATION: The reputation of UMF and the value of a UMF diploma depend on the genuine accomplishments of UMF graduates and, thus, on the academic integrity of the entire UMF community.

Academic integrity means that one’s work is the product of one’s own effort, and one neither receives nor gives unauthorized assistance in any assignment. Because advanced academic work depends on the sharing of information and ideas, academic integrity at the college level includes rigorous adherence to the conventions for acknowledging one’s use of the words and ideas of other people, and instruction in this fundamental skill of college life is available to all UMF students.

By steadfastly adhering to the highest standards of academic integrity, we strive for excellence and fashion ourselves true leaders.
RESPONSIBILITIES

All members of the UMF community are responsible for learning the standards of academic integrity and ensuring that all of their work meets them. Students will be held to the standards of the Academic Integrity Code. If students have questions about the academic integrity of their work, they should discuss these with their instructors before turning in the work. Ignorance and carelessness are not justifications for violation of the code.

Faculty members are expected to report all suspected violations of the Academic Integrity Code through the procedures that are detailed below. These procedures are designed to create a fair and consistent system for dealing with alleged violations of the code. Of course, faculty members should also take reasonable measures to discourage academic dishonesty -- for example, including in the syllabus a statement about academic integrity that clarifies any specific guidelines for the course, instructing students in any procedures of academic integrity within the discipline that are especially challenging, and proctoring examinations.

As part of the academic community, students are strongly encouraged to respond to violations of academic integrity that they witness. It is especially recommended that a student promptly report the violation to the instructor of the course in which it occurred. It is also acceptable, depending on individual circumstances, for a student to speak to the perpetrator of the violation, explaining his or her disapproval. Students who are not certain how they wish to respond to a violation should feel free to consult with faculty members or advisors; in asking for guidance, students are not committing themselves to making a formal allegation.

Violations

Violations of academic integrity include, but are not limited to, the actions defined below. It is important to note that these violations apply to academic work at UMF regardless of course delivery method (face-to-face, on-line, or a hybrid).

Plagiarism: the representation of others’ words or ideas as one’s own. For example: Submitting as one’s own work an examination, paper, homework assignment, or other project (laboratory report, artistic work, computer program, etc.) that was created entirely or partially by someone else.

Failure to use quotation marks to signal that one is using another person’s precise words. Even brief phrases must be enclosed in quotation marks. Creating an academically dishonest paraphrase. When paraphrasing (presenting another person’s ideas or information in one’s own words), one must truly find one’s own way of expressing the original meaning.
Simply inserting synonyms into the source’s sentence structures is plagiarism.

Failure to identify the source of quotations and paraphrases. Of course one must cite the source of quotations; one must also cite the source of ideas and information that is not common knowledge even when paraphrased (presented in one’s own words). Sources include unpublished as well as published items — for example, books, articles, material on the Internet, television programs, instructors’ lectures, and people, including other students, friends, and relatives.

Failure to identify the source of the elements of a nonverbal work (for example, a painting, dance, musical composition, or mathematical proof) that are derived from the work of others.

Cheating: the use or attempted use of unauthorized assistance in an examination, paper, homework assignment, or other project. For example, copying answers from another student’s examination.

Communicating in any way with another student or a third party during an examination without the permission of the instructor.

Using unauthorized materials or devices (including notes, textbooks, calculators, and communication devices) during an examination without the permission of the instructor.

Obtaining and/or reading a copy of an examination before its administration without the permission of the instructor.

Collaborating with other students or third parties on a take-home examination, paper, homework assignment, or other project without the permission of the instructor.

Fabrication, which includes:
Fabrication of Data: Inventing or falsifying the data of a laboratory experiment, field project, or other project.

Fabrication of a Citation: Inventing a phony citation for a research paper or other project.

Alteration of an Assignment: Altering a graded examination, paper, homework assignment, or other project and resubmitting it to the instructor in order to claim an error in grading.
Academic Code of Integrity, continued

Duplicate Work: Submitting a paper or other project in more than one course without the permission of the instructors. Students are expected to produce original work for each course. A student should not submit identical or substantially similar papers or projects in two different courses (in the same or different semesters) unless both instructors have given their permission.

Facilitating Academic Dishonesty: assisting another student’s academic dishonesty. For example,

Writing a paper or other project for another student.

Allowing another student to copy from one’s examination, paper, homework assignment, or other project.

