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Policy Manual – Institutional Authority on Political Matters

Board of Trustees

[Home](#)
[Agenda Calendar](#)
[Board Meeting Calendar](#)
[Board Membership](#)
[Board of Trustees Strategic Initiatives](#)
[Committee Responsibilities and Membership](#)
[Meeting Actions](#)
[Meeting Agendas & Materials](#)
[Meeting Minutes](#)
[Policy Manual](#)
[Student & Faculty Representatives](#)

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GOVERNANCE AND LEGAL AFFAIRS

Section 214 Institutional Authority on Political Matters

Effective: 3/19/18
 Last Revised:
 Responsible Office: General Counsel

Policy Statement:

The University of Maine System is a public institution and instrumentality of the State of Maine, consisting of the University of Maine, including its regional campus the University of Maine at Machias; the University of Maine at Augusta, including its campus in Bangor and UMA centers around the state; the University of Maine at Farmington; the University of Maine at Fort Kent; the University of Maine at Presque Isle; and the University of Southern Maine, including its campuses in Gorham and Lewiston-Auburn. UMS's public mission is to advance higher education in Maine through teaching, research, and public service; the System and its campuses receive significant state and federal taxpayer support to do so in ways that best serve all Maine citizens.

This policy is subject to Board Policy 212, *Free Speech, Academic Freedom, and Civility*, so as to best respect all UMS community members' constitutionally protected free speech rights, individual rights as citizens, and faculty academic freedom. The Board recognizes its faculty as subject matter experts in their areas of teaching and research and encourages them to responsibly disseminate their research and knowledge. This policy does not restrict any UMS faculty, staff, or student from speaking on political matters, including testifying before or speaking with legislators or policy makers, about the subjects of their teaching or research expertise or personal experience, provided they do not represent that they speak for their campus or the System unless specifically authorized to do so.

UMS and its constituent universities fully embrace the First Amendment rights of all citizens, including all students and employees, to hold and express political, social, or religious views of any kind. Because UMS is funded in significant part by all Maine taxpayers and student tuition revenue sourced from federal financial aid programs, and because UMS must also maintain its federal 501(c)(3) tax-exempt status, the System and its universities, and individuals speaking or acting on their behalf, must at all times remain impartial as to such viewpoints except as provided elsewhere in this or other System policies.

UMS Legislative Advocacy:

The UMS Charter authorizes and directs the UMS Chancellor to develop and implement an effective statewide legislative program for the System. All UMS legislative advocacy without exception will therefore be managed through the Chancellor's office, specifically the Office of Community and Government Relations. System legislative advocacy, including university-specific advocacy, may only be pursued by individuals authorized by UMS for that purpose.

For the purposes of this policy, "UMS (or System) legislative advocacy" includes interaction with the State Legislature, including individual legislators or legislative committees and their staff, the Governor's office and staff, or any other public official or the general public when the purpose of the interaction or communication is to advocate for a specific UMS institutional position or outcome.

Institutional interactions with the United States government's Executive Branch and agencies, Congress and congressional staff, and the various federal regulatory bodies having legal jurisdiction over each System university's operation and activities are subject to this policy as well, except in cases where a specific campus or System office has primary responsibility for a function closely tied to the functional responsibility of the governmental office at issue (e.g., Department of Education Title IV officials and campus financial aid offices; Department of Education Office of Civil Rights and System General Counsel, etc.). Further, this policy does not restrict any UMS faculty, employee, department, division, or office from providing information, research, survey data, or policy advice to a local, state, or federal government official or office when required to do so by grant, contract, or legal mandate (e.g., the University of Maine Center for Community Inclusion and Disability Studies (CCIDS), which, by federal law, is required to advise, educate, and disseminate information to state and federal policymakers about individuals with developmental disabilities, or any similarly-purposed office or activities).

Restrictions on Partisan Political Activity:

UMS and its universities cannot participate or intervene in any partisan political campaign on behalf of, or in opposition to, any candidate for public office, which, for the purposes of this section, is referred to as "partisan political activity."

If System and university employees wish to become actively involved in partisan political activities, they must do so on their own time, without using System or University funds or resources of any kind, and in such a way as to not interfere with or impair performing their regular System/university duties. When exercising their rights to participate in the political process as individuals or as otherwise permitted by this Policy, System/university employees should emphasize that their comments or actions are their own, and not those of the System or university unless they have been specifically authorized to speak or act on behalf of a System institution. This disclaimer is especially important if an employee, when speaking or acting as a private citizen or as otherwise permitted by this Policy, is using his or her title or affiliation with the System or a university for identification purposes or to establish his/her competence in a particular field.

Employees Seeking Elective Office

See [Board Policy 403](#)

Chancellor and Presidential Authority to Make Institutional Statements

Because public statements made and actions taken by the UMS Chancellor and System University Presidents may be ascribed to or perceived as the institutional position of UMS and/or its universities, respectively, this section applies only to the Chancellor and Presidents, who:

- Have authority to speak or issue statements, or designate official spokespersons to speak or issue statements, on behalf of their institutions on issues core to the System/university mission (green/mission critical issues);
- Should review in advance with the rapid response advisory team described below, when time permits, issues related to but not directly mission central (yellow/mission indirectly related issues); and
- Are not authorized to speak, including through official spokespersons, on issues beyond or only tangentially related to core

institutional mission (red/mission unrelated issues).

Issues are not static in relevance, but may vary in public or political salience over time; the Board will review and update the mission issue examples below for relevance at least every three years. Issues may shift from one concentric circle to another, or overlap, depending on context. The Chancellor and System University Presidents must at all times strive to maintain impartiality on political, social, or religious matters, subject to their duties to advance the missions of their institutions and the System as a whole.

Issues that involve legislative matters or advocacy must be coordinated as provided in "UMS Legislative Advocacy" above.

A standing rapid response advisory committee of six members, including two Trustees, two Presidents, and two senior UMS staff (one of whom should be the System General Counsel or his/her legal designee) should be available to review, when time permits, the reasonableness of making statements on issues brought forth by the Chancellor/Presidents that appear to fall in the yellow zone.

GREEN/Mission Critical: Academic administration, curriculum, institutional finances and planning, health and safety of students and employees, and general issues critical to the financial or functional stability and wellbeing of the institution and its students, e.g., Pell grant funding, guns on campus, defunding TRIO programs, marijuana dispensaries near campus.

YELLOW/Mission Indirectly Related: Issues important or relevant to society at large that may impact an institution or its students or employees, but not in such a way as to undermine the institution's educational mission or prevent the institution from carrying it out, e.g., climate change, labor standards, immigration policy.

RED/Mission Unrelated: Issues of local, state or national import, but not relevant to educational mission or institutional financial or functional stability, e.g., abortion policy, tax reform, global trade policy.

The Board retains the right at all times to issue statements, including through the Chair or Chancellor, on behalf of the University of Maine System that cover all System universities.





