



Faculty Advisement Handbook

2007-2008

Faculty Advisement Handbook Contents

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Watch out Fors...

There are a number of advisement pitfalls that can give students lots of grief. There are also things we can do to help minimize student mistakes. If you can't find a single copy of any of the publications that have the current General Education requirements you can check them out on the WEB. Go to the Adelphi Homepage (www.adelphi.edu). Under Other Adelphi Resources listed under Academics is General Education Curriculum. You can check for classes that are closed in C.L.A.S.S. under Fall, Spring, Summer Courses. Access C.L.A.S.S. through eCampus.

Here is a list of some of the items that come up frequently:

1. Except for first semester freshmen NEVER advise a student without reviewing the transcript. Students' memories of what they have taken are notoriously unreliable. Student transcripts are available in C.L.A.S.S.. If, for some reason, you do not have access to C.L.A.S.S., call the Office of Academic Services (x3150) and someone will FAX one to you. If a student is a brand new transfer student don't give academic advice without seeing the evaluation of credits from the Office of Admissions. If neither you nor the student has the evaluation call Admissions (x3050) and someone will FAX you a copy.
2. Monitor General Education requirements carefully. Every year we have a number of students who cannot graduate because they are missing one or more required classes. Each one swears they were never informed of the rules. While it is their responsibility, remind them every semester what requirements are still to be met. Urge them to check their degree audit every semester. The degree audit is available through eCampus.
3. If a student tells you they have Advanced Placement or transfer credits they haven't sent in yet, push them to have an official report or transcript sent to Admissions. Otherwise they might end up taking a class at Adelphi and receiving no credit. Ask to see an unofficial report or transcript to double check students' memory.
4. Be aware of the limits on Physical Education Skills (0853 classes) that count toward graduation in each college of the University. They can be found in the *Undergraduate Bulletin* in the chapter Rules and Regulations (index-credits, for Physical Education). In the College of Arts & Science and the School of Social Work the limit is 2 credits. Business and Education (except for Physical Education majors) allow up to 3 credits. Nursing and Derner allow 4.
5. Make certain that students do not take courses Pass/Fail that are, a) required to meet a major or minor, b) that are being used to meet a General Education requirement (except for the Second Competency, c) if they want to be considered for Latin Honors (see#6) and will not have 56 graded credits at Adelphi.
6. Alert all transfer students that they must complete a minimum of 56 graded (not Pass/Fail) credits at Adelphi to be considered for Latin Honors. The only exception to this standard applies to those transfer students who take 56 credits at Adelphi but whose program requires some classes only on a Pass/Fail basis. In those cases the classes transferred to Adelphi, as well as those taken at Adelphi, will be evaluated for eligibility for Latin Honors. Each year we have a number of disappointed transfer students who are not eligible for Latin Honors because they do not have 56 credits at Adelphi or they had 56 credits but elected to take some Pass/Fail.

7. Students from the General Studies program who take 0620-101 and 0620-102 have met the First and Second Competencies. Students in the Learning Disability Program who take 0611-101 and 0611-103 have met both Competencies.

8. Students in the Honors College will meet the General Education requirements if they take all the required Honors classes. If they drop out of the Honors College along the way be very careful to look at what they have (and have not) taken. They might need one or more classes to meet the General Education requirements.

9. Joint Degree Programs

A number of majors and/or programs offer an opportunity to achieve two degrees: one from Adelphi and one from another school. These joint programs are challenging but can save students who know early on what they would like to study a considerable amount of time. The programs available are listed below. The first number listed is the years spent at Adelphi. The second number is the years required at the other institution. The same is true for the degrees.

For further information contact the Office of Pre-Professional Advising and Fellowships at (516) 877-3140 or eraia@adelphi.edu or contact one of the program contacts listed below.

DENTISTRY WITH TUFTS UNIVERSITY SCHOOL OF DENTAL MEDICINE

4-4 B.S./D.M.D.

Faculty Advisor: Benjamin Weeks (516) 877-4139 weeks@adelphi.edu

DENTISTRY WITH NEW YORK UNIVERSITY COLLEGE OF DENTISTRY

3-4 B.A. or B.S./D.D.S.

Faculty Advisor: Benjamin Weeks (516) 877-4139 weeks@adelphi.edu

ENGINEERING WITH COLUMBIA UNIVERSITY

3-2 B.A./B.S.

Faculty Advisor: Gottipay Rao (516) 877-4877 rao@adelphi.edu

ENVIRONMENTAL STUDIES WITH COLUMBIA UNIVERSITY

3-2 B.A./B.S. or 4-2 B.A./M.S.

Faculty Advisor: Anagnostis Agelarakis (516) 877-4112 agelarak@adelphi.edu

LAW WITH NEW YORK LAW SCHOOL

3-3 B.A. or B.S./J.D.

