

## Academic Regulations

### Attendance

Students are required to attend class, arrive on time and participate in all courses for which they are enrolled. Class attendance and participation are essential to academic progress. At the beginning of each semester, instructors will announce the specific attendance requirements for each course according to the policies of their academic departments and colleges. The policy will clearly delineate the number of permissible absences and the sanctions to be applied for excessive absences or tardiness. Each instructor will include the attendance policy on each syllabus to prevent any misunderstanding of the requirements for the course.

### Academic Integrity Policy

Students enrolled at Fairleigh Dickinson University are expected to maintain the highest standards of academic honesty. Students have the responsibility to make known the existence of academic dishonesty to their course instructor and then, if necessary, to their school director or department chair, as well as to the academic dean of their college. Course instructors have the added responsibility to state in advance, in their syllabi, any special policies and procedures concerning examinations and other academic exercises specific to their courses. Students should request this information if it is not provided by their course instructor.

Academic dishonesty includes, but is not necessarily limited to, the following:

1. *Cheating* — Giving or receiving unauthorized assistance in any academic exercise or examination. Using or attempting to use any unauthorized materials, information or study aids in an examination or academic exercise.

2. *Plagiarism* — Representing the ideas or language of others as one's own. A more complete description is listed below in the section titled "Plagiarism Described."

3. *Falsification* — Falsifying or inventing any information, data or citation in an academic exercise.

4. *Multiple Submission* — Submitting substantial portions of any academic exercise more than once for credit without the prior authorization and approval of the current instructor.

5. *Complicity* — Facilitating any of the above actions or performing work that another student then presents as his or her assignment(s).

6. *Interference* — Interfering with the ability of a student to perform his or her assignment(s).

### Plagiarism Described\*

As defined by the Council of Writing Program Administrators, plagiarism "occurs when a writer deliberately uses someone else's language, ideas or other original (not common-knowledge) material without acknowledging its source." ("Defining and Avoiding Plagiarism: The WPA Statement on Best Practices" <<http://www.wpacouncil.org/positions/WPAplagiarism.pdf>>)

Plagiarism can occur in the following ways:\*\*

- Using text from another source (e.g. websites, books, journals, newspapers, etc.) without documenting the source;
- Using direct quotation from a text without quotation marks, even if the source has been cited correctly;
- Paraphrasing or summarizing the ideas or text of another work without documenting the source;
- Substituting a word or phrase for the original while maintaining the original sentence structure or intent of the passage;
- Using graphics, visual imagery, video or audio without permission of the author or acknowledgment of the source;
- Translating text from one language to another without citing the original work;
- Obtaining packaged information, foreign language translation or a completed paper from an online source and submitting it as one's own work without acknowledgment of the source; and
- Presenting the work of another student as one's own.

Fairleigh Dickinson University students are responsible for authenticating any assignment submitted to a course instructor should the instructor request it. Students must be able to produce proof that the assignment they submit is actually their own work. Therefore, students must engage in

\*Adapted from the Kirkwood Community College plagiarism policy distributed at "Critical Challenges in Distance Education: Cheating and Plagiarism Using the Internet" workshop — April 3, 2003.

\*\*From the Newark Academy Plagiarism Statement.

a verifiable work process on all assignments:

- Keeping copies of all drafts of work;
- Making photocopies of research materials (including downloads from websites);
- Writing summaries of research materials;
- Keeping Writing Center receipts;
- Keeping logs or journals of their work on assignments and papers; and
- Saving drafts or versions of assignments under individual file names on a computer, external drive or other source.

In addition to requiring students to authenticate their work, Fairleigh Dickinson University course instructors may employ various other means of ascertaining authenticity — such as using search engines to detect plagiarism, using external plagiarism-detection services, creating quizzes based on student work and requiring students to explain their work and/or process orally. The inability to authenticate work is sufficient grounds for a charge of plagiarism.

If subsequent evidence of plagiarism should be found after a grade has already been assigned, course instructors have the right to lower the grade and/or apply one of the sanctions listed below.

### Sanctions

Any student violating the University's Academic Integrity Policy will, for their first offense, receive one or a combination of the following penalties imposed by the course instructor:

1. *No Credit (0) or Failure* for the academic exercise.
2. *Reduced grade* for the course.
3. *Failure* in the course.
4. Recommendation for *Academic Probation* to the dean of the college in which the student is registered.

The course instructor shall file a notice using the University's Academic Integrity Policy Violation Report, a copy of which will be placed in the student's file maintained in the campus Office of Enrollment Services and in the Office of the Dean of Students.