Policy Manual

Board of Trustees

- [Home](#)
- [Agenda Calendar](#)
- [Board Meeting Calendar](#)
- [Board Membership](#)
- [Board of Trustees Strategic Initiatives](#)
- [Committee Responsibilities and Membership](#)
- [Meeting Actions](#)
- [Meeting Agendas & Materials](#)
- [Meeting Minutes](#)
- [Policy Manual](#)
- [Student & Faculty Representatives](#)

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Table of Contents

Section 100 Introduction	+
Section 200 Governance and Legal Affairs	+
Section 300 Academic Affairs	-
301 Mission Policy	
301.1 University of Maine System	
301.2 University of Maine	
301.3 University of Southern Maine	
301.4 University of Maine at Augusta	
301.5 University of Maine at Farmington	
301.6 University of Maine at Fort Kent	
301.7 University of Maine at Machias	
301.8 University of Maine at Presque Isle	
302 Academic Calendars	
303 Academic Degrees	
303.1 Limit Undergraduate Degrees to 121 Credit Hours	
304 Academic Credit, Transfer of	
304.1 Uniform Course Numbering	
305 Program Inventory	
305.1 Program Approval, Review & Elimination	
305.2 Brokering Academic Programs	
306 Student Appeals Policy for Academic Affairs	
307 Admission/Readmission of Students	
308 Accreditation Policy	
309 Organization & Establishment of Major Units	
310 Tenure	
311 Intra-system Student Exchange	
312 University Professor	
313 Student Evaluation of Faculty	
314 Academic Integrity	
Section 400 Human Resources and Labor Relations	+
Section 500 Student Affairs	+
Section 600 Research and Public Service	+
Section 700 Financial Affairs	+
Section 800 Facilities	+
Section 900 Information Technologies	+





Policy Manual – Mission and Strategic Plan Policy

Board of Trustees

- [Home](#)
- [Agenda Calendar](#)
- [Board Meeting Calendar](#)
- [Board Membership](#)
- [Board of Trustees Strategic Initiatives](#)
- [Committee Responsibilities and Membership](#)
- [Meeting Actions](#)
- [Meeting Agendas & Materials](#)
- [Meeting Minutes](#)
- [Policy Manual](#)
- [Student & Faculty Representatives](#)

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ACADEMIC AFFAIRS

Section 301 Mission and Strategic Plan Policy

Effective: 9/23/91
Last Revised: 5/22/06; 1/10/11
Responsible Office: Academic Affairs

Policy Statement:

The Board of Trustees, as the legal governance body for the University of Maine System, establishes the policies that enable the System institutions to provide higher education of excellent quality to Maine and its citizens. One of the most important Board responsibilities is the approval of mission statements and strategic plans for the System and for the universities.

Mission statements and strategic plans for both the System and the Universities provide a framework for the development of appropriate programs and services. Missions and strategic plans for the universities must be in conformance with System strategic plan and must be broad enough to allow the flexibility required by vital, responsive universities; they must also be limited enough to define the niche of each institution within the context of our seven institution system, but without resulting in static universities. Successful mission statements provide for strategic planning, allowing the System and the Universities to offer leadership in education for the future, while responding to the immediate educational needs of the State. Mission statements and strategic plans will normally be brought to the Board for approval on a five-year cycle. Development of these documents should follow the appropriate procedure, as outlined in Section 301 of the Administrative Procedures Manual. However, the Board, in consultation with the Chancellor, may call for review and revision of a mission at any time outside the normal cycle.

Related Documents:

UMS Board of Trustees Policy:

[Section 102 – UMS Charter – Section 1-A](#)

[Section 301.1 – UMS Mission Statement](#)

[Section 301.2 – UM Mission Statement](#)

[Section 301.3 – USM Mission Statement](#)

[Section 301.4 – UMA Mission Statement](#)

[Section 301.5 – UMF Mission Statement](#)

[Section 301.6 – UMFK Mission Statement](#)

[Section 301.7 – UMM Mission Statement](#)

[Section 301.8 – UMPI Mission Statement](#)

[Administrative Procedures for Mission Approval](#)





Policy Manual – University of Maine System Mission Policy

Board of Trustees

- [Home](#)
- [Agenda Calendar](#)
- [Board Meeting Calendar](#)
- [Board Membership](#)
- [Board of Trustees Strategic Initiatives](#)
- [Committee Responsibilities and Membership](#)
- [Meeting Actions](#)
- [Meeting Agendas & Materials](#)
- [Meeting Minutes](#)
- [Policy Manual](#)
- [Student & Faculty Representatives](#)

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ACADEMIC AFFAIRS

Section 301.1 University of Maine System Mission Policy

Effective: 9/23/91
Last Revised: 11/18/96
Responsible Office: Vice Chancellor for Academic Affairs

Policy Statement:

The University of Maine System unites seven distinctive public universities in the common purposes of providing first-rate higher education at reasonable cost in order to improve the quality of life for the citizens of Maine. The System, through its Universities, carries out the traditional tripartite mission—teaching, research, and public service. As a System, it extends its mission as a major resource for the State, linking economic growth, the education of its people, and the application of research and scholarship.

The University of Maine System Board of Trustees, in consultation with the Chancellor, is the governing and planning body of the University System responsible for developing and maintaining a cohesive structure of public higher education in the State of Maine. As such, the Board has final authority over all matters within its jurisdiction, including all educational, public service, and research policies, as well as all personnel and financial policies. The Board provides leadership on higher education policy within the System and the State, is committed to strengthening the unique characteristics of each University's mission, and advocates aggressively for adequate resources to support the System and its universities.

Related Documents:

Policy Sections 301.2 – 301.8 – Mission Statements





Policy Manual – University of Maine Mission Policy

Board of Trustees

- [Home](#)
- [Agenda Calendar](#)
- [Board Meeting Calendar](#)
- [Board Membership](#)
- [Board of Trustees Strategic Initiatives](#)
- [Committee Responsibilities and Membership](#)
- [Meeting Actions](#)
- [Meeting Agendas & Materials](#)
- [Meeting Minutes](#)
- [Policy Manual](#)
- [Student & Faculty Representatives](#)

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ACADEMIC AFFAIRS

Section 301.2 University of Maine Mission Policy

Effective: 9/23/91
Last Revised: 7/15/96; 11/15/10
Responsible Office: Vice Chancellor for Academic Affairs

The University of Maine advances learning and discovery through excellence and innovation in undergraduate and graduate academic programs while addressing the complex challenges and opportunities of the 21st century through research-based knowledge.

Opportunity for all members of the University of Maine community is a cornerstone of our mission. The university welcomes students, research partners and collaborators into an atmosphere that honors the heritage and diversity of our state and nation.

Founded in 1865, the University of Maine is a land and Sea Grant institution and the flagship campus of the University of Maine System. This vibrant and dynamic university serves the residents of Maine, the nation, and the world through our acclaimed programs in teaching, research, and outreach.

Inspiring and dedicated teaching propels students into new fields of learning and promotes interdisciplinary understanding. Our educational goals are to help students develop their creative abilities, communication, and critical thinking skills, and understanding of traditions in ethics and rationality within the arts, sciences, and professions.

Internationally recognized research, scholarship, and creative activity distinguish the University of Maine as the state's flagship university, where faculty and students contribute knowledge to issues of local, national, and international significance. As the state's doctoral-granting institution, research and education are inextricably linked.