Faculty Advisors: Richard Garner (516) 877-3800 garner@adelphi.edu
Les Baltimore (516) 877-3142 baltimore@adelphi.edu

OPTOMETRY WITH SUNY COLLEGE OF OPTOMETRY

3-4 B.S./O.D.

Faculty Advisor: Carol Diakow (516) 877-4210 diakow@adelphi.edu

PHYSICAL THERAPY WITH New York MEDICAL COLLEGE

4-3 B.S./D.P.T

Faculty Advisor: David Jones (516) 877-4216 rdjones@adelphi.edu
Helmut Robert Perez (516) 877-4268 perez@adelphi.edu

Introduction

Good relationships with faculty may be the most consistent factor in the retention of students, and good advisement is at the center of good faculty-student interaction. Overall, no one can overestimate the importance of faculty in each student's time at Adelphi.

Faculty advising is critical for several reasons:

- students need to be guided in requirements;
- students need academic advice for specific, problem situations;
- students need help with developmental needs around career goals.

It is also the advisor's role to help their students understand the value of good advising.

Good advisement consists of several components.

First, students need to fully understand the requirements of their major.

Second, they need courses outside their major area, both to meet General Education requirements and to enhance their personal and career objectives and development. It is important therefore that advisors either know about courses in other units, or someone to call, in order to be able to recommend appropriate courses to their advisees.

Third, advisors need to have some basic understanding of their student's personal situation. Every student is unique in his or her academic, career, and personal needs, and in talents and abilities. Is the student in a special program, like LD, or an athlete? Does the student have a full time job? Are there personal considerations that will affect the student's academic life? Getting to know your students will help you help them make good academic decisions.

Fourth, advisors should have some knowledge of each advisee's career objectives. In this way, the advisor can help with the selection of courses outside the major that will be useful for the student both directly with skills or indirectly, with breadth of knowledge. Languages, business, writing, math, literature, history, sociology, art all represent potential areas of growth and/or skills.

Fifth, advisors should know how to help any student with special needs or problems which can occur while the student is at Adelphi. This can include anything from dropping a course, to problems with Financial Aid, to dorm problems, to going to graduate school, to study abroad. No one has to be an expert on all the areas of student life, but knowing where to send students with problems or interests is possible for everyone at Adelphi.

In working with students as advisors and mentors, faculty can find important and rewarding relationships that enhance both the academic and personal life of students at Adelphi. This *Academic Advisement Handbook For Faculty* is intended as a resource to help you in this endeavor.

I. Advising

1. What is in the Handbook for Faculty Advisors?

In the following pages, you will find basic information for students; resources that are available for students; where to go for help for special needs or problems; some academic information; the academic appeals process to waive rules; registration cautions. And more.

Other reference guides that support good advisement are:

Academic Adelphi: all freshmen receive a copy of *Academic Adelphi*. Copies are available for any faculty member who does not have one. In addition to a listing of courses recommended for the freshman year in all majors, *Academic Adelphi* includes regulations, career planning, majors and minors, and of course, GENERAL EDUCATION.

Undergraduate Bulletin: published by the University semi-annually and a legal document on University policies and procedures. In addition to School and Major course listings, this *Bulletin* contains Financial Information and the Academic Rules and Regulations of the University.

Guide to Undergraduate Life: a publication of the Office of Student Affairs, which gives an overview of co-curricular possibilities; a review of campus life policies and procedures; and the rules and regulations guiding student life.

Directory of Classes

Published each semester by the Office of the Registrar, the *Directory of Classes* contains a listing of classes that will be offered that term, an academic calendar, and important information about University policies and procedures.

Familiarity by both students and faculty with all academic policies is a critical element in academic success. Information on G.P.A. requirements, degree requirements, Latin Honors, dates relating to course add/drops, etc. and other policies are available in at least one of the following: *Academic Adelphi*, *Directory of Classes* (by semester), and the *University Bulletin*.

All students are responsible for knowing and complying with all University regulations.

2. Advisement Session: What To Consider; What To Remember

First Session

To start off with your advisees for the first meeting, write them and invite each one to visit you at the start of the semester. Give them your **office hours**, your **phone extension** and **e-mail address**.

Most course advisement after the first time might be routine and even easy. However, at all sessions:

- Make sure advisees have your **office hours, phone extension** and **e-mail address**
- Review course progress in General Education and the major
- Consider special needs/requirements or special programs
- Review any questions/problems
- Up-Date Advisement Checklist
- Be open to all student inquiries

KEEP RECORDS OF EACH MEETING IN STUDENT'S FOLDER

Regular Course Advisement

The first advisement session is the time to set the stage for a good advisement relationship. The following points are important both in the first session and in subsequent advising sessions with all advisees.

