

**GRADUATE SCHOOL**  
**Academic Programs**  
**Student Handbook 2010–2011**

## **CHANGES TO THE HANDBOOK**

---

This *Handbook* does not constitute a contract, and it presents information as accurately as possible as of the date of publication. The Graduate School reserves the right to make additions or changes, without notice.

A *Student Handbook Addendum* may be published online, depending on the number of changes incurred since the online *Handbook* was published. A *Handbook Addendum* (if published) would be available on the School's Web site only.

## **OFFICIAL COMMUNICATION WITH STUDENTS**

---

Updates and changes will be communicated to students on the official Updates Web page, located at [graduateschool.edu/program/policies](http://graduateschool.edu/program/policies).

Students are provided an official Graduate School e-mail account after they are admitted to the School. This e-mail account is to be used for all e-mail correspondence with faculty members and other School officials. Official correspondence from the School (communications from instructors, information about registration or financial aid, etc.) will be sent to students' Graduate School e-mail addresses ONLY. Faculty members and college officials may refuse to accept e-mails sent by students using other e-mail addresses.

# TABLE OF CONTENTS

---

<b>CHANGES TO THE HANDBOOK</b> .....	1
<b>OFFICIAL COMMUNICATION WITH STUDENTS</b> .....	1
<b>GRADUATE SCHOOL COMMUNITY</b> .....	7
<b>CAMPUS SECURITY AND EMERGENCY RESPONSE</b> .....	8
General Information.....	8
Altercations and Other Disturbances.....	8
Severe Weather Procedure .....	8
<b>MEDICAL EMERGENCIES, FIRST AID AND MEDICAL TREATMENT</b> .....	9
Requests for Emergency Medical Assistance .....	9
First Aid Kit Location .....	9
<b>FIRE EVACUATION</b> .....	9
<b>POWER LOSSES</b> .....	10
General Information.....	10
Emergency Lighting .....	10
<b>BUILDING SECURITY/EMERGENCY CONTACT NUMBERS</b> .....	11
<b>WEATHER DELAYS AND CANCELLATIONS</b> .....	11
Closings/Dismissals .....	11
<b>CHANGES IN STUDENT DATA</b> .....	12
<b>CAMPUS DIRECTORY</b> .....	12
<b>ACADEMIC CALENDAR 2010–2011</b> .....	13
<b>STUDENT SUPPORT SERVICES</b> .....	16
<b>ACADEMIC ADVISING: THE BENEFITS</b> .....	17
Your Education Career Plan .....	17
Meeting with Your Advisor.....	17
<b>MEETING WITH YOUR ACADEMIC/FACULTY ADVISOR: MAXIMIZING YOUR EDUCATION</b> .....	18

YOUR ACADEMIC SUCCESS: TIPS FOR STUDENTS.....	19
COURSE REGISTRATION: STEPS TO TAKE .....	19
NEW STUDENT ORIENTATION: WHAT YOU NEED TO KNOW ABOUT YOUR SCHOOL.....	20
By attending orientation you will.....	20
Frequently Asked Questions .....	20
ASSESSMENT TESTING.....	22
How ACCUPLACER® Works.....	22
ACCUPLACER® Test Setup.....	22
Tips for the Day of the Test .....	23
Assessment Testing Preparation Resources .....	24
Students with Disabilities.....	24
ONLINE LIBRARY: RESOURCES AT YOUR FINGERTIPS .....	25
Accessing Electronic Resources .....	25
Online Library .....	25
Additional Free Web Resources .....	26
TEXTBOOKS: HOW TO PURCHASE .....	26
Ordering Textbooks.....	27
CAREER PLANNING: JUMP-STARTING YOUR CAREER.....	27
Career Planning.....	27
Employment .....	27
Career and Personality Assessments.....	28
Employment References .....	28
DISABILITY SERVICES: ENSURING THAT YOU SUCCEED.....	28
VETERANS: MAKING YOUR BENEFITS WORK FOR YOU .....	29
TRANSCRIPTS: YOUR ACADEMIC RECORD .....	30
Requesting an Official or Unofficial Transcript.....	30
Fees .....	31
Special Processing (additional fees).....	31
RESPECTING YOUR CONFIDENTIALITY: WHAT IS FERPA?.....	31
YOUR STUDENT RECORDS: EXERCISING YOUR RIGHTS .....	32

Requesting an Amendment to Your Education Records .....	32
<b>NEED FINANCIAL ASSISTANCE?: APPLY FOR A SCHOLARSHIP .....</b>	<b>33</b>
Scholarship Program Guidelines.....	33
How to Apply .....	34
Need Help? .....	34
<b>ELECTRONIC SERVICES .....</b>	<b>34</b>
Student E-Mail Account .....	34
Learning Management System.....	35
Logging onto Blackboard.....	35
Blackboard Tips .....	37
<b>STUDENT IDENTIFICATION CARD .....</b>	<b>38</b>
Obtaining a Student ID Card.....	38
Validation of Student ID Card.....	38
Lost/Stolen Student ID Card.....	39
 <b>ACADEMICS.....</b>	 <b>40</b>
<b>CHANGING YOUR PROGRAM OF STUDY .....</b>	<b>40</b>
Steps to Change Your Program of Study .....	40
<b>SATISFACTORY ACADEMIC STANDING .....</b>	<b>40</b>
<b>STEPS FOR DISPUTING A GRADE.....</b>	<b>41</b>
<b>REQUESTING A COURSE SUBSTITUTION OR WAIVER.....</b>	<b>42</b>
<b>THE IMPORTANCE OF CLASS ATTENDANCE .....</b>	<b>43</b>
<b>CALCULATING YOUR GRADE POINT AVERAGE .....</b>	<b>43</b>
 <b>STUDENT CONDUCT .....</b>	 <b>45</b>
<b>CODE OF STUDENT CONDUCT .....</b>	<b>45</b>
Misconduct .....	45
Reporting Violations.....	48
Review Process .....	48
Possible Sanctions .....	49
Appeals to the Student Appeals Committee .....	49

Student Rights in the Hearing.....	51
Appeals Beyond the Student Appeals Committee .....	55
<b>ACADEMIC HONESTY .....</b>	<b>55</b>
Cheating.....	55
Plagiarism .....	56
Copyright .....	56
Fair Use.....	57
Public Domain .....	58
Reproduction by a Library .....	58
Electronic Media.....	59
Music.....	60
Drama .....	61
The Digital Millennium Copyright Act (DMCA) .....	61
Peer-to-Peer File Sharing .....	61
<b>STUDENT ISSUES AND COMPLAINTS .....</b>	<b>62</b>
<b>HARASSMENT AND HOSTILE ENVIRONMENT .....</b>	<b>63</b>
<b>VIOLENCE AND THREATENING BEHAVIOR .....</b>	<b>67</b>
<b>DRUGS AND ALCOHOL .....</b>	<b>68</b>
Annual Notification .....	68
<b>SMOKING .....</b>	<b>69</b>
<b>CHILDREN IN SCHOOL FACILITIES.....</b>	<b>69</b>
<b>ANIMALS IN SCHOOL FACILITIES .....</b>	<b>70</b>
<b>NETWORK AND RESPONSIBLE COMPUTING.....</b>	<b>70</b>
<b>INTERNATIONAL STUDENTS: GOING FORWARD .....</b>	<b>72</b>
MAINTAINING YOUR LEGAL STATUS .....	72
WHAT TO DO IF YOU THINK YOUR VISA IS OUT-OF-STATUS .....	74
WHAT TO DO IF YOUR VISA IS OUT-OF-STATUS.....	75
HAS YOUR ADDRESS CHANGED?.....	76
<b>WHO CAN ANSWER MY QUESTION? .....</b>	<b>77</b>

**GLOSSARY OF TERMS** ..... 78

**INDEX**..... 92

## GRADUATE SCHOOL COMMUNITY

---

Dear Student:

Welcome to the Graduate School! We are delighted that you have chosen to pursue your educational goals with us, and we look forward to serving you as you pursue your chosen course of study. This *Handbook* was designed to serve as a guide through your academic experience here at the Graduate School. It is our intent that it will help you achieve academic success by providing valuable information, important dates, campus procedures and organizational tools. The Graduate School *Academic Programs Catalog* provides information on policies, curricula, etc. **Please read this *Handbook* and the *Catalog* carefully, as you are expected to abide by the policies and procedures described in them.**

If you have any question about this *Handbook*, please stop by the Office of Academic Advising located on the main campus in suite 330, or call (202) 314-3651.

Once again, CONGRATULATIONS on making the choice to continue your education — and we look forward to working with you throughout your academic career!



# **CAMPUS SECURITY AND EMERGENCY RESPONSE**

The following information is a summary of the campus security and emergency response manual.

## **General Information**

All of the School's facilities are located within commercially owned buildings that provide 24/7 private guard services. In the event of an emergency (such as an accident, illness, violence, etc.), employees, faculty and students shall report immediately in the following order:

1. Local Police Department – 911
2. Building Security Office – (202) 484-3780
3. School Facilities Department – (202) 314-3367

## **Altercations and Other Disturbances**

Contact the Building Security Office immediately. If the incident warrants emergency service personnel, you may call 911 directly.

## **Severe Weather Procedure**

In the event of severe weather or tornado warnings, individuals should seek the safest areas possible away from exterior windows and doors and along the lowest interior portions of the building. Crouch and face interior walls with your hands behind your head and your head between your knees. Remain in this position until notified by institution personnel that the impending danger is no longer present.

## **MEDICAL EMERGENCIES, FIRST AID AND MEDICAL TREATMENT**

### **Requests for Emergency Medical Assistance**

Call 911. After calling 911, the Building Security Office should be notified so that they may direct emergency vehicles to the scene.

### **First Aid Kit Location**

Each department or office maintains a first aid kit for non-emergency medical care. The Program Support Staff located at the receptionist area on each classroom floor provides access to first aid kits.

## **FIRE EVACUATION**

Fire alarms or other evacuation notification procedures will be sounded to evacuate the building. Able employees and students are encouraged to assist with the evacuation of disabled and impaired persons when possible.

If the alarm sounds or if you are instructed to evacuate by other communications means, **BEGIN TO EVACUATE IMMEDIATELY**. If you are on a lower floor, it is critical that you evacuate immediately so that those on the upper floors are not caught in a backup in the stairwells as they descend to the lower floors. **DO NOT ATTEMPT** to go back up the stairs.

- **DO NOT** use elevators unless instructed to do so by emergency personnel.
- Follow all instructions given by first responders, supervisors and other emergency personnel.
- Be aware of persons with disabilities in your area who may require your assistance. Be prepared to help them.
- If it will not delay your exit, take your coat if the weather is inclement; take your wallet/purse and identification, but leave briefcases, suitcases, etc., behind.
- Walk quickly and calmly to the nearest marked exit. Follow the instructions of the Emergency Response Team (ERT) personnel regarding alternate exit routes should your normal pathway be blocked.
- Exit the building. **DO NOT** attempt to re-enter the building until told by the authorities that it is safe to do so.

The purpose of these procedures is to reduce the likelihood of injury or death in the event of a fire or any other major catastrophe that would necessitate the evacuation of

any of the buildings on the campus. Knowledge of the evacuation routes will reduce the possibility of panic or unsafe action in the event of an emergency.

## **POWER LOSSES**

### **General Information**

The School may experience power losses due to storms, power company disruptions or damage to the service lines entering the property. These interruptions can lead to conditions that may result in personal injury or damage to equipment or facilities. This section sets forth general procedures to be used in the event of loss of power.

Power losses greatly increase the likelihood of an accident due to the following:

1. The loss of lighting increases the possibility of injury to those moving throughout the building/institution.
2. The attendant electrical surge accompanying the restoration of power may damage electrical devices not switched off.
3. The operation of electrical devices during a phase loss may result in damage to these devices.
4. The electrical loss may disrupt telephone service and emergency devices such as fire alarms.

In the event of power loss, every effort should be made to immediately turn off all electrical equipment before power is restored to protect the equipment within the area. When sufficient lighting exists during day hours to work safely and the building is comfortable without air conditioning, the building may remain open for operation. During evening operations, the building may be evacuated. Further directions concerning class schedules will be provided by the Customer Support Center and Evening Program Support Team.

### **Emergency Lighting**

During periods of power outages, emergency lighting will automatically come on in the hallways and stairways of all buildings that have these devices.

## **BUILDING SECURITY/EMERGENCY CONTACT NUMBERS**

<b>Emergency Contact</b>	<b>Number</b>
<b>All Institution Locations</b>	
Local Police Department	911
Local Fire Department	911
Medical Emergencies	911
<b>Headquarters – Washington, D.C.</b>	
Graduate School CEO Office	(202) 314-3680
Graduate School VP of Operations Office	(202) 314-3350
Graduate School Facilities Office	(202) 314-3367
Graduate School Human Capital Office	(202) 314-3693
Building Management	(202) 484-3780
Security Office	(202) 484-3780
Evening Program Support Team – 2 <sup>nd</sup> Floor	(202) 314-3620
Evening Program Support Team – Lower Level	(202) 314-3622

## **WEATHER DELAYS AND CANCELLATIONS**

The institution will delay or cancel classes when inclement weather poses concern for the welfare of students and staff. When the institution is closed, information for students will be made available through local radio and television stations and the School's Web site.

### **Closings/Dismissals**

Weather-related notices will be broadcast on television at NBC4 (Channel 4) and on the radio by WTOP (103.5 FM or 820 AM). There will also be recorded messages at (202) 314-3320, (202) 314-3300 and (888) 744-4723.

## CHANGES IN STUDENT DATA

Changes of name, address, telephone numbers or e-mail address must immediately be reported, in writing, to:

Carolyn Nelson, Registrar  
600 Maryland Avenue SW, Suite 330, Washington, DC 20024  
(202) 314-3349; carolyn.nelson@graduateschool.edu

## CAMPUS DIRECTORY

Main Telephone Number	(202) 314-3320
Assessment Testing	(202) 314-3643
Career Services	(202) 314-3657
Admissions	(202) 314-3643
Academic Advising	(202) 314-3651
Student Records	(202) 314-3349
Campus Facilities	(202) 314-3367
Bookstore (Specialty Books)	(800) 466-1365
Emergency Closing	(202) 314-3300
Lost and Found	(202) 314-3318
Security	(202) 484-3780
Registrar	(202) 314-3349
Scholarships	(202) 314-3648
Veterans Services	(202) 314-3349
Disability Services	(202) 314-3349
GS Connection	(202) 314-3535
Student Financials	(202) 314-3648
Transcript Requests	(202) 314-3349
International Student Services	(202) 314-3651
Bursar	(202) 314-3349
<b>Division/Program Administration</b>	
Provost Office	(202) 314-3641
Center for Health Sciences	(202) 314-3649
Business Management	(202) 314-3682
Arts, Humanities and Social Science	(202) 314-3658

## ACADEMIC CALENDAR 2010–2011

<b>Accelerated Fall 2010 Semester (10 Weeks)</b>	
Published Schedule of Classes Available	August 23, 2010
Registration	September 22 – October 1, 2010
New Student Orientation	September 25, 2010
Last Day to Request a Course Substitution or Waiver	October 1, 2010
Fall Semester Classes Begin	October 4, 2010
Late Registration/Schedule Adjustment	October 4-8, 2010
Last Day to Withdraw with a Refund	One workday BEFORE the third class meeting
School Closed – Columbus Day Holiday	October 9-11, 2010
Midterm Week	November 1-5, 2010
Midterm Grades Due to Registrar	November 8, 2010
School Closed – Veterans’ Day Holiday	November 11, 2010
Last Day to Change from Credit to Audit	November 12, 2010
Last Day to Officially Withdraw	November 12, 2010
School Closed – Thanksgiving Holiday	November 24-27, 2010
Final Week	December 12-16, 2010
Classes End	December 16, 2010
Final Grades Due to Registrar	December 21, 2010

<b>Spring 2011 Semester (15 Weeks)</b>	
Published Schedule of Classes Available	November 1, 2010
Academic Advising Week	November 8-19, 2010
Early Registration	November 15-19, 2010
Registration	November 22, 2010 – January 21, 2011
Last Day to Request a Course Substitution or Waiver	December 22, 2010
School Closed – New Year’s Day Holiday	December 31, 2010 – January 2, 2011
Last Day to Apply for Graduation	January 7, 2011
School Closed – Martin Luther King’s Birthday Holiday	January 15-17, 2011
New Student Orientation	January 18-21, 2011
Spring Semester Classes Begin	January 24, 2011
Late Registration/Schedule Adjustment	January 24-28, 2011
Last Day to Withdraw with a Refund	One workday BEFORE the third class meeting
School Closed – Presidents’ Day Holiday	February 19-21, 2011
Midterm Week	March 14-18, 2011
Last Day to Change Grades of “Incomplete” for Fall 2010	March 18, 2011
Midterm Grades Due to Registrar	March 21, 2011
Last Day to Change from Credit to Audit	March 25, 2011
Last Day to Officially Withdraw	March 25, 2011
Final Week	May 3-9, 2011
Classes End	May 9, 2011
Final Grades Due to Registrar	May 12, 2011
Commencement	June 4, 2011

<b>Summer 2011 Term (10 Weeks)</b>	
Published Schedule of Classes Available	March 14, 2011
Academic Advising Week	March 21 – April 1, 2011
Early Registration	March 28 – April 1, 2011
Registration	April 4 – June 3, 2011
Last Day to Request a Course Substitution or Waiver	May 7, 2011
Last Day to Apply for Graduation	May 16, 2011
School Closed – Memorial Day Holiday	May 30, 2011
New Student Orientation	May 31 – June 3, 2011
Summer Term Classes Begin	June 6, 2011
Late Registration/Schedule Adjustment	June 6-10, 2011
Last Day to Withdraw with a Refund	One workday BEFORE the third class meeting
School Closed – Independence Day Holiday	July 2-4, 2011
Midterm Week	July 11-15, 2011
Last Day to Change Grades of “Incomplete” for Spring 2011	July 15, 2011
Midterm Grades Due to Registrar	July 18, 2011
Last Day to Change from Credit to Audit	July 22, 2011
Last Day to Officially Withdraw	July 22, 2011
Final Week	August 9-15, 2011
Classes End	August 15, 2011
Final Grades Due to Registrar	August 18, 2011



## **STUDENT SUPPORT SERVICES**

---

Student Support Services at the Graduate School assists students in academic and career development. Our wide range of functions include academic advising, assessment testing, career services, coordination of special events, maintaining student records, coordinating veterans services, and disability accommodations. Staff members affiliated with Student Support Services are listed below:

Lesha Gordon  
Director, Enrollment Management and Student Support Services  
(202) 314-3651

Carolyn Nelson  
Registrar and Director, Evening and Weekend Programs  
(202) 314-3349

Hope Gibbs  
Director, Financial Aid  
(202) 314-3648

## **ACADEMIC ADVISING: THE BENEFITS**

Academic advising fosters and encourages intellectual and personal development and academic success, and promotes lifelong learning. Academic advising provides assistance in planning your educational career while maximizing the benefits of education. Through this collaborative educational process, you and your advisor are partners in planning academic, personal and career goals.