Assisting another student on a take-home examination, paper, homework assignment, or other project if one knows or suspects such assistance is not authorized by the instructor.

Other Forms of Dishonest Conduct: any actions by which one seeks an unfair advantage over others. For example,

Destroying or altering the academic work of another student.

Procedure
1. Alleged violations of the Academic Integrity Code are to be reported as soon as they have been detected. There is a two year statute of limitations on all charges of academic dishonesty, beginning at the conclusion of the semester in which the violation is alleged to have occurred.

2. Faculty who suspect that a student has violated the Academic Integrity Code are expected to fill out an Academic Integrity Violation Form in order to document the alleged violation. When completing the Academic Integrity Violation Form, the instructor has the option of recommending sanctions. These sanctions can include, but are not limited to, the following:

Reduction of one full letter grade in the course (the recommended minimum sanction for a first offense), receipt of a grade of F for the course, redoing the assignment, additional assignments, attendance at ethics seminars, and immediate referral to the Student Conduct Committee.

If the instructor’s recommended sanction is an X transcript notation, this sanction will be imposed after review by the Student Conduct Officer. For a first offense, this sanction can be imposed only if recommended by the faculty member.
3. Once an Academic Integrity Violation Form has been completed, the faculty member must meet with the student to discuss the alleged violation. If, during the course of this meeting, the faculty member becomes convinced that he or she was mistaken, the Academic Integrity Violation Form will be destroyed and the matter will be considered resolved. If, however, the faculty member continues to suspect that a violation of the Academic Integrity Code has taken place, then the faculty member retains the original, gives the student a copy, and forwards copies to the student’s advisor and the Student Conduct Officer (normally the VP for Student and Community Services).

4. Minor Violations: When the instructor feels the violation merits a warning instead of a full-fledged action, a Minor Violation may be filed.
   • As with major violations, the instructor must meet with the student to discuss the alleged violation.
   • Sanctions for minor violations are determined by the instructor.
   • Minor violation forms are confidential and are kept on file in the Vice President for Student and Community Services office. After three minor violation reports have been submitted for a student, the VPSCS will inform the last reporting faculty member of the pattern of offenses, and ask the faculty member to proceed with a full charge against the student.
   • The Minor Violations form can be found on myCampus under Forms and Documents.

THE STUDENT CONDUCT OFFICER/COMMITTEE:

5. Upon receipt of the Academic Integrity Violation Form, the Student Conduct Officer will arrange to meet with the student to discuss the student’s options for responding to the allegation. Students may (1) Plead No Contest, (2) Admit to the Charge but Contest the Recommended Sanction, (3.) Contest the Charge. Discussion of these pleas and the consequence of each follows in the Sanctions section.

6. After the initial meeting with the student, the Student Conduct Officer will create a confidential Academic Integrity Violation File for the student. Any written statements submitted by the complaining faculty member or student as clarification of their positions regarding the alleged violation will be placed in this file for possible review by the Student Conduct Committee and as a means of tracking repeat offenders. The contents of Academic Integrity Violation Files will be retained for one year after the student graduates or for four years after the student withdraws from UMF.
ACADEMIC MISCONDUCT HEARINGS:

7. All cases involving repeat violators, as determined by the Student Conduct Officer based on the contents of a student’s Academic Integrity Violation File, and any cases in which the faculty member recommends a hearing will automatically trigger a hearing before the Student Conduct Committee. The Student Conduct Officer is responsible for scheduling this hearing and will notify all interested parties of the time and location of the scheduled hearing and the composition of the Student Conduct Committee which will hear the case. Pending resolution of the case, the student will receive a grade of NG for the course if the semester concludes before the hearing is held.

8. Hearings will be conducted according to established University of Maine system guidelines. These guidelines can be found at [http://www.maine.edu/policyscc501.html](http://www.maine.edu/policyscc501.html).

9. If the student is exonerated, a notice of acquittal will be placed in the student’s Academic Integrity Violation File until the expiration of the two year statute of limitations for that particular charge in order to prevent double jeopardy. All other records of that case will be destroyed. Notations of acquittal will have no bearing on any future cases and may not be entered as evidence in future hearings.

10. While their case is pending or after they have been found In Violation of the Academic Integrity Code, students may not withdraw from the course in which the alleged or proven violation occurred.