At the start of any registration advisement review the student's courses, and make sure the requirements are up-to-date.

Try to learn about your advisees personal and career goals.

Ascertain if your advisees have special program needs or specialized requirements.

- work hours
- scholarships and student loans
- athletics
- is an international student

Some special programs or activities may affect scheduling. Athletes have to consider the times of practices and competitions. Some students might have to see two advisors. If your advisee is in the Honors College, The Learning Disabilities Program, STEP, or has a double major they should be seeing two advisors. If they are in pre-med or pre-law or a similar program they should be advised to see the advisor in charge of those programs.

Advisement for Special Circumstances

Sometimes problems or unusual circumstances emerge in an advisement session. These are common situations.

Poor Grades When you review course grades, you may see problems that suggest particular questions or interventions, such as:

- Help from the Learning Center ext. 3200 and/or the Writing Center, ext. 3296
- Reviewing or changing course choices or major;
- Reviewing an overload of co-curricular activities;
- Counseling, ext.3646
- Contacting the International Students Advisor for foreign students, ext.4990

Missing an academic deadline or problem with an academic rule Be familiar with academic deadlines and rules, and the appeals process. Don't give advice that contradicts University policy, or leads the student to expect something that is not available - such as an automatic drop after the final date to drop, or a refund.

Satisfactory progress towards the degree In general help your advisee progress satisfactorily towards his or her degree (that is graduating on schedule) and meeting the general university requirements. Graduating on time may be affected by:

- Putting off requirements, or changing the order of requirements.
- Falling below the minimum GPA in the major and the university.
- Taking a lighter load for one or more semester (less than 15 credits per semester).
- Staying Undeclared too long.
- Changing a major during the last two years.

Early Warnings Before the 8th week of each semester every faculty member teaching under-graduate classes send electronically to the Office of Academic Services a list of students who are experiencing some difficulty in their class. In addition to contacting the student directly, the Office of Academic Services informs the students' advisor of these warnings. This is a chance to reach out and try to make suggestions to your advisee.

Mid Semester Checkup It's a good idea to try to check in with your advisee during the course of the semester. See how they are doing. If they received Early Warnings talk to them about it. Try to find out if s/he has the same career and major goals they had prior to the term. Explore whether your advisee might need some assistance and urge her/him to get it while there is time to address the issue(s).

Concluding the Advisement Session At the end of any advisement session, make sure your advisee knows of your on-going availability during any time in the semester and encourage him or her to drop by to tell you how courses in general are going. Also let your advisees know that if they have any particular problem that you can be a resource for finding out where in the university help or assistance is available.

Academic Forms Samples of various forms a student might need are included in the appendixes of this book. Copy them as needed. If you have misplaced them they are also available from the Registrar or the Office of Academic Services.

3. C.L.A.S.S.-on-line Advisement and Registration

Students and their advisors now have a powerful web based tool to help with advisement and registration. Detailed instructions for using this system are in Appendix # 7. Once faculty log on to the system they have access to their advisees' academic records. You can also access your own class rosters at any time. There is a course directory available and it shows how many seats are left for a particular class.

During periods of advisement students can post a suggested schedule for the next term and the advisor can check it electronically. The advisor can approve or disapprove the selections the student made. If an appropriate schedule is agreed to the student can register electronically from any computer with internet access as soon as the time for registration arrives. If a faculty advisor is uncomfortable with approving or disapproving classes without meeting face to face with the advisee don't approve the classes. Call or e-mail the student and tell him/her to make an appointment. When you meet and decide on appropriate classes, put the classes on the system so the student can register electronically. This system allows, among other things, for an advisor to approve alternate classes in case class a closes before the student can register.

4. Degree Works

Degree Works is an online program accessible through e-campus (<http://www.ecampus.adelphi.edu>). It is an academic advisement tool designed to help students and advisors understand the degree requirements for all majors and minors. It compares a student's coursework with General Education, Major and Minor requirements.

With Degree Works students (and advisors) can:

- view the degree requirements for their major
- determine which requirements have been met
- identify which courses still need to be taken
- review grades applied to their transcripts
- see what courses you have taken that do not count towards your major
- view transfer credits and/or waivers applied to your transcript
- confirm grade-point average (GPA)
- use the "What If" function to find out, before a student officially changes a major, how the courses completed meet the new major requirements
- estimate how many semesters it will take to graduate

Degree Works is designed to assist students in determining their coursework in relations to their degree requirements. It does not replace an adviser or the Registrar. Encourage your advisees to look at their audit before meeting with you to talk about their plans and programs for future semesters.

II. Student Services

1. Reference Guide to Offices of Student Services

Many offices on campus handle different aspects of student needs. The following is a description of many of these offices and their functions as related to student needs.