In cases of interference and complicity, whether or not the student is registered in the affected course, the incident and penalties shall be recorded in the student's file maintained in the campus Office of Enrollment

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ment Services and in the Office of the Dean of Students.

For a subsequent violation of academic integrity, a student will be subject to any combination of the above sanctions, and, after due review by the academic dean according to the procedure noted below, one of the following:

1. *Suspension* from the University for one year. Readmission will be contingent upon the approval of the academic dean.

2. *Dismissal* from the University. (Note: Dismissal from the University will be identified on the student's academic transcript as a result of the violation of the Academic Integrity Policy.)

## Procedure

When a course instructor believes that a student has violated the Academic Integrity Policy, the course instructor shall discuss the incident with the student as soon as possible. If, after the conference, the course instructor determines that an act of academic dishonesty has occurred, the course instructor may impose the appropriate sanctions. Within five days of the course instructor's action, the course instructor shall complete the Academic Integrity Policy Violation Report, copying his or her school director or department chair and the college dean. Within five days of completion of the course instructor's report, the academic school or department shall notify the student via certified mail/return receipt of the sanctions and the appeals' process. Copies of the notice shall be sent to the director of the school or chair of the department of the student's major, to the dean of the college in which the course is offered and to the campus Office of Enrollment Services and Office of the Dean of Students. The student may appeal the course instructor's decision as outlined below. Upon completion of the appeals process, the school director or department chair shall notify the student of the final disposition of the matter and the sanctions to be imposed, if any, via certified mail with copies to the course instructor, college dean, campus director of enrollment services and dean of students.

## Appeals Process

A student who is charged with violating the Academic Integrity Policy by a course instructor may appeal in writing to the director of the school or chair of the department in which the alleged incident

took place. The letter must state the specific grounds for the appeal. The student must submit a written appeal to the school director or department chair within 14 days of receipt of the notification of the imposed sanctions. Failure to make an appeal within this 14-day period shall constitute a waiver of the student's right to appeal. Within 10 working days of receipt of the student's appeal, the school director or department chair will review the circumstances of the alleged violation with the student and the course instructor and recommend upholding, modifying or dismissing the sanctions imposed by the instructor. The school director or department chair, within five working days, shall notify the student in writing via certified mail of the outcome, with copies to the course instructor, school director or department chair of the student's major, academic dean of the college in which the course is offered, campus director of enrollment services and dean of students. If it is determined that a violation of academic integrity did not occur, the student's final grade in the course cannot be based on the assumption of such violation. If the differences between the course instructor and the student are not resolved by this review, the student may appeal the outcome to the dean of the college in which the course is offered.

Within 10 working days of the school director or department chair's notification, the student may submit a written appeal to the dean of the college in which the alleged dishonesty took place. The letter must state the specific grounds for the appeal. Upon receipt of the student's appeal, the dean shall provide the course instructor and his or her school director or department chair with a copy of the student's appeal. Within 10 working days, the dean shall convene a five-person appeals committee consisting of a faculty member at large from the college in which the course is offered, the dean or his or her designee, the dean or his or her designee, the campus dean or his or her designee, a faculty member from the department or school of the student's major and a student selected by the campus dean of students from the college in which the alleged dishonesty took place. The hearing will be chaired by the college dean or his or her designee. The role of the appeals committee is to review the record of the matter and determine whether a finding of academic dishonesty is found-

ed and whether the sanction imposed by the course instructor is consistent with the terms of this policy. The committee shall base its decision upon a review of the record but may meet with the student and the course instructor to secure additional information to help it in making a determination about the merits of the appeal. The committee can uphold, modify or dismiss the sanction imposed by the course instructor. The college dean shall notify the student (and campus director of enrollment services and dean of students) of the committee's decision within five working days of the hearing. For a second offense of academic dishonesty, the academic dean can "suspend or dismiss" the student as indicated above.

For a sanction of suspension or dismissal imposed by the academic dean, the student may file a written appeal to the University provost/senior vice president for academic affairs within 10 working days of receiving the notification of the dean's decision. The University provost or his or her designee, shall review the case within 10 working days of the receipt of the appeal. The University provost shall make the final decision, using any appropriate resources to assist in deciding the appeal. The University provost shall then notify all parties in writing of his or her final decision within five working days of the decision.

