



**TOPIC:** Technical Amendments to BOR Policies

**COMMITTEE:** Committee of the Whole

**DATE OF COMMITTEE MEETING:** December 12, 2014

**SUMMARY:** USM staff are reviewing and updating BOR policies to keep policies and procedures current and to ensure compliance with policies, including the submission of institutional reports, procedures, or policies to the Chancellor's Office. This review is ongoing with the goal that each policy will be reviewed on a periodic basis (e.g. at least every three to five years.)

Amendments to BOR policies may be technical in nature, substantive, or both. Changes to policies that are purely technical in nature (i.e. replacing UMS with USM) will be brought to the BOR for action via a consent agenda. Amendments to policies that are substantive will continue to be brought to the BOR for review and approval on an individual basis.

The policies for consideration today have amendments that are technical in nature including, but not limited to, changes to the name of the System and staff titles.

**ALTERNATIVE(S):** The BOR can choose to review all policy changes, including those that are technical in nature, on an individual basis.

**FISCAL IMPACT:** There is no fiscal impact associated with these technical changes.

**CHANCELLOR'S RECOMMENDATION:** The Chancellor recommends that the BOR adopt the technical changes to the BOR policies as noted in the attached documents.

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COMMITTEE RECOMMENDATION:

DATE: December 12, 2014

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BOARD ACTION:

DATE:

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SUBMITTED BY: Janice Doyle 301-445-1906

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**Technical Amendments to BOR Policies**  
**December 12, 2014**

1. II-1.02 - Policy on Faculty Academic Credentials
2. II-1.04 - Policy on Procedures for Appeals to the University System of Maryland (USM) Board of Regents of Decisions to Terminate Tenured or Tenure-Track Faculty Members
3. II-1.21- Policy on Compensation for Faculty
4. III-1.00 - Policy on Faculty, Student and Institutional Rights and Responsibilities for Academic Integrity
5. III-1.10 - Policy on Misconduct in Scholarly Work
6. III-2.40 - Policy on Undergraduate Student Concurrent Inter-Institutional Registration
7. III-2.41 - Policy on Graduate Student Inter-Institutional Registration
8. III-4.10 - Policy on Enrollment
9. III-6.00 - Policy on Academic Transcripts and Financial Aid Records
10. III-6.10 - Policy for the Numbering of Academic Courses
11. III-7.20 - Policy on Undergraduate General Education Transferability Between UMS Institutions
12. IV-1.00 - Policy for the Establishment and Review of Centers and Institutes in the University of Maryland System
13. IV-3.00 - Policy on Patents
14. V-5.00 - Policy on Student Housing
15. VI-1.40 - Policy on the Implementation and Monitoring of Recommendations of the Cult Task Force
16. VI-9.10 - Policy on Reporting of Campus Crime Statistics
17. VIII-2.61 - Policy on Off-Campus Programs
18. VIII-2.80 - Policy on Waiver of Application Fees



## UNIVERSITY SYSTEM OF MARYLAND

### II-1.02 - POLICY ON FACULTY ACADEMIC CREDENTIALS

(Approved by the Board of Regents, February 27, 1991)

1. Each institution shall establish procedures whereby the academic credentials of persons recommended for initial appointment to its tenure tract and tenured faculty may be verified. The normal minimum degree requirement for each rank is set forth in the System Policy on Appointment Rank and Tenure for Faculty (II-1.00).
2. A curriculum vitae, certified by the prospective faculty, shall accompany each recommendation for initial appointment to the faculty.
3. Verification of a degree may be established by submission of an official transcript or official certification of award of the degree from the institution that awarded the highest degree claimed by the faculty member.
4. Since appointment to tenured status requires evidence of demonstrated proficiency and excellence in teaching, research or creative activity, and professional service to an academic institution or to the discipline, letters of recommendation from recognized experts that attest to these qualifications may, in these cases, be substituted for official transcripts or certificates of award of degrees.

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## UNIVERSITY SYSTEM OF MARYLAND

### II-1.04 ~~POLICY ON PROCEDURES FOR APPEALS TO THE UNIVERSITY SYSTEM OF MARYLAND (USM) BOARD OF REGENTS OF DECISIONS TO TERMINATE TENURED OR TENURE-TRACK FACULTY MEMBERS~~

(Approved by the Board of Regents, February 9, 2001)

1. A tenured or tenure-track faculty member whose faculty employment has been terminated for cause by the president of the employing institution pursuant to USM/ART Policy II-1.00, I.C.7(a) may appeal to the Board of Regents. All such appeals shall conform to these procedures.

2. An appeal may be requested only by filing a written notice of appeal. The notice of appeal must identify the faculty member and state that the faculty member wishes to appeal the termination of his/her employment to the Board of Regents. The notice must be filed within ten working days of the faculty member's receipt of the letter communicating the president's decision to terminate. The notice of appeal is filed when it is received at the Office of the President.

3. The president shall deliver the notice of appeal and the record (as defined herein) to the USM Senior Vice Chancellor for Academic Affairs no later than ten working days after the receipt of the notice of appeal by the Office of the President. The record shall include:

- a. The statement of charges provided to the faculty member;
- b. A tape recording, or written transcript, of the hearing provided pursuant to USM/ART Policy II-1.00, I.C.7(a). If no transcript of the hearing has been made, either party may request that a transcript be prepared. Such a request must be directed to the Senior Vice Chancellor for Academic Affairs. If such a request is made, a transcript will be prepared and a copy provided to each party at the expense of the appointing institution;
- c. Copies of all exhibits received by the hearing officer or faculty board of review;
- d. The written recommendation of the hearing officer or faculty board of review;
- e. Any additional material or information used by the President, if any;
- f. The written decision of the President; and
- g. A letter of transmittal from the President.

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4. Within 30 days of the filing of the notice of appeal, the faculty member shall file a memorandum in support of the appeal. The memorandum is filed when it is received in the office of the [Senior](#) Vice Chancellor for Academic Affairs. The memorandum must be signed by the faculty member and by any attorney retained by the faculty member. It must identify the points in the President's written decision to which the appellant takes exception and a statement in each case of the reasons why. Factual allegations must include references to the record at the institutional level. New factual material not a part of that record will not be considered on appeal.
5. The [Senior](#) Vice Chancellor for Academic Affairs shall send a copy of the faculty member's memorandum to the president, who may file a written response with the [Senior](#) Vice Chancellor for Academic Affairs no later than 30 days from the president's receipt of the faculty member's memorandum. A copy of the response must be sent to the faculty member or the faculty member's attorney or representative.
6. Upon receipt of a notice of appeal, the [Senior](#) Vice Chancellor for Academic Affairs shall send a copy to the Chair of the Board of Regents, who shall appoint three regents to hear the appeal (the "appeal panel") on the Board's behalf and name one of them to serve as chair. The appeal panel shall set a hearing date consistent with the above procedures and with the goal of achieving an expeditious conclusion.
7. The hearing shall consist of oral argument on behalf of the faculty member and of the president. The panel chair shall specify in advance the time permitted for oral argument. No witness testimony will be allowed, and argument shall be limited to matters in the record.
8. The appellant shall have the burden of showing that the President's decision was not supported by substantial evidence in the record and/or that the decision is premised upon an error of law, including procedural error.
9. Either party may be represented by legal counsel at the hearing.
10. The appeal hearing will be closed and will be recorded.
11. Following the hearing, the appeal panel shall issue a recommendation to the full Board of Regents. The Panel may recommend affirmation of the President's decision, reversal of that decision, or remand to the institution for further action as specified. The Board shall consider and act on that recommendation in executive session no later than its next regularly scheduled Board meeting. The Board may concur in the Panel's decision or modify it. It shall communicate its decision in writing to the faculty member and the president within five working days of its decision. The Board's decision is final.