Research shows that students who develop a good relationship with their advisors are more likely to persist and graduate. An advisor assists students in assessing their interests and abilities, examining their educational goals, and developing short-term and long-range plans to meet their objectives. Advisors provide information on General Education Core and major requirements, clarify policies and procedures, discuss educational and career options, monitor academic progress and direct students to other resources when necessary.

### **Your Education Career Plan**

During your initial advising session, you and your advisor will begin developing a comprehensive plan that will be utilized throughout your educational endeavors at the Graduate School. Modifications will be made as needed by you or your advisor. Your plan serves as the catalyst to future advising sessions. The plan will include the following:

- Course requirements for program of study
- Assessment test results
- Transfer credits awarded
- Program completion timeline
- Academic, career and personal goals, and activities to reach goals
- Action plan relative to goals
- Recommended resources to be utilized

### **Meeting with Your Advisor**

It is important to get to know your advisor and consult with him or her on a regular basis. You are required to meet with your advisor in the following circumstances:

- Before you **register** for courses.
- When you are **making changes** to your current or planned schedule (e.g., after being closed out of a course, when wishing to drop a course).
- When you **have a question** about a degree requirement or School policy.

- When you are in **academic difficulty** or something new is affecting your academic performance.
- Before **changing majors**, transferring to another college or withdrawing from the School.

## **MEETING WITH YOUR ACADEMIC/FACULTY ADVISOR: MAXIMIZING YOUR EDUCATION**

Schedule an appointment with your academic/faculty advisor before advising week. To ensure that you receive the best possible advice, it is recommended that you follow these guidelines:

- ☞ Familiarize yourself with your program of study and the requirements for graduation. Develop a list of courses for which you would like to register. Devise a list of questions concerning degree requirements and/or the relevance of certain courses to meet your individual career/transfer goals. Review your education career plan and determine if you need to make adjustments to it.
- ☞ Meet with your advisor on a regular basis and attend all scheduled appointments. During those meetings, your advisor should discuss with you a number of topics, including how the current semester is progressing; whether you are on track to meeting your academic goals; how the School may assist you with your career aspirations; and what courses you may need and/or wish to take in the next semester.
- ☞ The academic advising process should be a conversation. Ask questions to clarify information, and take notes. Evaluate the information you receive and act accordingly. Remember, academic/faculty advisors are there to assist you in the decision-making process; however, **ultimately, you are responsible for your education.**
- ☞ Effective academic advising allows you to accomplish your goals in a timely manner and allows you to be in control of your own educational endeavors. It is not only during the designated advising period that you may meet with your advisor to evaluate your progress as a student. By developing an ongoing relationship with your academic/faculty advisor, you will gain insight into academic issues and career options as they relate to your academic program.

## YOUR ACADEMIC SUCCESS: TIPS FOR STUDENTS

The following tips have been identified by other college students as having aided them in successfully completing their program of study:

- Go to every class.
- Buy a planner and use it. Learning to manage time is one of the most important skills you need to master.
- Know what campus resources are available, and use them.
- Get involved and have fun. You can also learn a lot by starting and getting involved in student organizations, volunteering, and meeting people from a variety of different backgrounds.
- Get to know your instructors and talk to them outside of class.
- Balance your class schedule. Try to find one class each semester which you know you'll enjoy and in which you will do well.
- Balance social life and schoolwork. The more hours you work, the fewer credits you will be able to manage.
- Get at least eight hours of sleep each night, exercise and eat well.

## COURSE REGISTRATION: STEPS TO TAKE

In order to register for courses, you must first meet with your academic/faculty advisor. One week each semester is set aside as **advising week**. During that week, advisors have extended hours set aside for meeting with students to discuss their programs of study and register for courses for the upcoming semester. Below are the steps to follow in order to complete the registration process.

Step 1: Schedule an appointment with your advisor at least two weeks prior to academic advising week.

Step 2: Prepare for your appointment:

- ✓ Review your program of study and courses you still need to complete.
- ✓ Determine if there are prerequisites or co-requisites for courses you wish to take.
- ✓ Review the course schedule and make a list of courses for which you wish to register.
- ✓ Review your education career plan and determine if adjustments need to be made.

Step 3: Attend your scheduled appointment.

- Step 4: Complete the registration form and have your advisor sign off, approving course registration.
- Step 5: Submit the registration form to Registrar for processing.
- Step 6: Pay your tuition and fees.
- Step 7: Order your textbooks.
- Step 8: Attend class.

## **NEW STUDENT ORIENTATION: WHAT YOU NEED TO KNOW ABOUT YOUR SCHOOL**

All new students **MUST** attend orientation.

The mission of the Graduate School's orientation program is to facilitate the transition of our students into the School. Through this interaction, students develop an understanding and appreciation of the academic and developmental opportunities available, as well as gain knowledge of campus resources.

### **By attending orientation you will:**

- Learn what is expected of you as a Graduate School student both in and out of the classroom.
- Become orientated to Blackboard (the Graduate School's Learning Management System).
- Meet other new students, as well as faculty and staff.
- Learn about campus services and resources.

### **Frequently Asked Questions**

*Why should I attend orientation?*

Studies show that students who attend orientation programs and other first-year programming, like the Strategies for Career Success CAR101 class experience, are more successful in college. College is an investment of time and money — you want to get the most you can out of this experience! Orientation is designed to provide you with valuable information while giving you an opportunity to connect with staff, faculty and other students.

*Do I have to sign up for an orientation session in advance?*

Yes. In order to have enough materials for everyone, including refreshments, we request that you sign up in advance. You may sign up by contacting the Admissions Office at (202) 314-3643 or [admissions@graduateschool.edu](mailto:admissions@graduateschool.edu). Once you have signed up, you just need to show up.

*Are guests allowed?*

Due to space constraints, we ask that you limit the number of guests to one. We suggest that you bring the person who will be your greatest support as you progress through your program of study. If you plan to bring a guest, please inform the Admissions Office at (202) 314-3643 or [admissions@graduateschool.edu](mailto:admissions@graduateschool.edu) prior to orientation.

*Do I need to bring anything?*

Bring your student ID number and government-issued photo identification. And, of course, bring your questions!

*How do I get to the School and where do I park?*

If you are driving to campus, metered parking is available. Due to limited parking, it is strongly recommended that you travel by Metro to the School.

- Traveling by Metrorail

Take the Metro Orange, Blue, Yellow or Green line to L'Enfant Plaza Station. Take the 7<sup>th</sup> Street and Maryland Avenue exit. The Capital Gallery Building is at the top of the escalator. Please proceed to the east side of the building.

- Traveling from the Northeast

Take I-95 South to Route 50 West. Route 50 becomes New York Avenue. Turn left at 7<sup>th</sup> Street. Continue across Independence Avenue. The Graduate School is located on the left between 6<sup>th</sup> and 7<sup>th</sup> Streets on Maryland Avenue.

- Traveling from the South

Take I-95 North to I-395 North. Follow the sign for Route 1 North. Continue to Independence Avenue and turn right. Then turn right at 7<sup>th</sup> Street.

- Traveling from the West

Take Route 50 East and follow the signs for Constitution Avenue. Follow Constitution Avenue and turn right at 14<sup>th</sup> Street NW. Turn left onto Independence Avenue. Turn right at 7<sup>th</sup> Street.

- Traveling from the Northwest

Take I-270 South to I-495 toward Virginia. Take George Washington Parkway South to I-395 North. Follow the sign for Route 1 North. Continue to Independence Avenue and turn right. Then turn right at 7<sup>th</sup> Street.

- Traveling from Baltimore

Take the Baltimore Beltway (I-695) to exit 7, Route 295 (Baltimore-Washington Parkway), going in the direction of Washington, D.C. Drive approximately 20 miles to the Howard Road exit. Proceed toward downtown Washington. Exit onto I-395 South (Richmond). Once on I-395, take the first exit marked 6<sup>th</sup> Street. Proceed two blocks to 600 Maryland Avenue (on your left).

## **ASSESSMENT TESTING**

The purpose of assessment testing is to provide you with useful information about your academic skills in mathematics, writing, reading and science. The results of the assessment tests, in conjunction with your academic background, goals and interests, are used by academic/faculty advisors to determine course selections.

### **How ACCUPLACER® Works**

ACCUPLACER® is a non-timed, computerized multiple-choice test. The test presents one question per test screen with a set of answer choices. After you choose your answer, the test will immediately move to the next question. ACCUPLACER® grades each question after it is answered. Therefore, once you have answered a question and moved on to the next question, you will be unable to go back and change your answer. The test is also computer-adaptive, meaning that the test administers questions based on how you are performing on each question. This allows ACCUPLACER® to accurately score and provide placement information based on your results.

### **ACCUPLACER® Test Setup**

Students will take the following sections:

Elementary Algebra	12 questions
Reading Comprehension	20 questions
Sentence Skills (English)	20 questions
General Science	30 questions

ACCUPLACER® is graded on a scale of 20-120. Because the test helps determine whether you are ready for college-level courses, a student cannot “pass” or “fail” the

examination. Keep in mind, however, that depending on how you score, you may be required to take skill-building courses to help prepare you for college-level courses. Students who are not college-ready may not be allowed to enroll in Graduate School courses.

### **Tips for the Day of the Test**

- ✓ You will be able to concentrate better on the test if you get eight hours of sleep and eat properly prior to the test.
- ✓ You should also arrive a few minutes early so you can find the testing area, bathrooms, etc., and gather your thoughts before the test begins.
- ✓ Bring your current government-issued photo identification (i.e., driver's license, passport, State-issued ID).
- ✓ Bring your Graduate School provisional acceptance letter.
- ✓ Pay careful attention to the directions and be sure you understand them before you begin each test. Prior to starting the test, ask questions if you do not understand what is required.
- ✓ To avoid experiencing test anxiety, approach the test with a positive attitude, take your time, and pace yourself throughout the assessment.
- ✓ During testing, read the entire question and all choices before attempting to answer.
- ✓ The assessment test is a multiple-choice test. Eliminate choices that you know are incorrect first. Then attempt to find and choose the correct answer. If you are unsure of the answer, make an educated guess. Usually your first choice of the answer is the right one. Do not second-guess yourself.
- ✓ Each test is untimed so that you can give each question as much thought as you wish. You can change your answer to a particular question before moving on to the next question, but you cannot leave a question out or come back to it later to change your answer.
- ✓ Calculators are not allowed. Utilize materials given during the test, such as scratch paper.
- ✓ Books, drinks and food are NOT allowed in the testing center.
- ✓ Cellular phones must be turned off prior to entering the testing center. Cellular phone use is NOT permitted during testing. No other outside electronic devices are allowed in the testing center.



- ✓ No children are allowed in the testing center, and children are not to be left alone on Graduate School property.

**Remember:** You cannot “pass” or “fail” the test, but it is very important that you do your very best so that you will have an accurate measure of your academic skills.

### **Assessment Testing Preparation Resources**

- [www.studyguidezone.com/ACCUPLACERtest.htm](http://www.studyguidezone.com/ACCUPLACERtest.htm)
- [www.testprepreview.com/ACCUPLACER\\_practice.htm](http://www.testprepreview.com/ACCUPLACER_practice.htm)
- [www.collegeboard.com/student/testing/ACCUPLACER/](http://www.collegeboard.com/student/testing/ACCUPLACER/)
- [www.google.com](http://www.google.com) – in the search box, type “ACCUPLACER practice”
- [www.amazon.com](http://www.amazon.com) – in the search box, type “ACCUPLACER”
- [www.cliffsnotes.com](http://www.cliffsnotes.com)
- [www.chompchomp.com](http://www.chompchomp.com)
- [www.eslbee.com/sentences.htm](http://www.eslbee.com/sentences.htm) (for non-native speakers of English)
- [www.purplemath.com](http://www.purplemath.com)
- [www.math.com](http://www.math.com)
- [www.mathmax.com](http://www.mathmax.com)
- [www.algebrahelp.com](http://www.algebrahelp.com)
- [www.mathgoodies.com](http://www.mathgoodies.com)
- [www.gedprepinfo.com/ged-science-practice](http://www.gedprepinfo.com/ged-science-practice)
- [www.nwlincs.org/mtlincs/pilotproject/science/practicesciencetests.htm](http://www.nwlincs.org/mtlincs/pilotproject/science/practicesciencetests.htm)

Books/Study Guides (available at libraries and major bookstores)

- SAT/ACT/GED study guides (publishers such as Kaplan, Princeton Review, College Board, Barron, McGraw-Hill)
- Cliffs Quick Review books

The assessment test guide and sample questions are available in the Office of Academic Advising.

### **Students with Disabilities**

Individuals who may require testing accommodations should contact the Disability Services Coordinator at (202) 314-3349. All requests for disability-related services or accommodations for testing should be made in a timely manner prior to testing, as the student will be required to provide current documentation to verify a disability.

Students requiring assistance should complete the Special Accommodation Request form ([graduateschool.edu/program/AP\\_DisabilityServices.php](http://graduateschool.edu/program/AP_DisabilityServices.php)) and submit it to the Registrar’s Office.

## **ONLINE LIBRARY: RESOURCES AT YOUR FINGERTIPS**

Emerging technologies offer exciting pathways for teaching and learning. Online resources of the Graduate School are provided to students, faculty, staff, partners and associates of the Graduate School. Some of these resources are governed by license agreements and applicable copyright laws that restrict usage to people who are associated with the School.

### **Accessing Electronic Resources**

Students, faculty and staff of the Graduate School can access the online resources without restriction from within any of the Graduate School locations nationwide.

Students who are enrolled at the Graduate School will be provided instructions and a password to access the online resources off site. To access the online resources outside the Graduate School, please contact Information Technology Services at (202) 314-3389.

The following activities are prohibited:

- Non-academic use of electronic resources.
- Downloading an excessive portion of a resource.
- Electronically transmitting online content to non–Graduate School affiliates.
- Posting content extracted from the databases to public bulletin boards or Web sites.
- Sharing IDs and passwords.

Breaches of this agreement may result in loss of privileges for the individual.

### **Online Library**

Academic OneFile is a leading source for peer-reviewed, full-text articles from the world's leading journals and reference sources. With extensive coverage of the physical sciences, technology, medicine, social sciences, the arts, theology, literature and other subjects, Academic OneFile is both authoritative and comprehensive. With millions of articles available in both PDF and HTML full-text with no restrictions, researchers are able to find accurate information quickly, including full-text coverage of the *New York Times* dating back to 1995.

General OneFile is a one-stop source for news and periodical articles on a wide range of topics: business, computers, current events, economics, education, environmental issues, healthcare, hobbies, humanities, law, literature and art, politics, science, social

science, sports, technology and many general interest topics. Millions of full-text articles, many with images, are available through General OneFile.

You can search for these materials through the library Web site:  
[graduateschool.edu/library](http://graduateschool.edu/library).

### **Additional Free Web Resources**

There are many more sources of reliable, free information available on the Web. As a student researcher, you should always make sure your information comes from a reliable and reputable source. The following links are listed for your convenience.

- 📄 The Free Library: [www.thefreelibrary.org](http://www.thefreelibrary.org)
- 📄 Public Records Information: [www.publicrecordsinfo.com](http://www.publicrecordsinfo.com)
- 📄 Library Spot: [www.libraryspot.com](http://www.libraryspot.com)
- 📄 Free Management Library: [www.managementhelp.org](http://www.managementhelp.org)
- 📄 Internet Public Library: [www.ipl.org](http://www.ipl.org)
- 📄 Virtual Learning Resources: [www.virtuallrc.com](http://www.virtuallrc.com)

## **TEXTBOOKS: HOW TO PURCHASE**

The Graduate School partners with Specialty Books, Inc., to provide students with access to textbooks and other materials for our courses. Most courses require textbooks; any required material is integral to your performance in a class. Classes with optional materials listed often incorporate those materials in different ways, so students may want to consult their class syllabus prior to purchasing any materials listed as optional. The School recommends that students purchase their textbooks in a timely manner.