Academic Services and Retention (Levermore 303, Ext. 3150)

Associate Provost Les Baltimore, Ext. 3142

This office oversees student academic services. The office can provide back-up to the advisor and answer questions for students. If you are not sure where to refer a student send them here.

Advisement (Levermore 303, Ext. 3150)

Associate Provost Les Baltimore, Ext. 3142

Each student is assigned a faculty advisor. If a student wants to change her/his advisor s/he can request a change from the Chair, Dean, or Office of Academic Services. Students who have not yet declared a major are advised by faculty and administrators who have volunteered to be advisors until the student selects a major. General advisement issues or problems can be brought to the Office of Academic Services.

Career Development Center (Post Hall, Ext. 3130)

Dr. Patricia Mitchell, Director, Ext. 3131

The Career Development Center works with students from their start at Adelphi with counseling and information so that each student can begin to make informed choices about their academic programming towards their career goals. Students will find literature, tests, and career counselors and a resume builder in the Center. The Career Development Center also helps with on-campus work for students, including Work-Study, and with internships.

Collections/Cashiers (Levermore Hall, Lower Level Ext. 3080)

Mary Barca, Director of Cashiers, Ext. 3277

This is where students pay their bills. (They can also pay on-line through CLASS.) This office works with students with past due accounts and handles financial petitions. Note, that an academic change can have financial impact. Refer students to this office if they are not clear of the financial impact of their actions.

Financial Services Financial Aid (Levermore Lower Level, Ext. 3080)

Sheryl Mihopoulos, Director, Ext. 3365

The Financial Aid Office works with students seeking Financial Aid, including state, federal and university grants and scholarships as well as assisting with billing concerns related to tuition and fees. Work-study is given through Financial Aid, though jobs are listed in Career Development. The "I" Desk (Information Desk) is open everyday for questions and assistance. Financial Aid has a newsletter with up to date information and services. It runs workshops for students during the semester. Call for dates and times. Many course changes can affect financial aid. If there is any questions about the impact of a course change (add/drop/withdrawal/change in load), please call the Information Desk for advice.

Health Services (Waldo Hall, Ext. 6000)

The Health Services Center provides health care and health education for Adelphi students. A nurse is on duty 24 hours daily throughout the academic semesters. See the *Guide to Student Life* for a more complete list of services.

International Student Services (University Center, 106 Ext. 4990)

Della Hudson-Tomlin Asst. Dean, Ext. 3661; Wendy Palczynski, Administrative Assistant, Ext. 4990

International Student Services provides a wide variety of services for international students and information about study abroad possibilities. The I.S.S. office is the liaison between the international students and the Immigration and Naturalization Service (INS), the US information agency and the Internal Revenue Service (IRS).

Learning Center (Earle Hall, Lower Level, Ext. 3200)

Henrietta Pearlman, Director, Ext. 3202

The Learning Center conducts tutoring sessions, workshops and review courses to help with academic progress. There is assistance for developing writing and quantitative skills; English conversation groups for International students; information on general financial aid and scholarships through the FUNDFINDER database. The Learning Center also houses a range of learning resources.

Peer Counseling (University Center, Room 310)

Beatriz Offitto, Peer Counseling Coordinator, Ext.3666

Peer Counselors are intensively trained undergraduate students who are ready to help their peers with issues such as stress, anxiety, depression, adjustment to college and relationships. Students can either call our anonymous and confidential hotline or walk-in during center hours.

Pre-Professional Advising and Fellowships (Levermore, Room 304)

Erin Raia, Director, Ext. 3140

This office supports current Adelphi students and alumni who are interested in applying to professional schools in the various health professions, engineering, law, etc. It also advises students seeking major fellowships such as Fulbright, Goldwater, etc.

Psychological Services (Hy Weinberg Center, Room 203)

Jonathan Jackson, Director, Ext. 4823

The Center for Psychological Services provides confidential counseling for all Adelphi students. Individual, couple and group sessions, and psychological testing for learning disabilities are offered at no fee to Adelphi students. This office works with Student Counseling Center (see below).

Registrar (Levermore, Lower Level, Ext. 3300)

Ellen DeLuna, Director, Ext. 3321

The Registrar's Office handles course registration, course changes, class schedules, transcripts, student academic records, changes of biographic and demographic data (addresses, name, major), graduation applications, and general information about course loads and policies. The staff directs student to appropriate offices for additional assistance or signatures.

Residential Life (Earle Hall, Room 100, Ext. 3650)

Joe DeGearo, Director, Ext. 3654

This office assigns rooms and manages the residential halls, If a student has an issue regarding roommates, inability to study in the dorms, or anything else related to residential life this is the office to refer them to.