# UNIVERSITY SYSTEM OF MARYLAND

## II-1.21 - POLICY ON COMPENSATION FOR FACULTY

(Approved by the Board of Regents, December 10, 1993)

I. GENERAL POLICY - The University System of Maryland seeks to provide salaries for faculty that are adequate to attract and retain individuals with the qualifications and level of performance necessary for the USM and each of its constituent institutions to reach and to maintain the highest levels of excellence in education.

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To this end, the USM shall seek increases in funding to attain and to maintain a faculty salary structure for each of its constituent institutions which is merit-based and in which the average faculty salary is at or above the 85th percentile of that institution's classification group.

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The American Association of University Professors (AAUP) annually conducts and publishes a national survey of salaries for "instructional faculty." The AAUP salary information shall constitute the database for implementation of this policy. However, this policy shall apply to all persons defined as faculty by the University System of Maryland, whether or not they satisfy the AAUP definition of "instructional faculty."

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With the exception of the University of Baltimore Law School and the professional schools at UMB, each institution's classification group shall be the set of all public colleges and universities included in its Carnegie classification. Placement of USM institutions within a Carnegie category shall be made annually by the Chancellor based on the application of Carnegie classification criteria to the most recent available data on each institution.

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Comparisons for the University of Baltimore Law School and the professional schools at UMB shall be based on relevant national data for each of the respective schools.

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Salary increases for current faculty shall be based on merit, and shall be determined on the basis of exceptionally effective teaching, scholarship and public service. Equity considerations may be taken into account in awarding salary increases.

II. IMPLEMENTATION - The Chancellor, in consultation with the presidents, shall develop implementation guidelines for this policy, which shall be based on evaluation of faculty merit using appropriate measures of faculty productivity. Consistent with this policy, these guidelines shall include a set of salary ranges for each faculty rank at each institution and a common format for an annual report by each institution to the Regents accounting for its use of merit funds for salary increases and may include salary ranges.

III. REPLACEMENT FOR Sections II B and C of UMS BOR VII-4.01, BOR III-14.00, BOT VII-K



## UNIVERSITY SYSTEM OF MARYLAND

### III-1.00 - POLICY ON FACULTY, STUDENT, AND INSTITUTIONAL RIGHTS AND RESPONSIBILITIES FOR ACADEMIC INTEGRITY

(Approved by the Board of Regents, November 30, 1989)

The academic enterprise is characterized by reasoned discussion between student and teacher, a mutual respect for the learning and teaching process, and intellectual honesty in the pursuit of new knowledge. By tradition, students and teachers have certain rights and responsibilities which they bring to the academic community. While the following statements do not imply a contract between the teacher or the institution and the student, they are nevertheless conventions which should be central to the learning and teaching process.

#### I. FACULTY RIGHTS AND RESPONSIBILITIES

- A. Faculty members shall share with students and administrators the responsibility for academic integrity.
- B. Faculty members shall enjoy freedom in the classroom to discuss all subject matter reasonably related to the course. In turn, they have the responsibility to encourage free and honest inquiry and expression on the part of students.
- C. Faculty members, consistent with the principles of academic freedom, have the responsibility to present courses that are consistent with their descriptions in the catalog of the institution. In addition, faculty members have the obligation to make students aware of the expectations in the course, the evaluation procedures, and the grading policy.
- D. Faculty members are obligated to evaluate students fairly, equitably, and in a manner appropriate to the course and its objectives. Grades must be assigned without prejudice or bias.
- E. Faculty members shall make all reasonable efforts to prevent the occurrence of academic dishonesty through appropriate design and administration of assignments and examinations, careful safeguarding of course materials and examinations, and regular reassessment of evaluation procedures.
- F. When instances of academic dishonesty are suspected, faculty members shall have the responsibility to see that appropriate action is taken in accordance with institutional regulations.

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II. STUDENT RIGHTS AND RESPONSIBILITIES

- A. Students share with faculty members and the administrators the responsibility for academic integrity.
- B. Students have the right of free and honest inquiry and expression in their courses. In addition, students have the right to know the requirements of their courses and to know the manner in which they will be evaluated and graded.
- C. Students have the obligation to complete the requirements of their courses in the time and manner prescribed and to submit their work for evaluation.
- D. Students have the right to be evaluated fairly, equitably, and in a timely manner appropriate to the course and its objectives.
- E. Students shall not submit as their own work any work which has been prepared by others. Outside assistance in the preparation of this work, such as librarian assistance, tutorial assistance, typing assistance, or such special assistance as may be specified or approved by the appropriate faculty member, is allowed.
- F. Students shall make all reasonable efforts to prevent the occurrence of academic dishonesty. They shall by their own example encourage academic integrity and shall themselves refrain from acts of cheating and plagiarism or other acts of academic dishonesty.
- G. When instances of academic dishonesty are suspected, students shall have the right and responsibility to bring this to the attention of the faculty or other appropriate authority.

III. INSTITUTIONAL RESPONSIBILITIES

- A. Constituent institutions of the University ~~System~~ of Maryland shall take appropriate measures to foster academic integrity in the classroom.
- B. Each institution shall take steps to define acts of academic dishonesty, to ensure procedures for due process for students accused or suspected of acts of academic dishonesty, and to impose appropriate sanctions on students found to be guilty of acts of academic dishonesty.
- C. Students expelled or suspended for reasons of academic dishonesty by any institution in the University ~~System~~ of Maryland shall not be admissible to any other System institution if expelled, or during any period of suspension.

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Replacement for: BOR I-9.00





# UNIVERSITY SYSTEM OF MARYLAND

## III-1.10 - POLICY ON MISCONDUCT IN SCHOLARLY WORK

(Approved by the Board of Regents, November 30, 1989)

### I. POLICY

The inherent requirement for integrity in the quest for knowledge and in the creation of scholarly and artistic works is fundamental to the academic purpose. Deviations from the proper conduct of scholarly work erode the public's confidence in science, in scholarship and in institutions of higher education. The University System of Maryland expects that the highest ethical standards as well as compliance with public laws and regulations will prevail in the conduct of its activities. The USM considers misconduct in scholarly work by any of its employees a breach of contract. Accordingly:

A. It is the policy of the University System of Maryland to maintain high ethical standards in science and other scholarly work, to prevent misconduct where possible, and promptly and fairly to evaluate and to resolve instances of alleged or apparent misconduct.

