



University of
Pittsburgh | Greensburg

ACADEMIC INTEGRITY

EFFECTIVE AUGUST 24, 2023

ACADEMIC INTEGRITY -- STUDENTS

1) STUDENT OBLIGATIONS

A student has an obligation to exhibit honesty and to respect the ethical standards of the academic community in carrying out his academic assignments. Without limiting the application of this principle, a student may be found to have violated this obligation if he/she:

- a) Refers during an academic evaluation to materials or sources, or employs devices not authorized by the instructor.
- b) Provides assistance during an academic evaluation to another person in a manner not authorized by the instructor.
- c) Receives assistance during an academic evaluation from another person in a manner not authorized by the instructor.
- d) Engages in unauthorized possession, buying, selling, obtaining, or using a copy of any materials intended to be used as an instrument of academic evaluation in advance of its administration.
- e) Acts as a substitute for another person in any academic evaluation process.
- f) Utilizes a substitute in any academic evaluation procedures.
- g) Practices any form of deceit in an academic evaluation proceeding.
- h) Depends on the aid of others in a manner expressly prohibited by the instructor in the research, preparation, creation, writing, performing or publication of a work to be submitted for academic credit or evaluation.
- i) Provides aid to another person, knowing such aid is expressly prohibited by the faculty member, in the research preparation, creation, writing, performing, or publication of work submitted for academic credit or evaluation.
- j) Presents as one's own, for academic evaluation, the ideas, representations or words of another person or persons without customary and proper acknowledgment of sources.
- k) Submits the work of another person in a manner that represents the work to be one's own.
- l) Knowingly permits one's work to be submitted by another person without the instructor's authorization.
- m) Attempts to influence or change one's academic evaluation or record for reasons other than achievement or merit.
- n) Indulges, during a class (or examination session) in which one is a student, in conduct that is so disruptive as to infringe upon the rights of faculty member or fellow students.
- o) Fails to cooperate, if called upon, in the investigation or disposition of any allegation of dishonesty pertaining to another student.

2) PROCEDURES FOR ADJUDICATION

No student should be subject to an adverse finding that he/she committed an offense related to academic integrity and no sanction should be imposed in relation thereto, except in accordance with procedures appropriate for disposition of the particular matter

involved. The degree of formality of proceedings, the identity of the decision maker or decision makers, and other related aspects properly reflect such considerations as the severity of the potential sanction, its' probable impact upon the student, and the extent to which matters of professional judgment are essential in arriving at an informal decision. In all cases, however, the objective is to provide fundamental fairness to the student as well as an orderly means for arriving at a decision, starting first with the individual instructor and the designated administrative officers or bodies.

These guidelines are not meant to address differences of opinion over grades issued by faculty in exercising good faith professional judgments of student work. They are meant to address matters in which a faculty member intends to penalize a student based upon an alleged breach of academic integrity. In matters of academic integrity, the succeeding procedural steps must be followed:

- a) Any member of the University community may bring to the attention of the faculty member a complaint that a student has failed, in one or more respects, to meet faithfully the obligations specified in the above Section 1¹. Acting on his or her own evidence, and/or on the basis of evidence submitted to the faculty member, the faculty member will advise the student that he/she has reason to believe that the student has committed an offense related to academic integrity, and the student will be afforded at least an informal opportunity to respond. If the accused student and faculty member agree on a specific resolution offered by either of them, the matter should be considered closed if both parties sign a written agreement to that effect and submit it to the Vice President for Academic Affairs. The Vice President for Academic Affairs will maintain a written record of the agreement, signed by the student and the faculty member. These records are not to be added to the student's individual file, and they are to be destroyed when the student graduates or otherwise terminates registration. The Office of the Vice President for Academic Affairs may provide such information on an individual student for the following uses:
 1. to a faculty member who is involved with a student integrity violation at the initial stage and who wished to use this previous record in determining whether a resolution between the faculty member and the student or an academic integrity board hearing may be most appropriate, especially in the case of repeat offenders; and
 2. to the Academic Standards Committee after a decision of guilt or innocence has been made in a case, but before a sanction has been recommended.
- b) If an agreed upon resolution between the faculty member and the student cannot be reached, the faculty member will file a written statement of charges with the Vice President for Academic Affairs. Such a statement should set forth the alleged offenses which are the basis of the charges, including a factual narrative of events and the dates and times of the occurrences. The statement should also include the names of persons having personal knowledge of circumstances or events, the general nature and description of all evidence, and the signature of the charging party. If this occurs at the end of term, the "G" grade should be

issued for the course until the matter is decided. In situations involving the student's last term before graduation, degree certifications can be withheld pending the outcome of the hearing, which should be expedited as quickly as possible.