Student Counseling Center (University Center, Room 310, Ext. 3646)

Debbie Ramirez, Director, Ext. 3154

The Student Counseling Center provides individual and group therapy, consultation and assessment, crisis intervention, alcohol and drug counseling, and referrals to both on and off campus resources. It also houses a peer counseling program. This is a good place to send students who are under a lot of stress. The Center works with Psychological Services.

Student Affairs (University Center, Room 106, Ext. 3660)

Dean Jeffrey Kessler, Ext. 3151

The Dean of Student Affairs oversees areas related to co-curricular services and programs for students. Major areas included are: Residential Life and Housing, Health Services, Student Activities, Orientation, Commuter Student Affairs, Judicial Affairs, Cultural Resources (International Student Services and Study Abroad, Multicultural Affairs, Interfaith Center), Center for Students with Special Needs, Student Counseling Center (Counseling, Referrals, Alcohol and Substance Abuse Prevention), University Center, Auxiliary Services (Dining Services, Bookstore, Conferences). For questions or information about these areas, contact the Office of the Dean or staff in the appropriate area.

Students with Special Needs (University Center Room 310, Ext. 3145)

Carol Phelan, Coordinator, Ext. 3145

Students with verifiable special needs will find a variety of support services including untimed tests, help with rooms or parking stickers, books on tapes. etc.

Writing Center (Earle Hall Lower Level, Ext. 3296)

Ann Wallace, Director-Writing Center, Ext. 3294

The Writing Center helps students of all abilities learn to use writing more effectively in all aspects of college life. The staff of peer tutors works with students in the process of writing essay assignments, lab reports, cover letters, graduate school admissions essays, job applications, or any other important written material. The Writing Center can also help faculty develop the use of writing a pedagogical tool in their classes and suggest strategies for writing clear assignments.

2. Phone List of Office for Student Services

<u>Academic Services & Retention</u>	Les Baltimore, Associate Provost Levermore Hall 303, Ext. 3142
<u>Admissions</u>	Christine Murphy, Director Levermore Hall 108, Ext. 3056
<u>Billing</u>	Mary Barca, Dir. of Cashiers, Ext.3277 Kathy Lemmon, Supvr.of Collect. Ext.3073 Levermore Hall Lower Level 7, Ext.3071
<u>The Career Development Center</u>	Pat Mitchell, Director Post Hall, Ext. 3131
<u>Commuter Services</u>	Della Hudson-Tomlin, Associate Dean University Center 106, Ext. 3661
<u>Cultural Resources</u>	Della Hudson-Tomlin, Associate Dean University Center 109, Ext. 3661
<u>Financial Aid</u>	Debra Evans, Sr. Associate Director, Ext. 3394 Sheryl Mihopulos, Director, Ext.3365 Levermore Hall, Lower Level
<u>General Education</u>	Charles Shopsis, Associate Dean, A&S Science Bldg.123, Ext. 4140
<u>Health Services</u>	Waldo Hall, Main Floor, Ext. 6000
<u>International Student Services</u>	Della Hudson-Tomlin, Associate Dean University Center 109, Ext. 3661
<u>Learning Center</u>	Henrietta Pearlman, Director Earle Hall, Lower Level, Ext. 3202
<u>Peer Counseling Center</u>	Stacey Bellum, Peer Counseling Coordinator University Center, Room 310, Ext. 3666
<u>Psychological Services</u>	Jonathan Jackson, Director Hy Weinberg Center, Room 201, Ext. 4823
<u>Public Safety</u>	Gene Palma, Director Levermore Hall, Lower Level, Ext. 3500
<u>Registrar</u>	Ellen DeLuna, Director Levermore Hall, Lower Level Ext. 3321
<u>Residential Life</u>	Joe DeGearo, Director Earle Hall 100, Ext. 3654

2. Phone List of Offices for Student Services (cont):

<u>Student Affairs</u>	Jeff Kessler, Dean University Center, Room 106, Ext. 3660
<u>Student Counseling Center</u>	Deborah Ramirez, Director University Center, Room 310, Ext. 3646
<u>Office of Disability Support Svc.</u>	Carol Phelan, Coordinator University Center, Room 106, Ext. 3145
<u>Work Study/Campus Employment</u>	Pat Mitchell, Director Post Hall, Ext. 3131

SCHOOLS

<u>Arts and Sciences</u>	Science 127	Ext. 4120
<u>Business</u>	Hagedorn Hall	Ext. 4600
<u>Education</u>	Harvey Hall	Ext. 4100
<u>Honors</u>	New Earle Hall	Ext. 3800
<u>Nursing</u>	Alumnae Hall 222	Ext. 4510;4526
<u>Social Work</u>	Social Work Building	Ext.4300;4385