B. It is the policy of the University System of Maryland to terminate the employment and/or to take other disciplinary action against any individual found guilty of misconduct.

C. It is the policy of the University System of Maryland to award no degree if misconduct in science or other scholarly work contributed to that degree, and when warranted, to revoke such a degree if misconduct is discovered after its award.

### II. PURPOSE

This policy is the basis for University System of Maryland and practices designed to instill and to promote the principles of professional integrity, to prevent scholarly misconduct, and to discover and to censure instances of misconduct when they occur. In accordance with this policy, each institution in the System must prepare, implement and publicize policies and procedures appropriate for its unique organization and administration.

The policy applies primarily to faculty, staff, and student research, scholarly writing, and the creation of works of art. It is not intended to address issues, such as the conduct of students in examinations and in fulfilling course requirements, which are covered by other policies.

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GUIDELINES FOR POLICIES AND PROCEDURES RELATING TO ALLEGATIONS OF MISCONDUCT IN SCHOLARLY WORK

I. PURPOSE

It is the purpose of these guidelines to provide institutions in the University System of Maryland a framework for policies, procedures, and practices designed to instill and promote the principles of professional integrity, to prevent scholarly misconduct, and to discover and censure instances of misconduct when they occur. Using these guidelines, each institution in the System must prepare, implement and publicize policies and procedures appropriate for its unique organization and administration.

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These guidelines apply primarily to faculty, staff, and student research, scholarly writing, and the creation of works of art. They are not intended to address issues, such as the conduct of students in examination and in fulfilling course requirements, which are covered by other policies. Neither are they intended to fully address compliance with laws and regulations. These guidelines address compliance only to the extent that it relates to academic integrity.

II. POLICY

The inherent requirement for integrity in the quest for knowledge and in the creation of scholarly and artistic works is fundamental to the academic purpose. Deviations from the proper conduct of scholarly work erode the public's confidence in scholarship and in institutions of higher education. The University System of Maryland expects that the highest ethical standards as well as compliance with public laws and regulations will prevail in the conduct of its activities. The University System considers misconduct in scholarly work by any of its employees a breach of contract. Accordingly, institutional policies should include the following statements:

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A. It is the policy of the University System of Maryland to maintain high ethical standards in scholarly work, to prevent misconduct where possible, and promptly and fairly to evaluate and resolve instances of alleged or apparent misconduct.

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B. It is the policy of the University System of Maryland to terminate the employment and/or to take other disciplinary action against any individual found guilty of misconduct.

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C. It is the policy of the University System of Maryland to award no degree if misconduct in scholarly work contributed to that degree, and to revoke such a degree if misconduct is discovered after its award.

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III. PROMOTION OF PROFESSIONAL INTEGRITY

The policies and procedures for each institution must provide for periodic evaluations of procedures and practices that teach and promote integrity in scholarly work, as well as those practices that may inadvertently provide incentives for misconduct. Evaluations should include, but need not be limited to:

- A. Policies that fix responsibilities for the conduct of research and other scholarly work and that assure adequate supervision or oversight of students and academic or research teams.
- B. Institutional policies regarding authorship and the acceptance of full responsibility for the work published.
- C. Institutional practices regarding authorship as a criterion for promotion.
- D. Practices that foster openness and enhance awareness and recognition of ethical issues and of responsibilities in the conduct of scholarly work.
- E. Practices that assure adequate orientation of students to ethical issues in academic pursuits and to acceptable techniques in data gathering, record keeping and reporting.
- F. Institutional practices and requirements in regard to recording, retention, and storage of data.

#### IV. MISCONDUCT IN SCHOLARLY WORK

- A. It should be emphasized that reporting misconduct in scholarly work is a responsibility shared by everyone at the institution. However, frivolous, mischievous or malicious misrepresentation in alleging misconduct will not be tolerated.
- B. Misconduct in scholarly work may take many forms; these guidelines apply, but are not limited to, the following examples of misconduct.
  - 1. Falsification of data. Ranging from fabrication to deceptively selective reporting, including the purposeful omission of conflicting data with the intent to falsify results.
  - 2. Improper experimental manipulation. For example, manipulating experiments to obtain biased data.
  - 3. Plagiarism. For example, taking credit for an exact copy or the rewritten or rearranged work of another.
  - 4. Improper assignment of credit. For example, insufficiently or knowingly not citing the work of others, including associates and students, or inadequately identifying the repetition of data or material that appears in more than one publication.

5. Abuse of confidentiality. For example, improper use of information gained by privileged access, such as information obtained through service on peer review panels and editorial boards.
6. Deliberate violation of regulations. For example, failure to comply with regulations concerning the use of human subjects, the care of animals, or health and safety of individuals and the environment.
7. Misappropriation of funds or resources. For example, the misuse of funds for personal gain.

#### V. HANDLING ALLEGATION OF MISCONDUCT

- A. Allegations of misconduct in scholarly work may come from various sources within and without the institution. It is important that allegations of misconduct be handled expeditiously and that no serious allegations go unheeded. Consequently, each campus must develop specific procedures that define how allegations will be evaluated, what levels of administration will be involved, and what actions will be taken as the result of evaluating an allegation of misconduct.
- B. No decisions regarding the seriousness of an allegation of misconduct should be made by anyone whose personal or professional interests may be involved. Thus, although an allegation may first be reported to a collaborator, a co-worker, a co-author, a faculty advisor, or a team leader, such a close associate must report the allegation to a designated senior official for further action.
- C. The purpose of the evaluation of an allegation is to determine whether there is or is not substantial basis to believe that scholarly misconduct has occurred, and whether formal discharge proceedings or other action with respect to the individual's employment is warranted.
- D. The evaluation of an allegation should be kept confidential to the extent possible. Until a conclusion is reached, (i.e., the fact-finding process results in a judgment that there is or is not substance to the allegation) information about the allegation and about the evaluation should be made available only to those who need to know. Generally, those who need to know include the accused, individuals who can provide pertinent information or expert opinions, those conducting the evaluation, and appropriate institutional officials. Thus, institutional procedures should identify levels of administration that need to know. The procedures should identify administrative levels at which evaluations will be conducted, as well as levels at which actions will be taken at the conclusion of evaluations.
- E. All serious allegations of misconduct must be evaluated first by an inquiry, and then, if the inquiry so indicates, by an investigation. The accused must be notified in

writing when an inquiry into an allegation of misconduct is being initiated and again when an investigation is being initiated.

