

# Academic Regulations



## Undergraduate Students

### 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 ratios fall below 2.00 should immediately check with their adviser regarding their status. The Maxwell Becton College of Arts and Sciences at the Florham Campus requires a grade point ratio of 2.33 in the major for graduation. The Silberman College of Business requires students to earn a “C” or better in courses in their majors. The Henry P. Becton School of Nursing and Allied Health requires that students maintain a grade point ratio of 2.50 for progression in the nursing courses.

### Application for Graduation

Students are required to apply for graduation via WebAdvisor by selecting the link “Apply for Graduation.” This should be done no less than eight months prior to graduation date. Before applying for graduation, students should carefully review their degree requirements with their advisers and be prepared to fulfill any deficiencies. A graduation fee will be charged to the student’s account at the time of application. Degrees are awarded September 1, February 1 and the day of commencement in May.

### 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.

### Discipline-oriented Becton Honors Program

The honors program at the Florham Campus’ Maxwell Becton College of Arts and Sciences is the right choice for the student whose goal is excellence.

A student may select the Becton Honors Program in most of the College’s majors, including: biology, chemistry, communication studies, computer science, economics, English language and literature, film and animation, fine arts, French language and literature, history, mathematics, political sci-

ence, psychology, sociology, Spanish language and literature and theater arts.

Students in the honors program:

- Engage in self-directed scholarly inquiry and research;
- Acquire sophisticated knowledge of and skills in their own field;
- Prepare for high levels of achievement in advanced study and professional life;
- Learn to explore new ideas and take intellectual risks;
- Develop an enhanced awareness of their discipline’s standards and ethics;
- Cultivate habits of independent thought and creativity; and
- Strive for objectivity in scholarly discourse and analysis.

Honors students also are encouraged to take advantage of a unique cultural, academic and social experience by spending a semester at the University’s Wroxton College in England. Housed in a 17th-century Jacobean mansion, Wroxton offers a diverse range of studies; a highly qualified, all-British faculty; and the enlightenment of studying abroad. While there, students can venture on exciting cultural and recreational excursions to places such as Oxford, Stratford-upon-Avon, London and mainland Europe.

Students interested in a more broadly based honors experience rather than honors in a major can choose the University Honors Program described on page 21. It has an interdisciplinary focus building on honors courses in the University Core and has a separate application process.

### 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 follow

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
- I = Incomplete
- NC = No Credit
- AU = Audit
- W = Withdrawal

Regulations governing letter grades:

**P — Pass** — to be counted toward baccalaureate requirements but not averaged into students' cumulative grade point ratios (CGPRs).

**NC — No Credit** — not to be credited toward the baccalaureate requirements nor averaged into 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. Courses taken P/NC may not be in a student's major or required for college or University Core.

**I — Incomplete** — is not a substitute for a letter grade. This designation 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 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.

**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 dean of the college.

## Graduation Honors

A student whose cumulative grade point ratio (CGPR) for four years is 3.85 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. Credits taken at Fairleigh Dickinson University and approved credits taken at other academic institutions after a student matriculates, with 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 at Fairleigh Dickinson University, in which half of the total credits must be taken at FDU.

## Honors and Academic Dean's Lists

The academic Honors Lists and academic Dean's Lists are issued each semester and contain the names of students who have achieved a minimum grade point ratio of 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 one 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 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 6 or more credits each semester and achieve a grade point ratio of 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 that may be taken on a P/NC basis and may be included provided that a P grade is earned.

## Leave 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 and (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.

Leaves granted for medical reasons require that the condition necessitating the leave be ameliorated by medical or therapeutic treatment according to current standards of treatment, including if such standards call for continuing treatment subsequent to return to studies. Written verification from treating professionals will be required before return, and intermittently for continuing treatment.

## Probation and Academic Disqualification

A cumulative grade point ratio of at least 2.00 is required for graduation. A student also must achieve the grade point ratio requirement for his or her major area of study.

A student will be placed on probation if the semester or cumulative grade point ratio falls below 2.00. A student usually 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.

The Silberman College of Business may decide to suspend a student if the student continues to be on probation for three consecutive semesters.

## Readmission

Those suspended from the University may apply for readmission after a lapse of at least one semester exclusive of the summer session. 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.

## 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 (CGPR). (Note: weighted P, NC, W, I, AU are not considered earned grades.) Any repeated course taken to remove the credits attempted and any grade points earned from a lesser previous grade must originally have been taken at Fairleigh Dickinson University and must also be repeated at FDU.

If a student has been found guilty of academic dishonesty, the F grade for this course is not to be removed from the cumulative grade point ratio calculation when the course is repeated.

## Student Grade Appeals/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 concerning the grade in question.
3. The chair 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 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.
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.

*\*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 is unavailable, the student may proceed directly to the dean.*

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.

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

Once students have been registered for courses, they have in effect entered into 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.

Students will be held responsible for all payment of tuition and fees during the period when classes are in session.

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

Students who withdraw during the first five weeks of the semester will be assessed a prorated charge for tuition expenses.

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

## Student Status

Student status shall be determined by the number of credits per fall or spring semester. A full-time undergraduate 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 6 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 means registered for 12 credits at the undergraduate level and 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 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 *Undergraduate Studies Bulletin* for the definition of full-time status for the purpose of determining financial-aid eligibility.

## 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 tran-

script 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.

## Scholastic Eligibility for Student Activities and Athletics

Cumulative grade point ratios (GPRs) for eligibility have been established for participation in student activities and athletics. All students should meet the following standards: a minimum overall GPR of 2.00 for athletics and general membership in activities or organizations, a minimum overall GPR of 2.15 to hold a major office, a minimum overall GPR of 2.50 and 12 FDU credits or more for membership in a Greek organization and a minimum GPR of 2.50 to be a member of student government.

## 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 University Honors Program encourages experiential learning that takes place outside of the classroom. Students are offered the opportunity to pursue specialized internships, to undertake independent research and to prepare a senior 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 3.20 (B) grade point average in high school and combined Scholastic Aptitude Test (SAT) scores of 1150 and a Verbal SAT (VSAT) score of 600 or higher (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 through the sophomore year. 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:  
(973) 443-8744 — **Florham Campus**  
(201) 692-2407 — **Metropolitan Campus**

## Graduate Students

### Attendance

Students are expected to attend — on time — each and every class in which they are enrolled, as attendance and participation are essential to academic progress. Individual instructors may include attendance and 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 attendance and participation in grade determination.

## 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 with written approvals of the college dean and the department chairperson, school director or institute director of the major.

The maximum number of credits each summer session is 8 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 graduate matriculation maintenance fee is \$125 per semester for the master's program, \$470 per semester for the doctoral program in school psychology and \$470 for the PhD in the clinical psychology program.

## 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 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 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 the students register the semester following a leave of absence, or request and is granted an extension of the leave of absence.

## Withdrawal

Students must notify the Office of Enrollment Services of their intention to withdraw from graduate study. Nonpayment of tuition does not constitute an official withdrawal. Students who wish to return at a later date must reapply through the Admissions Office.

## 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 value of weighted letter grades is as follows:

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
I = Incomplete
W = Withdrawal
NC = No Credit

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 student's 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.

**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** — is not a substitute for a letter grade. This designation 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 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.

## Student Grade Appeals/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.

*\*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 is unavailable, the student may proceed directly to the dean.*

2. The student shall request in writing a meeting with the respective department chairperson concerning the grade in question.
3. The chair 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 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.
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.

## 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 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 one's 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 of the penalty 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 penalty shall be recorded in the student's file maintained in the campus Office of Enrollment 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 a 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 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 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*