PROGRAMS

<u>General Studies</u>	Dan Rosenberg, Director Science Building, Room 214	Ext. 3445
<u>Learning Disability</u>	Susan Farinacci, Asst. Dean Chapman Hall, Room 9	Ext. 4712
<u>Pre-Engineering</u>	Gottipaty Rao, Chair, Physics Blodgett, Room 8	Ext. 4877
<u>Pre-Law</u>	Richard Garner, Dean Earle Hall, Room 100 Les Baltimore, Assoc. Provost Levermore Hall, Room 303	Ext. 3800 Ext. 3142
<u>Pre-Med</u>	Charles Shopsis, Assoc. Dean Science Building, Room 123	Ext. 4140
<u>STEP (Education)</u>	Carolyn Phillips, Dir. of Step Harvey Hall, Room 126	Ext. 4067
<u>University College</u>	Emily Wilson, Asst. Dean Hagedorn Hall, Room 201	Ext. 3419

III. Academic Policies

I. Reference Guide To Basic Academic Policies

There are a number of academic policies and procedures, that all faculty should be aware of, both as advisors and as instructors. Students themselves often fail to understand these fully, and there can be serious consequences for students as a result. It can affect both academic progress and their financial situation. Students should be made aware of, and use as reference, the section on Rules and Regulations in the current *Undergraduate Bulletin*.

However, because the faculty member is usually the front line for students, the following is an alphabetical list, and a brief description of some common academic situations, along with some special considerations related to these.

In the appendix you will find some materials relating to the academic petitioning process. These include the instruction form for students who want to petition for a waiver of an academic regulation, a list of offices where various student forms are available and samples of commonly used forms for students. All forms are available from the Registrar or the Office of Academic Services and Retention.

•Add/Drop/Withdrawal

Within the official time periods students may Add, Drop, or Withdraw from a course. They may also change the grading option (see Pass/Fail below). The deadlines are in every academic calendar. In general, students may Add a class up to the end of the 2nd week of classes, Drop or change the grading option up to the end of the 4th week, and Withdraw up to the end of the 10th week. Students need an instructor's signature to Withdraw from a class. A Withdrawal results in a W on the transcript. Any of these actions (except changing the grading option) can have a financial impact. For instance, a Withdrawal has a different impact than a Drop. If a student has more than 17 credits there will be an additional charge. Students should be urged to check with Student Financial Services regarding the financial impact on an academic action.

•Change of Major

When a student is declaring a major for the first time or changing his/her major they must complete a Change of Major form. This form must be signed by the student, the Chair of the old major (if any), the Chair of the new major, and if the major is in a different college, the Dean of the new major. Remember, going from Undeclared to a major is a change of major. Students must declare a major when they have 60 credits.

Graduate Courses for Undergraduate Credit

Some graduate courses may be taken for Undergraduate Credit in the junior and senior year, with written permission of the department or school

Special Considerations: if a graduate level course (500 or above) is taken by an undergraduate student, the Registration form or the CLASS system must indicate "taken for U credit". If it is not so indicated, then the student is given Graduate credit for the course and thereby risks losing the credit towards the undergraduate degree as well as being under loaded which will affect Financial Aid status. In addition, the student is then charged at graduate rates, which are higher.

•Graduation Application

Students must apply for graduation. The deadlines are in the academic calendar. The student submits the application to the Registrar.

•Incompletes

Students who cannot complete all the requirements in a class can request a grade of Incomplete. “The designation “I” (Incomplete) will be issued when the student has not completed the course requirements by the end of the semester and has obtained permission from the instructor to take additional time to complete the course work. The incomplete designation “I” may be used by instructors only if a student has been excused from the completion of course requirements because of illness or other exceptional, compelling circumstances. *Students may have no more than one calendar year after the end of the semester in which the grade was given to resolve Incompletes.* Unresolved Incompletes convert to Fs after this time. This then becomes the final grade.” (*Undergraduate Bulletin* page 274; *Graduate Bulletin*, pages 215-16).

•Independent Study

Independent study is available to students who wish to work one on one with a Professor. In general an Independent Study course is limited to 3 credits. In order to take Independent Study the student must be in good academic standing. The student and the instructor fill out an Independent Study form specifying the project, the assignments, and the method of evaluation to be used. It must be signed by the student, the instructor, the student’s advisor, and the Dean. If it is for more than 3 credits it also needs the approval of the Provost. Each college has its own policy on the number of credits that can be taken in Independent Study. Independent Study cannot be taken Pass/Fail.

•Leave of Absence

A leave of absence is permission to be temporarily away from the University, generally to study at another four-year institution in the US or abroad. A leave of absence is sought in writing from the academic unit prior to the start of the semester.

A leave of absence may be requested for personal reasons. A leave of up to two years can be granted to students in good academic standing and in good financial standing.

Students in poor academic standing will not be granted leaves of absence.