1. Inquiry

- a. An inquiry into an allegation of misconduct should be made by a small committee appointed by the director or president of the institution, or by the director's or the president's designee.
- b. The purpose of an inquiry is to determine whether there is sufficient basis for the allegation to warrant a full investigation. Thus an inquiry need not seek all the relevant information or documentation.
- c. An inquiry may be conducted informally, although records of its findings should be kept to justify its recommendations, and, if no investigation is recommended, to indicate
- d. Institutional procedures should indicate which official should receive and act upon the report of the committee of inquiry. If no investigation is initiated, that official must take appropriate action as indicated under Section VI.B, below. If an investigation is to be initiated, the official shall take or recommend whatever steps are necessary to protect the health and safety of research subjects, students, and colleagues.
- e. Any respondent in an inquiry is required to cooperate in furnishing materials and responding to questions.

2. Investigation

- a. An investigation should be initiated as soon as possible after an inquiry indicates the need. It should be conducted by a special committee appointed by the institutional official indicated in Section V E.1.d. above. Its membership should be specifically chosen to evaluate the particular allegations under consideration. At least one member should be an individual not primarily associated with the institution.
- b. The committee may hold hearings and should have the authority, responsibility and resources to collect and consider all of the evidence relevant to the allegation. It should be charged with obtaining expert opinions, if necessary to reach firm conclusions, and to do so by seeking the advice of external experts if that is required to avoid conflicts of interest, or for other appropriate reasons. An investigation must be thorough. It must obtain sufficient evidence to permit the committee to reach a firm decision about the validity of the allegation, or to be sure that further investigation could not alter an inconclusive result.

c. An investigating committee should also be charged with recommending specific actions appropriate for the seriousness of its findings. These recommendations should address actions to restore damaged reputations if indicated and should identify specific retractions, disclaimers and announcements necessary to set the record straight. The committee may recommend sanctions if wrongdoing is confirmed.

d. If the alleged misconduct involves the performance of research or other scholarly work supported by an external sponsor, the institution must inform the sponsor when an investigation is initiated. The notification should provide sufficient information to satisfy the institution's obligations to the sponsor, but in the interest of protecting reputations that might be unjustly damaged, a detailed report should await the final outcome of the investigation.

e. An investigation, once begun, must result in a report to the official cited in Section V E.1.d. above, whether or not the individual remains at the institution.

## VI. INSTITUTIONAL ACTIONS

A. At the conclusion of evaluating an allegation of misconduct in scholarly work, the official indicated in Section V E.1.d. above, acting on behalf of the institution must take all actions appropriate for the findings.

B. If misconduct is not confirmed, the person found innocent must be notified promptly. The institution must consider whether a public announcement will be harmful or beneficial in restoring any reputation(s) that may have been damaged. Usually, that decision should rest with the innocently accused. The institution must take disciplinary action when an allegation is found to be mischievous. The institution may find it necessary to reprimand lax supervision, faulty techniques, or inattention to propriety even when willful misconduct is not established.

C. If misconduct is established, the institution must take action appropriate for the seriousness of the misconduct. If formal termination proceedings are instituted, such proceedings must be in accordance with System and institutional termination policies and procedures. In addition to appropriate sanctions, the institution must do everything it can to set the record straight. This may take the form of public announcements, published retractions and disassociations with published papers, and full reports to external sponsors.

Replacement for: BOR VII-9.00 and 9.01



## UNIVERSITY SYSTEM OF MARYLAND

### III-2.40 - POLICY ON UNDERGRADUATE STUDENT CONCURRENT INTER- INSTITUTIONAL REGISTRATION

(Approved by the Board of Regents, February 22, 1990)

#### I. POLICY

In order to permit enrichment of the college experience for full-time undergraduate students attending **University** System of **Maryland** institutions, each institution shall provide opportunities for students to pursue courses for credit at other institutions within the System, with exceptions as provided in III below. The existence of this policy does not supersede cooperative agreements entered into by two or more **USM** institutions. Student participation is on a voluntary basis; however, course work should be used to augment the program of study being pursued at the home institution.

#### II. DEFINITIONS

- A. Home Institution - The institution at which the student has been admitted and is enrolled as an undergraduate degree candidate;
- B. Host Institution - The institution at which the student is registered to pursue courses through the inter-institutional registration program.

#### III. REGULATIONS GOVERNING THE INTER-INSTITUTIONAL REGISTRATION PROGRAM

- A. Only undergraduates who are enrolled full-time in degree programs and who have attained at least sophomore status and are in good academic standing at the home institution are eligible to participate in the program. Students participating in the ROTC program are exempt from the sophomore standing requirement.
- B. This program is not available at University College or in self-support programs.
- C. Participation in the student inter-institutional registration program shall be entered into only after receiving approval from the appropriate authority at the home institution and with the concurrence of the appropriate authority at the host institution. Approval does not insure availability of a place in the course at the host institution. Students will use the registration procedures and times applicable to native students at the host institution.

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- D. All tuition and fees incurred by students shall be paid to the home institution in accordance with that institution's policies. No additional registration fees may be charged. However, fees at the host institution associated with special courses may be assessed.
- E. Ordinarily students may attempt in a given semester only the number of credits in combined registration equal to the maximum number permitted students at the home institution. At least fifty percent of the semester course credits must be taken at the home institution.
- F. All credits and grades earned by participating students at a host institution shall be defined as resident credit and entered on the academic record of the student at the home institution. Both grades and credits earned within this program shall be included in the calculation of the grade point average at the home institution.
- G. The University System of Maryland and each institution shall develop coordinated procedures for the implementation of this policy.

Replacement for: BOT XI-M&N and Appendix H

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## UNIVERSITY SYSTEM OF MARYLAND

### III-2.41 - POLICY ON GRADUATE STUDENT INTER-INSTITUTIONAL REGISTRATION

(Approved by the Board of Regents, June 19, 1991)

#### I. POLICY

It is the policy of the Board of Regents of the University System of Maryland to encourage graduate students enrolled at one institution of the System to avail themselves of course offerings, research facilities, and special faculty competencies at the other institutions of the System. Therefore, degree-seeking graduate students at USM institutions may, with the permission of the director of graduate studies in the program to which they were admitted, pursue for credit at other institutions within the University System of Maryland graduate courses to augment their degree programs.

Courses taken at other institutions should be used to augment the home campus program. If a major portion of the program a student wants is not given at the home institution, then the student should transfer to an institution which offers the program.

In granting permission to pursue the opportunity afforded by this policy, significant factors to be considered by the director of graduate studies may include but are not limited to:

- A. Unavailability of a similar or comparable course at the home institution within a reasonable time frame. Here convenience is not adequate justification.
- B. Possible enhancement of the student's overall program in a way not possible at the home institution, as by the existence at the host institution of a unique research or instructional facility, particular faculty expertise, or the availability of a particular course not offered at the home institution.
- C. The level and content of the course, including the nature of prerequisite course work.

#### II. DEFINITIONS

- A. Home Institution -- The institution to which the student is currently, formally admitted in an approved graduate degree program. The home institution will be responsible for admission, academic advising, grants of financial aid, the academic transcript and the awarding of the graduate degree. The student must maintain academic eligibility at the home institution.