Online orders can be submitted at [www.speciality-books.com](http://www.speciality-books.com), 24 hours a day, 7 days a week. Orders are processed and shipped Monday through Friday, except for holidays and scheduled business closings.

If you elect to purchase your textbooks by fax or mail, you will need to complete the order form and submit it to Specialty Books. You can download the order form from our Web site at [graduateschool.edu/program/AP\\_BOOKSTORE.php](http://graduateschool.edu/program/AP_BOOKSTORE.php).

## **Ordering Textbooks**

Online: [www.specialty-books.com](http://www.specialty-books.com)

By Phone (toll-free): (800) 466-1365

By Fax (toll-free): (800) 466-7132

By Mail:

Specialty Books, Inc.  
6000 Poston Road  
Athens, OH 45701-9051

## **CAREER PLANNING: JUMP-STARTING YOUR CAREER**

Career planning provides students with an advantage over those who choose not take charge of their careers. The Office of Career Services assists students throughout the process of preparing and searching for employment by providing students with the necessary tools to make their job search a successful one. Contact the Office of Career Services at (202) 314-3643 to schedule an appointment with an advisor and begin your career planning!

Services and resources provided by Career Services include:

### **Career Planning**

- Self-Discovery
- Career Exploration & Research
- Personalized Plans of Action
- Career Preparation Information

### **Employment**

- Resume and Cover Letter Critiquing
- Mock Interview Sessions
- Job Search Workshops
- Job Postings
- Internet Use for Job Searching
- On-Site Employer Visits

## **Career and Personality Assessments**

- Identify occupations that best fit your interest, personality, skills and values

## **Employment References**

Students requesting a Graduate School staff member to be an employment reference must have a signed copy of the Employment Reference Form on file prior to requesting a reference. The Employment Reference Form can be obtained in person in the Office of Career Services.

## **DISABILITY SERVICES: ENSURING THAT YOU SUCCEED**

In accordance with Section 504 of the Rehabilitation Act, it is the policy of the Graduate School to provide support services to persons with disabilities.

Confidential files are kept on all students who self-disclose disabilities at the Graduate School. Each file includes, but is not limited to: intake forms, appropriate documentation of disability, releases of information, a record of contacts and a record of services provided.

In order to determine the most appropriate accommodations for each student, the following types of documentation must be provided.

- **Learning Disability** – A current psychological or psycho-educational evaluation performed by a licensed professional must be provided.
- **Attention Deficit/Hyperactivity Disorder** – Current documentation from a medical doctor or a psycho-educational report documenting the disorder must be supplied.
- **Psychiatric Disorder** – The form titled “Documentation of Psychiatric Disorders” must be filled out by a psychiatrist, licensed psychologist, licensed social worker or licensed professional counselor. The form must verify the student’s need for academic accommodations.
- **Visual Impairment** – A current letter or examination report from a medical doctor, optometrist or ophthalmologist documenting the degree of hearing loss.
- **Hearing Impairment** – A current letter or audiological report from an audiologist or speech and hearing center documenting the degree of hearing loss.
- **Speech/Language Impairment** – A report from a speech/language pathologist or high school records documenting the disability.
- **Mobility Impairment** – Verification of the disability from a qualified health professional.

- **Acquired Brain Impairment** – A current neuropsychological, psychological or psycho-educational report which documents the effects of the ABI on cognitive functioning.
- **Other Health Impairment** – A current letter or report from a medical doctor documenting the disability, including a description of how it may impact the student’s academic abilities.

Services provided may include:

- Sign Language Interpreters
- Materials in Braille
- Materials in Electronic Format (large print or CD-ROM)
- Computer-Aided Real-Time Translation (CART)
- Note Taking
- Testing Accommodations
- Use of Assistive Technology
- Priority Registration

If you have a disability, it is important for you to identify yourself to the Special Accommodations Coordinator in the Office of the Registrar. Students requesting services are responsible for providing current documentation (within three [3] years) from a qualified professional verifying the disability and its impact on academic performance.

New students are encouraged to contact the Special Accommodations Coordinator in the Office of the Registrar at least one (1) month prior to registration. Services are provided based upon your individual need.

Students requiring assistance and accommodation should complete the Special Accommodation Request form and submit it to the Office of the Registrar.

The Special Accommodations Coordinator may be reached at (202) 314-3349 or registrar@graduateschool.edu, and by TDD at (888) 744-2717.

## **VETERANS: MAKING YOUR BENEFITS WORK FOR YOU**

The Graduate School is approved by the Department of Veterans Affairs and the District of Columbia Education Licensure Commission; so, veterans, servicepersons and certain dependents of veterans are eligible to receive VA educational benefits.

The Veterans Administration determines your eligibility for veterans’ benefits. The goal of the Office of the Registrar of the Graduate School is to provide a one-stop

resource for all of your Veteran Education Benefit needs. The Registrar serves as the School's official responsible for certifying your enrollment status with the VA and is the coordinator of the GS Vet Advising Team, whose members are:

- Al Officer, Service Members Opportunity Counselor – (202) 314-3432 or [alvin.officer@graduateschool.edu](mailto:alvin.officer@graduateschool.edu)
- Carolyn Nelson, Registrar – (202) 314-3349 or [carolyn.nelson@graduateschool.edu](mailto:carolyn.nelson@graduateschool.edu)
- Jamere Clark, Certificate Advisor – (202) 314-3314 or [jamere.clark@graduateschool.edu](mailto:jamere.clark@graduateschool.edu)

In order to provide the Veterans Administration with complete information, please complete the Graduate School Veterans Enrollment form and e-mail it to [VetAffairs@graduateschool.edu](mailto:VetAffairs@graduateschool.edu) along with a copy of your DD-214 and Certificate of Eligibility.

Reimbursement from the Veterans Administration comes directly to the veteran and not to the Graduate School. Veterans are responsible for tuition and fees at the time of enrollment. Students may be registered for courses pending receipt of benefits from the Veterans Administration.

## **TRANSCRIPTS: YOUR ACADEMIC RECORD**

The Office of the Registrar maintains the official record of all students. All information is held in confidence and released only in accordance with the Family Educational Rights and Privacy Act (FERPA). Transcripts are issued with a written request by the student. A transcript is a complete copy of a student's academic record at the time that it is issued. It contains all course work taken while enrolled at the Graduate School.

Transcript requests are normally processed within 48 business hours of receipt. However, a longer period of time may be required for processing at the end of each term if the request indicates that the transcript should be held.

### **Requesting an Official or Unofficial Transcript:**

- Complete the Official Transcript Request form.
- Submit your completed form and transcript fee to the Registrar's Office. Fees may be paid by cash, check, money order or credit card.

- By mail:

Graduate School  
Office of the Registrar  
600 Maryland Avenue SW, Suite 330  
Washington, DC 20024

- By fax, you must pay by credit card:

Fax: (202) 479-2501

### **Transcript Fees:**

\$5 each transcript

\$15 each RUSH transcript (two workdays)

### **Special Processing (additional fees):**

\$3 for each U.S. fax

\$10 for each international fax

**Note:** The transcripts of students who have not fulfilled their financial obligations to the Graduate School or Southeastern University will be withheld until all obligations have been met.

## **RESPECTING YOUR CONFIDENTIALITY: WHAT IS FERPA?**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.
2. The right to request an amendment to the student's education records when the student believes they are inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Graduate School to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:



Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

For more information concerning FERPA, please refer to the college catalog for full details.

**Note:** Any student who believes that the School has failed to comply with the requirements of FERPA is encouraged to contact the Registrar's Office at (202) 314-3349.

## **YOUR STUDENT RECORDS: EXERCISING YOUR RIGHTS**

Students may inspect and review their education records upon written request to the Graduate School Registrar. You must state as precisely as possible the education record or records you wish to inspect. If you have questions or need additional assistance, contact the Registrar at (202) 314-3349 or registrar@graduateschool.edu.

### **Requesting an Amendment to Your Education Records**

Students have the right to request amendment of records they believe to be inaccurate, misleading or in violation of their privacy rights. Following are the procedures for the request for amendment of records:

- Submit your request in writing to the Registrar regarding the record in question, identifying the education record to be amended, and specifying how the education record is believed to be inaccurate, misleading or in violation of privacy rights.

If the Graduate School elects not to comply with your request to amend your education record, you will be notified in writing of the decision and advised of the right to a hearing to challenge the information believed to be inaccurate, misleading or in violation of privacy rights. To file an appeal, follow these steps:

1. Submit your appeal in writing to the Registrar.
2. Upon written request by the student, the Graduate School shall arrange for a hearing, and notify you, reasonably in advance, of the date, place and time of the hearing.

3. The hearing shall be conducted by a hearing officer or committee appointed by the Registrar. The hearing shall be held before an officer or committee with no direct interest in the outcome of the hearing. However, the hearing officer or committee may be employed by or exist at the Graduate School. The student shall be accorded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney.
4. The Graduate School shall prepare a written decision based solely on the evidence presented at the hearing. The decision shall include a summary of the evidence presented and the reasons for the decision.
5. If the Graduate School decides the challenged information is inaccurate, misleading or in violation of privacy rights, it will amend the education record and notify the student, in writing, that the education record has been amended.
6. If the Graduate School decides that the challenged information is not inaccurate, misleading or in violation of privacy rights, the education record stands unchanged. However, the student shall be advised of his or her right to place in the education record a statement regarding the challenged information and/or a statement setting forth reasons for disagreeing with the decision not to change the education record.
7. This statement is maintained as part of the student's education record as long as the contested portion is maintained. If the contested portion of the education record is disclosed, the statement must be disclosed with it.

## **NEED FINANCIAL ASSISTANCE?: APPLY FOR A SCHOLARSHIP**

The Graduate School offers scholarships for the 2010–2011 academic year. Scholarship funds may be used for tuition, fees and required textbooks. Scholarships are awarded on the basis of need as well as academic qualifications and community service.

### **Scholarship Program Guidelines**

A scholarship recipient:

- Must be an admitted student at the School
- Must enroll in at least six (6) credits per term
- Must remain in good academic standing
- Must not have been sanctioned for any disciplinary issues
- Must have all other forms of financial aid applied to his or her account prior to using the School's scholarship funds

- Must submit a FAFSA form and accept a Pell grant, if awarded, when the School qualifies for federal financial aid

### How to Apply

- Download the scholarship application from our Web site at [graduateschool.edu/sub/AcademicProgram.php](http://graduateschool.edu/sub/AcademicProgram.php).
- Complete the application and submit it with your supporting documentation.
- Submit your application by fax to the attention of the Director of Financial Aid at (202) 479-2501 or by mail to 600 Maryland Avenue SW, Suite 330, Washington, DC 20024.

### Need Help?

Contact the Director of Financial Aid, Hope Gibbs, at (202) 314-3648 or [hope.gibbs@graduateschool.edu](mailto:hope.gibbs@graduateschool.edu).

## ELECTRONIC SERVICES

### Student E-Mail Account

Your Graduate School student e-mail account is the official means of communication between the School and you. You will be able to log into your student e-mail account in approximately 24 hours. It is strongly recommended that you change your default password – but choose a password that you will be able to remember.

#### *Instructions*

To access your Graduate School e-mail address:

1. Open a Web browser and go to <https://webmail.graduateschool.edu>.
2. Enter your full e-mail address as the username and the password provided for your password.

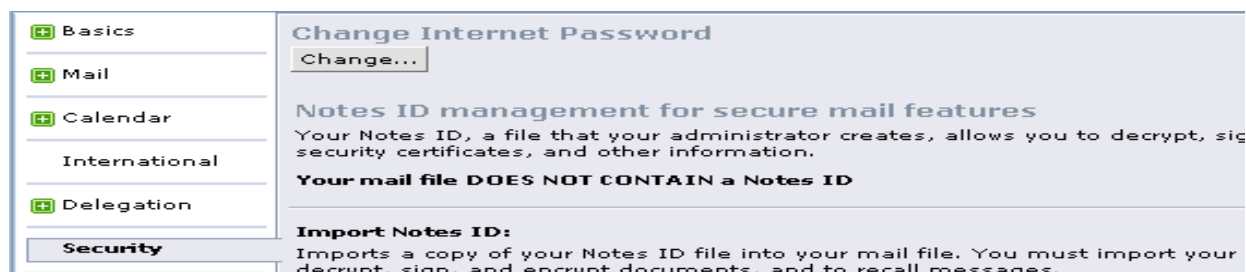
Lotus. iNotes. IBM.

Enter your user name and password and then click Log In.

User name:

Password:

Once logged in, you should change the default password by going to “Preferences → Security” and clicking on “Change Internet Password.”



If you need assistance with logging into your e-mail account or experience any technical difficulty, contact the Graduate School Help Desk at [helpdesk@graduateschool.edu](mailto:helpdesk@graduateschool.edu) or (202) 314-3389.

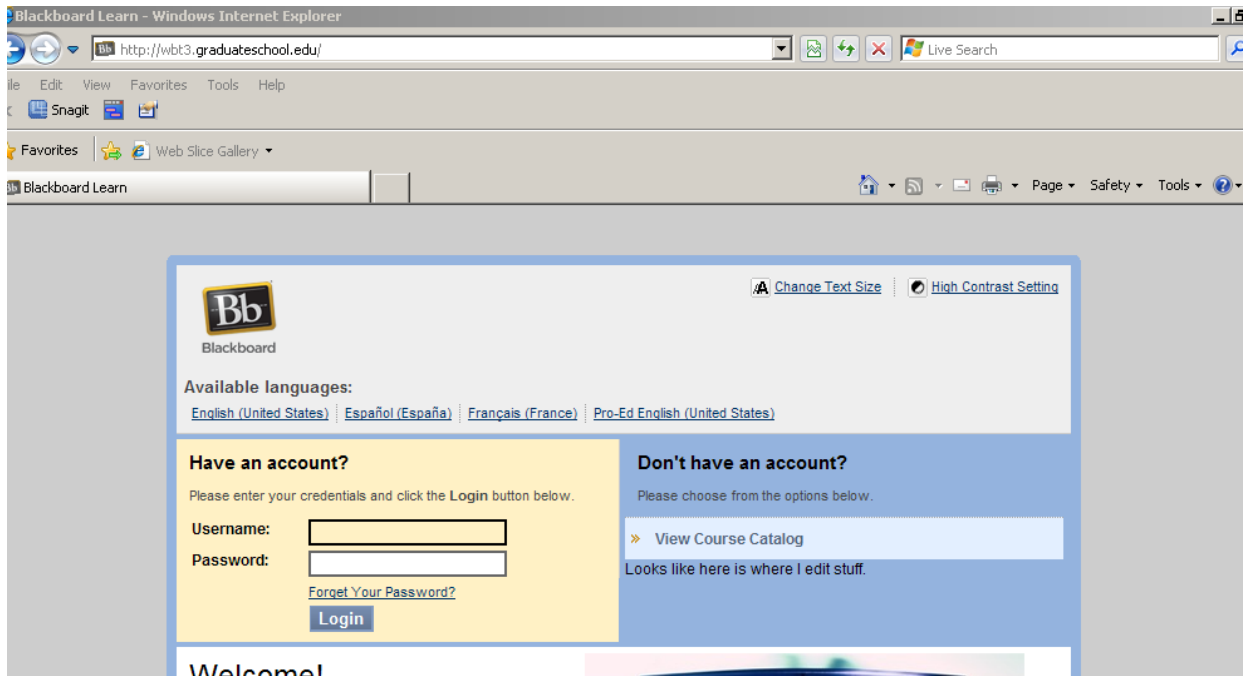
## Learning Management System

Blackboard is a Web portal on the Internet that offers students easy access to course materials, School resources, and personal tools such as e-mail. To use Blackboard, one must be a current student at the Graduate School. Blackboard is on the World Wide Web and is accessible anywhere in the world, provided the user has a computer with Internet access and a Web browser.