*Revised January 28, 2015*

## Credit Hour Definition

The University's calculation of credit hours for all credit-bearing courses and degree programs follow rules established by the New Jersey Secretary of Higher Education, which are consistent with the U.S. Department of Education's definition of a credit hour:

Section 9A:1-1.2 of the New Jersey Administrative Code provides that "*Semester credit hour*" means *50 minutes of face-to-face class activity each week for 15 weeks (or the equivalent attained by scheduling more minutes of face-to-face class activity per week for fewer weeks in the semester) in one semester complemented by at least 100 minutes each week of laboratory or outside assignments (or the equivalent thereof for semesters of different length).*

## Academic Load

A student registered for 9 credits per semester is considered a full-time graduate student. Half-time status is applied to students who register for a minimum of 4.5 credits. The only exception to this regulation will be those students in their final semester before graduation who need fewer than 9 credits to graduate and who normally have carried 9 or more credits per fall or spring semester while attending FDU. A student may register for a maximum of 15 credits (18 credits in some cases) with written approval of the college dean and the department chairperson, school director or institute director of his/her major.

The maximum number of credits that can be taken each summer session is 9 credits. Exceptions are made only for students who have demonstrated outstanding academic achievement and who have written approval of the college dean and the department chairperson or school director of their major.

No credit will be allowed for courses taken at another accredited institution of higher learning while enrolled in a degree program at Fairleigh Dickinson University unless approved in advance and in writing by the college dean, school or institute director and the student's major department chairperson or school/institute director.

## Degree Requirements

1. Students must complete all required credits for the program at Fairleigh Dickinson University other than those for which transfer credits have been awarded.

2. A cumulative grade point ratio (CGPR) of at least 2.75\* is required for graduation from all colleges except the Silberman College of Business, the Public Administration Institute and corporate and organizational communication program (Maxwell Becton College of Arts and Sciences) and the Henry P. Becton School of Nursing and Allied Health's Doctor of Nursing Practice (DNP) program, which require 3.00; a grade point ratio of at least 3.25 is required for the Ph.D. program in clinical psychology and Psy.D. program in school psychology. Students who receive two or more C grades will be warned, and

if evidence of definite improvement in their academic performance does not ensue, they will be asked to withdraw from graduate study.

3. All graduate programs have an exit requirement for graduation. Students should ascertain the specific requirements from their departments.

4. Students must check with their department to ascertain whether a thesis is required for the degree. When the master's thesis is completed — whether required or optional — a candidate must file three copies of the approved thesis with the Office of Enrollment Services, no later than the last day of final examinations for any given semester. If the student's adviser does not require a copy of the approved master's thesis, a candidate need only file two copies of the approved thesis with the Office of Enrollment Services. Students must register for two semesters of Research and Thesis consecutively. Students must use the approved form for typing the master's thesis. Information may be obtained from the student's adviser.

5. Students should check with their major department to ascertain whether a comprehensive examination is required for their degree. If a comprehensive examination is required, students should inquire from their department as to the date for filing for the examination and the date on which it will be given.

6. A graduate program of study must be completed within a period of five years from the time the student first registers for graduate study. Exceptions to the **five-year** limitation or to the Silberman College of Business' **seven-year** limitation must be requested **in writing** to the dean or the institute director and the student's major department chairperson or school director or institute director.

7. A candidate who is deficient in the basic undergraduate prerequisites will be required to meet the deficiency or deficiencies according to department or school guidelines.

## Maintenance of Matriculation Status

In order to maintain matriculation status, students must register consecutively for the fall and spring semesters. If consecutive registration is not maintained, students

must reapply to the Admissions Office. It is recommended that graduate students who find it necessary to absent themselves from a major semester at the institution register for matriculation maintenance, thereby retaining active status. This process also provides the opportunity for the students to avail themselves of the use of various University facilities, i.e., recreational facilities and the libraries. See the "Tuition and Fees" section (page 21) for matriculation maintenance fee.

## Leave of Absence

A leave of absence allows students to interrupt their graduate studies if necessary.

A leave of absence is granted for one semester with the privilege of renewal for one more consecutive semester. Request for a leave of absence must be approved in writing by the student's department chairperson or school director and the college dean. (Information on procedures for requesting a leave of absence is available from the Office of Enrollment Services on each campus.) Students wishing to renew their leave of absence also must do so in writing.

Students who have been granted a leave of absence will be maintained as students in good standing during the semester in which a leave of absence is taken, but will be discontinued from graduate study unless students register the semester following a leave of absence, or request and are granted an extension of the leave of absence.

## Withdrawal

Students must notify the Office of Enrollment Services in writing of their intention to withdraw from graduate study. Students who wish to return at a later date must reapply through the Admissions Office.

## Candidacy for a Graduate Degree

A Declaration of Candidacy form, accompanied by an appropriate fee, must be filed in the Office of Enrollment Services no later than eight months preceding graduation. Filing dates must be obtained from the Office of Enrollment Services. Degrees are awarded September 1, February 1 and the day of commencement in May.