Comprehensive outreach, including public service, Cooperative Extension, continuing education, and distance learning, engages learners of all ages in improving their lives and communities. Using research-based knowledge, outreach efforts promote sustainable use of Maine's abundant natural resources and build intellectual, cultural, and economic capacity throughout Maine and beyond.

Through integrated teaching, research, and outreach, the University of Maine improves the quality of life for people in Maine and around the world, and promotes responsible stewardship of human, natural, and financial resources.

Related documents:

[Policy 301 through 301.8 – Mission Statements](#)





Policy Manual – University of Southern Maine Mission Policy

Board of Trustees

- Home
- Agenda Calendar
- Board Meeting Calendar
- Board Membership
- Board of Trustees Strategic Initiatives
- Committee Responsibilities and Membership
- Meeting Actions
- Meeting Agendas & Materials
- Meeting Minutes
- Policy Manual
- Student & Faculty Representatives

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ACADEMIC AFFAIRS

Section 301.3 University of Southern Maine Mission Policy

Effective: 9/23/91
Last Revised: 7/15/96; 11/15/10
Responsible Office: Vice Chancellor for Academic Affairs

Policy Statement:

The University of Southern Maine, northern New England's outstanding public, regional, comprehensive university, is dedicated to providing students with a high quality, accessible, affordable education. Through its undergraduate, graduate and professional programs, USM faculty members educate future leaders in the liberal arts and sciences, engineering and technology, health and social services, education, business, law and public service. Distinguished for their teaching, research, scholarly publication and creative activity, the faculty are committed to fostering a spirit of critical inquiry and civic participation. USM embraces academic freedom for students, faculty, and staff, and advocates diversity in all aspects of its campus life and academic work. It supports sustainable development, environmental stewardship, and community involvement. As a center for discovery, scholarship and creativity, USM provides resources for the state, the nation, and the world.

Related documents:

Policy 301 through 301.8 – Mission Statements





Policy Manual – University of Maine at Augusta Mission Policy

Board of Trustees

- [Home](#)
- [Agenda Calendar](#)
- [Board Meeting Calendar](#)
- [Board Membership](#)
- [Board of Trustees Strategic Initiatives](#)
- [Committee Responsibilities and Membership](#)
- [Meeting Actions](#)
- [Meeting Agendas & Materials](#)
- [Meeting Minutes](#)
- [Policy Manual](#)
- [Student & Faculty Representatives](#)

ACADEMIC AFFAIRS

Section 301.4 University of Maine at Augusta Mission Policy

Effective: 9/23/91
Last Revised: 3/24/97; 7/10/06; 5/18/15
Responsible Office: Vice Chancellor for Academic Affairs

Mission Statement:

UMA transforms the lives of students of every age and background across the State of Maine and beyond through access to high-quality distance and on-site education, excellent student support and civic engagement, and innovative professional and liberal arts programs.

Related documents:

Policy 301 through 301.8 – Mission Statements

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Policy Manual – University of Maine at Farmington Mission Policy

Board of Trustees

- [Home](#)
- [Agenda Calendar](#)
- [Board Meeting Calendar](#)
- [Board Membership](#)
- [Board of Trustees Strategic Initiatives](#)
- [Committee Responsibilities and Membership](#)
- [Meeting Actions](#)
- [Meeting Agendas & Materials](#)
- [Meeting Minutes](#)
- [Policy Manual](#)
- [Student & Faculty Representatives](#)

ACADEMIC AFFAIRS

Section 301.5 University of Maine at Farmington Mission Policy

Effective: 9/23/91
Last Revised: 7/15/96; 11/51/10; 9/22/14
Responsible Office: Vice Chancellor for Academic Affairs

Mission Statement:

As a premier teacher education and public liberal arts college for the state of Maine, the University of Maine at Farmington prepares students for engaged citizenship, enriching professional careers, and an enduring love of learning.

Related documents:

Policy 301 through 301.8 – Mission Statements

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Policy Manual – University of Maine at Fort Kent Mission Policy

Board of Trustees

- [Home](#)
- [Agenda Calendar](#)
- [Board Meeting Calendar](#)
- [Board Membership](#)
- [Board of Trustees Strategic Initiatives](#)
- [Committee Responsibilities and Membership](#)
- [Meeting Actions](#)
- [Meeting Agendas & Materials](#)
- [Meeting Minutes](#)
- [Policy Manual](#)
- [Student & Faculty Representatives](#)

ACADEMIC AFFAIRS

Section 301.6 University of Maine at Fort Kent Mission Policy

Effective: 9/23/91
Last Revised: 6/6/05; 11/17/14
Responsible Office: Academic Affairs

Mission Statement:

UMFK will nurture and engage a diversity of learners and aspiring professionals in Maine's rural communities and beyond through affordable, technologically-enhanced and professionally-focused education programs.

Related documents:

Policy 301 through 301.8 – Mission Statements

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Policy Manual – University of Maine at Machias Mission Policy

Board of Trustees

- Home
- Agenda Calendar
- Board Meeting Calendar
- Board Membership
- Board of Trustees Strategic Initiatives
- Committee Responsibilities and Membership
- Meeting Actions
- Meeting Agendas & Materials
- Meeting Minutes
- Policy Manual
- Student & Faculty Representatives

Contact Information

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ACADEMIC AFFAIRS

Section 301.7 University of Maine at Machias Mission Policy

Effective: 9/23/91
Last Revised: 7/15/96; 1/24/05; 7/9/12
Responsible Office: Vice Chancellor for Academic Affairs

Mission Statement:

Through our Environmental Liberal Arts core, distinctive baccalaureate programs, and student-centered community, the University of Maine at Machias creates enriching educational opportunities that prepare graduates for professional success and lifelong engagement with the world. UMM embodies an active community of diverse learners who share a commitment to exploration, leadership, collaboration, and interdisciplinary problem solving. Inspired by our unique coastal location, UMM's creative energy, applied research, and community engagement enhance the social, cultural, economic, and natural environments of the State of Maine.

The University of Maine at Machias is a member of the [University of Maine System](#).

Related documents:

Policy 301 through 301.8 – Mission Statements





Policy Manual – University of Maine at Presque Isle Mission Policy

Board of Trustees

- [Home](#)
- [Agenda Calendar](#)
- [Board Meeting Calendar](#)
- [Board Membership](#)
- [Board of Trustees Strategic Initiatives](#)
- [Committee Responsibilities and Membership](#)
- [Meeting Actions](#)
- [Meeting Agendas & Materials](#)
- [Meeting Minutes](#)
- [Policy Manual](#)
- [Student & Faculty Representatives](#)

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ACADEMIC AFFAIRS

Section 301.8 University of Maine at Presque Isle Mission Policy

Effective: 9/23/91
Last Revised: 7/15/96; 5/19/14
Responsible Office: Vice Chancellor for Academic Affairs

Mission Statement:

The University of Maine at Presque Isle is an undergraduate institution in rural Maine that

- nurtures the intellectual and personal development of students who want to own their learning and use it to better themselves, their communities and the world
- supports research-based pedagogical techniques and a campus setting to promote deep learning
- partners with accreditors to set high academic standards for every student and every program
- embraces technological innovation while preserving the power of personal mentoring
- connects to our alumni and employers in Aroostook County, the State of Maine, and western New Brunswick to provide real-world work experience prior to graduation and to connect graduates with employment prospects
- provides educational opportunities for adult and distance learners as well as community members throughout Aroostook County and western New Brunswick
- stimulates regional economic development and enhances the region's quality of life through research, public service, and cultural and athletic programming, and
- promotes environmental sustainability.