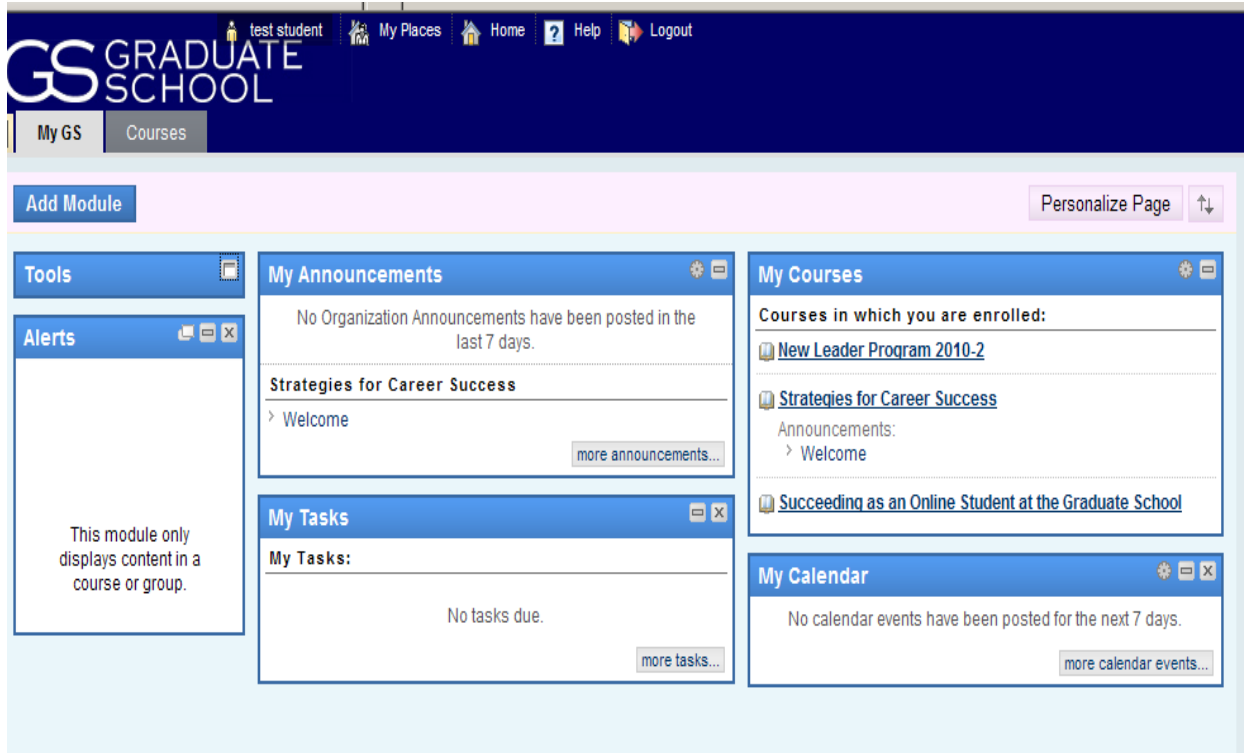
## Logging onto Blackboard

After you register for a course, the Graduate School will e-mail you a unique username and password. The first half of your e-mail address (for example, `jsmith0001`) will be your Blackboard user ID. Your password will be your birth date (MMDDYY) – for example, the password for a student born on September 1, 1977, would be `090177`. You may change this password. **Your Blackboard account will be accessible approximately 48 hours after you complete your registration for courses.**

Type in your username and password and click the **Login** button. If you forget your username and password, click on the “Forget Your Password?” link, then enter your name and Graduate School e-mail address, and we will e-mail your account information to you.



## Welcome Page



Once you log in, your personal home page appears. To modify your home page, click on “Add Module.”

The courses that you are enrolled in are on the right side of the screen under the heading “My Courses.” Click on the class that you want to access. In this example, there are three courses available.

**Note:** Students who have failed to enter their birth date on their application or whose birth date was entered incorrectly by the School’s data entry process will not be able to log in. While such instances should be rare, they will occur. If you are unable to log in to Blackboard, you should contact the Blackboard Help Desk at [gsconnect@graduateschool.edu](mailto:gsconnect@graduateschool.edu), and they will check to see if an incorrect birth date is the issue. If it is an incorrect date of birth, you will have to appear in person at the Registrar’s Office to update your records.

### **Blackboard Tips**

- 📁 To navigate through Blackboard, you rely on the buttons on the left side of the screen. To access content, you click on a folder’s title.
- 📁 The Announcements button is the home page of the course. This is where the instructor will post new announcements.
- 📁 The content, instructional activities and instructions for completing the course are in a series of folders under the Lessons button and, for some courses, under the Assignments button. Course content and assignments are generally identified by week or lesson number.
- 📁 The Discussion Board area is where you can communicate with your instructor and fellow students.
- 📁 After you spend a little time in the online classroom, you will be able to easily navigate through your course at a time and place that is convenient for you.
- 📁 If you ever have any questions or difficulties, you can reach the Graduate School Help Desk at [gsconnect@graduateschool.edu](mailto:gsconnect@graduateschool.edu).
- 📁 The following table summarizes the content located under each button.

<b>BUTTON</b>	<b>PURPOSE</b>
Announcements	View the course welcome announcement and related course content.
Course Information	View information on your instructor, including a bio and contact information.
Course Materials	View and access agenda and objectives, handouts, assignments, PowerPoint documents and links to resources.
Discussion Board	Access the discussion board to answer questions and comment on other students' posts.
Personal Tools	View your grades or the Blackboard student manual.
Blackboard Help	Find help regarding how to use the Blackboard system or contact information for the Graduate School Help Desk.

## **STUDENT IDENTIFICATION CARD**

All students currently enrolled in credit courses at the Graduate School must wear a student ID card when in facilities owned and/or controlled by the Graduate School, and participating in academic activities as a Graduate School student.

### **Obtaining a Student ID Card**

New students are issued an ID card by the Office of the Registrar at the time of registration. To request a student ID card, a student must present a current government-issued picture ID and his or her student ID number (provided in the Acceptance Letter).

### **Validation of Student ID Card**

Continuing students must have their IDs validated for each semester they are enrolled. During registration, the Office of the Registrar will affix a current registration sticker to the student's ID card.

## **Lost/Stolen Student ID Card**

If your student ID card is lost or stolen, you are to report promptly to the Office of the Registrar. To replace a lost or stolen card, present a government-issued picture ID, your student ID number and a \$10 replacement fee to the Office of the Registrar.

Student ID cards are non-transferable, and no one other than the student to whom the card is issued is permitted to use the card. Students are permitted to have only one valid card. The use of a card by any person other than the student to whom it was issued, or using an ID card under false pretenses, including changing or attempting to change the validation, is a violation of the *Code of Student Conduct*. In the event that a student's name and/or appearance changes, a student ID card must be replaced.



## ACADEMICS

---

See the *Academic Programs Catalog* for academic policies.

### CHANGING YOUR PROGRAM OF STUDY

Upon admission, degree-seeking students should declare their desired program of study, and select courses which meet the requirements listed for that program. Candidates for the Associate of Science, Associate of Arts or Associate of Applied Science Degree must declare a major prior to completing twelve (12) credit hours.

#### Steps to Change Your Program of Study

- Schedule an appointment with your academic advisor.
- Meet with your advisor to determine the best program of study.
- Complete the Change of Program form.
- Submit the form to the Registrar's Office.

Students must meet all admissions requirements and complete all prerequisites for the new degree program. In some cases, students may forfeit completed credits due to the change of program.

### SATISFACTORY ACADEMIC STANDING

Unsatisfactory academic standing indicates that a student has not earned at least a cumulative 2.0 grade point average. The student's academic records are reviewed regularly to determine whether or not the student has maintained satisfactory academic standing.

**Academic Monitoring:** Throughout the term, an instructor may provide notice to students who have less than satisfactory performance in a course. Students are expected to meet with the instructor or an academic advisor to develop a plan to address the problems.

**Midterm Deficiencies:** Once midterm grades are submitted to the Office of the Registrar, students who have not achieved a grade of "C" or better are notified by mail.

This warning serves as the notice to the student that the final course grade is in jeopardy, and the student should act immediately to rectify the situation. Students are expected to meet with an academic advisor to explore possible solutions.

## **STEPS FOR DISPUTING A GRADE**

If a student feels he or she is being graded improperly or that a grade is based on some standard other than academic performance, the grade dispute process gives the student protection through orderly procedures against prejudices or capricious academic evaluation. The burden of proof to substantiate the existence of an improper grade rests with the student.

### Step 1

Within one (1) week of receiving the grade, notify the instructor in writing or via e-mail of the dispute and the grounds for the dispute. The instructor will arrange a meeting with the student within one (1) week after receiving notification.

If the matter is resolved, the process stops here. In the event the dispute is not resolved, move to step 2.

### Step 2

Immediately notify the appropriate Department Chair in writing or via e-mail of the dispute and the grounds for the dispute. The Department Chair will arrange a meeting with the student and the instructor within one (1) week after receiving notification and will attempt to resolve the dispute.

If the matter is resolved, the process stops here. In the event the dispute is not resolved, move to step 3 (formal dispute resolution process).

### Step 3

Notify the Provost in writing of the reasons for the dispute within one (1) week of the meeting with the Department Chair. Write a request for a hearing that demonstrates clear and convincing evidence that one of the following has occurred:

- The evaluation of the student differs from announced requirements;
- There were belated impositions of requirements;
- The grade is based on criteria other than academic performance in the course;
- Grading criteria do not provide a clear and consistent method of evaluating student work or performance;
- The student's requests for information during the term regarding his or her progress in the course are not responded to in a reasonable time;
- The student's requests for an explanation of how the grade was determined are not responded to in a reasonable time;
- The student is penalized for expressing opinions; or

- The student believes that he or she was removed from a course without due process.

#### Step 4

Submit your request to the Student Grievance and Reinstatement Committee at:

Provost Office  
Graduate School  
600 Maryland Avenue SW, Suite 330  
Washington, DC 20024

#### Formal Dispute Resolution Process

The Provost appoints a Student Grievance and Reinstatement Committee with responsibility for hearing and deciding the merits of formal grade disputes. The term of the Committee members will be two (2) years. The Committee will be composed of two (2) faculty members (one of whom will be appointed as chair), one (1) representative from Student Support Services and two (2) students. The chair of the Committee will schedule meetings and hearings, giving notice to witnesses and all interested parties involved, maintain Committee records and give written notice of Committee decisions to the parties that do not comply with the requirements for disputes to the Provost.

Within two (2) weeks of receiving written notice of a grade dispute, the Committee will hear all parties with significant information or evidence in the case. All parties will present statements, evidence and witnesses to support their claims. All witnesses must have direct knowledge of the case. The Committee chair may appoint a Committee member to seek additional documentation and testimony. The Committee will arrive at a decision after all non-members have been dismissed from the hearing. Only Committee members who have heard all of the testimony and evidence may vote. A written statement, with the rationale for the decision, will be mailed to both sides in the case and to the instructor's immediate supervisor.

The decision of the Committee shall be considered final.

If questions arise regarding the academic standing of the student while a grade dispute is pending, the Provost will make a determination of the student's standing. The Provost may extend deadlines in extenuating circumstances.

## **REQUESTING A COURSE SUBSTITUTION OR WAIVER**

Course substitutions and waivers are permitted only in unusual circumstances and not without approval from the Department Chair. To begin the request process, a student must complete and submit the Course Substitution/Waiver form to the Department

Chair for approval. If approved, the student must submit the approved request to the Registrar's Office at least two (2) weeks prior to the start of the semester in which the substituted course would be taken.

**Please refer to the course substitution or waiver policy in the *Academic Programs Catalog*.**

## **THE IMPORTANCE OF CLASS ATTENDANCE**

Achievement of academic goals is best accomplished through regular class participation. Therefore, you are urged to attend all class and laboratory sessions. When unavoidable absences do occur, you should contact your instructor to make arrangements for work that has been missed. Instructors have the right to issue a failing grade if you incur excessive absences and have not officially withdrawn from a course. Specific information concerning attendance is available in the course syllabus. Instructors provide you with your syllabus at the beginning of the semester/term.

The School is required to report non-attendance to federal agencies that provide financial assistance to students. Failure to attend classes may also result in your having to repay part or all of an allowance from the Veterans Administration or other federal agencies. International students on F-1 visas are required to meet with an International Student Advisor to ensure that their non-attendance will not adversely affect their visa status.

## **CALCULATING YOUR GRADE POINT AVERAGE**

Academic achievement is indicated by the following grades and points used in calculating grade point average.

A – Excellent	4 points per credit hour
B – Good	3 points per credit hour
C – Satisfactory	2 points per credit hour
D – Poor	1 point per credit hour
F – Failure	0 points per credit hour

Your GPA is obtained by dividing the total number of grade points earned in college credit courses by the total number of credit hours attempted in those courses. Although credit value for a course in which a grade of “F” is earned appears on the transcript for the purpose of calculating the grade point average, no academic credit is awarded. For example, consider the following grades earned by a student:

	<b>Credit Hours</b>	<b>Grades</b>	<b>Points</b>
Course 1	3	B	9
Course 2	3	C	6
Course 3	3	A	12
Course 4	3	F	0
<b>Total hours</b>	<b>12</b>	<b>Total Points</b>	<b>27</b>

The total number of grade points, 27, is determined by adding together the points earned in each course (credit hours X grade points). That number is then divided by the total number of credit hours, 12, to determine the grade point average. In this case, the average is  $27/12 = 2.25$ .

## STUDENT CONDUCT

---

The Graduate School exists to afford quality educational programs and experiences for the benefit of the students and communities it serves. In order to operate effectively, the School community requires a system of order in which its members, including the faculty, students, administration and staff, support the educational functions and objectives of the School. It is the responsibility of each member of the School community to promote standards of personal integrity that are in harmony with the educational mission of the institution.

As members of the School community, students are expected to respect and value the rights of others, to support the academic environment, and to encourage the proper use of School facilities. Students are expected to observe federal and District of Columbia laws as well as School rules, regulations and policies.

The School may discipline students for academic misconduct and for acts of personal misconduct, including the use of alcohol and other drugs, which occur on School property or at School-sponsored functions. School policies and procedures relating to student misconduct shall be established and set forth in a *Code of Student Conduct*.

Due process will be afforded to all School students when charged with violating a School policy or regulation. In addition, School policies and procedures providing for the rights of students shall be established and set forth in a *Code of Student Conduct*. To ensure fairness to victims throughout the student disciplinary process, School policies and procedures providing for the rights of victims shall be established and set forth in the *Code of Student Conduct*.

### CODE OF STUDENT CONDUCT

The Graduate School endeavors to provide a safe environment that encourages learning and critical thinking, fosters academic integrity, and promotes goodwill and respectful interaction among all members of the campus community. The School's *Code of Student Conduct* prohibits any actions and/or behaviors that are contrary to this endeavor.

#### **Misconduct**

Prohibited actions and/or behaviors include but are not limited to the following:

1. All forms of academic dishonesty, including cheating, plagiarism, using unauthorized material on examinations, submitting the same paper for different classes without acknowledgement, the fabrication of information or making up

sources, improper collaboration on individual assignments/projects, and facilitation of other students' violations of academic honesty;

2. Forgery, alteration or misuse of School documents, records or identification, or knowingly furnishing false information to the School;
3. Obstruction or disruption of teaching, research, administration, disciplinary proceeding or other School activities, including its public service functions, or of other authorized activities on School premises;
4. Physical and/or psychological abuse or the threat of such abuse of any person on School premises, off-campus site locations or School-sponsored activities, or conduct that threatens or endangers the health or safety of any person;
5. Engaging in any form of sexual harassment or assault (see the "Violence and Threatening Behavior" section of the *Student Handbook*);
6. Acts of harassment – written (any medium used to include but not limited to texting), verbal or physical – that stigmatize or victimize an individual on the basis of race, ethnicity, religion, sex, sexual orientation, creed, national origin, ancestry, age, mental status or disabilities;
7. Indecent, lewd, disorderly or obscene conduct or expression;
8. Participating in or inciting a riot or an unauthorized or disorderly assembly;
9. Seizing, holding, commandeering or damaging any property of the School or the property of any other person, or threatening to do so;
10. Refusing to depart from any property or facility of the School upon direction by School officials, security officials, property managers or any other person authorized by the President;
11. Unauthorized entry to or use of School facilities;
12. Violation of School policies or campus regulations, including campus regulations concerning the registration of student organizations; the use of School facilities; or of the time, place and manner of public expression;
13. Violation of the technology usage policy;
14. Failure to comply with directions of School officials acting in the performance of their duties;
15. Conduct that adversely affects the student's suitability as a member of the academic community;

16. Use, possession, manufacture or distribution of controlled or illegal substances such as marijuana, cocaine, heroin or look-alike drugs, and use of alcohol contrary to law or to School regulations;
17. Storage, possession or use of firearms, fireworks, explosives or weapons of any kind, including replicas or facsimiles, anywhere on campus. Students who are deputized law enforcement officers and are legally qualified to carry firearms may do so while on campus after checking in with Security, and if their presence does not constitute a disruption;
18. Physically detaining or restraining any other person or removing such person from any place where he or she is authorized to remain, or in any way obstructing the free movement of persons on School premises or at School-sponsored activities;
19. Assistance or encouragement of others to commit violations of the *Code of Student Conduct*;
20. Violating any rule or regulation not contained within the official School publications but announced as administrative edict by a School official or other person authorized by the President;
21. Violation of the campus and School fire regulations, i.e., failure to comply with emergency evacuation procedures, tampering with fire protection apparatus, etc.;
22. Theft or attempted theft of School property or the property of any other person on School premises, or knowingly possessing such stolen property;
23. Violation of School policy on demonstration;
24. Violation of School policy on solicitation and sales;
25. Violation of School policy by smoking;
26. Violation of any local or federal laws;
27. Failure to report witnessed violations of the *Code of Student Conduct*;
28. Abuse of the student discipline system that includes, but is not limited to, failure to appear for a hearing; falsification, distortion or misrepresentation of information before the hearing officer or committee; disruption or interference of the orderly conduct of student conduct hearings; false accusation of student misconduct; attempting to influence impartiality of a member of the hearing committee prior to and/or during the hearing process; harassment of witnesses or members of hearing committees; and the like.



## **Reporting Violations**

The Registrar is responsible for the administration of disciplinary procedures. Allegations of violations of School policy are accepted for consideration only when the apparent infraction(s) is (are) observed on School property or other locations where the School provides services. Infractions of local and federal laws occurring off campus shall be the sole concern of the civil authorities, except when such actions: (1) directly affect the health, safety or security of the School community; (2) affect the School's pursuit of its educational purposes; or (3) occur as a direct result of a School-connected disruption.

