

4. Academic Regulations

Undergraduate Students

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 express the specific attendance requirements for each course according to the policies of their academic departments and colleges. The policy should clearly delineate the number of permissible absences and the sanctions to be applied for excessive absences or tardiness. Each instructor should include his or her attendance policy on each syllabus to prevent any misunderstanding of the requirements for the course.

Student Status

Student status shall be determined by the number of credits per fall or spring semester. A full-time student is one who registers for 12 or more credits, and a part-time student is one who registers for less than 12 credits. Half-time status is applied to students who register for a minimum of six credits but less than 12 credits. The only exception to this regulation will be those students in the final semester before graduation who need fewer than 12 credits to graduate and who normally have carried 12 or more credits per fall or spring semester while attending Fairleigh Dickinson University. These people will be considered full-time students.

All international students whose status is F-1 (student) or J-1 (exchange visitor) are required to maintain full-time status at all times. Full-time status means enrollment for 12 credits at the undergraduate level or 9 credits at the graduate level. According to immigration and naturalization regulations, failure to maintain full-time status jeopardizes a student's legal stay in the United States and subjects the student to deportation. The only exception to this regulation is for a student in the final semester before graduation needing fewer than 12 (undergraduate) or 9 (graduate) credits to graduate. An international student in this situation must contact the Office of International Student Services for approval to drop below full-time status.

Consult with the Financial Aid Office or the University bulletin for the definition of full-time status for the purpose of determining financial aid eligibility.

Academic Standards

The University expects its students to make normal progress toward a degree. For most students, this means the attainment of at least a 2.00 grade point ratio for each semester. Students whose grade point ratio falls below 2.00 should immediately check with their adviser regarding their status. The Henry P. Beeton School of Nursing and Allied Health requires that students maintain a grade point ratio of 2.50 for progression in the nursing courses.

Probation and Academic Disqualification

A student will be placed on probation if the semester or cumulative grade point ratio (CGPR) falls below 2.00. A student will be continued on probation for one semester if the semester grade point ratio is 2.00 or higher, but the cumulative grade point ratio is below 2.00. Thereafter, the student must maintain a semester grade point ratio of at least 2.20 until the cumulative grade point ratio reaches 2.00 to continue with a full academic load. A cumulative grade point ratio of at least 2.00 is required for graduation.

Repeated Courses

If a student repeats a course, both the first and second (third, etc.) grades will remain on the transcript, but only the last earned grade will be computed in the cumulative grade point ratio. (Note: P, NC, W, I and AU are not considered earned grades.) Both courses must be taken at FDU.

Scholastic Eligibility for Athletics and Cocurricular Activities

Cumulative grade point ratios (CGPR) have been established for eligibility to participate in athletics. All students should meet the following standards: a 1.80 CGPR at the end of the freshman year and a CGPR of at least 2.00 from then on. Student organization members must have at least a minimum CGPR of 2.00 and executive board members must have at least a 2.50 CGPR.

Academic Load Requirements to Participate in Athletics

Student-athletes must be enrolled in a minimum of 12 credit hours during the fall semester and 12 credit hours during the spring semester to be eligible for practice and competition. If a student-athlete drops below this number of credits, the student-athlete is immediately ineligible (scholarship athletes should also note that their grant-in-aid will be canceled if they fall below full-time status and they will be responsible for repayment of their grant). Note: Only student-athletes in their final undergraduate semester may be enrolled in less than 12 credits if they need a lesser number to graduate. The student's graduation audit must be complete and acts as confirmation. Graduate student-athletes are required to enroll in a minimum of nine credits for athletic eligibility.

Grades and Grade Points

A system of grade points is used to determine a student's general average. Letter grades are used to evaluate performance, and each credit hour is assigned grade points. Assigned letter grades and grade points are as follows:

A	=	4.00	C+	=	2.33
A-	=	3.67	C	=	2.00
B+	=	3.33	C-	=	1.67
B	=	3.00	D	=	1.00
B-	=	2.67	F	=	0.00

The grade point ratio of a student is equal to the total number of grade points divided by the total number of credits attempted.