Related documents:

Policy 301 through 301.8 – Mission Statements





Policy Manual – Academic Calendars

Board of Trustees

- [Home](#)
- [Agenda Calendar](#)
- [Board Meeting Calendar](#)
- [Board Membership](#)
- [Board of Trustees Strategic Initiatives](#)
- [Committee Responsibilities and Membership](#)
- [Meeting Actions](#)
- [Meeting Agendas & Materials](#)
- [Meeting Minutes](#)
- [Policy Manual](#)
- [Student & Faculty Representatives](#)

ACADEMIC AFFAIRS

302 Academic Calendars

Effective: 4/8/71
 Last Revised: 3/23/98
 Responsible Office: Academic Affairs

Policy Statement:

The Board of Trustees delegates to the President of each unit the responsibility for the development of the academic calendar, in consultation with faculty and students, which fulfills the educational objectives of that institution and the University System. The greater the degree of conformity among calendars, the more easily students can move among system institutions and the more efficiently internal operations involving students (e.g. billing and financial aid) can function.

Related Documents:

[Administrative Procedures for Submission and Approval of Academic Calendars](#)

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Policy Manual – Academic Degrees

Board of Trustees

- [Home](#)
- [Agenda Calendar](#)
- [Board Meeting Calendar](#)
- [Board Membership](#)
- [Board of Trustees Strategic Initiatives](#)
- [Committee Responsibilities and Membership](#)
- [Meeting Actions](#)
- [Meeting Agendas & Materials](#)
- [Meeting Minutes](#)
- [Policy Manual](#)
- [Student & Faculty Representatives](#)

ACADEMIC AFFAIRS

Section 303 Academic Degrees

Effective: 7/22/69
Last Revised: 1/28/85
Responsible Office: Academic Affairs

Policy Statement:

The responsibility for the determination of the requirements which students must meet to be eligible for an academic degree rests with the faculties of each of the several units of the University of Maine System.

Members of the University faculty at the Instructor level, or above, may become candidates for advanced degrees from any College or School of the University of Maine System, other than the University of Maine System College or School in which they hold faculty appointments.

Related Documents:

[Administrative Procedures for Awarding of Academic Degrees](#)

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Policy Manual – Limit Undergraduate Degrees to 121 Credit Hours

Board of Trustees

- Home
- Agenda Calendar
- Board Meeting Calendar
- Board Membership
- Board of Trustees Strategic Initiatives
- Committee Responsibilities and Membership
- Meeting Actions
- Meeting Agendas & Materials
- Meeting Minutes
- Policy Manual
- Student & Faculty Representatives

Contact Information

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ACADEMIC AFFAIRS

Section 303.1 Limit Undergraduate Degrees to 121 Credit Hours

Effective: 1/23/2012
Last Revised:
Responsible Office: Academic Affairs

Policy Statement:

The growing number of credit hours required for some academic programs and majors has made it difficult for students to complete their degrees in four years. In order to advance students toward degrees in a timely fashion, the maximum number of credit hours required to earn a degree at a university in the University of Maine System should be no more than 121. Exceptions will be considered on a case by case basis, such as program accreditation requirements. Exceptions will be reviewed by the Vice Chancellor for Academic Affairs and the Chief Academic Officers, who will forward their recommendations to the Chancellor. The maximum number of credit hours is different at the University of Maine at Farmington, which operates under a four-credit system, so it has a limit of 128.

University program intent to plans submitted after this policy becomes effective will be required to provide a rationale for any program that requires more than 121 credit hours for degree completion.

It is expected that all universities will comply with this policy by May 2014.

Related Documents:

[UNIVERSITY OF MAINE SYSTEM POLICY STATEMENT ON CREDIT HOURS](#)





Policy Manual – Transfer of Academic Credit

Board of Trustees

- [Home](#)
- [Agenda Calendar](#)
- [Board Meeting Calendar](#)
- [Board Membership](#)
- [Board of Trustees Strategic Initiatives](#)
- [Committee Responsibilities and Membership](#)
- [Meeting Actions](#)
- [Meeting Agendas & Materials](#)
- [Meeting Minutes](#)
- [Policy Manual](#)
- [Student & Faculty Representatives](#)

ACADEMIC AFFAIRS

Section 304 Transfer of Academic Credit

Effective: 5/18/81
Last Revised: 11/17/03
Responsible Office: Academic Affairs

Policy Statement:

Trustee policy is to provide the maximum opportunity for transfer within the University of Maine System. When a student is accepted for transfer, all undergraduate degree credits successfully completed with a grade of C- or better at any unit of the University System will be transferable to any other unit of the University System, but will not be automatically applied to the specific academic degree program to which the student has transferred. Each student will be expected to meet the established requirements of the academic program into which transfer is effected, and appropriate application of transfer credit is to be the responsibility of the particular academic unit.

Related Documents:

[Administrative Procedures for Policy on Transfer of Academic Credit](#)

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Policy Manual – Uniform Course Numbering

Board of Trustees

- [Home](#)
- [Agenda Calendar](#)
- [Board Meeting Calendar](#)
- [Board Membership](#)
- [Board of Trustees Strategic Initiatives](#)
- [Committee Responsibilities and Membership](#)
- [Meeting Actions](#)
- [Meeting Agendas & Materials](#)
- [Meeting Minutes](#)
- [Policy Manual](#)
- [Student & Faculty Representatives](#)

ACADEMIC AFFAIRS

Section 304.1 Uniform Course Numbering

Effective: 9/24/84
Last Revised:
Responsible Office: Academic Affairs

Policy Statement:

Institutions of the University of Maine System will use a uniform course numbering system for course descriptions for equivalent courses between the various units of the System.

Related Documents:

[Administrative Procedures for Policy on Uniform Course Numbering](#)

Contact Information

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Policy Manual – Program Inventory

Board of Trustees

- Home
- Agenda Calendar
- Board Meeting Calendar
- Board Membership
- Board of Trustees Strategic Initiatives
- Committee Responsibilities and Membership
- Meeting Actions
- Meeting Agendas & Materials
- Meeting Minutes
- Policy Manual
- Student & Faculty Representatives

ACADEMIC AFFAIRS

Section 305 Program Inventory

Effective: 3/28/79
Last Revised:
Responsible Office: Vice Chancellor for Academic Affairs

Policy Statement:

The Academic Program Inventory is adopted as the definitive list of all academic degree programs approved by the Board and offered by institutions or units of the University of Maine System. An academic program is defined as a course of study identified by a specific degree title and a specific subject matter area with a prescribed set of requirements which a student must complete. In their catalogs and other publications, the units may identify as degree programs only those programs included in the Inventory.