Any person may report a student's violation of the *Code of Student Conduct* to the Registrar. Reports must be made within two (2) business days of the violation on a Code of Student Conduct Violation Report form. These forms are available in the Registrar's Office on the third floor of the main campus, and from the Program Coordinator at the Center for Health Sciences or the Human Resources office.

## **Review Process**

The Registrar will review any alleged violation, will give the student the opportunity to present his or her personal version of the incident or occurrence, and will:

- a. Dismiss the allegation(s); or
- b. Facilitate a resolution; or
- c. Impose sanctions.

The Registrar may request a meeting with the student whose conduct is called into question, and the student shall attend such meetings as requested by the Registrar. The student will be notified of all meetings via certified mail at least five (5) business days before the scheduled meeting. Failure to claim any mail will not negate the student's obligations under this procedure. If the student attends the meeting, the Registrar will discuss the case with the student, including the nature and source of the charges and his or her right to appeal to the Student Appeals Committee. If the student fails to schedule and/or attend the meeting with the Registrar within ten (10) business days, the Registrar will proceed with the administrative resolution based solely upon the review of the complaint and in conferral with the Provost.

The Registrar may at any time temporarily suspend from the School or deny readmission to a student, pending final resolution, when the Registrar, in his or her sole opinion, believes that the presence of the student on campus could seriously disrupt the School; constitute a danger to the health, safety or welfare of the School, its members or

its students; or when the student's conduct adversely affects the student's suitability as a member of the academic community. After review of the violation report, the Registrar will have the authority to impose appropriate discipline and/or act on the School's behalf in facilitating a resolution. The Registrar shall state the proposed resolution/sanction in writing to the student within five (5) business days of reviewing the complaint. If the resolution involves sanction, the student shall have five (5) days of mailing or seventy-two (72) hours from receipt, whichever is shorter, to accept or reject the proposed discipline by signing the administrative resolution form and returning it to the Registrar. The student's failure to either accept or reject such proposed sanction within the prescribed timeline shall be deemed to be an acceptance, and in such event the proposed sanction will become final.

## **Possible Sanctions**

*Code of Student Conduct* violation sanctions may include:

- Oral or written reprimand;
- Referral for mandated evaluation and/or counseling to be undertaken at the student's expense;
- Suspension from the School or a School program or activity for a specific period of time;
- Expulsion from the School or a program or activity on a permanent basis;
- Denial of readmission to the School or a School program or activity;
- Restitution;
- Probation;
- Completion of community service.

Certain *Code of Student Conduct* violations such as assault, possession of controlled or illegal substances, sexual assault, theft and any other type of physical violence against another member of the School community (not including self-defense) may result in automatic expulsion. Students who have been expelled have the right to follow the appeals process detailed below.

All *Code of Student Conduct* violations that also violate local or federal law will also be referred to the appropriate authorities.

## **Appeals to the Student Appeals Committee**

1. If the student does not accept the resolution proposed by the Registrar, the student will have the right of appeal to the Student Appeals Committee. The appeal must be submitted in writing to the Registrar and include the basis for the appeal within ten (10) business days of rejection of the Registrar's written administrative resolution. While an appeal is pending, the sanction under the appeal will be enforced.

2. Upon receipt of an appeal for a *Code of Student Conduct* violation or an academic grievance, the Registrar will notify the Moderator of the Student Appeals Committee and provide the student with the Student Appeals Committee procedures. The Moderator will convene a hearing.
3. The Student Appeals Committee will be appointed annually in August by the Provost and will serve from September through September. The Committee will be made up of at least two faculty members, two staff members, two students and several alternates. The Provost will assign a member of the Committee to serve as Moderator. The Provost will make every effort to appoint a Committee that represents the diversity of the student body. During any hearing, at least one faculty member, one staff member and one student should be present. If deemed necessary by the Provost, other Committee members may be appointed to a specific case if the appointed members of the Committee are unable to serve during the particular hearing.
4. This panel will consist of appropriate representatives from the School community. The Moderator shall call the panel, chair the hearing and charge the panel with the review of the appeal.
5. The Student Appeals Committee will decide whether or not a case warrants a hearing and will either accept an appeal or dismiss it without a hearing. Appeals will be dismissed without a hearing if the Student Appeals Committee finds them to be frivolous, inconsequential or otherwise without merit, or if the student in question has not followed the proper preliminary steps. In cases involving more than one student, the Student Appeals Committee may (or may not) establish procedures to hear such cases together. However, the Student Appeals Committee will make separate decisions for each student.
6. The procedures utilized shall provide for a timely and fair consideration and resolution of the case. Proceedings are not formal judicial trials. Therefore, formal rules of evidence will not apply; however, evidence submitted must be substantial and relevant to the issue under consideration.
7. If the Student Appeals Committee agrees to hear the case, the Moderator will call a hearing and will give written notice of the meeting by certified mail and/or express overnight to all parties involved. The notice will state the date, time and place of the alleged incident; a brief description of the incident; the section of the *Code of Student Conduct* that the incident was allegedly in violation of; the date, time and place of the hearing; the names of persons serving on the Student Appeals Committee; a list of potential witnesses against the student and the nature of their proposed testimony – unless it is determined that providing the names of witnesses might be a threat to the witnesses' welfare. The accused student may request the removal of a member of the Student Appeals Committee on the grounds of personal bias by submitting a written statement to the Moderator specifying the basis of the challenge no later than three (3) business days prior to the hearing. The Moderator

will determine whether to sustain or deny the challenge. If the request is sustained, a replacement will be appointed to serve on the Student Appeals Committee.

8. Notices will be mailed to the address the School currently has on its administrative database. Failure by the student to have his or her current, local address on record with the Registrar shall not invalidate such notice. The notice shall be given at least ten (10) business days prior to the hearing, unless a shorter time is deemed necessary, for a good reason, by the Student Appeals Committee's Moderator.
9. Any request from either party for continuance shall be made at least three (3) business days prior to the hearing date, in writing to the Moderator, who will have the authority to continue the hearing if the Moderator judges the request to be timely and for good cause. Only one (1) continuance will be granted. The Moderator shall notify the parties involved of the new date for the hearing. If the student fails to appear at the scheduled time, the Student Appeals Committee may hear and resolve the matter in his or her absence.

### **Student Rights in the Hearing**

1. *General Statement of Procedures* – The student may have one adviser present at the hearing, such as a faculty member, fellow student or other adviser of his or her choice. The student shall notify the Moderator of the name of the adviser and the relationship to him or her at least seventy-two (72) hours before the hearing. The role of the adviser is to give any advice he or she believes pertinent to the advisee, and, with approval of the Moderator, the adviser may be permitted to make brief statements and to question witnesses on the student's behalf. The adviser may not represent the student in absentia.
2. *Attorney at the Hearing* – A student who designates an attorney as his or her adviser must notify the Moderator at least seventy-two (72) hours before the hearing so that the School may arrange to have legal counsel present. In addition, the attorney should keep the following in mind: The Committee is not a court of law but an educational panel. It is not obligated to follow the formal rules of evidence and procedure. Academic decorum requires an attorney to play a different and more limited role than in the court. Technical objections without substance, or emotional or aggressive tactics, will not be permitted.
3. *Conduct of the Hearing* – The Moderator will preside at the hearing, call the hearing to order, call the roll of the Committee in attendance, determine that a quorum is present, ascertain the presence or absence of the student charged with misconduct, read the notice of hearing and the charges, and verify the receipt of notice of charges by the student. The Moderator shall verify that the student has been notified by certified mail as set forth in the procedure. If the student has not appeared, the Committee at its discretion may proceed despite the student's absence. The Moderator will report any continuances requested or granted, establish the presence of any adviser or counselor of the student, and call to the attention of the student charged and his or her adviser any special procedures to be employed during the

hearing and to permit the student to make suggestions regarding any procedures to be employed during the hearing or to make objections to them for the Student Appeals Committee to consider.

*A. Opening Statements*

1. The Moderator of the Student Appeals Committee shall make opening remarks outlining the general nature of the case.
2. The member of the School community bringing charges of the School policy violation/academic grievance may make a statement to the Student Appeals Committee.
3. The respondent may make a statement to the Committee about the allegations at this time.

*B. Evidence*

Either the School community member or the student may produce any evidence which the submitting party believes to be material to the issues involved.

Formal rules of evidence shall not apply, and only limited hearsay evidence will be admissible. Brief objections to evidence may be made by either party, but the evidence will be permitted to be introduced regardless of the objections.

However, in arriving at its final decision, the Committee will weigh the evidence in light of the objections made and their reasonableness.

1. School Community Member Evidence

The School community member will proceed first. The School community member witnesses may be called and written reports may be introduced as evidence. The student or the student's adviser or counselor may question witnesses and examine evidence at the conclusion of the School's presentations.

2. Respondent's Evidence

- a. The student may present evidence through witnesses and in the form of written reports or other documents.
- b. The School community member may question the student or witnesses and may examine evidence at the conclusion of the student's presentation.

3. Rebuttal Evidence

The School community member or the student may offer any matter in rebuttal of the other's presentation.

C. *Actions Reserved to the Student Appeals Committee*

The Student Appeals Committee is authorized to do the following:

1. Question witnesses and examine evidence;
2. Request pertinent documents;
3. If necessary, request waivers of confidentiality with respect to pertinent documents;
4. Dismiss any appeal at any time; and
5. Permit or require at any time amendment of the notice of hearing in order to include new or additional matters which may come to the attention of the Committee before final determination of the case. In such an event, the Committee shall grant to the student or the community member such time as it may determine to be reasonable under the circumstances to answer or explain such additional matters.

D. *General Rules of Decorum*

The following rules of decorum shall be adhered to:

1. All requests to address the Committee will be made to the Moderator.
2. The Moderator will rule on all requests and points of order and may consult with the Provost prior to any ruling. The Moderator's ruling shall be final, and all participants shall abide by it.
3. Rules of common courtesy and decency shall be observed at all times.
4. An adviser or counselor will be permitted to address the Committee. An adviser may request clarification of a procedural matter or may object on the basis of procedure at any time by addressing the Moderator after recognition.
5. The Moderator has the ability to move the agenda forward and limit discussion, if necessary.

#### E. *Decision of the Student Appeals Committee*

The Student Appeals Committee will, by majority vote, make its findings and conclusion in executive or closed session. In the case of student conduct, separate findings are to be made (1) as to the conduct of the student and (2) on any disciplinary action, if any, that has been imposed. In arriving at its decision, the Student Appeals Committee should consider the severity of the sanction, the rights of the student and the adherence to due process during the Registrar's facilitation of an administrative resolution. In the case of an academic grievance, the Committee may concur with the findings of the administrative resolution, change or alter the grade, or take other action necessary to adjudicate a resolution.

The Student Appeals Committee sanctions will include actions that are commensurate with the violation or grievance under review. These sanctions may include expulsion, suspension, fine, restitution to the School, probation, warning, or any other sanction it deems necessary and/or appropriate.

#### F. *Findings and Decision*

After deliberation, the Student Appeals Committee will prepare a statement of its findings. This statement will be distributed by the Moderator to the student by certified or express mail, personal service, e-mail, telephone or other means at the School's disposal. One copy shall become part of the case file. Case files will be maintained by the Registrar.

#### G. *Record of the Case*

All records relating to the case will be kept confidential. The hearing record shall be maintained and kept at least three (3) years, including a taped record of the hearing, by the Registrar. The student has the right to access and copy records presented at the hearing. The student must request the specific documents in writing to the Registrar, and the Registrar shall provide such documents within ten (10) business days of the decision of the Student Appeals Committee.

#### H. *Procedural Questions Arising at the Hearing*

Procedural questions which arise during the hearing and are not covered by these general rules shall be determined by the Moderator, whose ruling shall be final. The Student Appeals Committee may, at the request of the Moderator or majority of the members present, go into closed executive session at any time.

## I. *Appeals of Decisions Made by the Student Appeals Committee*

A student choosing to appeal the decision of the Student Appeals Committee should follow the procedures for appeals beyond the Student Appeals Committee.

### **Appeals Beyond the Student Appeals Committee**

#### *Appeal to the Provost*

The decision of the Student Appeals Committee is subject to review only by the Provost or his or her designee. Appeals of the decision of the Student Appeals Committee must be received by the Provost within (10) business days after notification of the decision of the Student Appeals Committee.

#### *Appeal Procedures*

The Provost will examine all the documents relevant to the case and collect additional information, if necessary. The Provost will make a determination within fifteen (15) business days of receiving the case materials. The Provost will keep a record of all meetings, conferences and investigations relevant to his or her determination.

#### *Final Appeal*

In all matters, the decision of the Provost is final.

## **ACADEMIC HONESTY**

### **Cheating**

*Cheating* is the act of obtaining or attempting to obtain credit for academic work by using dishonest means. It includes but is not necessarily limited to:

1. Plagiarism.
2. Submission of work that is not the student's own for papers, assignments or exams.
3. Submission or use of falsified data.
4. Theft of or unauthorized access to an exam.
5. Use of an alternate, stand-in or proxy during an examination.
6. Use of unauthorized material, including textbooks, notes or computer programs, in the preparation of an assignment or during an examination.
7. Supplying or communicating in any way unauthorized information to another student for the preparation of an assignment or during an examination.
8. Collaboration in the preparation of an assignment. Unless specifically permitted or required by the instructor, collaboration will usually be viewed by the School



as cheating. Each student, therefore, is responsible for understanding the policies of the department offering any course as they refer to the amount of help and collaboration permitted in preparation of assignments.

9. Submission of the same work for credit in two courses without obtaining the permission of the instructors beforehand.

## Plagiarism

*Plagiarism* includes, but is not limited to, failure to indicate the source with quotation marks or footnotes where appropriate if any of the following are reproduced in the work submitted by a student:

1. A phrase, written or musical.
2. A graphic element.
3. A proof.
4. Specific language.
5. An idea derived from the work, published or unpublished, of another person.

## Copyright

It is the intent of the Graduate School that all members of the School community (including employees, students and contract instructors and course designers) adhere to the provisions of the United States Copyright Law. Since copyright protection applies to a variety of creative works — printed materials, sound recordings, video recordings, visual artworks, computer software and others — this policy has been constructed to address issues related to particular types of media. The policy gives the School community broad guidance in the application of copyright law; members of the School community are encouraged to read the law for specific applications. Members of the School community who willfully disregard the copyright policy and copyright law do so at their own risk, assume all liability and are subject to disciplinary action.

Copyright ownership and the rights thereof are concepts defined by federal law. Copyright is a form of legal protection for authors of original works, including literary, dramatic, musical, artistic and other intellectual products. Publication is not essential for copyright protection, nor is the well-known symbol of the encircled “c.” Section 106 of the Copyright Act (90 Stat 2541) generally gives the owner of copyright the **exclusive** right to do and to authorize others to do the following:

- **Reproduce** copies of the work.
- **Prepare derivative works** based on the copyrighted work.
- **Distribute** copies of the work by sale, rental, lease or lending.
- **Publicly perform** the work (if it is a literary, musical, dramatic or choreographic work, or a pantomime, motion picture or audiovisual work).

- **Publicly display** the work (if it is a literary, musical, dramatic, choreographic, sculptural, graphic or pictorial work — including the individual images of a film — or a pantomime).

The copyright owner retains these rights even when the work itself belongs to someone else. However, the rights are not absolute. They are subject not only to “Fair Use” limitations, which apply to all media, but also to medium-specific limitations.

## Fair Use

The doctrine of fair use, embedded in Section 107 of the Copyright Act of 1976 ([www.copyright.gov/title17/](http://www.copyright.gov/title17/)), addresses the needs of scholars and students by mitigating the rights of copyright ownership. However, what constitutes fair use is expressed in the form of guidelines rather than explicit rules. To determine fair use, consider the following four factors [from *Fair Use, Free Use and Use by Permission: How to Handle Copyrights in All Media*, Lee Wilson, New York, NY: Random House, 2005]:

1. The **purpose and character** of the use, including whether the copied material will be for nonprofit, educational or commercial use. (Several courts have held that absence of financial gain is insufficient for a finding of fair use.)
2. The **nature** of the copyrighted work, with special consideration given to the distinction between a creative work and an informational work. For example, photocopies made of a newspaper or newsmagazine column are more likely to be considered fair use than copies made of a musical score or a short story. Duplication of material originally developed for classroom consumption is less likely to be a fair use than is the duplication of materials prepared for public consumption. For example, a teacher or contract instructor who duplicates a workbook page, a textbook chapter or an assessment instrument is depriving the copyright owner of profits more directly than if duplicating a front-page news article from the daily paper.
3. The **amount, substantiality or portion** used in relation to the copyrighted work as a whole. This factor requires consideration of (1) the proportion of the larger work that is copied and used and (2) the significance of the copied portion.
4. The effect of the use on the **potential market** of the copyrighted work. This factor is regarded as the most critical one in determining fair use, and it serves as the basic principle from which the other three factors are derived and to which they are related. If the reproduction of a copyrighted work reduces the potential

market and sales and, therefore, the potential profits of the copyright owner, that use is unlikely to be found a fair use.

## **Public Domain**

Not all works are protected by copyright. In the U.S., most copyrights now last for 75 years beyond the death of the original author. When the copyright for a work expires, it becomes part of the *public domain*. In addition, all works prepared by an officer or employee of the United States government as part of that person's official duties are public domain; however, works published by U.S. state and municipal governments or other nations may be protected by copyright, and thus may not be in the public domain. Other authors may choose explicitly to release their work to the public domain. Public domain works can be used in any way one desires. All works published before 1923 are in the public domain. Others will be added as their copyrights expire. Works that are in the public domain often include a preliminary statement to that effect.