- c) The Vice President for Academic Affairs will transmit these charges to the student, together with a copy of these regulations.
- d) The letter of transmittal to the student, a copy of which shall be sent to the faculty member or the charging party, will state a time and place when a hearing on the charges will be heard by the Academic Standards Committee.
- e) In proceedings before the Academic Standards Committee, the student shall have the right:
 - 1. to be considered innocent until found guilty by clear and convincing evidence of a violation of the student obligations of academic integrity;
 - 2. to have a fair disposition of all matters as promptly as possible unless the circumstances make this impossible;
 - 3. to elect to have a private or public hearing;
 - 4. to be informed of the general nature of the evidence to be presented;
 - 5. to confront and question all parties and witnesses except when extraordinary circumstances make this impossible;
 - 6. to present a factual defense through witnesses, personal testimony, and other relevant evidence;
 - 7. to decline to testify against himself or herself;
 - 8. to have only relevant evidence considered by the Committee;
 - 9. to have a record of the hearing (audio tape), at his or her own expense, upon request.
- f) The hearing should provide a fair inquiry into the truth or falsity of the charges, with the charged party and the faculty member afforded the right to cross-examine all adverse witnesses. The Academic Standards Committee shall not permit extramural legal counsel but non-attorney/non-law student representatives from within the University community shall be permitted for both faculty and students.
- g) Any member of the University community may, upon showing relevancy and necessity, request witnesses to appear at the hearing. Witnesses who are members of the University community shall be required to appear, and other witnesses shall be requested to appear, at a hearing. When necessitated by fairness or extraordinary circumstances, the Chair of the Academic Standards Committee may make arrangements for recorded or written testimony for use in a proceeding.
- h) Hearing Procedure: The hearing will be conducted as follows:
 - 1. The Chair of the Academic Standards Committee will not apply technical exclusionary rules of evidences followed in judicial proceedings nor entertain technical legal motions. Technical legal rules pertaining to the wording of questions, hearsay, and opinions will not be formally applied. Reasonable rules of relevancy will guide the Chair of the Academic Standards Committee

- in ruling on the admissibility of evidence. Reasonable limits may be imposed on the number of factual witnesses and the amount of cumulative evidence that may be introduced;
2. the alleged offense or offenses upon which the complaint is based shall be read by the Chair of the Academic Standards Committee;
 3. objections to procedure shall be entered on the record, and the Chair of Academic Standards Committee shall make any necessary ruling regarding the validity of such objections;
 4. the charging party shall state his or her case and shall offer evidence in support thereof;
 5. accused or representative for the accused shall have the opportunity to question the charging party;
 6. the charging party shall be given the opportunity to call witnesses;
 7. the accused or representative for the accused shall be given the opportunity to question each witness of the charging party after he or she testifies;
 8. the charging party shall inform the Chair when his or her presentation is completed, at which time the members of the Academic Standards Committee shall be given an opportunity to ask questions of the persons participating in the hearing;
 9. the Academic Standards Committee shall recess, and the Chair of the Committee shall make a determination as to whether the charging party has presented sufficient evidence to support a finding against the accused, if such evidence is uncontroverted
 10. depending upon the determination of the Chair of the Academic Standards Committee, the matter shall be dismissed or the accused shall be called upon to present his or her case and to offer evidence in support thereof;
 11. the accused may testify or not as he or she chooses;
 12. the charging party shall have the opportunity to question the accused if the accused voluntarily chooses to testify;
 13. the accused or representative for the accused shall have the opportunity to call witnesses;
 14. the charging party shall have the opportunity to question each witness of the accused after he or she testifies;
 15. the accused shall inform the Chair when his or her presentation is complete and the Academic Standards Committee members shall have an opportunity to ask questions of the accused as well as the accuser's witnesses;
 16. the Chair of the Academic Standards Committee shall have an opportunity to address the Committee on University regulations or procedures in the presence of all parties, but shall not offer other comments without the consent of all parties;
 17. the hearing shall be continued and the members of the Academic Standards Committee shall deliberate in private until a decision is reached and recorded.

i) A suitable record (audio recording) may be made of the proceedings exclusive of deliberation to arrive at a decision.