Related Documents:

- [Policy 305.1 Program Approval, Review and Elimination](#)
- [Policy 305.2 Brokered Programs](#)
- [Administrative Procedures for Academic Program Inventory](#)

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Policy Manual – Program Approval, Review, & Elimination

Board of Trustees

- [Home](#)
- [Agenda Calendar](#)
- [Board Meeting Calendar](#)
- [Board Membership](#)
- [Board of Trustees Strategic Initiatives](#)
- [Committee Responsibilities and Membership](#)
- [Meeting Actions](#)
- [Meeting Agendas & Materials](#)
- [Meeting Minutes](#)
- [Policy Manual](#)
- [Student & Faculty Representatives](#)

Contact Information

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ACADEMIC AFFAIRS

Section 305.1 – Program Approval, Review, & Elimination

Effective: 1/29/87
Last Revised: 7/12/93, 7/15/19
Responsible Office: Academic Affairs

Policy Statement:

In order to provide for the orderly development of new academic programs, review of existing programs, and the elimination of programs no longer fulfilling a priority need consistent with the University of Maine System and the individual university missions, the Board of Trustees requires the institutions to follow established procedures. These procedures apply to the development of a new program of study and the significant curricular modification of an existing program of study.

Related Documents:

- [APL X-P.1 Academic Program Approval](#)
- [APL X-P.2 Substantive Changes to Existing Academic Programs](#)
- [APL X-P.3 Academic Program Review](#)
- [APL X-P.4 Academic Program Suspension](#)
- [APL X-P.5 Academic Program Elimination](#)
- [APL X-P.6 Brokering Academic Programs](#)
- [APL X-P.7 Programs for Examination](#)





Policy Manual – Brokering Academic Programs

Board of Trustees

- [Home](#)
- [Agenda Calendar](#)
- [Board Meeting Calendar](#)
- [Board Membership](#)
- [Board of Trustees Strategic Initiatives](#)
- [Committee Responsibilities and Membership](#)
- [Meeting Actions](#)
- [Meeting Agendas & Materials](#)
- [Meeting Minutes](#)
- [Policy Manual](#)
- [Student & Faculty Representatives](#)

ACADEMIC AFFAIRS

Section 305.2 Brokering Academic Programs

Effective: 5/19/86
 Last Revised:
 Responsible Office: Academic Affairs

Policy Statement:

When a University of Maine System institution identifies a need for a program that it does not wish, for whatever reason, to develop, that institution may enter into a brokering agreement with a second institution that does offer the program to deliver the program on the first institution's campus. The Board of Trustees requires that the two institutions enter into a formal agreement in accordance with established procedures.

Related Documents:

[Administrative Procedures for Brokering Academic Programs](#)

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Policy Manual – Student Appeals Policy for Academic Affairs

Board of Trustees

- [Home](#)
- [Agenda Calendar](#)
- [Board Meeting Calendar](#)
- [Board Membership](#)
- [Board of Trustees Strategic Initiatives](#)
- [Committee Responsibilities and Membership](#)
- [Meeting Actions](#)
- [Meeting Agendas & Materials](#)
- [Meeting Minutes](#)
- [Policy Manual](#)
- [Student & Faculty Representatives](#)

ACADEMIC AFFAIRS

Section 306 Student Appeals Policy for Academic Affairs

Effective: 6/25/75

Last Revised:

Responsible Office: Vice Chancellor for Academic Affairs

Policy Statement:

The Board of Trustees endorses the concept of a written Student Appeals Policy for Academic Affairs. The procedural process for governing such a policy shall be developed by each institution in the University of Maine System. The procedures shall be reviewed and approved for implementation by the Chancellor.

Related Documents:

[Administrative Procedures for Student Appeals Policy](#)

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Policy Manual – Admission/Readmission of Students

Board of Trustees

- [Home](#)
- [Agenda Calendar](#)
- [Board Meeting Calendar](#)
- [Board Membership](#)
- [Board of Trustees Strategic Initiatives](#)
- [Committee Responsibilities and Membership](#)
- [Meeting Actions](#)
- [Meeting Agendas & Materials](#)
- [Meeting Minutes](#)
- [Policy Manual](#)
- [Student & Faculty Representatives](#)

Contact Information

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ACADEMIC AFFAIRS

Section 307 Admission/Readmission of Students

Effective: 3/25/85;
Last Revised: 3/19/12
Responsible Office: Academic Affairs

Policy Statement:

A student who has been academically suspended or dismissed from one institution of the University of Maine System may not be admitted as a matriculated student to that institution for the term of the suspension. If a student who has been academically suspended or dismissed applies to any other institution in the University of Maine System, the student should include on the admissions application clear and convincing reasons why his or her chances for academic success will be improved at that institution. It will be the decision of that institution whether or not to admit the student.

A student who has been administratively suspended or dismissed from one institution of the University of Maine System for disciplinary reasons shall not be readmitted as a matriculated student by the same or another institution until the conditions established for termination of that suspension have been met.

Related Documents:

[Administrative Procedures for Admission or Readmission of Students](#)





Policy Manual – Accreditation

Board of Trustees

- [Home](#)
- [Agenda Calendar](#)
- [Board Meeting Calendar](#)
- [Board Membership](#)
- [Board of Trustees Strategic Initiatives](#)
- [Committee Responsibilities and Membership](#)
- [Meeting Actions](#)
- [Meeting Agendas & Materials](#)
- [Meeting Minutes](#)
- [Policy Manual](#)
- [Student & Faculty Representatives](#)

Contact Information

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ACADEMIC AFFAIRS

Section 308 Accreditation

Effective: 11/18/96
Last Revised: 11/16/2020
Responsible Office: Academic Affairs

Policy Statement:

Institutional and programmatic accreditation are necessary and valued means of quality assurance and self-improvement for the University of Maine System acting through its universities and law school. Institutional accreditation ensures continuous self-review of the System's mission overall and the respective missions of its universities and law school, internal and shared governance, programs, resources, and support services, as well as providing UMS students eligibility for federal financial aid programs. Programmatic and professional accreditations ensure the quality and relevance of UMS degree programs, including by providing graduates with eligibility for professional licensure where necessary and the public with assurances of program quality.

The University of Maine System will maintain a unified institutional accreditation for its universities through the New England Commission of Higher Education according to the UMS Guiding Principles established for unified accreditation and the Board's January 27, 2020 Resolution authorizing unified accreditation for the System. Ongoing governance, resource allocation, and maintenance of the System's overall academic/programmatic portfolios should be strategically undertaken so as to fully realize the opportunities and benefits of a unified System accreditation.





Policy Manual – Organization & Establishment of Major Units

Board of Trustees

- [Home](#)
- [Agenda Calendar](#)
- [Board Meeting Calendar](#)
- [Board Membership](#)
- [Board of Trustees Strategic Initiatives](#)
- [Committee Responsibilities and Membership](#)
- [Meeting Actions](#)
- [Meeting Agendas & Materials](#)
- [Meeting Minutes](#)
- [Policy Manual](#)
- [Student & Faculty Representatives](#)

Contact Information

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ACADEMIC AFFAIRS

Section 309 Organization & Establishment of Major Units

Effective: 1/29/90
Last Revised:
Responsible Office: Academic Affairs

Policy Statement:

The Board of Trustees recognizes that a university is a dynamic institution that must anticipate as well as respond to changing programmatic, social, and demographic conditions. From time to time, the System and/or institution will want to add or eliminate operating units or conduct a significant university reorganization in order to continue effectively and efficiently to meet its mission and carry out its daily operations. Since reorganization and the addition, elimination or merger of operating units will have implications for the mission and budget of the institution, these actions require prior Board approval.