## **Reproduction by a Library**

The copyright law acknowledges a number of special rights and responsibilities that are traditionally assigned to public libraries and research archives:

*[I]t is not an infringement of copyright for a library or archives, or any of its employees acting within the scope of their employment, to reproduce no more than one copy or phonorecord of a work [...] or to distribute such copy or phonorecord[.]*

For the library to make copies under this exemption, the use must be noncommercial, the library must be open to the public (or to a scholarly community), and the copy must include a copyright notice. The section also permits somewhat broader library copying for providing access to unpublished works and for preservation. The law also provides the library the right to make copies that become the property of one of its users, provided that the copy is of a small portion of a work (such as an article in a collection) or of the whole of a work "which cannot be obtained at a fair price," provided it is evident that the use will be for scholarship or study and the library displays a prominent warning of copyright.

However, the law also places some restrictions on the library.

*The rights of reproduction and distribution under this section extend to the isolated and unrelated reproduction or distribution of a single copy or phonorecord of the same material on separate occasions, but do not extend to cases where the library or archives, or its employee—*

*(1) is aware or has substantial reason to believe that it is engaging in the related or concerted reproduction or distribution of multiple copies or phonorecords of the same material, whether made on one occasion or over a period of time, and whether intended for aggregate use by one or more individuals or for separate use by the individual members of a group; or*

*(2) engages in the systematic reproduction or distribution of single or multiple copies or phonorecords of material described in subsection (d): Provided, that nothing in this clause prevents a library or archives from participating in interlibrary arrangements that do not have, as their purpose or effect, that the library or archives receiving such copies or phonorecords for distribution does so in such aggregate quantities as to substitute for a subscription to or purchase of such work.*

These restrictions make it clear that the library and library reserve system may not be used to substitute for course packs.

## **Electronic Media**

The 1998 Digital Millennium Copyright Act (DMCA) places additional restrictions on the copying of resources in electronic format. The 2002 Technology, Education and Copyright Harmonization (TEACH) Act restores some rights for the distribution of materials in electronic format for online education.

The TEACH Act says that it is not copyright infringement for teachers and students at an accredited, not-for-profit educational institution to transmit performances and displays of copyrighted works as part of a course if certain conditions are met. If these conditions are not or cannot be met, use of the material either will have to qualify as a fair use or else permission from the copyright holder(s) must be obtained. The exemptions offered by the TEACH Act apply specifically to accredited nonprofit educational institutions and governmental bodies.

The exemptions to copyright infringement cover:

- Performances of nondramatic literary works
- Performances of nondramatic musical works
- Performances of reasonable and limited portions of any other work
- Display of any other work in an amount comparable to that typically displayed in a live classroom setting

The exemptions to copyright infringement do not cover:

- Digital educational works (i.e., works produced or marketed primarily for performance or display as part of mediated instructional activities transmitted via digital networks)
- Unlawful copies (copies you know or reasonably should know were not lawfully made or acquired)

The exemptions apply only if:

- The display or performance is done by, at the direction of, or under the actual supervision of an instructor, as an integral part of a class session or as part of systematic mediated instructional activities, and is directly related and of material assistance to the teaching content. That is, the uses of materials in the program must be “an integral part of the class experience, controlled by or under the actual supervision of the instructor and analogous to the type of performance or display that would take place in a live classroom setting.” The Act also specifies that “mediated instructional activities” do not encompass uses of textbooks and other materials “which are typically purchased or acquired by the students.”
- The transmission is made solely for and reception is limited to (as technologically feasible) students enrolled in the course, and “downstream” technological controls are instituted that reasonably prevent retention in accessible form for longer than a class session and unauthorized further dissemination in accessible form.
- There is no interference with the copyright holder’s technological measures that prevent such retention and dissemination. Conversion of analog material to digital is permitted only if no digital version is available to the institution or the available digital version is technologically protected to prevent TEACH uses.

The TEACH Act also requires that the institution promulgate copyright policies; provide accurate information about copyright; promote copyright compliance; and provide notice to students that the course materials may be copyrighted.

## **Music**

U.S. copyright law grants owners of copyrighted music the exclusive right to perform or to authorize performances of their music publicly. Whenever copyright-protected music is used for purposes other than face-to-face teaching activities, covered by Section 110 of the TEACH Act, those uses require permission from the music copyright owners. Uses requiring permission from the music copyright owners include but are not limited to:

- recorded background music in campus facilities through tapes, CDs and videos;
- music on School Internet or intranet sites;

- music played by School-sponsored ensembles in School facilities; and
- live concerts by guest performers in School facilities, promoted by the School itself.

Most uses of lawfully owned copies of music in face-to-face teaching activities in the classroom or via dissemination through a digital network as an integral part of a class session are permitted, provided certain conditions are met (see the section on electronic media).

### **Drama**

Dramatic works may not be publicly performed without permission, either in their entirety or in smaller portions, such as: excerpts, acts, scenes, monologues, etc. To qualify as a nondramatic performance, a piece of music taken from a musical play may not make use of any form of staging, choreography, etc., even if the use of any of these elements is not intended to represent any part of the original musical play.

Most uses of lawfully owned copies of dramatic works in face-to-face teaching activities in the classroom or via dissemination through a digital network as an integral part of a class session are permitted, provided certain conditions are met (see the section on electronic media).

### **The Digital Millennium Copyright Act (DMCA)**

One significant emphasis of the DMCA is prohibition of circumvention of copyright protection mechanisms, except in a few restricted situations. The DMCA also limits the liability of Internet Service Providers (ISPs), provided they meet a variety of guidelines, including timely removal of material reported by copyright holders as violating their copyrights and designating an agent for receiving such complaints. Because the Graduate School serves as a kind of Internet Service Provider (to its students, faculty and staff), it must meet these provisions of the DMCA. The Director of Information Technology Services is the Graduate School's Designated Agent "to receive notifications of claimed infringement."

### **Peer-to-Peer File Sharing**

In addition to consuming bandwidth and technological resources and exposing the School network to viruses, spyware and other attacks, peer-to-peer (P2P) file sharing is frequently used for illegally distributing copyrighted works. In an effort to ensure that every student, faculty member, researcher, contract instructor and contract course developer has access to the computer resources they need, and to protect against copyright infringement, the Graduate School restricts the use of all peer-to-peer, or P2P,

file sharing on the campus computer network. The School monitors its network for P2P file sharing activity and disables Internet access for computers found in violation of the policy. Once disabled, a computer's Internet access remains off until its user contacts the IT Help Desk and agrees to abide by the School's computer and network use policy. A second violation results in Internet access being disabled again, and the student discipline process is invoked if a student is in violation, or the appropriate administrator is notified if an employee or contractor is involved.

Although P2P file sharing can sometimes be used for legitimate reasons, any use of P2P software on the campus network may result in Internet access being disabled under this policy. Individuals who need to use P2P software for legitimate purposes can discuss their needs with the IT Help Desk.

## **STUDENT ISSUES AND COMPLAINTS**

Students who believe that their rights and freedoms have been violated, or believe that a violation, misinterpretation or inequitable application of any of the regulations or policies of the School has occurred, should take timely action to resolve the concern. If possible, the student should address the issue with the faculty or staff member involved. Students who have complaints regarding grades are expected to follow the grade dispute policy.

If the problem is not addressed satisfactorily, the student is expected to put the concern in writing (utilizing the Student Issue and Complaint form), with all available evidence, and submit it to the Director of Enrollment Management and Student Support Services. Students may request anonymity if they fear retaliation; but they should understand that maintaining anonymity may hamper resolution of the matter and that the Graduate School may not be able to honor all such requests. Once the form is submitted, the student will be notified via e-mail of the receipt of the complaint within 72 hours. All complaints are expected to be resolved within two weeks, with the goals of equitable treatment of students and ongoing improvement of the School's communications, systems, policies and processes. The Director of Enrollment Management and Student Support Services may convene the Student Grievance Committee to review all evidence, hear testimony, as appropriate, and recommend a resolution of the grievance. The recommendation is submitted to the Director of Enrollment Management and Student Support Services, who will communicate with the student and ensure the resolution is implemented.

Students who wish to appeal the decision may submit a request for appeal (including all evidence) to the Provost within one week of notification from the Director of Enrollment

Management and Student Support Services. Within two weeks, the Provost will convey to the student a resolution. The resolution determined by the Provost shall be final.

All parties are expected to cooperate in the School's attempts to expeditiously address student concerns and to improve the School's communications, systems, policies and procedures. No party will be sanctioned in any way for reporting or responding to such matters in good faith.

In the summer of each year, all complaints received during the year will be reviewed in the aggregate to identify patterns that could lead to further enhancements of communications, systems, policies or procedures of the School.

## **HARASSMENT AND HOSTILE ENVIRONMENT**

The Graduate School is committed to maintaining a positive learning environment where all persons who participate in programs and activities can work and learn in an atmosphere free of all forms of harassment, exploitation or intimidation. The School does not tolerate acts of harassment or related retaliation against or by any student. In the interest of preventing harassment and the development of a hostile environment, the School responds to all reports of any such conduct. In determining whether the reported conduct constitutes harassment, consideration shall be given to the conduct as a whole and to the totality of the circumstances, including the context in which the conduct occurred.

*Harassment* is either (1) conduct — which may or may not be sexual in nature — that, because of its severity and/or persistence, interferes significantly with an individual's educational experience; or (2) using a position of authority to engage in unwelcome sexual advances, requests for sexual favors or other conduct of a sexual nature when:

- Submission to such conduct is explicitly or implicitly made a term or condition of an individual's educational experience; or
- Submission to or rejection of such conduct is used as a basis for decisions affecting an individual's educational experience.

The conduct alleged to constitute harassment under this policy shall be evaluated from the perspective of a reasonable person similarly situated to the complainant and in consideration of the context of the behavior.

*Hostile environment* includes unwelcome conduct by an individual(s) against another individual based upon his or her protected class that is sufficiently severe or pervasive that it alters the conditions of the educational experience and creates an environment that a reasonable person would find intimidating, hostile or offensive. The



determination of whether an environment is “hostile” will be based on the totality of the relevant circumstances. These circumstances could include the frequency of the conduct, its severity and whether it is threatening or humiliating. Simple teasing, offhand comments and isolated incidents (unless extremely serious) will generally not support a finding of hostile environment harassment.

Protected classes are those classes of persons which are protected from discrimination pursuant to federal, state or District of Columbia law, based on race, color, national origin, gender, age, disability, creed, religion, sexual orientation or veteran status. Discrimination and discriminatory harassment based on any of the protected classes is a violation of federal and/or local law.

Retaliation is a materially adverse action that would dissuade a reasonable person from reporting an allegation of discrimination or harassment, or participating in support of an investigation of an allegation of discrimination or harassment. A determination of whether an action will be materially adverse is made on a case-by-case basis.

*Sexual harassment* is unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature, when submission to or rejection of this conduct explicitly or implicitly affects a person’s employment or education, unreasonably interferes with a person’s work or educational performance, or creates an intimidating, hostile or offensive working or learning environment. Sexual harassment may include incidents between any members of the Graduate School community, including faculty and other academic appointees, staff, students, and non-student or non-employee participants in School programs, such as vendors, contractors and visitors. Sexual harassment may occur in hierarchical relationships or between peers, or between persons of the same sex or opposite sex.

### *Sexual Harassment*

Sexual harassment should be reported immediately, but it must be reported within 180 days of the occurrence. However, under compelling circumstances, a delayed report of sexual harassment may be made, provided it is made within 180 days after a student has graduated from or left the School. The U.S. Department of Education Office of Civil Rights (OCR) investigates complaints of unlawful harassment of students in educational programs or activities. The OCR may serve as neutral fact finders and attempt to facilitate the voluntary resolution of disputes with the parties. For more information, contact the OCR listed in the telephone directory.

The School recognizes that sexual harassment may involve interactions between persons not witnessed by others. Reports of sexual harassment cannot always be substantiated

by additional evidence beyond information provided by the victim. Lack of such additional or corroborating evidence, or “proof,” should not discourage individuals from reporting sexual harassment under this policy.

This policy is not intended to cover consensual relationships between members of the School community. However, while such relationships may begin as consensual, they may evolve into situations that lead to charges of sexual harassment, subject to this policy.

### *Responsibility for Reporting*

In order to take appropriate corrective action, the School must be aware of discrimination, harassment, hostile environment and related retaliation that occurs in educational programs and activities. Therefore, students who believe they have experienced or witnessed discrimination, harassment or related retaliation should promptly report such behavior to a School official.

In addition, supervisors, managers and other designated School employees are responsible for taking whatever action is necessary to prevent harassment and related retaliation, to correct it when it occurs, and to report it promptly to the appropriate official designated to review and investigate harassment claims. Any manager or supervisor aware of harassment under the policy and who took no action to stop it or failed to report the prohibited harassment may be subject to disciplinary action.

### *Response to Reports*

Management must provide clear procedures for promptly responding to charges of discrimination, harassment or hostile environment. A School officer shall investigate every allegation of harassment, including informal and third-party reports. Employees will participate with such investigating officer, as appropriate, in considering charges of harassment and in the process of informal and formal resolution of harassment complaints. Individuals who make complaints of harassment and individuals who are accused of harassment are entitled to due process and to a fair and prompt resolution of the complaint. Resolution may be attempted through direct informal action, through an informal resolution process, or through a formal grievance process. Both parties will be informed in writing of the resolution.

### *Affiliated Entities*

Graduate School students sometimes work or study at the work site or program of another organization affiliated with the Graduate School. When a policy violation is

alleged by or against students in those circumstances, the complaint shall be handled as provided in any affiliation agreement between the School and the other entity. In the absence of an affiliation agreement or a provision addressing this issue, the School may, at its discretion, choose to conduct its own investigation or conduct a joint investigation with the affiliated entity.

### *Disciplinary Action*

Any member of the School community who is found to have engaged in harassment is subject to disciplinary action up to and including dismissal. Generally, disciplinary action will be recommended when the harassing conduct is sufficiently severe, persistent or pervasive that it limits the opportunity to participate in or benefit from educational programs. This policy prohibits retaliation against a person who reports harassment, assists someone in a report of harassment, or participates in any manner in an investigation or resolution of an harassment report. Retaliation against a complainant or witness may be, in itself, a violation of this policy and the law, and is a serious, separate offense. This policy shall not be used to bring false or frivolous charges against students, faculty members or other employees. Those bringing such charges also may be subject to disciplinary action.

### *Confidentiality*

All records of harassment and hostile environment and related retaliation reports and investigations shall be considered confidential and shall not be disclosed publicly except to the extent required by law. Individuals with a legitimate need to know will be informed of the complaint in order for the School to conduct a meaningful review of each complaint and for the purpose of determining whether the complaint is isolated, frequent, part of a pattern of practice or pervasive.

### *Academic Freedom*

Robust discussion and debate are fundamental to the life of the School. The School respects the rights of its members to hold, vigorously defend and express their ideas and opinions in an atmosphere of mutual respect, understanding and sensitivity. This policy is intended to protect members of the School community from harassment, exploitation or intimidation, not to regulate or minimize protected speech. This policy shall be implemented in a manner that recognizes the importance of rights to freedom of speech and expression. However, freedom of speech and academic freedom are not limitless and do not protect speech or expressive conduct that violates federal or state antidiscrimination laws.

## VIOLENCE AND THREATENING BEHAVIOR

The Graduate School is committed to providing a learning and working environment that is safe for all members of the School community. The School will not tolerate violent acts on its premises, at locations administered by the School or in its programs. This policy of “zero tolerance” extends not only to actual violent conduct but also to verbal threats and intimidation, whether by students, faculty, staff or visitors to the School.

It is the responsibility of all of it’s the School’s employees to attempt to maintain a workplace free from threats and acts of violence for employees, students and visitors to the School. The School urges individuals who have experienced or witnessed incidents of violence to report them to the police, the Facilities Director, Security or any School official.

The School does not permit retaliation against anyone who, in good faith, brings a complaint of violence or serves as a witness in the investigation of a complaint of violence.

The School responds promptly to reports of threats and acts of violence, including prompt investigation and timely involvement of law enforcement agencies, when appropriate. Managers and supervisors are specifically empowered to take immediate action to resolve or stabilize violent situations in the workplace, and to protect people from harm.

The School takes disciplinary action, up to and including discharge from employment, against employees of the School who violate this policy. Students who violate the policy are dealt with in accordance with the School’s *Code of Student Conduct*. Upon request, the School will share the results of disciplinary proceedings against an alleged perpetrator with the victim or the victim’s family, as appropriate. Employees, students or visitors to the Graduate School who engage in violent behavior will be reported to law enforcement authorities as appropriate. The School supports criminal prosecution of those who threaten or commit acts of violence against its employees or students, and visitors to its work environment.

The possession of any dangerous weapon, to include any firearm, in any School setting by any person other than a law enforcement officer in the course of his or her duty is strictly prohibited. Personnel are prohibited from possessing any dangerous weapon, to include any firearm, while on official duty.

Every effort will be made to respect the privacy of all individuals; however, the necessity to investigate and to cooperate with law enforcement authorities may require the disclosure of otherwise confidential information.

## **DRUGS AND ALCOHOL**

To help ensure the safety and well-being of faculty, staff, students and the general public, the Graduate School is committed to maintaining an educational environment that is free of illegal drugs and of drugs and alcohol that are used illegally. Accordingly, the School strictly prohibits the use, possession, manufacturing, dispensing or distribution of illegal drugs, controlled substances or alcoholic beverages in any classroom or instructional setting.