- j) The proposed decision, which shall be written, will include a determination of whether the charges have been proved by clear and convincing evidence, together with findings with respect to the material facts. If any charges are established, the decision shall state the particular sanction or sanctions to be imposed. Prior violations or informal resolutions of violations may be considered *only* in recommending sanctions, not in determining guilt or innocence. Once a determination of guilt has been made, before determining sanctions, the Chair of the Academic Standards Committee should find out from the Vice President for Academic Affairs whether prior offenses and sanctions imposed have occurred.
- k) The proposed decision shall be submitted to the Vice President for Academic Affairs, who will make an independent review of the hearing proceedings. The Vice President for Academic Affairs may require that the charges be dismissed, or that the case be remanded for further proceedings whenever he deems this to be necessary. Upon completion of such additional proceedings, if any, the Vice President for Academic Affairs shall issue a final decision. The Vice President for Academic Affairs may reject any findings made by the Academic Standards Committee adverse to the student, and may dismiss the charges or reduce the severity of any sanction imposed, but he may not make new findings adverse to the student or increase the severity of a sanction, except in the case of repeating offenders who have been previously found in violation of the Academic Integrity Guidelines.
- l) The Chair of the Academic Standards Committee shall then transmit to the charged party and the faculty member copies of all actions taken by the hearing authority and the Vice President for Academic Affairs. If a sanction is imposed, the notice to the student will make reference to the student's opportunity, by petition filed with the Provost, to appeal to the University Review Board.

3) TIMELINESS

It is the responsibility of all parties, including administrative officers, to take prompt action in order that charges can be resolved quickly and fairly. Failure by the instructor to use diligence in utilizing these proceedings may constitute grounds for dismissal of charges. Parties have the right to seek review by the Provost or to petition the university Review Board for an appeal from the decision of an academic integrity hearing board (Academic Standards Committee) within five (5) working days of the date of the decision letter.

4) SANCTIONS

The alternative sanctions, which may be imposed upon a finding that an offense related to academic integrity has been committed, are the following:

- a) Dismissal from the University without expectation of readmission.
- b) Suspension from the University for a specific period of time.
- c) Dismissal from the course in which the offense occurred, with or without the opportunity to be enrolled therein at a future date.

- d) Reduction in grade, or assignment of a failing grade in the course in which the offending paper or examination was submitted.
- e) Reduction in grade, or assignment of a failing grade, on the paper or examination in which the offense occurred.

In administering sanctions, the campus must strive to achieve consistency in its application. That is, the same sanctions should be applied for the same offenses, unless extenuating circumstances can be documented, e.g., the student is a repeat offender.

The imposition of such sanctions may be considered by the school in the preparation of any report concerning a student submitted to a government agency, accredited body, or other person or institution in accordance with the requirements of the law or the consent of the student.

5) REVIEW AND APPEAL

A student or faculty member may seek to have the Vice President for Academic Affairs' final decision (or determination that the charges are not subject to adjudication) reviewed by the Provost, who may seek the advice of the University Review Board, or the student may appeal to the University Review Board, whose recommendation shall be made to the Provost. The action of the Provost, taken with or without the advice of the University Review Board, shall constitute an exhaustion of all required institutional remedies.²

ACADEMIC INTEGRITY -- FACULTY

1) OBLIGATIONS

A faculty member accepts an obligation, in relation to his/her students, to discharge his/her duties in a fair and conscientious manner in accordance with the ethical standards generally recognized within the academic community (as well as those of the profession).