Chancellor review and Board approval is required for all of the following when there are budget or mission implications for the individual university or System:

All university reorganizations involving major university units such as vice-presidential divisions, colleges, schools, academic divisions and departments.

Reorganization, establishment, elimination, or merging of colleges, schools, academic divisions and departments, off-campus instructional centers, and centers, institutes, laboratories, and bureaus in the research and public service areas.

Establishment of university centers or other new units which provide academic or student support services and which commit University resources over an extended period of time.

Renaming of a unit where there is neither a substantial change in activity and mission nor a change in organizational level does not require approval by the Board of Trustees, but the Chancellor shall be informed of any change in the name of a unit.

Related Documents:

[Administrative Procedures for Organization and Establishment of Major Units](#)





Policy Manual – Tenure

Board of Trustees

- [Home](#)
- [Agenda Calendar](#)
- [Board Meeting Calendar](#)
- [Board Membership](#)
- [Board of Trustees Strategic Initiatives](#)
- [Committee Responsibilities and Membership](#)
- [Meeting Actions](#)
- [Meeting Agendas & Materials](#)
- [Meeting Minutes](#)
- [Policy Manual](#)
- [Student & Faculty Representatives](#)

ACADEMIC AFFAIRS

Section 310 Tenure

Effective: 6/7/70
Last Revised: 7/9/90
Responsible Office: Academic Affairs

Policy Statement:

Tenure . . . an arrangement under which faculty appointments are continued until retirement or disability, subject to dismissal for cause, termination due to financial reasons, and/or termination due to change in the University program offerings.

The decision to grant or not to grant tenure rests solely with the Board of Trustees. Nothing in the administrative procedures, or in the criteria developed under those procedures, or in the approval of the criteria, shall limit or restrict that discretionary authority of the Board.

Related Documents:

[Administrative Procedures for Awarding Tenure](#)

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Policy Manual – Intra-system Student Exchange

Board of Trustees

- [Home](#)
- [Agenda Calendar](#)
- [Board Meeting Calendar](#)
- [Board Membership](#)
- [Board of Trustees Strategic Initiatives](#)
- [Committee Responsibilities and Membership](#)
- [Meeting Actions](#)
- [Meeting Agendas & Materials](#)
- [Meeting Minutes](#)
- [Policy Manual](#)
- [Student & Faculty Representatives](#)

Contact Information

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ACADEMIC AFFAIRS

Section 311 Intra-system Student Exchange

Effective: 11/12/90
Last Revised: 11/19/18
Responsible Office: Academic Affairs

Policy Statement:

The University of Maine System Board of Trustees is committed to providing students with System-wide access to the full array of educational opportunities available from its universities and reducing barriers to degree completion and educational attainment for Maine's citizens. System universities must work collaboratively to ensure that courses generated and provided from one university are available and accessible to individuals matriculated at any other System university on the same terms and conditions as available to those matriculated at the university from which the course is provided and subject to consistent registration, financial aid eligibility, and assessment and academic integrity standards. This form of academic collaboration will foster the most efficient use of the System's academic program assets and resources and best serve students attending System universities.

Toward these ends, a student in good standing and matriculated at one University of Maine System (UMS) institution may register for a course or courses at another UMS institution, with the same rights and privileges at the host institution as any student regularly matriculated at that institution, including pre-registration and payment of tuition and fees. This policy does not alter any residency requirements that may be in effect at the student's home institution.

System-wide access to academic coursework should be made available through (but not limited to) course cross-listing or campus cross-registration. Instruction may be delivered in any instructional format conducive to meeting best learning practices.

System and campus chief academic officers will develop the necessary administrative procedures to carry out this policy and best meet its intent, and should continue to explore other accreditable methods to facilitate broader seamless course and program sharing between the university system's campuses.

Related Documents:

[Policy 703.2 – Residency](#)





Policy Manual – University Professor

Board of Trustees

- [Home](#)
- [Agenda Calendar](#)
- [Board Meeting Calendar](#)
- [Board Membership](#)
- [Board of Trustees Strategic Initiatives](#)
- [Committee Responsibilities and Membership](#)
- [Meeting Actions](#)
- [Meeting Agendas & Materials](#)
- [Meeting Minutes](#)
- [Policy Manual](#)
- [Student & Faculty Representatives](#)

Contact Information

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ACADEMIC AFFAIRS

Section 312 University Professor

Effective: 7/22/69
Last Revised:
Responsible Office: Academic Affairs

Policy Statement:

The title "University Professor" is reserved for faculty members with exceptional achievements that have brought them national or international distinction. It serves as recognition of the highest merit and exemplary contributions to the quality of the individual's university.

The title may be conferred only on tenured individuals who occupy positions in academic units and carry the rank of professor, and individuals who are to join academic units as tenured professors.

Appointment to the position of University Professor involves service to other universities in the University of Maine System. The service may include teaching, consulting on curriculum and research matters, or other similar activities. University Professors will receive a salary increment, to be added to their base salary.

Appointment as a University Professor shall be recommended by the President, nominated by the Chancellor, and approved by the Board of Trustees. Each unit shall establish procedures for the selection of nominees.

Related Document:

[Procedures for University Professor](#)





Policy Manual – Student Evaluation of Faculty

Board of Trustees

- [Home](#)
- [Agenda Calendar](#)
- [Board Meeting Calendar](#)
- [Board Membership](#)
- [Board of Trustees Strategic Initiatives](#)
- [Committee Responsibilities and Membership](#)
- [Meeting Actions](#)
- [Meeting Agendas & Materials](#)
- [Meeting Minutes](#)
- [Policy Manual](#)
- [Student & Faculty Representatives](#)

Contact Information

University of Maine System
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ACADEMIC AFFAIRS

Section 313 Student Evaluation of Faculty

Effective: 3/26/84
Last Revised: 11/16/98
Responsible Office: Academic Affairs

Policy Statement:

The University of Maine System, like all institutions of higher education, aspires to faculty excellence. The realization of that aspiration depends in part on successful faculty evaluation and development programs: programs that are defined in their objectives, nonbiased in their administration, and multifaceted in scope. In an age of increased emphasis on systematic evaluation of faculty, it is critical that the goals of evaluation, and the methods employed to achieve those goals, be scrutinized.

Successful faculty evaluation, for the purposes of aiding in personnel decisions and faculty development, solicits information from across the academic community. A multidimensional picture of an instructor can only be drawn from the varied perspectives of students, administrators, faculty peers, and the instructor himself. The student observes the teaching ability of the instructor on a direct, daily basis. If one agrees that teaching is a vital ingredient of an instructor's performance, the importance of student evaluation is clear. Student evaluation should not be used, however, as the sole basis for administrative decisions regarding faculty.