PLEAS AND SANCTIONS:

It is crucial that instructors and the Student Conduct Committee have the latitude to select a sanction that is appropriate for the specific circumstances of each case, but it is also vital that a sanction reflect the principles of a community that has explicitly pledged itself to uphold the highest standards of academic integrity. This section of the code attempts to articulate a clear but flexible framework to assist instructors and the committee in the important task of assigning sanctions.

Student Pleas:

a) Students may plead no contest to the charge by signing the appropriate line on the form. If they choose this option, the academic sanctions recommended by the instructor automatically apply.

b) Students may contest the severity of the faculty member’s recommended non-grade related sanctions by signing the appropriate line of the Academic Integrity Violation Form.
ACADEMIC CODE OF INTEGRITY, continued

If they choose this option, they admit that the alleged violation of the Academic Integrity Code occurred and request a hearing. The Student Conduct Officer will refer the matter to the Student Conduct Committee. Imposed sanctions may reduce, uphold, increase or supersede the faculty member’s non-grade related recommendation. Student Conduct Committee hearings will be scheduled by the Student Conduct Officer. Students contesting recommended faculty sanctions may submit written statements to the Student Conduct Officer clarifying their position at any time prior to their scheduled hearing. Students wishing to contest grade related sanctions must pursue a separate appeal as outlined in the UMF catalog.

c) Students may contest the allegation of academic dishonesty by signing the appropriate line on the Academic Integrity Violation Form. If they choose this option, a hearing before the Student Conduct Committee will be scheduled by the Student Conduct Officer. Students contesting allegations may submit written statements to the Student Conduct Officer clarifying their position at any time prior to their scheduled hearing. While the allegation of academic dishonesty is being contested, students will retain all of the rights and privileges as an enrolled student, including within the course where the violation is alleged to have occurred. Furthermore, no sanctions will be applied pending the outcome of the Student Conduct Committee’s deliberations.

Sanctions which may be imposed by the Student Conduct Committee upon a Finding of Guilt:

For a first major violation:
If the Student Conduct Committee subsequently finds that the student is in violation of the Academic Integrity Code, then the matter will be returned to the faculty member for the application of grade related sanctions.

The recommended minimum sanction will be the reduction of one full letter grade in the course (e.g. B to C); the maximum sanction will be a grade of F for the course accompanied by a transcript notation of X, which means Failure due to academic dishonesty.

In the special case of a first violation that occurs in a course that is graded pass/fail, the sanction conforms to the spirit of this schedule, but, given the limited range of grades, the sanction need not necessarily result in failure of the course.

In any course, additional action, including but not limited to the following, may apply: repeating the assignment, extra assignments, and attendance at ethics seminars. Moreover, all first violators are ineligible for the next Dean’s List.
For a second major violation:
The minimum sanction will be a course grade of F accompanied by a transcript notation of X.

All second violators are ineligible for all future academic honors and awards, including all future Dean’s Lists, departmental and university awards, and graduation honors.

The Committee may also impose additional non-grade related sanctions, including suspension or expulsion from the university. The maximum sanction for current students will be expulsion from the university and, for students whose violation is determined after graduation, revocation of the degree.

For a third major violation:
The sanction will be expulsion from the university or revocation of the degree.

**PETITIONING FOR REMOVAL OF X AND OTHER APPEALS:**
Since the Student Conduct Committee has no authority over grades, students found in Violation of the Academic Integrity Code may pursue a separate appeal of any grade related sanctions under the grade grievance process outlined in the UMF catalog.

Students who have received a notation of X along with an F on their transcript as a sanction for violating the Academic Integrity Code will receive instructions from the Student Conduct Officer on petitioning to remove the X. After a period of 12 months beginning at the end of the semester in which the violation occurred, students may appeal in writing to the Student Conduct Committee for removal of the notation. The Committee’s decision will then be communicated in writing to the student, instructor, and the student’s advisor. If the Committee’s decision is to remove the X notation, the Merrill Center will also be informed.

Students found in violation of the Academic Integrity Code who wish to contest the Student Conduct Committee’s ruling and/or the sanctions imposed by the Committee may appeal directly to the Provost who will be the President’s designee on such matters. Appeals, in writing and marked confidential, must be sent to the Provost within seven calendar days of the Student Conduct Committee’s ruling. The Provost’s decision will then be communicated in writing to the student, instructor, Student Conduct Officer, the student’s faculty advisor, and the members of the Student Conduct Committee.