Without limiting the application of the above principle, members of the faculty are also expected (except in cases of illness or other compelling circumstances) to conduct themselves in a professional manner, including the following:

- a) To meet their classes when scheduled.
- b) To be available at reasonable times for appointments with students, and to keep such appointments.
- c) To make appropriate preparation for classes and other meetings.
- d) To perform their grading duties and other academic evaluations in a timely manner.
- e) To describe to students, within the period in which a student may add and drop a course, orally, in writing, or by reference to printed course descriptions, the general content and objectives of a course, announce the methods and

standards of evaluation, including the importance to be assigned various factors in academic evaluations and, in advance of any evaluation, the permissible materials or references allowed during the evaluation. ³

- f) To base all academic evaluations upon good-faith professional judgment.
- g) Not to consider, in academic evaluation, such factors as race, color, religion, sex, sexual orientation, age, national origin, political or cultural affiliation, and lifestyle, activities or behavior outside the classroom unrelated to academic achievement.⁴
- h) To respect the confidentiality of information regarding a student contained in University records; and to refrain from releasing such information, except in connection with intra-University business, or with student consent, or as may be required by law. ⁵
- i) Not to exploit their professional relationship with students for private advantage; and to refrain from soliciting the assistance of students for private purposes in a manner that infringes upon such students' freedom of choice.
- j) To give appropriate recognition to contributions made by students to research, publication, service, or other activities.
- k) To refrain from any activity which involves risk to the health and safety of a student, except with the student's informed consent, and, where applicable, in accordance with the University policy relating to the use of human subjects in experimentation.
- l) To respect the dignity of students individually and collectively in the classroom and other academic contexts.⁶

2) GRIEVANCE PROCEDURES

Any member of the University community may bring to the attention of the divisional chairperson and/or the Vice President for Academic Affairs a complaint that a faculty member has failed, in one or more respects, to meet faithfully the obligations set forth above. The chairperson or Vice President for Academic Affairs, in his discretion, will take such action by way of investigation, counseling, or action -- in accordance with applicable University procedures--as may appear to be proper under the circumstances. The faculty member's and student's interest in confidentiality, academic freedom, and professional integrity in such matters will be respected.

3) INDIVIDUAL GRIEVANCES

In order to provide a means for students to seek and obtain redress for grievances affecting themselves individually, the following procedures should be followed. These are not intended and shall not be used to provide sanctions against faculty members.

4) PROCEDURES

Where an individual student alleges with particularity that the actions of a faculty member have resulted in serious academic injury to the student, the matter shall (if requested) be presented to the Academic Standards Committee for adjudication. Serious academic injury includes, but is not necessarily limited to, the awarding of a

lower course grade than that which the student has earned, or suspension from a class. However, this is not intended to address normal grading decisions of faculty exercised through good faith professional judgments in evaluating student work.

It is the responsibility of the student, before seeking to have a grievance adjudicated, to attempt to resolve the matter by personal conferences with the faculty member concerned and, if such attempts are unavailing, to call the matter first to the attention of the divisional chairperson or the Vice President for Academic Affairs for consideration and adjustment by informal means. If a matter remains unresolved after such efforts have been made, the following grievance procedures shall be employed:

- a) The aggrieved student will file a written statement of charges with the Vice President for Academic Affairs.
- b) If the Vice President for Academic Affairs determines that the charges are subject to adjudication under the terms of the Academic Integrity Guidelines, he will transmit said charges to the Academic Standards Committee, with a copy going to the faculty member and student along with a copy of these regulations.
- c) The letter of transmittal to the faculty member, a copy of which will also be sent to the student, will state the composition of a committee that has been named to meet with the involved parties to make an informal inquiry into the charge.
- d) The committee shall meet with the faculty member, the student, and others as appropriate to review the nature of the problem in an attempt to reach a settlement of the differences. This is not a formal hearing, and formal procedural rules do not apply. Upon completion of this meeting, if not mutually agreeable resolution results, the committee may produce its own recommendation for a solution to the conflict.
- e) Should the committee recommend that the faculty member take some corrective action on behalf of the student, its recommendation shall be provided to the faculty member. As promptly as reasonable and at least within five (5) working days after the faculty member receives the recommendations of the committee, the faculty member shall privately take that action which he or she elects, and so advise the student and chair of the committee of that action.
- f) Should the committee conclude that the faculty member need not take corrective action on behalf of the student, this finding shall be forwarded to both the faculty member and the student.
- g) If the student elects to pursue the matter further, either because he or she is dissatisfied with the resulting action of the faculty member or the conclusion of the committee, he or she should discuss this intent with the chair of the committee, who should review the procedures to be followed with the student. If the student wishes to proceed with a formal hearing, the chair of the committee shall advise the Vice President for Academic Affairs that the case appears to involve a student's claim of serious academic injury, and that the **formal** hearing procedure must be initiated.
- h) The formal hearing should provide a fair inquiry into the truth or falsity of the charges with the faculty member and the student afforded the right to cross-

examine. The Academic Standards Committee shall not permit legal counsel, but a representative from within the University community shall be permitted for both faculty and student.