\*Check degree requirements for individual majors.

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## Grades

A system of grade points is used to determine students' general averages. Weighted letters for each credit hour are assigned grade points. (See below.)

The value of weighted letter grades is as follows:

A = 4.00	C+ = 2.33
A- = 3.67	C = 2.00
B+ = 3.33	F = 0.00
B = 3.00	
B- = 2.67	

The definition of other letter grades is as follows:

P	Pass
NC	No Credit
W	Withdrawal
I	Incomplete

If students wish to withdraw from a course, they must notify the Office of Enrollment Services on the form provided. Mere nonattendance or nonpayment of tuition does not constitute an official withdrawal.

## Regulations Governing Letter Grades

**P-Pass** — to be counted toward degree requirements but not averaged into students' cumulative grade point ratio (CGPR). P-Pass is not permitted in the Silberman College of Business.

**NC-No Credit** — not to be credited toward the degree requirements nor averaged into the CGPR. NC-No Credit is not permitted in the Silberman College of Business.

**W-Withdrawal** — not to be credited toward the graduate requirements nor averaged into the CGPR. Graduate students may withdraw from a course through the ninth week of a semester (through the fourth week of a summer session). After the ninth week (fourth week in summer sessions), withdrawal may be permitted for serious, documented, medical reasons or other unusual extenuating circumstances. Students requesting late withdrawal should present evidence of unusual circumstances and/or medical documentation to the Office of Enrollment Services.

**I-Incomplete** — this designation is not a substitute for a letter grade. It merely describes a student's temporary status in a course. It is to be given only in exceptional or emergency circumstances at the discretion of, and after consultation with, the

instructor. Students have a responsibility to notify the instructor of circumstances preventing them from completing the requirements on time. Students will have up to the third week of the next full semester (excluding summer sessions) to complete the requirements. If the requirements have not been met within the prescribed period, the I will automatically become an F. The F is a letter grade and will count in the student's CGPR.

Special regulations may apply for Research and Thesis and Advanced Special Projects.

Requests for extensions must be made to the instructor, approved by the chair or director and forwarded to the college dean and the Office of Enrollment Services.

## Grade Appeal Procedure

While it is recognized that faculty hold the right and responsibility to grant a grade, a student who receives a grade that he or she believes to be unwarranted may appeal that grade by engaging in the following process:

1. Within the first three weeks\* of the start of the following full semester (fall or spring) in which the grade is received, the student shall have informally appealed the grade to the instructor. If no resolution of the matter results to the student's satisfaction, the student may initiate the following formal appeal process.

2. The student shall request in writing a meeting with the respective department chairperson or school director concerning the grade in question.

3. The chair or director shall report to the student on the resolution of the appeal within two weeks of that meeting.

4. If the issue is not resolved to the student's satisfaction, the student has one week to appeal in writing to the dean of the college in which the course is taught.

5. The dean shall review the entire matter with the student, the faculty member and/or the chairperson/school director involved.

6. If the dean feels there is no basis for a grade change, that determination is final and should be conveyed to the student in writing within two weeks of receipt of the student's appeal.

*\*In the case of a student who is being kept from either graduating or registering because of the grade in question, the process should begin immediately upon receipt of the grade report. If either the instructor or department chair/school director is unavailable, the student may proceed directly to the dean.*

7. If the dean believes that an erroneous grade exists, the dean shall attempt to resolve the issue with the instructor. If, however, resolution is not achieved, the dean shall refer the case to the College Ad Hoc Grade Appeal Committee.

8. The committee is expected to convene within two weeks after receipt of the dean's referral.

9. Each College Ad Hoc Grade Appeal Committee shall consist of three faculty and one alternate selected by the college dean, and a professional staff person selected by the dean of students. Whenever possible, two of the faculty shall belong to the department or discipline of the instructor whose grading is in question.

10. The committee shall have the authority to recommend an appropriate course of action to the dean who shall have the authority to implement the recommendation. The recommendation shall be conveyed to all parties involved, in writing.

## Repeated Courses

If a student repeats a course, both the first and the second grade will remain on the transcript and will be computed into the cumulative grade point ratio.

## Transcripts of Records

Transcripts of records are made available via an online ordering service at [www.getmytranscript.org](http://www.getmytranscript.org). The cost of a transcript is \$4.00. Transcripts may be withheld if a student owes money to the University or has past-due federal loans at the time of the request.

## Major Religious Holy Days

The University respects the observance of major religious holy days by members of the campus community. Officers of administration and of instruction responsible for the scheduling of required academic activities or essential services are expected to avoid conflict with such holy days as much as possible.