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B. Host Institution -- The institution which registers the inter-institutional student for the inter-institutional course only and offers the course(s) taken as a visiting inter-institutional student. The host institution will provide, on a space available basis, access to courses, seminars, and research facilities. Use of the libraries, parking facilities, and emergency health care will be made on the same terms on which they are offered to graduate students at that institution.

### III. REGULATIONS GOVERNING THE INTER-INSTITUTIONAL REGISTRATION PROGRAM

A. Degree-seeking graduate students in good academic standing in approved graduate programs at USM institutions are eligible to participate.

B. Participation in the program shall be entered into only after receiving approval from the appropriate authority at the home institution and with the concurrence of the appropriate authority at the host institution. Approval does not insure availability of a place in the course at the host institution. Actual registration is on a "seats available" or other established basis. Contact with the department or program at the host institution is recommended in order to determine availability of space in the course and the existence of particular prerequisites. This should be done well in advance of the registration period in which the course will be taken. Students will use the registration procedures and times applicable to native students at the host institution.

C. Inter-institutional students shall pay all tuition for courses taken at a host institution directly to the home institution in accordance with that institution's policies. On an annual basis there will be an exchange of tuition collected based on enrollments at the host institutions. For teaching load and FTE student computation, the credit hours taken at the host institution will be reflected at the host institution.

D. All credits and grades earned by participating students at a host institution are defined as resident credit by the home institution and entered on the academic record of the student at the home institution.

E. The University System of Maryland and each institution shall develop coordinated procedures for the implementation of this policy.

Replacement for: BOR I-4.00, Section IV

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# UNIVERSITY SYSTEM OF MARYLAND

## III-4.10 - POLICY ON ENROLLMENT

(Approved by the Board of Regents, March 1, 1994)

The University **System** of Maryland acknowledges responsibility for providing access, consistent with each **USM** institution's mission, for its share of Maryland's citizens, as it fulfills its legislative mandate to enhance quality. As a long-range goal, the State of Maryland should size its education system to ensure that the percentage of working adults possessing a baccalaureate degree is at least equal to the percentage of jobs in Maryland requiring a baccalaureate degree or its equivalent. Enrollments should reflect the racial, ethnic, gender and economic diversity of the State's population. Further, the System will monitor the number of part-time, non-traditional students seeking access to its institutions to ensure that this population is being appropriately served.

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The inclusion within the student body of students from other states and countries contributes to cultural and political diversity and increases awareness of national and global perspectives for all members of the campus community. However, consistent with the responsibility of the **USM** as a public system of higher education to serve primarily the citizens of Maryland, and as stipulated in Section IV of the Board of Regents Policy on Admissions (III-4.00), the proportion of out-of-state undergraduate students in any institution, excluding University College, shall not exceed 30 percent of its total undergraduate student body.

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To meet these goals, to maximize available resources, and to preserve the integrity of institutional missions requires a well-coordinated program of enrollment management based on both long-range projections and short-range realities.

I. In developing the operating and capital budgets, the Chancellor, in consultation with the presidents, shall annually present to the Board a summary of a proposed enrollment plan for the University **System** of Maryland. This enrollment plan shall:

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- A. Include enrollment projections for the University **System** of Maryland and each constituent institution that are responsive to the missions of the institutions as established by the Board of Regents and affirmed by the Maryland Higher Education Commission.
- B. Cover a ten-year horizon, with targets reviewed annually and updated as needed.
- C. Take into account statewide and national demographic and economic trends, including, but not limited to, the available supply of potential enrollees, competitive or

complementary forces such as community college participation, and effective demand as influenced by tuition, other revenue sources, and financial aid.

D. Include target numbers for full-time equivalent students for each institution for the upcoming fiscal year including the percent of out-of-state students, undergraduates, graduates, full-time and part-time students, new freshmen and new transfers, and ratios that reflect fiscal resources likely to be available.

E. Be prepared and presented in accordance with the timetable and instructions established by the Chancellor.

II. The Board shall review, modify as necessary, and adopt a proposed enrollment plan for the University System of Maryland.

III. In accordance with Board of Regents' Policies VIII - 9.00 and VIII-10.20, "Policy on the Operating Budget" and "Policy on the Capital Budget," each president shall prepare a capital and operating budget request, consistent with the institution's enrollment targets for the next fiscal year and ten-year enrollment projections as identified in the approved enrollment plan.

IV. Each fall, the Chancellor, in consultation with the presidents, shall submit to the Board of Regents a report on enrollment attainment by institution for that year. If, over a three-year period, the average deviation from an institution's targeted enrollment exceeds 3 percent, the President shall present to the Regents an explanation of factors related to the discrepancy between the targets and the enrollments.

Replacement for: BOT Appendix L, Section 1

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# UNIVERSITY SYSTEM OF MARYLAND

## III-6.00 - POLICY ON ACADEMIC TRANSCRIPTS AND FINANCIAL AID RECORDS

(Approved by the Board of Regents, January 11, 1990)

### I. ACADEMIC TRANSCRIPTS

Each institution in the University System of Maryland will maintain an academic transcript for each student who enrolls. The transcript will conform to standards as established by the American Association of Collegiate Registrars and Admissions Officers, and will include courses and grades for each term of enrollment. Each institution will develop policies concerning resident credit and the calculation of grade point averages.

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### II. WITHHOLDING TRANSCRIPTS AND RECORDS

An institution may withhold copies of official academic transcripts and financial aid records requested by or on behalf of a student who is delinquent in his or her financial obligations. A student is defined as an individual who is or who has been in attendance at an institution in the University System of Maryland.

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Such delinquency may include delinquency in the payment of institutional charges and/or default on a Stafford Loan or any education loan made, guaranteed, or reinsured in whole or in part by the federal or Maryland State government made or received for attendance at an institution in the University System of Maryland. In those instances where (1) a student requesting the education records is in default on a Stafford Loan or any education loan made, guaranteed, or reinsured in whole or in part by the federal or Maryland State government and (2) the institutional business office has been notified that the student has filed a bankruptcy petition, copies of financial aid records and official academic transcripts may be withheld only after consultation with the Office of the Attorney General.

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Replacement for: BOR II-4.10



## UNIVERSITY SYSTEM OF MARYLAND

### | III-6.10 - POLICY FOR THE NUMBERING OF ACADEMIC COURSES

(Approved by the Board of Regents, January 11, 1990)

| Academic courses offered at institutions in the University System of Maryland shall be numbered according to the following scheme:

000-099	Non-degree-credit Courses
100-299	Lower Division Courses, primarily for Freshmen and Sophomores
300-499	Upper Division Courses, primarily for Juniors and Seniors; 400-499 courses may be available for credit toward some graduate degrees
500-899	Post-baccalaureate Courses
900-999	Post-doctoral Courses

Replacement for: BOT XI-F

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# UNIVERSITY SYSTEM OF MARYLAND

## III-7.20 - POLICY ON UNDERGRADUATE GENERAL EDUCATION TRANSFERABILITY BETWEEN USM INSTITUTIONS

(Approved by the Board of Regents June 10, 1994)

Among the benefits to students inherent in attending a University System of Maryland institution is the opportunity to move beyond the walls of the original admitting institution to take advantage of the full resources of the USM. In some instances, students may elect to transfer to another institution within the System. Such transfer should be possible without loss of credit, redundant course work and consequent unnecessary cost.