- i) A suitable record (audio recording) shall be made of the proceedings, exclusive of the deliberations to arrive at a decision.
- j) The proposed decision, which shall be written, shall include a determination of whether the charges have been proved by clear and convincing evidence, together with findings with respect to the material facts. If any charges are established, the decision shall state the particular remedial action to be taken.
- k) The decision shall be submitted to the Vice President for Academic Affairs, who will make an independent review of the hearing proceedings. The Vice President for Academic Affairs may require that the charges be dismissed, or that the case be remanded for further proceedings whenever he or she deems this to be necessary. The Vice President for Academic Affairs may limit the scope of any further proceedings or require that part or all of the original proceedings be reconvened. Upon completion of such additional proceedings, if any, the Vice President for Academic Affairs shall issue a final decision. The Vice President for Academic Affairs may reject any findings made by the Academic Standards Committee, may dismiss the charges or reduce the extent of the remedial action to be taken. If the Vice President for Academic Affairs believes the remedial action may infringe upon the exercise of academic freedom, he will seek an advisory opinion from the Senate Committee on Tenure and Academic Freedom before issuing his or her own decision. The decision of the Vice President for Academic Affairs shall be in writing, set forth with particularity any new findings of the fact or remedies, and shall include a statement of the reasons underlying such action.

5) REMEDIAL ACTION

Remedies on a student's behalf should usually be those agreed to willingly by the faculty member. Other remedial action to benefit a student may be authorized by the Vice-President for Academic Affairs only upon recommendation of the Academic Standards Committee limited to: allowing a student to be evaluated for work that would otherwise be too late to be considered; directing that additional opportunities be afforded for consultation or instruction; eliminating a grade that had been assigned by a faculty member from the transcript; changing a failing letter or numerical grade to a "pass" or "satisfactory" grade, so as not to adversely affect a student's grade average; allowing a student to repeat a course without penalty, schedule and program permitting.

If some action is contemplated that might be deemed to infringe upon the academic freedom of the faculty member, the Vice President for Academic Affairs will seek an advisory opinion from the Greensburg Faculty Senate Committee on Faculty Welfare (FW). In such cases, FW may identify other acceptable remedies or tender advice as may be appropriate in the situation.

No action detrimental to the faculty member will be taken, except as in strict accordance with established University procedures. An adjustment hereunder on the

student's behalf shall not be deemed a determination that the faculty member was in any way negligent or derelict.

6) REVIEW AND APPEAL

A student or faculty member may seek to have the Vice President's final decision (or a determination that the charges are not subject to adjudication) reviewed by the Provost, who may seek the advice of the University Review Board, whose recommendation shall be made to the exhaustion of all required institutional remedies.

If any such determination may be deemed to have a possible adverse effect upon the faculty member's professional situation, the faculty member may seek the assistance of the Tenure and Academic Freedom Committee of the University Senate.

7) TIMELINESS

It is the responsibility of all parties, including administrative officers, to take prompt action in order that grievances can be resolved quickly and fairly. While no explicit time limit could apply to all cases, failure to use diligence in seeking redress may constitute grounds for denial of a hearing or other relief, especially if prejudice results. Parties have the right to seek review of the Provost or to petition the University Review Board for an appeal from a decision of the Academic Standards Committee or investigatory committee within five (5) working days from the date of the decision letter.

8) INVESTIGATORY COMMITTEES AND HEARING BOARDS

The Academic Standards Committee is a standing committee of the Pitt-Greensburg Senate composed of five members: three faculty members, one member of the campus academic administration, and one representative from the SGA. Among the Committee's many student related functions is that of dealing with hearings related to alleged violations of these Academic Integrity Guidelines. The current membership list may be obtained at any time from the office of the Vice President for Academic Affairs (**LH 204**). In case a faculty member removes himself/herself from the proceeding, the remaining faculty members and the **administrative** representative will cooperate to have another faculty member assigned. If a student member resigns from the Committee, the SGA will select another representative. Information about the structure, procedures, and scope of review of the University Review Board may be obtained at any time from the office of the Vice President of Academic Affairs (**LH 204**).