Related Documents:

[Administrative Procedures for Student Evaluation of Faculty](#)





Policy Manual – Academic Integrity

Board of Trustees

- [Home](#)
- [Agenda Calendar](#)
- [Board Meeting Calendar](#)
- [Board Membership](#)
- [Board of Trustees Strategic Initiatives](#)
- [Committee Responsibilities and Membership](#)
- [Meeting Actions](#)
- [Meeting Agendas & Materials](#)
- [Meeting Minutes](#)
- [Policy Manual](#)
- [Student & Faculty Representatives](#)

Contact Information

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ACADEMIC AFFAIRS

Section 314 Academic Integrity

University of Maine System Academic Integrity Policy Effective as of September 1, 2020

Academic integrity violations strike at the heart of the educational mission of the University of Maine System. The academic community of the University of Maine System recognizes that adherence to high principles of academic integrity is vital to the academic function of the University. Academic integrity is based upon honesty. All students of the University are expected to be honest in their academic endeavors. All academic work should be performed in a manner that will provide an honest reflection of the knowledge and abilities of each student. All members of the academic community should regard any breach of academic honesty as a serious offense.

In accordance with the System's mission, campuses within the System have increased cooperative programs with each other to provide better access to courses and programs for students. Students are taking University courses while still in high school, the number of non-traditional students is increasing as is enrollment in on-line and asynchronous courses, and students are increasingly taking courses from multiple campuses during the same semester. All of these factors represent positive change because they represent increased educational opportunity for all students. These factors also require that the University of Maine System adopt this System Academic Integrity Policy to set forth specific and uniform standards of academic integrity that will apply to all courses on all campuses within the System.

Each University campus may adopt procedures for carrying out the provisions of this Policy within the guidelines set forth by this Policy as described below, as long as those campus procedures are consistent with this Policy. Professional schools, such as the School of Law, having a professional code of ethics may adopt additional procedural provisions to be applicable to their own students, as long as they are consistent with this Policy and all procedural requirements of this Policy are met.

Responsibilities:

While the institution offering the course has jurisdiction in matters of academic integrity, the entire academic community shares the responsibility for establishing and maintaining standards of academic integrity. Those in charge of academic tasks have an obligation to make known the standards and expectations of acceptable academic conduct in all academic contexts (e.g. classrooms, online, research, laboratories, clinicals, internships, etc.). Each student has an obligation to know and understand those standards and expectations. While the academic community recognizes that the responsibility for learning and personal conduct is an individual matter, all students, faculty, and staff are expected to help to maintain academic integrity at the University by refusing to participate in, or tolerate, any academic dishonesty.

Violations:

Academic integrity means not lying, cheating, or stealing. To cheat on an examination, to steal words or ideas of another, or to falsify the results of one's research corrupts the essential process by which knowledge is advanced. Cheating, plagiarism, fabrication of data, giving or receiving unauthorized help on examinations, and other acts of academic dishonesty are contrary to the academic purposes for which the University exists.

Violations of academic integrity include any actions that attempt to promote or enhance the academic standing of any student by dishonest means. Academic integrity means that one's work is the product of one's own effort, and that 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.

Put plainly: academic honesty is very important. It is dishonest to cheat on exams, to copy term papers or to submit papers written by another person, to fabricate experimental results, or to copy parts of books, articles, or websites into your own papers without putting the copied material in quotation marks and clearly indicating its source.

Types of Academic Integrity Violations

The following is a listing of most, but not necessarily all, actions that are violations of academic integrity:

I. Plagiarism

Plagiarism is the submission of another's work as one's own, without adequate attribution. Plagiarism is academic theft. Examples include, but are not limited to:

- a. 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, including works purchased from a vendor.
- b. 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.
- c. Creating an academically dishonest paraphrase. When paraphrasing (presenting another person's ideas or information in one's own words), one must find truly one's own way of expressing the original meaning. Simply inserting synonyms into the source's sentence structures is plagiarism.
- d. 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.
- e. 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.

II. Cheating

Cheating is the act or attempted act of deception by which a student seeks to misrepresent that they have mastered information on an academic exercise that they have not mastered. Cheating is also the use or attempted use of unauthorized assistance in an examination, paper, homework assignment, or other project. Examples include, but are not limited to:

- a. Copying answers from another student's examination.
- b. Communicating in any way with another student or a third party during an examination without the permission of the instructor.
- c. Using unauthorized materials or devices (including notes, textbooks, calculators, and communication devices) during an examination without the permission of the instructor.
- d. Obtaining and/or reading a copy of an examination before its administration without the permission of the instructor.
- e. Collaborating with other students or third parties on a take-home examination, paper, homework assignment, or other project without the permission of the instructor.
- f. 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.

III. Fabrication

Fabrication is the use of invented information or the falsification of research or other findings in an academic exercise. Examples include, but are not limited to:

- a. Fabrication of a citation: inventing a citation for a research paper or other project.
- b. Alteration of an assignment: changing a graded examination, paper, homework assignment, or other project and re-submitting it to the instructor to claim an error in grading.
- c. Changing findings, excluding valid data that doesn't support one's thesis, or engaging in other similar activities.

IV. Contributing to academic dishonesty

Contributing to academic dishonesty is assisting another student's academic dishonesty. Examples include, but are not limited to:

- a. Writing a paper or other project for another student.
- b. Allowing another student to copy from one's examination, paper, homework assignment, or other project.
- c. Assisting another student on a take-home examination, paper, homework assignment, or other project if one knows such assistance is not authorized by the instructor.

V. Other forms of dishonest academic conduct

Other forms of dishonest academic conduct include any actions by which one seeks an unfair academic advantage over others. Examples include, but are not limited to:

- a. Destroying or altering the academic work of another student.
- b. Lying about or otherwise misrepresenting the work of another student.
- c. Selling or giving away all or part of an unadministered test including answers to an unadministered test.
- d. Bribing any other person to obtain an unadministered test or any information about the test.
- e. Entering a building or office for the purpose of obtaining an unadministered test.
- f. Continuing to work on an examination or project after the time specified for the student has elapsed.
- g. Entering a building or office for the purpose of changing a grade in a grade book, on a test, or on other work for which a grade is given.
- h. Changing, altering, or being an accessory to the changing and/or altering of a grade in a grade book, on a test, a "change of grade" form, an electronic record, or other official academic record of the University that relates to grades.

Procedures:

Alleged violations of the Academic Integrity Policy are to be administered through the procedures below as soon as they have been detected. These procedures are designed to create a fair and consistent system for dealing with alleged violations. Students are strongly encouraged to respond to violations of academic integrity that they witness by reporting the violation to the instructor of the course in which it occurred.