In recognition of the principle that the appropriate application of general education course credit towards degree completion enhances the efficiency of the transfer process, USM institutions will facilitate students' inter-institutional transfer by allowing them to use completed general education requirements at one System institution to meet general education requirements at any System degree-granting institution, as specified below.

I. Students who complete general education requirements which include course work in each of the areas of a) arts and humanities, b) English composition, c) social and behavioral sciences, d) mathematics and e) biological or physical sciences at a University System of Maryland degree-granting institution shall be considered to have completed general education requirements at any University System of Maryland degree-granting institution to which they transfer. For the purposes of this policy, the distribution of general education may be covered using interdisciplinary courses.

II. Students who do not complete their general education requirements at a University System of Maryland degree-granting institution before transferring to another degree-granting institution in the System, shall be required to complete the general education requirements of the System institution to which they transfer.

A. Transferable courses defined as meeting the general education requirements at the sending institution shall be applicable to the general education requirements of the receiving institution according to the distribution requirements of the receiving institution.

B. The student will be notified in writing at or before transfer, which courses are transferable, and which of the receiving institution's general education requirements are satisfied by specific transferable courses.

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III. System institutions may require as a condition of graduation completion of special courses beyond those designated as general graduation requirements and major program requirements. A student transferring from another System institution may be required to complete no more than twelve hours of such course work. Examples of such courses are new student orientation, speech, foreign language, physical education, health, upper-division writing, culture and diversity, and social/ethical/historical foundations. A student transferring from another System institution must complete such requirements regardless of whether or not the student has completed the general education requirements prior to transfer.

IV. The determination of the major program requirements for a baccalaureate degree, including courses in the major taken in the lower division, shall be the responsibility of the faculty of the institution awarding the degree. The receiving institution may set major requirements, which fulfill general education requirements simultaneously.





## UNIVERSITY SYSTEM OF MARYLAND

### IV-1.00 - POLICY FOR THE ESTABLISHMENT AND REVIEW OF CENTERS AND INSTITUTES IN THE UNIVERSITY SYSTEM OF MARYLAND,

(Approved by the Board of Regents, January 11, 1990)

1. Centers and Institutes and similar groups and organizations form useful devices for organizing faculty and staff from different disciplines to focus on teaching, research, and/or service in an area of common interest. Centers and Institutes should be justified on the basis of their contributions to specified missions of research and service and by their relationship to instructional programs at the institution.
2. The term "Center" or "Institute" generally refers to an organized, non-departmental unit; it may or may not have external or state funding and a separately identified budget; it usually has a formal administrative structure headed by a director. Centers and Institutes have varied missions, and with few exceptions do not award degrees. Differences among these kinds of units usually are related to their degree of permanence and the level of commitment to them by the institution or the System.
3. Each institution shall ensure that its Centers and Institutes comply with applicable institutional and System-wide policies. Those Centers which receive federal funds must, in addition, ensure compliance with federal policies, in particular those regarding the conduct of research.
4. The establishment of a Center or Institute that is multi-institutional shall require the approval of the Chancellor.
5. The establishment of a Center or Institute that is administratively separate from an institution shall require the approval of the Board of Regents.
6. Each institution shall develop policies and procedures for the establishment and monitoring of Centers and Institutes. These policies and procedures shall be filed with the Office of the Chancellor.

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Replacement for: BOR VII-6.00 and VII-6.01



## UNIVERSITY SYSTEM OF MARYLAND

### IV-3.00 - POLICY ON PATENTS

Approved by the Board of Regents, May 31, 1990; Technical Amendment May, 2003)

(On February 8, 2002, the Board of Regents replaced this policy with Policy on Intellectual Property IV-3.20 for all patents disclosed on or after July 1, 2002. This policy remains applicable only for intellectual property disclosures made before July 1, 2002).

#### I. Objectives

The objectives of this policy are to encourage and aid research at the University System of Maryland, to provide financial compensation as well as professional recognition to inventors, and to protect and best serve the public interest. To these ends, this policy encourages disclosure of inventions and discoveries and their evaluation for possible patenting and licensing and establishes principles for determining the rights of the constituent institutions and inventors. The University System of Maryland continues to encourage scholarly publication of the results of faculty and student research.

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#### II. Applicability

A. The University System of Maryland Patent Policy applies to all personnel. As used in this policy, "personnel" means all paid and unpaid full-time and part-time faculty members and staff, and all paid employees (including those on approved leaves); and students and fellows.

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#### III. General Policy

A. The University System of Maryland has an interest in all inventions of personnel which are conceived or first actually reduced to practice as a part of or as a result of: a University System Administration or constituent institution administered program of research; activities within the scope of the inventor's employment by the University System Administration or constituent institution; or activities involving the use, to a substantial degree, of University System Administration or constituent institution time, facilities, or materials or of University System Administration or constituent institution information not available to the public. "Invention" means any invention or discovery which is or may be patentable or which may be commercially licensable. At the time of appointment of visiting faculty and staff a signed acknowledgement of this policy will be required. An invention shall be considered as resulting from activities "within the scope of the inventor's employment" whenever his or her duties include research or investigation or the supervision of research or investigation and the invention is relevant to the general field of inquiry to which the inventor was devoted or assigned. "Time,

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facilities and materials" paid for from funds administered by the University System Administration or constituent institution shall be considered University System Administration or constituent institution time, facilities and materials whether the funds arise from federal or state appropriations, student fees, donations, grants, contracts or other sources.

B. The University System Administration or constituent institution has a right to ownership of any invention in which it has an interest. Unless otherwise agreed, this Policy also applies to any inventions in which the University System Administration or constituent institution has an interest under the terms of contracts, grants or other agreements. An invention in which the University System Administration or constituent institution does not have a legal interest may be offered to the University System Administration or constituent institution, and, if accepted, the University System Administration or constituent institution will administer such invention in accordance with this Patent Policy or as otherwise agreed.

C. Except under special circumstances the University System will not agree to assign rights in future inventions to private corporations or businesses.

IV. Responsibilities of the University System of Maryland and Delegations of Authority

A. The University System shall: (1) notify the inventor promptly whenever it decides not to pursue or to abandon the pursuit of patenting or commercialization of an invention, (2) execute, upon request, all contracts, assignments, waivers or other legal documents necessary to transfer to the inventor the University System's interest in any invention which it has so chosen not to pursue, (3) act with reasonable promptness and in good faith on all inventions disclosed to it, and (4) remit to the inventors their shares of income from inventions as specified in Section VI of this policy. Subject to these responsibilities, the University System may, at any time, decide not to pursue or to abandon the pursuit of patenting and/or commercialization of an invention in which it has an interest.