All students must abide by this policy as a condition of enrollment. Continuance of enrollment following notice of this policy constitutes acceptance of this policy by the student. Violation of the School's alcohol and drug prohibitions is cause for disciplinary or other appropriate action. Any disciplinary action shall be taken in accordance with applicable policies of the School. It is within the discretion of the School to refer any violations of the alcohol and drug policy to the appropriate authorities for criminal prosecution.

In compliance with the Drug-Free Schools and Communities Act (DFSCA) and U.S. Department of Education Drug and Alcohol Abuse Prevention Regulations, the School has a prevention program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by all students and employees both on School premises and as part of any of its activities, including the following:

1. The School annually notifies each employee and student, in writing, of standards of conduct; a description of appropriate sanctions for violation of federal, state and local law and campus policy; a description of health risks associated with alcohol or drug use; and a description of available treatment programs.
2. At the end of every odd-numbered year, the School conducts a biennial review to determine the effectiveness of its alcohol and drug programs and implement changes if needed; and to ensure that sanctions are consistently enforced.
3. The School maintains its biennial review material on file, so that, if requested to do so by the U.S. Department of Education, the School can submit it.

### **Annual Notification**

In January of each year, the School distributes the following in writing to all students and employees:

- Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use or distribution of illicit drugs and alcohol on School property or as part of any School activities
- A description of the applicable legal sanctions under federal, state or local law for the unlawful possession or distribution of illicit drugs and alcohol

- A description of the health risks associated with the use of illicit drugs and the abuse of alcohol
- A description of any drug or alcohol counseling, treatment, rehabilitation and re-entry programs that are available to employees or students
- A clear statement that the School will impose disciplinary or other appropriate sanctions on students and employees (consistent with federal, state and local law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct.

## **SMOKING**

The Graduate School has a smoke-free environment in all interior areas of the School. Smoking is prohibited in all Graduate School facilities. Employees and students who violate this policy may be subject to disciplinary action.

## **CHILDREN IN SCHOOL FACILITIES**

Only enrolled students are allowed in classes; hence, children are not permitted in classrooms. No child may be left unsupervised anywhere on School premises or at School-sponsored events. Graduate School personnel will call the police if any child is unaccompanied by a responsible adult.

Children visiting the Graduate School in school and other groups, which are authorized in advance, are welcome. While on School premises, children in authorized groups are the responsibility of the parent(s) and/or guardian(s) or caregiver(s) accompanying them.

Employees may not bring children to work unless the Graduate School has specifically designated a time or place for employees' children to be present.

If, despite this policy statement, a student brings a child to class, the faculty member or instructor may act at his or her discretion in handling the immediate situation, but, in all cases, will remind the student of this policy and will inform the Director of Student Services of the situation so that appropriate follow-up communications can occur in a timely way.

## **ANIMALS IN SCHOOL FACILITIES**

With the exception of guide and service animals, no animals are permitted on the Graduate School premises or at School-sponsored events. Students requesting the accommodation of a service animal should register with the Special Accommodations Coordinator. Students must provide current medical documentation assessed by appropriately certified professionals verifying the functional limitations associated with their disability and the recommended accommodations, which should include the use of the service animal. The Coordinator will review documentation, evaluate the disability and recommend accommodations appropriate to the functional limitations of the disability. Students must register with the Coordinator's office each year and provide proof of service animal license, vaccination and annual health exam. Reasonable behavior, cleanliness of the service animal, and consideration of others must be taken into account when these animals are approved as accommodations.

## **NETWORK AND RESPONSIBLE COMPUTING**

The Graduate School's computers, networks and information systems exist to promote shared access to computing, communication and information systems necessary to support the School's mission. Thus, all account holders of School information facilities have responsibility to use these systems in a respectful, ethical, professional and legal manner.

All users of School information facilities are required to demonstrate respect for:

- The privacy of others;
- Intellectual property rights (copyrights, trademarks, licenses, etc.) and ownership of information;
- The operation and integrity of the various information systems;
- Individuals' rights to be free of intimidation, harassment and unwarranted annoyances;
- Relevant local and federal laws in relation to information technology.

While the School recognizes and respects the privacy of all users, it cannot guarantee confidentiality in the use of any School information system. Electronic records retained on School systems are subject to local and federal Privacy Acts as well as the Freedom of Information Act. Individuals are advised that e-mail messages are written records that could be subject to review with just cause and may be subject to Freedom of Information Act and legal investigation requests.

In addition, School system administrators may view any files, including e-mail messages, in the course of troubleshooting system problems. System administrators

have the authority to do this and will treat any information on the systems as confidential. World Wide Web information located in designated Web directories will be considered public information if read access is granted.

Access to School information systems is a privilege and may be revoked for reasons including, but not limited to, violations of the Network and Responsible Computing Policy, attacking the security of the system, modifying or divulging private information such as a file or mail contents of other users without their consent, modifying or destroying School data, or using the national networks in a manner contrary to established guidelines. Access may be revoked at any time on a permanent or interim basis by the School system administrators in order to safeguard School resources and protect School privileges. Individuals responsible for not adhering to the School's Network and Responsible Computing Policy will be held accountable and may be subject to disciplinary action. Revocations may be appealed via the procedures outlined in the *Code of Student Conduct*, as appropriate.

Persons who are victims of computer abuse, harassment, others' malicious behavior and unauthorized account access should report the offense(s) to the Director of Enrollment Management and Student Support Services. For investigative purposes, individuals are advised to retain harassing e-mail messages, dates and times of unauthorized access, etc. Cases will be handled confidentially.



## **INTERNATIONAL STUDENTS: GOING FORWARD**

---

The Graduate School welcomes international students! The Office of International Student Services assists international students with the process of applying for admission, handling visa and reporting requirements, and advising to help students make the most of their academic experience at the Graduate School. For further assistance, please contact us at (202) 314-3651 or [advising@graduateschool.edu](mailto:advising@graduateschool.edu).

### **MAINTAINING YOUR LEGAL STATUS**

#### *On-Site Study*

Undergraduate students are required to take 12 credit hours each semester/term. No more than the equivalent of ONE class or three credit hours per semester or term may be counted toward the full course of study requirement if the class is taken ONLINE and does not require the student's physical attendance for class or examination integral to completion of the class.

#### *Vacation*

A student can take vacation after completing four consecutive semesters (32 weeks) of course work, with approval from the Designated School Official. Additional vacations or less than full-time study can again be taken after the next consecutive four full-time sessions.

#### *Travel*

Travel requests must be submitted to the Designated School Official. F-1 students are permitted to travel back to their home countries for up to five months and maintain status. Students are responsible for ensuring travel documents are valid.

#### *Online Study*

International students who study under the F-1 visa while inside of the United States are not permitted to study full-time online unless they have received vacation approval from the Designated School Official. Students are permitted to study full-time online from their home countries. For F-1 students enrolled in classes for credit, no more than the equivalent of ONE class or three credits per semester/term may be counted toward the full course of study requirement if the class is taken ONLINE and does not require the student's physical attendance for classes or examination integral to completion of the class.

### Program Extension

Apply for program extensions before the expiration date on the current I-20. Extensions are granted in one-year intervals and are not granted if delays are caused by academic probation or suspension, etc.

### Full Course of Study

Pursue and maintain a full course of study (12 credit hours each semester/term) and make normal progress towards completion of your program of study.

Exceptions to a full course of study MUST be requested in advance and in writing. Submit your request to the Designated School Official. Authorized reasons include:

- Annual vacation (student must meet vacation requirements before approval is granted); or
- Medical problem (statement from appropriate medical official is required) during full-time optional practical training.

### Completion Requirements

The student can remain in the United States no longer than 60 days after completing his or her studies, unless prior to that time the student has followed the procedures for applying for practical training, moving to a new program or transferring schools.

Moving to a new program requires a new process with a new application.

Any student applying for an extension to remain in the United States 60 days after completing his or her studies must submit a reinstatement application to the Department of Homeland Security before he or she can start classes. There is a chance the application will be denied and the student will have to leave the country.

### Address Change

Report a change of address OR name to the Designated School Official within ten (10) days of the change.

### I-901 SEVIS Fee

Students are required to pay an I-901 fee. The SEVIS I-901 fee is mandated by Congress to support the program office and the automated system that keeps track of students and exchange visitors and ensures that they maintain their status while in the United States. Each student or exchange visitor issued an initial form I-20 or DS-2019 after September 1, 2004, is responsible for paying this fee to the student exchange visitor

policy unit. There are some exceptions. For more information, visit the Web site [www.fmjfee.com](http://www.fmjfee.com).

### Employment

No off-campus employment is permitted without authorization from the Department of Homeland Security. Off-campus employment (with authorization through economic hardship or part-time practical training) is limited to 20 hours per week while school is in session.

### Reinstatement

When a student fails to maintain F-1 status, reinstatement becomes an option, or the student will need to return to his or her home country to request a new I-20. Reinstatements are not automatically generated and must be requested by the student to the Designated School Official. Once students fail to maintain status, they are no longer eligible for OPT or vacation until they have been reinstated by the Department of Homeland Security and have maintained status for a full academic year thereafter.

**Note:** Maintenance of status and understanding visa rules are the student's responsibility. The Graduate School is responsible for providing U.S. Immigration Customs Enforcement with accurate reporting.

## **WHAT TO DO IF YOU THINK YOUR VISA IS OUT-OF-STATUS**

If you think that your visa may be out-of-status, please visit the International Student Advisor immediately. The longer you wait to address the problem, the more difficult it can become.

There are many reasons your visa may fall out-of-status. The most common are:

- Not registered for classes at the school whose I-20 you used to apply for your visa;
- Working without authorization;
- Not registered for classes in a specific term/semester;
- Not registered as a full-time student;
- Not getting your financial documents in on time to complete your transfer;
- Not transferring in the next available term/semester;
- Not completing the transfer process in a timely manner;
- Failure to extend I-20 before the expiration deadline;
- Failure to take less than a full course of study without prior written authorization from the International Student Advisor for an excusable academic or medical reason under USCIS regulations.

## WHAT TO DO IF YOUR VISA IS OUT-OF-STATUS

If your visa is out-of-status, you have two options:

1. Go to a U.S. embassy (preferably in your country) to explain your situation and apply for a new visa. Before doing this, you must apply to your International Student Advisor for a new I-20 form and must be prepared to present current financial support documentation. You should also take a transcript from the Registrar's Office demonstrating the periods during which you studied.
2. Apply to the U.S. Citizenship and Immigration Services (USCIS) for a reinstatement of your visa status. Reinstatement basically means getting something back that you have lost. The government will review your application only under the following conditions:
  - a. your violation of status was solely due to circumstances beyond your control;
  - b. you have not been employed off campus without authorization;
  - c. you are not already in deportation proceedings; and
  - d. you have been out-of-status for less than five (5) months.

The advantages of applying for a reinstatement are:

1. If your reinstatement is approved, the time you were out-of-status will still count towards your eligibility for Optional Practical Training (OPT); and
2. The time you have been out-of-status may not be included when the USCIS considers the visa overstay provision.

The disadvantage of applying for a reinstatement is that if it is denied, it may not be appealed and you will probably have to depart the United States within 30 days.

The decision of whether or not your visa status is reinstated is made solely by the USCIS. The Graduate School has absolutely no influence over its decision.

If you have any questions concerning your visa status, please make an appointment with the International Student Advisor by calling (202) 314-3651 or sending an e-mail to [international@graduateschool.edu](mailto:international@graduateschool.edu).

## HAS YOUR ADDRESS CHANGED?

United States (U.S.) immigration regulations require “non-citizens” of the U.S. (other than diplomats on “A” visas or international organization representatives on “G” visas) who are present in the U.S. for more than 30 days to register any change of address with the United States Citizenship and Immigration Services (USCIS) within 10 days of the change of address. This is particularly important for students in F-1 visa status who may lose their visa status if they do not follow this directive.

### How to Inform the USCIS of Your Change of Address

1. See the International Student Advisor (ISA) to register your new address with the USCIS.
2. Also, make sure to complete a change of address form and submit it to the Registrar’s Office.
3. For all other permanent residents and visa holders (other than those in “A” or “G” status):
  - a. Download form AR-11 from the USCIS Web site ([www.uscis.gov/portal/site/uscis](http://www.uscis.gov/portal/site/uscis)).
  - b. Thoroughly complete the form AR-11 for yourself and each of your dependents. The address on the form must be the physical address of your residence, not a Post Office box.
  - c. Make copies of the form(s) for your records.

Those students that are subject to Special Registration must also mail in the form to the address listed on the form. The Graduate School recommends that you mail the AR-11 form by “Certified Mail – Return Receipt Requested.” This will cost you several dollars; however, it is worth it, because you will receive a receipt from the Post Office proving that the USCIS received your form. When you receive the receipt, make sure you staple it to the copy of the AR-11 form you kept for your records.

*Please refer to the USCIS Web site for more information.* The Web site address that particularly addresses this issue is **[www.uscis.gov/files/form/ar-11.pdf](http://www.uscis.gov/files/form/ar-11.pdf)**.

## WHO CAN ANSWER MY QUESTION?

QUESTION	DEPARTMENT
Academic Advisement	Office of Academic Advising or Faculty Advisor in Program of Study
Career Choice and Information	Office of Career Services
Declaring a Major	Office of Academic Advising
Employment	Office of Career Services
Refund Requests	Bursar
Scholarships	Office of Financial Aid
Study Habits and Budgeting Time	Office of Academic Advising
Testing: Career Preference	Office of Career Services
Transcript Request	Registrar's Office
Personal/Academic Problems	Office of Academic Advising
Assessment Testing	Admissions Office
Requesting Transcripts	Registrar's Office
Tuition Questions	Bursar
Veterans Services	Registrar's Office
Special Accommodations/Disability Services	Registrar's Office
Withdrawal from Class or the School	Office of Academic Advising
Refund Requests	Bursar
Lost and Found	Lobby – Front Desk
Student Grievance	Provost
Student E-Mail Problems	IT Help Desk
Student Conduct	Office of Academic Advising
Change of Name, Address or E-Mail	Registrar's Office
Reporting of Final Grades	Registrar's Office

## GLOSSARY OF TERMS

---

**A, grade of** – highest performance score for a course; where grades are based on a 4-point scale, A=4.0.

**Academic advising** – assistance to students in choosing courses by providing information about School requirements, majors, various academic programs, and academic policies and procedures, and ensuring that they are taking the classes they need to graduate. Advisors also assist students in establishing their educational and career goals.

**Academic costume** – *see* Regalia.

**Academic dismissal** – the dismissal of a student from the School for two (2) terms resulting from a cumulative grade point average below 2.0 following a period of academic probation.

**Academic freedom** – the freedom to discover, inquire, publish, teach, speak, assemble and communicate without constraints from School authorities.

**Academic misconduct** – any activity that tends to undermine the academic integrity of the institution (e.g., plagiarism or cheating).

**Academic monitoring** – an initial notice to students who have less than satisfactory performance at midterm week.

**Academic probation** – a period in which sanctions are imposed on students whose grade point averages remain below a 2.0 following an academic warning.

**Academic responsibility** – the faithful performance of academic duties and obligations, the recognition of the demands of the scholarly enterprise, and the candor to make it clear that the individual is not speaking for the institution in matters of public interest.

**Academic suspension** – *see* Academic dismissal.

**Academic unit** – credit hour; usually based on one credit hour per weekly hour of lecture.

**Academic warning** – a period in which sanctions are imposed on students whose grade point averages fall below 2.0. The student is placed on academic warning for the following term.

**Academic year** – usually September through May and divided into a fall and spring semester.

**Accreditation** – the certification that a school or program meets a prescribed academic standard. Approval by an outside rating organization that reviews educational institutions and/or programs for quality.

**ACCUPLACER®** – a computerized testing system used to assess students’ skill levels in math, writing, reading and science.

**ACE** – American Council on Education.

**ACT** – entrance test for some colleges; covers English, reading, science and math.

**Add/drop** – enrolling in or stopping enrollment in a course.

**Adjunct faculty** – members of the faculty that are part-time.

**Administrative action** – oral or written warning, reprimand, etc.

**Admission** – acceptance into the School or a program of study.

**Admissions counselor** – advisor who assists in the preparation of a student’s application materials.

**Advanced Placement (AP)** – credit given to students for class work done in high school or to students who prove via examination that they have achieved college-level proficiency in a certain subject.

**Advisement** – meeting between academic advisor and student where program of study, class selections or career plans are discussed.

**Advisor** – A staff or faculty member who provides students with academic information about School and departmental graduation requirements; assists students in the development of a course of study; helps students to understand the expected standards of achievement and likelihood of success in certain areas of study; and refers students to available campus resources to meet individual needs.

**Alma mater** – college or university one has attended and usually from which one has graduated.

**Alumni** – students that have graduated from the School.



**Application essay** – admission essay; common requirement when applying to a program in the Center for Health Sciences.

**Articulated credit** – college credit granted for equal course work at another institution.

**Articulation agreement** – equates courses at one institution (college, community college, high school) to another.

**Assessment** – a cyclical process of developing clearly articulated statements, in observable terms, of key institutional and unit goals and student learning outcomes; designing and implementing intentional objectives or strategies to achieve those goals and outcomes; measuring and documenting results; and using those results to improve learning, programs, services and mission accomplishment.