•Medical Withdrawal

A student may request a Medical Withdrawal when an illness or injury prevents the student from finishing a semester. The student must make such a request in writing and supply the recommendations of a doctor or therapist. The doctor or therapist's letter must contain a specific recommendation that the student discontinue classes for reasons of health. To return from a medical withdrawal the student must supply a letter from a doctor or therapist certifying that the student is able to return to the University

•Nonattendance

Nonattendance in a course does not constitute an official Drop or Withdrawal. While there is no University attendance policy each student is responsible for knowing the attendance requirements in each class. If you know your advisee has stopped attending a class (or classes) contact the student and urge him/her to either return to the class or take the appropriate steps to Drop or Withdraw from the class. Likewise, if a student in your class stops attending try to contact the student. If you cannot reach the student, or the problem remains, contact the Office of Academic Services (ext. 3150). Conversely if a student is attending but is not on your roster refer the student to the Registrar or Office of Academic Services. You should not let an unregistered student remain in attendance.

Please note that all instructors are required to take attendance in every class.

•Overload

Students may not take more than 17 1/2 credits without permission of their advisor, or more than 18 1/2 without permission of their Dean

•Pass/Fail

Students can choose to take a class on a Pass/Fail basis in many cases. They can elect this option when they register or within the first 4 weeks of the semester. If they do not elect it at the time of registration the student must submit an Action Request to the Registrar. With the exception of the Second Competency a student may not take a course Pass/Fail if it is being used to satisfy General Education requirements. Also, a student may not take a class Pass/Fail to meet major or minor requirements or if the student is on Academic Probation.

•Petitions to Waive Rules

All students have the right to petition for waivers of any academic rule or policy. This includes requests to drop or add, to withdraw or change grade options after the date, or to waive any other academic rule. Students direct their request to their academic dean's office. Students must have a letter of explanation for the request and any appropriate support documentation for the Dean from an instructor, advisor, or any other relevant individual. An advisor or instructor's agreement to a request is not sufficient for acceptance of any petition. The final decision on all petitions is made by the Associate Provost in the Office of Academic Services and Retention.

Doing poorly or failing a course is not sufficient reason for waiving an academic regulation. Students should understand that only under exceptional extenuating circumstance will a rule be set aside. A successful petition to Add, Drop, or Withdraw from a class might have financial implications. The student should be advised to consult with Student Financial Services.

•Probation/Dismissal

A student who fails to meet the minimum GPA required for the student's major will be placed on academic probation. The dean will send to the students the conditions the student must meet to be returned to good academic standing. The student will be limited to 13 credits in a semester while on probation. A failure to meet the terms set out in the probation contract can lead to dismissal from the University.

•Study Abroad

Students who wish to study abroad must make arrangements through International Studies in the Office of the Dean of Student Affairs, UC 106, ext.3661. Students with a 3.5 GPA should be encouraged to apply for the Provost's Scholarship to Study Abroad.

•Study at Another Institution

Students may request permission to study at another institution under certain limited conditions. These conditions are: 1) student needs extra credit to graduate on time or to move to the next class 2) student needs a prerequisite for major classes to keep pace for graduation 3) student demonstrates better academic success with 12-13 credits per semester than with 15-17 4) students wants to take class that is not offered at Adelphi University. If a student meets one of these conditions the student must obtain the signatures of the Chair of the department to certify that the course is acceptable, the student's advisor, the Dean, and the Associate Provost in the Office of Academic Services. The form must be completed prior to studying at another college. The student must achieve a least a C for the course to be accepted by Adelphi.

Please note that a student cannot take any class at a two year college once they have accumulated 64 credits.

•Undeclared Status

Students who do not have an officially designated major are considered Undeclared. These students are included within the College of Arts and Sciences. They should see the Dean of Arts and Sciences for any academic matter until declaring a major. Undeclared students are assigned Freshmen Advisors when they begin at Adelphi, and keep this advisor until they declare a major. Students who become Undeclared while at Adelphi should see the Dean of Arts and Sciences for advisement or come to the Office of Academic Services and Retention for an advisor assignment. Students must declare a major by the time they reach 60 credits.

•Withdrawal from a Course

Within the first 10 weeks of the semester a student may Withdraw from a class. A completed Action Request with a signature of the Instructor, or Chair of the department, or the Dean must be submitted to the Registrar. Students should understand that too many W's on a transcript raises eyebrows. Also, not completing a number of classes can have impact on financial aid, and, of course, making normal progress toward a degree.

•Withdrawal from the University

A withdrawal from the University indicates that it is the student's intent to permanently sever affiliation with the University. If a student must withdraw for a time from the University, formal notice must be given to the Dean's Office of the student's academic unit. If the student fails to give such formal notice, financial charges may occur or financial aid may be affected.