GRIEVANCE PROCEDURES AGAINST SENIOR ADMINISTRATORS

A student complaint of arbitrary or unfair treatment against the principal office of an academic unit (e.g., the campus President) should be made to the Provost. There must be a prompt review and decision on the grievance. Members of the faculty who may be called upon to review and advise on the grievance should be drawn from outside the jurisdiction of the administrator against whom the charge is made.

ENDNOTES

¹ If the faculty member elects not to pursue a complaint submitted by a member of the University community, the complaint can be submitted to an individual appointed by the Vice President for Academic Affairs who can pursue the matter in place of the faculty member.

² In implementation, the decision of the Provost shall be binding on matters of code interpretation & procedures, determination of serious injury, and determination that an allegation is subject to adjudication by the procedures provided by herein.

³ It is expected that a faculty member will provide student with a notion of what is required in a course, and how he/she will be evaluated; a general statement of broadly defined parameters would therefore suffice. If a course is deemed experimental in content, evaluation techniques, or grading practices, the student should also be advised. By academic evaluation is meant measurement or grading of a student's academic performance, such as in written or oral examinations or papers, research reports, or class or laboratory participation.

⁴ If a student charges such discrimination, the Vice President for Academic Affairs will consult with the unit affirmative action officer to ensure compliance with civil rights legislation and regulations. In such cases, the University State Tenure and Academic Freedom Committee may be consulted at any time.

⁵ References or recommendations may be given in good faith by a faculty member on his or her own behalf without documentation of a student's consent if it may be reasonably perceived that the student initiated the request for a recommendation, in response to apparent bona fide inquires, such as those from institutions that state that the student has applied for employment, for admission to a graduate academic unit, or for a professional license.

⁶ Students are advised that other University policies may more appropriately apply to a given grievance or avenue of redress, including, but not necessarily limited to, the *University of Pittsburgh Sexual Misconduct Policy and Procedures*.

**UNIVERSITY OF PITTSBURGH AT GREENSBURG
Academic Integrity Report**

This report will be filed with the Office of the Vice President for Academic Affairs but will not be added to the student's individual file. The report will be destroyed when the student graduates or permanently terminates registration. In the case of a repeat offense, however, the Vice President's Office may provide this information to another instructor or to the Academic Standards Committee (UPG's integrity hearing board).

1. Student's Name _____
Student's University ID Number _____

2. Course Number and Title: _____

3. Course CRN #: _____ Term and Year: _____

4. Date(s) of Student/Faculty Meeting(s) regarding this matter:

5. Brief Description of the Violation of Academic Integrity:

6. Brief Description of the Resolution (including penalties or sanctions):

(OVER)

7. TO BE COMPLETED BY THE FACULTY MEMBER

| | |
|---|-------|
| I have discussed the charge(s) and penalties or sanctions with the student. | |
| _____ | _____ |
| Instructor's Signature | Date |

8. TO BE COMPLETED BY THE STUDENT. SIGN **ONE** OF THE OPTIONS BELOW. FAILURE TO SIGN THE FORM WITHIN THREE ACADEMIC BUSINESS DAYS* FROM THE DATE OF THE LAST FACULTY/STUDENT MEETING REGARDING THIS CHARGE (#4) WILL BE INTERPRETED AS **NOT CONTESTING** THE CHARGE AND SANCTIONS AND WILL RESULT IN THE FORFEITURE OF THE STUDENT'S RIGHT TO A REVIEW BY THE ACADEMIC STANDARDS COMMITTEE.

| | |
|---|----------------------|
| 8A. I DO NOT CONTEST the charge(s), penalties, or sanctions as stated in items # 5 and # 6. I understand that this matter will now be considered to be closed and that I am waiving my right to a review of my case by the Academic Standards Committee. | |
| _____ | _____ |
| Student's Name | University ID Number |
| _____ | _____ |
| Student's Signature | Date |

| | |
|---|----------------------|
| 8B. I CONTEST the charge(s) stated in item #5 and request a review of my case by the Academic Standards Committee. | |
| _____ | _____ |
| Student's Name | University ID Number |
| _____ | _____ |
| Student's Signature | Date |

*For purposes of this procedure, an academic business day is defined as Monday, Tuesday, Wednesday, Thursday or Friday in the Fall, Spring or Summer Terms excluding official University holidays and breaks. The start and end dates of each term will be those listed on the official University calendar.