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

1. If a faculty member (including an instructor or graduate teaching assistant) has information that a violation of academic integrity may have occurred during an academic term, the faculty member will inform the student in private (either in person or in writing) of the information the faculty member has, the specific incident and the aspect of academic integrity that is alleged to have been violated. The student shall be provided with the opportunity to explain the circumstances and the action. The allegation may be dropped by the faculty member if an explanation by the student is accepted as being adequate.
2. If, after hearing the student's explanation, the faculty member chooses to continue the complaint, the faculty member will complete an Academic Integrity Violation Form within ten business days in order to document the violation and any informal resolution or any academic sanction(s) imposed by the instructor. This action includes notifying the Student Conduct Officer and the appropriate academic administrator. The Academic Integrity Violation Form can be found on the University of Maine System website: [faculty reporting form](#)
3. The faculty member will provide the student with a copy of the completed Academic Integrity Violation Form in person or via email.a.
4. Upon receipt of the Academic Integrity Violation Form, the student has ten business days to:a. Admit to the violation of the Academic Integrity Policy by signing the appropriate line on the form. If this option is chosen, or if the student does not return the form, the academic sanctions imposed by the instructor automatically apply. The academic administrator will supply a copy of the form to the Student Conduct Officer.
b. Contest the faculty member's finding regarding the violation of the Academic Integrity Policy and/or the appropriateness of the imposed sanction(s) by signing the appropriate line on the form and submitting a letter requesting review to the Dean of the College or designated academic administrator. The letter (no more than two pages in length) requesting review shall state the violation(s) and/or sanction(s) to be reviewed and a detailed rationale for the request for review. The student

response form can be found here: [student response form](#)

Sanctions:

A student who admits to being responsible or who is found to be responsible for a violation of academic integrity will be subject to appropriate academic sanctions. Academic sanctions will be determined in accordance with the procedures outlined below. The exact academic sanction will depend on the particular circumstances of each individual case. **Academic sanctions imposed under this policy are completely separate and independent from any disciplinary action, which may be taken against the student under the University of Maine System Student Conduct Code.** A student may receive both an academic sanction and a disciplinary sanction for the same act of academic dishonesty. A disciplinary sanction may only be imposed upon the student in accordance with the University of Maine System Student Conduct Code.

Repeated violations or those deemed sufficiently serious may be referred directly to the Student Conduct Officer for appropriate action under the Student Conduct Code. Whether an allegation of academic misconduct is "sufficiently serious" will be determined by the College Dean or designated academic administrator in consultation with the Chief Student Affairs Officer.

The following is a list of possible academic sanctions that may be imposed upon students for violations of academic integrity. This list shall not be taken to be exhaustive and may be modified or enlarged to meet particular circumstances in any given situation. A combination of two or more of these academic sanctions may be imposed when justified by the type of violation.

1. The faculty member can impose appropriate grade penalties up to and including F or zero grades on an assignment, exam or paper, and/or in one or more courses. Faculty members may be permitted to exercise discretion in prescribing lesser penalties or additional academic tasks appropriate to allow the student to complete a course and thereby receive a grade representing demonstrated knowledge of the course.
2. The faculty member, the Dean, or other appropriate academic administrator may impose other academic actions as may be appropriate (e.g. referral to the academic program for consideration of continuance in that program).

Further Procedures:

1. If a student contests the faculty member's finding, a hearing will be scheduled before the Dean of the College or, in the absence of a Dean of the College, another academic administrator designated by the Chief Academic Officer or their designee.
 - a. Within seven business days of receipt of the letter requesting review, the Dean of the College or designated academic administrator will notify the student and faculty member of the date, place, and time of the hearing.
 - b. Prior to the hearing, the Dean of the College or designated academic administrator will review the Academic Integrity Violation Form, information provided by the faculty member, and written and verbal statements provided by the student, the faculty member, and any witnesses. At the hearing, the student may ask questions of the faculty member or other witnesses through the dean or designated academic administrator.
 - c. The reporting faculty member will attend the hearing, and can ask questions of the student or other witnesses through the dean or designated academic administrator.
 - d. Students may bring a support person with them to the hearing, but the support person shall not be permitted to speak during the hearing except quietly to the student.
 - e. The Dean of the College or designated academic administrator will make a determination regarding the request for review within two weeks of the hearing. The outcome of the review may result in a higher sanction, lower sanction, the same sanction, or no sanction at all being imposed. The Dean or designated academic administrator will notify the student and faculty member in writing of their final decision and provide a copy to the Student Conduct Officer.
2. The student or faculty member may each request a review of the Dean's or designated academic administrator's decision by submitting a letter (no more than two pages) requesting review of their decision to the Dean or designated academic administrator no later than two weeks after receipt of the Dean's or designated academic administrator's decision. The letter shall state the violation(s) and/or sanction(s) to be reviewed and a detailed rationale for the request for review. If either party requests a review, the other party shall be provided with a copy of the request for review letter. The review of the Dean's or designated academic administrator's decision shall be a paper review and shall be conducted by an Academic Appeals Committee or the Chief Academic Officer (CAO). If a Committee is appointed, it must have an odd number of members and include at least one student and two faculty members. The Committee or CAO will consider all written information provided by the faculty member, all written information provided by the student and any witnesses and the Dean's or designated academic administrator's written decision. The Committee (by a simple majority) or CAO will then make a determination regarding the request for review within two weeks of receiving the request. The outcome of the review may result in a higher sanction, lower sanction, the same sanction, or no sanction at all being imposed. The decision of the Committee or CAO will be the final decision, and is not subject to review. The Committee or CAO will notify the student, the faculty member and the Dean or designated academic administrator in writing of their final decision and provide a copy to the Student Conduct Officer.
3. Minor Violations: Faculty members may feel that certain violations, based either upon the nature of the violation or its circumstance, warrant an informal warning rather than formal action. As with formal violations, the instructor must discuss the alleged violation with the student either in person or in writing. If the instructor finds there was a minor violation, the instructor may give the student an informal warning or require the student to redo the assignment. A Violations Form should still be completed by the instructor with the infraction and sanction documented. The instructor will provide the student and the Student Conduct Officer with a copy of the form. After two minor violation reports from any institution in the UMS, the Student Conduct Officer(s) will consult with Academic Deans or other relevant academic administrators and reporting faculty members to determine if a more serious academic sanction should be imposed under this policy and whether a formal student conduct charge under the Student Conduct Code should be filed against the student.
4. Repeated academic violations or those deemed to be of sufficient severity by the faculty member or Dean of the College (or other appropriate academic administrator) may be considered disciplinary in nature and may be referred directly to the Student Conduct Officer for formal action under the Student Conduct Code. The faculty member may proceed with the academic integrity process under this policy at the same time as an action under the Conduct Code is proceeding. Sanctions under the Conduct Code may include, but are not limited to, ineligibility for all future academic honors and awards, departmental and university awards, and graduation honors in addition to the appropriate academic sanctions. Sanctions for violation of the Student Conduct Code may be found in section IV. of the Student Conduct Code which may be found here: [Student Conduct Code](#)

The maximum sanction imposed under the Conduct Code will be dismissal from the university and, for students whose violation is determined after graduation, revocation of the degree. Disciplinary action taken under the Student Conduct Code is independent of and may be taken in addition to an academic sanction imposed under this Policy.

Resources and Related Policies and Forms:

[Academic Integrity Violation Form](#)

[University of Maine System Student Conduct Code](#)

Date Issued: September 1, 2020