**Assessment test** – a test given to determine the appropriate level at which to “place” a student in certain courses.

**Assignment** – required course work completed in or between class meetings.

**Assistant professor** – college or university teacher who ranks below an associate professor and above an instructor.

**Associate professor** – a teacher in the School who ranks between a professor and an assistant professor.

**Associate’s degree** – awarded for completing a two-year program at a community or junior college; usually 60 credits or more; common programs are arts (AA), applied science (AAS), fine arts (AFA) and science (AS).

**Attempted hours** – the number of credit hours for which a student has enrolled.

**Attendance** – record taken of students being in a class meeting.

**Audit** – attendance in a course without receiving academic credit.

**Award letter** – informs a prospective student of the amount of financial aid available to him or her.

**B, grade of** – above average performance score for a course; when grades are based on a 4-point scale, B=3.0.

**Board of Trustees** – an institution’s governing body; usually responsible for budget approval and long-term planning.

**Booklist** – the comprehensive list of all textbooks being used for a particular semester’s/term’s academic courses.

**Bursar** – treasurer or business officer.

**C, grade of** – average performance score for a course; where grades are based on a 4-point scale, C=2.0.

**Calendar, academic** – lists registration and deadline dates, college holidays and other time-sensitive information.

**Campus** – the buildings and grounds of a school.

**Cancelled courses** – when the School cancels a course during the semester/term.

**Catalog** – the document (electronic or printed format) that outlines all relevant academic programs, policies, procedures, schedules and other information pertinent to students and other catalog users; a.k.a. bulletin.

**Certificate** – a document that signifies completion of studies; does not award a degree.

**Certificate program** – specialized training in a specific area of study; usually completed in a year or less.

**CEU** – *see* Continuing Education Unit.

**Class rank** – student’s ranking of being a freshman (less than 30 credits) or sophomore (30-59 credits) based on the number of college-level credit hours earned.

**Class schedule** – course details for the current semester; when and where class meets.

**Class standing** – student’s year in school (e.g., sophomore); based on semesters and/or credits completed.

**CLEP, College-Level Examination Program** – a standardized examination in college-level subject matter. Subject examinations cover material offered in specific advanced-level courses. Credits may be acquired through the CLEP examinations. These

credits may be used to fill General Education requirements, and may also be accepted as equivalent to specific courses.

**Clock hour** – a clock hour is a period of 60 minutes with a minimum of 50 minutes of instruction.

**Closed class** – a class that has been filled by the maximum number of students allowed for that class.

**Code of conduct** – rules and regulations establishing acceptable student conduct.

**Colleague** – an integrated administrative and academic database system designed to help colleges and universities build Strategic Academic Enterprises in support of student success.

**College** – a two or four-year higher-education institution.

**Commencement** – ceremony at the end of the academic year when diplomas are given to graduates.

**Competency test** – a test which is used to determine if a student has the acquired knowledge of a college-level course.

**Concentration** – an approved area of study, having a specific curriculum, within a particular undergraduate major.

**Concurrent enrollment** – current attendance at more than one institution.

**Confidential information** – all non-public information that is protected by federal or state law, such as records of employee performance and student education records.

**Continuing education** – non-degree programs with courses offered for the sake of personal or professional growth.

**Continuing Education Unit (CEU)** – a nationally recognized unit that certifies participation in non-academic-credit continuing education programs. One Continuing Education Unit is defined as 10 contact hours of participation in an approved and organized continuing education experience under responsible sponsorship, capable direction and qualified instruction.

**Continuing student** – a student who has attended the Graduate School previously and is returning after one or more semesters of absence.

**Contract** – a written agreement between two parties, intended to have legal effect.

**Cooperative education** – a program in which students spend a portion of their time in a professional environment outside of the School.

**Copyright** – as soon as a work is placed in a “tangible medium of expression,” even if the author neglects to include a formal statement of copyright.

**Core courses** – the required courses of an academic program.

**Co-requisite** – a course that must be taken in conjunction with another course.

**Course audit** – attending a class without earning college credit for the course.

**Course load** – number of credit hours a student is taking in a given semester/term. A full-time course load is usually 15 credit hours per semester.

**Course number** – number code that identifies a course.

**Course overload** – carrying excess credits (18+); requires approval.

**Course schedule** – the list of all courses offered, with days, times, professors assigned and locations, for each term.

**Course substitution** – student is granted permission to replace a required course with a similar course.

**Course waiver** – a student is not required to enroll in a specified course and is not required to take a course substitution.

**Course withdrawal** – the official act of leaving a course.

**Credit hours** – a credit hour is equivalent to a minimum of each of the following: one semester credit for 15 clock hours of lecture, 30 clock hours of laboratory, or 45 clock hours of work-based activities.

**Cumulative grade point average** – weighted average of the grades for all courses taken to-date. *See* GPA.

**Curriculum/curricula** – all course offerings of the School; also, the required courses for a degree or certificate.

**Cut** – skip attendance of a class meeting.

**D, grade of** – below average performance score for a course; where grades are based on a 4-point scale, D=1.0.

**DANTES, Defense Activity for Non-Traditional Educational Support** – standardized tests provided to service members to obtain credit for knowledge and skills acquired through non-traditional educational experiences.

**Degree** – a certificate of completion of a course of study.

**Degree audit** – an assessment of student progress showing courses completed and courses needed.

**Degree plan** – a specific list of required courses and electives to be completed for a degree.

**Department Chair** – the administrative head of an academic department.

**Diploma** – a document certifying the successful completion of a course of study.

**Discipline** – a subject area. English, history, accounting and elementary education are examples of disciplines.

**Distance learning** – courses which students can take off campus, via a variety of means, such as: Internet, videotapes or cable television.

**Drop/add** – the process used if students need to change a schedule for which they have already registered.

**Early registration** – students who are within 15 credits of graduation may register for classes during this time.

**Earned hours** – the number of credit hours in which a student earns a passing grade.

**Education/career plan** – outlines a student's academic and career goals while pursuing a degree.

**Elective** – a college-level course or subject taken by a student which counts as credit earned toward graduation requirements but is not required for a major.

**Electronic catalog** – the placement of the academic catalog online.

**ESL** – English as a second language.

**F, grade of** – unsatisfactory performance score for a course; where grades are based on a 4-point scale, F=0.0.

**Fair use** – a doctrine in United States copyright law that allows limited use of copyrighted material without requiring permission from the rights holder(s), such as use for scholarship or review.

**Fees** – additional charges not included in tuition.

**FERPA, Family Educational Rights and Privacy Act** – a law that (1) provides that students will have access to inspect or review their educational records and (2) protects the rights of a student to privacy by limiting access to the educational record without express written consent.

**Financial aid** – money received for the purpose of paying for your education. Financial aid may be in the form of loans, grants, scholarships, work study, etc.

**Financial aid probation** – academic term in which a student has been identified as not meeting one or more standards and continues to receive financial aid. At the end of the term of financial aid probation, a student is expected to meet satisfactory academic progress requirements in order to continue receiving financial aid.

**Financial aid termination** – the point at which a student is no longer eligible to receive financial aid as defined in; normally, this is following an unsuccessful term of probation.

**Freshmen** – first-year students who have completed fewer than 30 credit hours.

**Full-time student** – an undergraduate student who registers for 12 or more credit hours.

**General Education Core** – a specific group of courses in primary academic areas (i.e., Social Science, Arts & Humanities, Biological Science, English, Math) required for an associate's or bachelor's degree.

**Grade point average (GPA)** – GPA is a measure of how well you are doing academically. It is figured by dividing total grade points earned by total number of semester units. The semester units used to compute your GPA are those in which you received a grade of A, B, C, D or F.

**Grade points** – A numerical value assigned to each unit of letter graded. For example: A=4, B=3, C=2, D=1 and F=0. Grade points are used in computing your grade point average.

**Grants or grants in aid** – financial assistance that is based on need and does not need to be repaid.

**Hold** – an official action taken by the Graduate School to possibly prevent student registration or receipt of grades and transcripts until a student satisfies a requirement.

**Identity theft** – a fraud committed or attempted using the identifying information of another person without authority.

**Incomplete grade (“I”)** – a temporary grade that may be assigned when a student is unable to complete all of the work in a course due to extenuating circumstances, but not due to poor performance. A written plan is required.

**Independent study courses** – courses for which a student does not have regular class meetings. The student works independently and makes arrangements with the instructor to submit assignments and take examinations.

**Intellectual property** – Copyrightable material produced from creative and scholarly activity; videos and motion pictures; music; images; works of art; computer software; patentable works; devices; software excluded from copyrighted materials; and trade secrets.

**Internship/intern** – an arrangement by which a student works in a company associated with the student’s field of study for a limited period of time and receives pay and college credit.

**Late registration** – official process of enrolling into courses during the first week of classes.

**Learning outcomes assessment** – a cyclical process of developing clearly articulated statements, in observable terms, of key student learning outcomes; designing and implementing intentional objectives or strategies to achieve those outcomes; measuring and documenting results; and using those results to improve learning.

**Liberal arts** – the study of humanities, arts and literature, language, and natural and physical sciences. Most U.S. universities and colleges offer an ample liberal arts program. Some schools are dedicated solely to the liberal arts.

**Lower division** – courses taken during the first two years of full-time college, also known as freshman and sophomore level. Community colleges offer only lower-division courses.

**Major** – a college student’s field of study.

**Matriculated student** – a student who enrolls or registers in a college or university as a degree candidate (necessary for financial aid).

**Matriculation** – the process of applying to and gaining acceptance into a degree program at a college or university. Being matriculated is important for academic advisement and financial aid purposes, and allows students to take advantage of all services within the School.

**Maximum course load** – a credit load of more than 18 during a fall or spring semester, or more than 10 during a summer term.

**Midterm deficiency** – notice to students who have less than satisfactory performance in a course at the midterm and that the final course grade is in jeopardy.

**Mission** – a brief statement of purpose and scope; it answers the question, “Why does the organization exist?” and explains the institution’s character and individuality.

**Non-credit programs** – those programs of varying length for which no credit is assigned. Such programs are usually provided for purposes of personal enrichment, career advancement or professional education.

**Non-matriculated student** – an individual who may be enrolled in courses at a college or university but is not working toward a degree.

**Online courses** – classes held on the Internet instead of in a traditional classroom.



**Part-time student** – an undergraduate student who registers for fewer than 12 credit hours.

**PIN** – a personal identification number that is used as a password.

**Placement test** – see Assessment test.

**Policy** – represents a set of decisions which are oriented towards a long-term purpose or to a particular problem. A policy instructs someone or a group of people to do something in particular in a given set of circumstances.

**Portfolio** – an arrangement of documents and/or drawings that are used in some majors and degree programs for assessment or career placement.

**Practicum** – a course of study designed especially for the preparation of teachers and clinicians. A practicum involves the supervised practical application of previously studied theory.

**Prerequisite** – an academic requirement a student must fulfill before being given permission to enroll in a specific course or major. Prerequisites for each course are listed in the School catalog following its description.

**Printed catalog** – the physical manifestation of the academic catalog.

**Probation** – a trial period during which students must improve unsatisfactory scholastic work.

**Procedure** – a step-by-step explanation of how a policy is to be implemented.

**Program** – formal undergraduate or graduate educational offerings leading to a credit-bearing certificate or degree.

**Program discontinuation** – doing away with an academic program leading to a credit-bearing certificate or degree.

**Professional ranks** – faculty rank, including lecturer, instructor, assistant professor, associate professor and professor.

**Public domain** – refers to the total absence of copyright protection for a work (such as most federal documents, telephone books, works with expired copyrights, works for which creators/owners have given up their copyrights, freeware, works published before 1923, or items with the statement indicating they are in the public domain).

**Regalia** – cap, gown, hood, etc., worn at graduation ceremonies; usually black.

**Registrar** – the administrative officer who maintains enrollment records and certifies the academic standing, as well as the fulfillment of graduation requirements, for all enrolled students.

**Registration** – official process of enrolling in courses.

**Reinstatement** – readmission after academic dismissal.

**Remedial course** – a course numbered lower than 100. Remedial courses will not satisfy degree requirements, are not transferable, and are not calculated in a student's grade point average.

**Returning student** – *see* Continuing student.

**Rolling admission** – policy in which a school sends out acceptance letters to students as they are accepted.

**Rubric** – a scoring tool that provides an explicit set of criteria and levels of potential achievement for each criterion used to assess student learning.

**SAT, Scholastic Aptitude Test** – a college entrance examination.

**Satisfactory academic progress** – an undergraduate student has maintained at least a 2.0 grade point average.

**Schedule adjustment** – period in which students may add or drop a course during the first week of classes.

**Schedule of classes** – the publication which includes courses offerings for a specific semester/term and year.

**Scholarships** – funds provided to students based on need and/or academic achievement.

**Sophomore** – a student who has completed 30 to 59 college credit hours.

**Standby list** – *see* Wait list.

**Student ID number** – a code that uniquely identifies each student.

**Student loans** – financial assistance that must be repaid but at a reduced interest rate.

**Student organization** – an organization recognized by the Student Government Association (SGA).

**Syllabus** – the document that a professor provides as a course outline. A syllabus will usually include intended learning outcomes, assignments, due dates, test dates, grading procedures and attendance policies.

**Textbook** – books, materials, journals and articles utilized in classroom instruction for academic and non-academic courses.

**Title IV** – the section of the federal Higher Education Act which defines the federally funded student financial aid program benefits and eligibility requirements.

**Transcript** – a copy of your academic record at a college or university. It includes semesters attended, courses taken, and units and grades earned. Transcripts are kept in the Registrar's Office.

**Transfer credit** – credit which was earned at another college or university, and which is accepted by the Graduate School.

**Transfer student** – a student who has taken college-level courses at another college.

**Tuition** – the amount charged per credit hour for instruction at the School.

**Tutor** – an individual who provides private instruction or coaching.

**Tutorial courses** – courses which do not appear on the schedule of classes but are arranged with an instructor and one or more students. Tutorial courses can also be derived from scheduled courses that do not meet the minimum class size.

**Undergraduate** – a college student who has not yet earned a bachelor's degree.

**Undergraduate program** – a program of study leading to an associate's degree or a certificate.

**Unsatisfactory academic standing** – a student has not earned or maintained at least a cumulative 2.0 grade point average.

**Wait list** – when students may be added to a wait list for courses that are fully enrolled.

**Web-based classes** – *see* Online classes.

**Withdrawal** – *see* Course withdrawal.

**Work-study** – a federal financial aid program through which students work part-time on campus while taking college courses.

# INDEX

---

## A

Academic Advising -----	18
Academic Calender 2010–2011 -----	14–16
Academic Honesty -----	59
Academics -----	44
Altercations and Other Disturbances -----	8
Animals in School Facilities -----	75
Assessment Testing -----	24

## B

Blackboard Tips -----	41
Building Security -----	11

## C

Calculating Your Grade Point Average -----	47
Campus Directory -----	12
Campus Security and Emergency Response -----	8
Career Planning -----	30
Changes in Student Data -----	12
Changes to the Handbook -----	1
Changing Your Program of Study -----	44
Cheating -----	59
Children in School Facilities -----	74
Class Attendance -----	47
Closings/Dismissals -----	11
Code of Student Conduct -----	49
Copyright -----	60
Course Registration -----	20
Course Substitution or Waiver -----	47

## D

Digital Millennium Copyright Act (DMCA) -----	66
Disability Services -----	31
Disputing a Grade -----	45
Drama -----	66
Drugs and Alcohol -----	73

**E**

Electronic Media ----- 64  
Electronic Services ----- 38  
Emergency Contact Numbers ----- 11

**F**

Fair Use ----- 61  
FERPA ----- 35  
Fire Evacuation ----- 9

**G**

Glossary of Terms ----- 84  
Graduate School Community ----- 7

**H**

Harassment and Hostile Environment ----- 68

**I**

International Students ----- 77

**L**

Learning Management System ----- 39  
Logging onto Blackboard ----- 39  
Lost/Stolen Student ID Card ----- 43

**M**

Maintaining Your Legal Status ----- 77  
Medical Emergencies, First Aid and Medical Treatment ----- 9  
Meeting with Your Academic/Faculty Advisor ----- 19  
Music ----- 65

**N**

Network and Responsible Computing ----- 75  
New Student Orientation ----- 21

**O**

Obtaining a Student ID Card ----- 43  
Official Communication with Students ----- 1  
Online Library ----- 27

**P**

Peer-to-Peer File Sharing ----- 66  
Plagiarism ----- 60  
Power Losses ----- 10  
Public Domain ----- 63

**R**

Reproduction by a Library ----- 63  
Requesting an Amendment to Your Education Records ----- 36

**S**

Satisfactory Academic Standing ----- 44  
Scholarship ----- 37  
Scholarship Program Guidelines ----- 37  
Severe Weather Procedure ----- 8  
Smoking ----- 74  
Student Conduct ----- 49  
Student E-Mail Account ----- 38  
Student Identification Card ----- 43  
Student Issues and Complaints ----- 67  
Student Records ----- 36  
Student Support Services ----- 17

**T**

Table of Contents ----- 2  
Textbooks ----- 30  
  
Transcripts ----- 34

**V**

Validation of Student ID Card ----- 43  
Veterans ----- 33  
Violence and Threatening Behavior ----- 72

**W**

Weather Delays and Cancellations ----- 11  
Who Can Answer My Question? ----- 83

**Y**

Your Academic Success ----- 20