The value of other letter grades is as follows:

P	=	Pass	AU	=	Audit
I	=	Incomplete	W	=	Withdrawal
NC	=	No Credit			

Regulations governing letter grades:

P=Pass — to be counted toward baccalaureate requirements but not averaged into students' cumulative grade point ratios (CGPR) except for developmental courses, such as ENGL0098 Fundamentals of Composition I or MATH0198 Fundamental Mathematics, that do not apply toward degree requirements.

NC=No Credit — not to be credited toward the baccalaureate requirements nor averaged into the CGPR.

P/NC=Pass/No Credit — undergraduate students may elect to take a maximum of 12 credits for Pass/No Credit (P/NC) if they have completed a minimum of 64 credits in residence and are in good academic standing. Courses in which a P is earned will count toward the credit requirements for the degree. The cumulative grade point ratio (CGPR) is not affected by the P or NC grade. A weighted letter grade will not be provided after the P/NC option has been declared. Students must apply for P/NC within the first three weeks of the fall and spring semesters and within the first week of intersession and summer sessions.

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 for completing all work in a course on time. They have the added responsibility of notifying 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 re-

quirements have not been met within the prescribed period, the I automatically will become an F. The F is a letter grade and will count in the student's CGPR.

W=Withdrawal — not to be credited toward the baccalaureate requirements nor averaged into the CGPR. A student 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.

Leaves of Absence

A leave of absence that permits a student to return without penalty may be granted only to a matriculated student with a cumulative grade point ratio of 2.00 or higher. A leave may cover only one semester with the privilege of renewal for one more consecutive regular semester.

A leave of absence may be granted for (1) medical, (2) financial, (3) employment or (4) military reasons. Verification in writing must be furnished where applicable by the physician, employer or other authority.

Authority to grant a leave of absence resides with the dean of students.

Limited circumstances permit an international student (F-1 or J-1) to obtain a leave of absence. In most cases a leave of absence requires an international student to return to his or her home country immediately. The Office of International Student Services must approve a leave of absence. Failure to receive Office of International Student Services approval will jeopardize the student's student/exchange visitor status in the United States.

Transcripts of Records

Transcripts of records are made available for a fee of \$5.00 for the first copy and \$1.00 per additional copy at time of request. No official transcripts are made directly available to students. The application for the transcript of record must be made in writing by the student on forms provided in the Office of Enrollment Services. Forms should be filed at least one week before the transcript is needed. Transcripts may be withheld if a student owes money to the University at the time of the request.

Readmission

Those suspended from the University may apply for readmission after a lapse of at least one semester, exclusive of the summer/winter sessions. In these cases, substantial evidence of readiness to resume college-level work must be submitted.

The request for readmission must be filed with the Admissions Office before August 1 for the fall semester and December 1 for the spring semester.

Statement of Withdrawal from Course(s) (Add/Drop)

Once students have been registered for courses (processed on terminal in the Office of Enrollment Services), they have, in effect, signed a commitment with the University. Students will be billed for those courses and will be held responsible for the payment of the tuition and all fees for the semester.

Nonpayment of tuition and/or nonattendance (never attending a class) by the student will not constitute an official withdrawal.

Only those students who submit a written withdrawal request to the Office of Enrollment Services before the first day of the semester will be granted a 100 percent cancellation of commitment or refund of tuition.

Students who submit a written withdrawal request during the first five weeks of the semester (only) will be prorated for a partial cancellation of their commitment regardless of nonpayment.

For further details, please refer to the current *Undergraduate Studies Bulletin*.

Honors and Academic Dean's Lists

The Honors Lists and Academic Dean's Lists are issued each semester and contain the names of students who have achieved a grade point ratio of at least 3.50 and 3.20 respectively. To be eligible, full-time students must complete a minimum of 12 credits during a semester. Weighted letter grades must be earned for all courses except for those that may be taken on a P/NC basis and may be included provided that a P grade is earned. Exceptions to the 12-credit minimum are as follows:

(1) Full-time students who are in special programs of study such as the internship program in accounting or the clinical internship for allied health majors and (2) students beyond 95 credits who can complete degree requirements with a reduced load. In these special instances, all courses must be taken on a weighted letter grade basis.