B. Authority and responsibility for Patent Policy is delegated to the Chancellor (or his designee). The Chancellor (or his designee) may seek the advice and assistance of the University System of Maryland Intellectual Property Committee (hereafter called the Intellectual Property Committee; see Section VIII below). The responsibility for administration of the University System of Maryland Patent Policy (including subparts 1-4 of IV.A.) is delegated to the chief executive officers of constituent institutions, except that rights in future inventions shall not be assigned unless the Chancellor determines in writing that doing so is in the best interests of the System. Each constituent institution shall develop procedures for implementing this policy.

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V. Responsibilities of Personnel

A. Personnel who, either alone or in association with others, make an invention in which the University System has or may have an interest shall disclose to the chief executive officer or designee such inventions reasonably promptly. As to an invention in which the University System through the constituent institution has an interest, the inventor, upon request, shall execute promptly all contracts, assignments, waivers or other legal documents necessary to vest in the University System, or its assignees, any or all rights to the invention, including complete assignment of any patents or patent applications relating to the invention.

B. Personnel may not: (1) sign patent agreements with outside persons or organizations which may abrogate the University System's rights and interests as stated in this Policy or which otherwise conflict with this Policy, nor (2) without prior authorization use the name of the University System of Maryland or constituent institutions in connection with any invention.

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#### VI. Revenue Sharing

A. The University System through its constituent institutions shall share with the inventor's revenue, which it receives from patents or inventions. Specific provisions of grants or contracts may govern rights and revenue distribution regarding inventions made in connection with sponsored research. Consequently, revenues received from such inventions may be exclusive of payments of royalty shares to donors or contractors. Moreover, constituent institutions may contract with outside persons or organizations for the obtaining, managing and defending of patents, and any royalty share or expenses contractually committed to such persons or organizations may be deducted before revenues accrue or before the inventor's share is distributed.

B. The revenues (net, if applicable per the preceding paragraph), which are received from a patent or invention, will be applied first to reimburse the University System Administration or constituent institution for any specific, incremental expenses incurred by it in obtaining and maintaining the patent and in marketing, licensing and defending the patent or licensable invention. After provision for such expenses, such revenues shall be shared as follows: (1) the first \$5,000 will be paid to the inventor or inventors: (2) thereafter the inventor(s) will receive fifty percent of such revenues. Applicable laws, regulations or provisions of grants or contracts may, however, require that a lesser share be paid to the inventor.

C. To the extent consistent with State and University System budget policies any net revenue received on account of an invention, after sharing with the inventor, will be dedicated to research and to the promotion of patenting and patents. If practicable, eighty-five percent of the University System Administration's or constituent institution's share of new revenue from each invention will be designated for research in the inventor's department or analogous unit up to \$100,000 in a fiscal year for a particular department or analogous unit. The remaining part of the net revenues shall be devoted to

research and the promotion of patenting and patents as directed by the chief executive officer, or designee (or, for the System Office, the Chancellor or designee).

D. If use of such funds for research within the inventor's department or analogous unit is not practicable or for an amount in excess of \$100,000 per fiscal year, the chief executive officer may allocate funds for other use within the institution.

VII. Special Cases

The University System recognizes that special cases will arise which are not specifically covered by this policy or which may justify waivers of this policy. Such cases may be submitted to the Chancellor or designee.

VIII. Administration

A. The Intellectual Property Committee consists of the Senior Vice Chancellor for Academic Affairs or designee as an ex officio member and chair and no more than fourteen other members selected and appointed by the Chancellor from candidates nominated by the chief executive officers of constituent institutions. Members are appointed for three-year terms with non-concurrent expiration dates and may serve successive terms.

B. The Intellectual Property Committee convenes at the call of the Senior Vice Chancellor or designee, who determines when implementation or interpretation of the University System of Maryland Patent Policy requires consideration by the committee. Among the matters which may be referred to the committee for recommendation to the Chancellor are: whether the University System of Maryland has an interest in an invention; questions not covered by policy; and whether some part of the policy should be waived.

C. When the committee is considering a particular invention, the inventor and/or a representative designated by the inventor may examine all materials submitted to the committee, may make written and oral presentations to the committee, and may be present during oral presentations of others.

D. It is recognized that the evaluation of inventions and discoveries and the administration, development and processing of patents involves substantial time and expense and requires talents and experience not ordinarily found in its staff. Therefore, the University System Administration or constituent institution may enter into a contract or contracts with third parties in connection with the administration of identified inventions, disclosures of invention, and developed patents.

E. Disputes on patent matters, including the interpretation of this Patent Policy, shall be referred for resolution to the Chancellor or designee.

Replacement for: BOR VII-4.00 and 4.01; BOT XIII-K

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## UNIVERSITY SYSTEM OF MARYLAND

### V-5.00 - POLICY ON STUDENT HOUSING

(Approved by the Board of Regents on January 11, 1990)

#### Student Accommodations

The primary purpose of residence halls at institutions of the University System of Maryland is to provide housing for undergraduate and graduate students enrolled at such institutions. Residence hall accommodations shall be assigned in conformity with priorities established by each institution.

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#### Non-Discrimination in Off-Campus Housing

Each institution may assist students, faculty, and staff in locating off-campus housing by maintaining a list of available off-campus housing facilities. No institution shall list the availability of an off-campus housing facility unless the owner makes such facility available to students in conformity with all pertinent federal and State laws on nondiscrimination in housing.

#### Residential Fire Safety

Each institution shall provide to students information on fire safety, appropriate to both on-campus and off-campus housing, as a part of the orientation program for new students. Notices shall be posted in appropriate places at each institution reminding students to be conscious of residential fire safety. No institution shall list or provide information on available off-campus housing unless the owner affirms annually in writing that the facility is in compliance with all applicable fire safety codes. The institution shall keep the written verification on file in the institution's housing office.

Replacement for: BOR V-18.00 and  
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## UNIVERSITY SYSTEM OF MARYLAND

### **VI - 1.40 - POLICY ON THE IMPLEMENTATION AND MONITORING OF RECOMMENDATIONS OF THE CULT TASK FORCE**

(Approved by the Board of Regents on December 8, 2000)

#### Origin and Purpose

In response to constituent concerns in the late 1990s, the Maryland General Assembly mandated in House Joint Resolution 22 (1998 Legislative Session) the creation of a Task Force to Study the Effects of Cult Activities on Public Senior Higher Education Institutions, which adopted as its mission

to determine the extent to which there are groups whose activities on the campuses of USM institutions, St. Mary's College, or Morgan State University are, intentionally or innocently, inappropriately, causing demonstrable physical, psychological or emotional harm to students; interfering substantially with the educational mission of the institution; and/or violating institutional policies and/or federal, state or local laws, and to make recommendations concerning courses of action that might be pursued by individuals or institutions to assist in the prevention and/or resolution of those problems.