Part-time students may qualify for the Honors List or Dean's List if they carry six or more credits each semester and achieve a grade point ratio of at least 3.50 and 3.20, respectively, for a minimum of 12 consecutive credits. Weighted letter grades must be earned for all courses except for one which may be taken on a P/NC basis and may be included provided that a P grade is earned.

The University Honors Program

The University Honors Program recognizes students of high academic achievement and talent. It offers gifted and motivated students the opportunity to pursue a course of college study that combines a broad liberal education with intensive, guided study in a particular major field of interest. The Honors Program encourages experiential learning that takes place outside the classroom. Students are offered the opportunity to pursue specialized internships, to take advantage of New York City's and New Jersey's varied cultural and educational resources, to undertake independent research and to prepare a student thesis.

The curriculum of the University Honors Program features advanced honors sections of the University Core curriculum as well as a variety of other honors-level studies.

The FDU Honors Program scholar is an individual interested in sharing in the community of scholarship and collegiality of the University. Each is an individual who has demonstrated a high degree of academic competency, intellectual curiosity and personal maturity. Each is an individual who has shown promise of benefiting from a program with specially focused curriculum requirements, individual guidance and independent study. Entering freshmen with a 3.00 (B) grade point ratio in high school and combined Scholastic Aptitude Test (SAT) scores of 1150 (or equivalent American College Testing [ACT] scores) are eligible for consideration to participate in the Honors Program. Any qualified transfer student or currently enrolled student may apply for membership in the University Honors Program at any time during their college studies. To qualify for University Honors Program recognition upon graduation, however, students must apply for admission into the program before the first semester of their junior year.

For detailed information about the University Honors Program, please contact the Honors Program Office at (201) 692-2407.

Graduation Honors

A student whose cumulative grade point ratio (CGPR) is 3.85 or higher will receive his or her degree *summa cum laude*; if the CGPR is 3.67, *magna cum laude*; if the CGPR is 3.33, *cum laude*. Only weighted grades will be included in computing honors. Only the credits taken at Fairleigh Dickinson University, a minimum of 54 credits, will be used in this evaluation.

Associate degree honors are awarded to students who achieve a 3.67 CGPR in two-year programs (associate degree programs) at Fairleigh Dickinson University.

This revision applies to all students entering the University as of August/September 2006 (new students and transfers). Students enrolled prior to August/September 2006 will continue to be evaluated under the criteria of the policy in effect when they enrolled.

Graduate Students

Attendance

Students are expected to regularly attend the classes for which they are enrolled, as class attendance is essential to academic progress. Individual instructors may include class participation in the determination of the final grade. Each instructor will announce his or her grading policies at the beginning of the semester in each course, making clear the weight to be given to participation in grade determination.

Academic Load

A student registered for nine credits per semester is considered a full-time graduate student. A student may register for a maximum of 15 credits with written approval of the College dean or Institute director and the department chairperson or school director of the major.

The maximum number of credits each summer session is eight 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 the 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 or Institute director and the student's major department chairperson or school director.

Degree Requirements

1. A minimum of 24 to 30 credits must be completed at Fairleigh Dickinson University. Check with your department or school for the exact requirement.
2. A cumulative grade point ratio of at least 2.75 is required for graduation from all colleges except the Silberman College of Business and the Lee Gildart and Oswald Haase School of Computer Sciences and Engineering in University College: Arts • Sciences • Professional Studies, which require a CGPR of 3.00. A scholastic average of at least 3.25 is required for the PhD program in clinical psychology. Students must also remain in good standing. University College and Anthony J. Petrocelli College of Continuing Studies 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. Most graduate programs have an exit requirement for graduation. Check with your department or school to ascertain the specific requirement.
4. Students must check with their department or school 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 or school to ascertain whether a comprehensive examination is required for their degree. If a comprehensive examination is required, students should inquire from their department or school 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 to seven years from the time the student first registers for graduate study (University College, five years; Petrocelli College, six years; and Silberman College, seven years). Requests for exceptions to the limitation must be made in writing to the College dean or Institute director and the student's major department chairperson or school 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. The matriculation maintenance fee is \$100.00 per semester for the master's program, \$270.00 per semester for the doctoral program in school psychology and \$270.00 for the PhD in the clinical psychology program.

Leaves of Absence

Leaves of absence allow 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 semester. University College requires that the second leave be for a consecutive semester. Requests for leaves 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.) Students wishing to renew their leave of absence must also do so in writing.

Students who have been granted leaves 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 the student registers the semester following a leave of absence or requests and is granted an extension of the leave of absence.

Withdrawal

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

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. Students are encouraged to apply at least one semester before they intend to graduate.

Grades

A system of grade points is used to determine a student's general average. Weighted letters for each credit hour are assigned grade points. The following letter grades are assigned in graduate courses:

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

The definition of other letter grades is as follows:

P	=	Pass
W	=	Withdrawal, no credit
NC	=	No Credit
I	=	Incomplete

Regulations Governing Letter Grades

P=Pass — to be counted toward degree requirements but not averaged into students' cumulative grade point ratios (CGPR).

NC=No Credit — not to be credited toward the degree requirements nor averaged into the CGPR.

W=Withdrawal — not to be credited toward the graduate requirements nor averaged into the CGPR. A graduate student 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 automatically will 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 Office of Enrollment Services by the instructor and approved by the chairperson or director and College dean.

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.

Academic Integrity Policy

Students enrolled at Fairleigh Dickinson University are expected to maintain the highest standards of academic honesty. Students have the responsibility to each other to make known the existence of academic dishonesty to their course instructor and then, if necessary, the department chair or 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 not distributed by the 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 of 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 assignments.

6. Interference — Interfering with the ability of a fellow student to perform his or her assignments.

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. Web sites, books, journals, newspapers, etc.) without documenting the source;

**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.*

- 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 students are responsible for authenticating any assignment submitted to an 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 a verifiable work process on all assignments:

- Keeping copies of all drafts of work;
- Making photocopies of research materials (including downloads from Web sites);
- Writing summaries of research materials;
- Keeping Writing Center receipts;
- Keeping logs or journals of your work on assignments and papers; and
- Saving drafts or versions of assignments under individual file names on a computer or diskette.

In addition to requiring students to authenticate their work, Fairleigh Dickinson University 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, instructors have the right to lower the grade and/or apply one of the sanctions listed below.

Sanctions

Any student violating academic integrity will, for the first offense, receive one or a combination of the following penalties imposed by the faculty member:

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 instructor shall file a notice of the penalty in the student's file maintained in the campus Office of Enrollment Services.

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

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 below, one of the following:

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

3. Dismissal from University identified on the student's academic transcript as a result of a violation of the Academic Integrity Policy.

Procedure

When a faculty member believes that a student has violated the academic integrity policy, the faculty member shall discuss the incident with the student as soon as possible. If after the conference, the faculty member determines that an act of academic dishonesty has occurred, the faculty member may impose the appropriate sanctions. Within five days of the faculty member's action, the faculty member shall notify his or her department chair/school director in writing of the circumstances of the violation and the imposed sanctions. Within five days the academic department/school shall notify the student via certified mail/return receipt of the sanctions and the appeals' procedures. Copies of the notice shall be sent to the chair of the department or director of the school of the student's major, the dean of the college in which the course is offered and the campus Office of Enrollment Services. The student may appeal the instructor's decision as outlined below. Upon completion of the appeals process, the dean 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 faculty member, the department chair/school director and the campus director of enrollment services.

Appeals Process

A student who is charged with violating the academic integrity policy by an instructor may appeal in writing to the chair of the department or the director of the school 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 department chair or school director within 14 days of the receipt of the notification of the imposed sanctions. Failure to make an appeal within this 14-day period shall constitute a waiver of the appeal right. Within 10 working days of receipt of the student's appeal, the chair/director will review the circumstances of the alleged violation with the student and the instructor and recommend upholding, modifying or dismissing the sanctions imposed by the instructor. The chair/director, within five working days, shall notify the student in writing via certified mail of the outcome, with copies to the instructor, the chair/director of the student's major, the academic dean of the college in which the course is taught and the campus director of enrollment services. 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 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 department chair/school director'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 faculty member and his or her chair/director with a copy of the student's appeal. Within 10 working days the dean shall convene a five-person hearing 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 campus dean of students 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 founded and whether a sanction 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 faculty member 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 instructor. The college dean shall notify the student 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 resource 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 his or her decision.