The Task Force issued its final report in September 1999. While the Task Force found that the extent of such activities is very small considering the large number of students attending public institutions, there exists in some interactions between students and groups the possibility for serious harm. Therefore, the Board of Regents supports efforts to ensure that students are well-informed about opportunities for group participation, well-prepared to make wise choices, and well-supported in those cases where they perceive themselves to be under inappropriate or undesirable pressure.

#### Policy

In order to respond to the concerns and recommendations of the Task Force, each President shall:

1. periodically assess the training needed for heightened institutional awareness of potential problems of groups referenced in the Task Force Mission Statement quoted above;
2. provide a regular forum for interested members of the campus community (advisors, counselors, residential staff and chaplains, etc.) to exchange information about issues related to the activities of outside groups;
3. where appropriate, include in policies for university personnel language concerning the need to be sensitive to the distinction between their professional responsibilities and their personal biases in discussing with students participation in extra-curricular groups;

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4. create and maintain a concise description of resources regarding interaction with groups and make them widely known and available to students;
5. provide a central resource on campus to record complaints concerning group activities or actions and annually summarize the number and nature of such complaints and actions taken, if any, in response to them;
6. have in place an institutional policy requiring registration and establishing clear guidelines for groups not sponsored by an institutional agency or program that wish to come onto campus to address students, and otherwise dealing with access to campuses by outside groups; and
7. provide both new and returning students with educational programs designed to help them make informed choices in their decisions to participate in groups or activities.

#### Implementation

In order to ensure that the above actions are taken and are periodically monitored for compliance, an advisory committee, comprising the chief institutional officers for student affairs from each institution, is hereby constituted. The advisory committee, which shall be chaired by the [Senior Vice Chancellor for Academic Affairs](#), shall meet periodically, but at least once annually, specifically to review institutional activities with regard to the implementation and administration of the actions required by this policy. The committee shall communicate unresolved concerns about compliance to the Chancellor, who shall report those concerns, along with appropriate recommendations for their resolution, to the Board of Regents.





## UNIVERSITY SYSTEM OF MARYLAND

### VI-9.10 - REPORT ON REPORTING OF CAMPUS CRIME STATISTICS

(Issued by the Chancellor, January 26, 1990)

In conformance with the Criminal Justice Systems Information Act Article 27: Sections 742-755, Annotated Code of Maryland, all degree-granting institutions of the University System of Maryland shall participate in the Uniform Crime Reports process of the State of Maryland.

Each President shall ensure that the institutional police department transmits reports of campus crime according to the format and time schedule prescribed by the Uniform Crime Reports Division of the Maryland State Police.

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## UNIVERSITY SYSTEM OF MARYLAND

### VIII-2.61 - POLICY ON OFF-CAMPUS PROGRAMS

(Approved by the Board of Regents, December 1, 1995)

#### PREAMBLE

The University System of Maryland is committed to providing access for all citizens to high-quality undergraduate and graduate programs. This entails extending its academic programs, as need and demand require and as resources permit, to serve students in all regions of the State. In many instances, program offerings will be extended beyond the bounds of what is traditionally thought of as the campus.

The following principles will guide the decision of an institution to offer both an off-campus program and/or individual courses for credit.

- A. Off-campus programs will be consistent with the approved mission of the institution.
- B. An institution may only offer off campus a program leading to a degree or certificate that is authorized for that campus.
- C. Standards of program quality and student performance will be comparable to those of the on-campus program.
- D. The institution will determine the method of program delivery that is best suited to the educational backgrounds, experience, and learning styles of the students.

#### Institutional Responsibilities

Institutions that offer off-campus programs have the following responsibilities:

- A. To provide necessary services at the off-campus site at times convenient to students.
- B. For degree/certificate seeking students, to schedule courses to permit completion of the degree or certificate in a reasonable amount of time.
- C. To keep students fully informed of program requirements and/or changes, program costs, and financial aid information.
- D. To provide learning resources for off-campus students that are comparable to those

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provided to on-campus students.

- E. To ensure that guidelines for the selection and assignment for faculty teaching at the off-campus site are comparable to those used on campus.

#### I. Definitions

Program: A sequence of courses that leads to the awarding of an approved degree or certificate.

On-Campus Program: Any program offered in any format by a USM institution at its own main campus.

Off-Campus Program: Any program delivered in any format to a site other than that of the main campus of the institution offering the program.

Closed Site: A program offered for a particular organization or constituency that is not open to the general public, e.g. military base, hospital, or business organization.

Open Site: A program site that is open to the general public, i.e. access to program offered at an open site is not restricted to members of any particular group or organization.

Tuition: The price students pay for their education, including those mandatory fees that do not fund auxiliary enterprises or other self-funded activities.

#### II. Policy: Tuition and Fees for Off-Campus Programs

- A. Applicability. This policy applies to all degree-granting institutions of the University System of Maryland. It applies to all courses and programs offered at open sites only. It does not apply to non-credit courses or to credit courses or programs offered under a contract for which there may be a different negotiated tuition.

#### B. Tuition Levels

1. Tuition for both in-state and out-of state UNDERGRADUATE students who are enrolled either full- or part-time in an off-campus program will be the same as that for the on-campus program (see BOR Policy VIII-2.01, A).
2. Tuition for both in-state and out-of-state GRADUATE students who are enrolled either full- or part-time in an off-campus program will be the same as that for the on-campus program as defined by BOR Policy VIII-2.01, B.
3. The total cost (tuition and mandatory fees) to the student enrolled in an off-campus

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program will not exceed that for the student enrolled in the on-campus program, unless a waiver is granted. Where an institution can demonstrate that to deliver a quality off-campus program necessitates an additional delivery or specific program fee, such a fee may be requested. Off-campus programs for which a differential fee is requested will be approved by the Chancellor and reported to the Regents in the annual report on tuition.

### III. Policy Implementation

- A. Each president will submit tuition and fee recommendations for off-campus programs and related data in accordance with the schedule and format set by the Chancellor. Supporting documentation will be provided for policy exceptions requested under section II.B.3. above.
- B. The Chancellor will recommend to the Board of Regents a tuition and fee schedule for off-campus programs offered by each institution as part of the annual operating budget request. Should the Chancellor's recommendation differ from that of the presidents, the Chancellor will make both recommendations available to the Committee on Finance of the Board of Regents.

(To be reviewed Fall, 1996 for possible revision and/or extension.)



## UNIVERSITY SYSTEM OF MARYLAND

### VIII-2.80 - POLICY ON WAIVER OF APPLICATION FEES

(Approved by the Board of Regents, September 27, 1990)

| It is the objective of the University **System** of Maryland, that well-qualified prospective students not be discouraged from applying because of demonstrated financial hardship.

Zakiya Lee 12/2/2014 10:27 PM

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| Pursuant to this objective, **USM** institutions may waive the application fees for students who demonstrate financial hardship. Each institution shall establish procedures for the implementation of this policy and shall report annually to the Chancellor on the number of waivers, which are granted pursuant to this policy.

Zakiya Lee 12/2/2014 10:27 PM

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Replacement for: BOT X-D