Special Considerations: when withdrawing from the University, it is the student's responsibility to inform Residential Life, and to sign out of the dormitories. Students will continue to be billed until they do so. The date of academic withdrawal is NOT assumed to be the same as the date of signing out of the dormitories.

When withdrawing from the University, students should inform Financial Aid and Student Financial Services in order to clarify any charges or financial situations.

Readmission is required after a leave of absence, after withdrawal and after dismissal from the University. All requests to return are made to the academic unit (if Undeclared, students go to Arts and Sciences).

For a leave or a withdrawal in good standing, readmission within two years is granted upon request. It is recommended that students speak to their advisor.

For a medical withdrawal, students must supply appropriate medical documentation along with a written request to return to the University. The Director of Health Services may be asked to review requests to return.

For a request for readmittance after dismissal, students must apply in writing and meet with their Dean. A contract for academic conditions of readmission will be given to the student if the Dean agrees to readmit the student.

•Academic Forgiveness

Former Adelphi students who have been away from the university for at least three years who had a GPA of less than 2.0 can apply for Academic Forgiveness. The applicant would be admitted or readmitted to the school to which s/he is applying under a Final Probation Contract. The student would qualify for "Forgiveness" after completing one semester (12-13 credits) with a GPA determined by the school. In no case would the qualifying GPA be less than 2.3. If the student is successful the GPA prior to readmission would be cancelled. All grades would remain on the transcript. Credits received prior to readmission in which the grade of D-, D, or D+ would be cancelled. Students must complete at least 30 credits at Adelphi after return.

2. Student Procedures For Petition Process

Academic regulations are established by the University to maintain and enforce academic standards and are adhered to rigorously. If special and unique circumstances occur, any individual student has the right to petition for a waiver of a regulation. The University has the right to turn down any petition on the grounds that the circumstances are not compelling enough to warrant an exception to that regulation.

To petition for an academic waiver of academic regulation, the student must do the following:

- 1) Consult with the *Undergraduate Bulletin* or *Graduate Bulletin* to be sure the student understands the academic policies and regulations.
- 2) Meet with the major advisor or chair to discuss your request.
- 3) Submit the petition package to the academic administrator in the Dean's office of the student's major.

Meet with the administrator when you submit the petition.

Arts & Sciences:	Asst. Dean Ruth. McShane, Science Bldg.127
Derner Institute:	Dean Jean Lau Chin, Hy Weinberg 222; Prof. Jerold Gold, Blodgett 212A
General Education:	Assoc. Dean Charles Shopsis, Sci.123
Education:	Dean Ron Feingold, Harvey Hall, Room 112 Asst. Dean Patrice Armstrong-Leach, Harvey Hall, Room 114
Honors:	Dean Richard Garner, Earle Hall 100 Assoc. Dean Diane Della Croce, Earle Hall 100
Business:	Pat Joyce, Dir. of Undergrd. Programs, Hagedorn Hall,109: Assoc. Dean Rakesh Gupta, Hagedorn Hall111 Asst. Dean Brian Rothschild, Hagedorn Hall 117
Nursing:	Dean Patrick Coonan, Alumnae Hall 220, Asst. Dean Nancy Cole, Alumnae 223
Social Work:	Prof. James Mullin, Social Work Bldg. 229; Assoc. Dean Lois Stein, Social .Work Bldg. 221
Undeclared:	Asst. Dean Ruth McShane, Science 127
University College:	Emily Wilson, Hagedorn Hall 201

Please note:

•**The academic approval of retroactive drop/withdrawals does not imply a right to a refund.**

•**The academic approval of retroactive adds may constitute new or additional financial obligation to the University.**

•**Instructor consent or support does not mean the petition will be approved.**

FERPA

This is a federal law (sometimes referred to as the Buckley Amendment) that gives students the right to see all their academic records. It also is their guarantee that those records will not be shared with anyone outside of the University without their explicit permission. For faculty advisors this becomes an issue when parents want information about their son or daughter. Without the explicit permission of the student you cannot tell anyone - even a parent who is paying the bills - anything about the student's academic performance. You can't reveal attendance records, grades, early warnings, etc. If the student tells you it's o.k. to speak to a parent you should have them put that in writing. This can be frustrating for both the parent and the advisor, but it is the law. You can explain Adelphi policy and that sometimes gives them the information they are looking for, but you cannot tell them how that policy affects their child.

IV. General Education Requirements and Policies

1. GENERAL EDUCATION REQUIREMENTS

The General Education Requirements consist of 12 courses for a total of 34 credits. Some of the courses a student takes to meet General Education will count towards meeting major requirements as well. The requirements must be met by all students but the number of credits and specific course requirements will vary depending on whether students are currently enrolled, new transfer students, or new freshmen.

The requirements are:

Freshman Seminar (3 credits)

A course designed by each instructor around the overall theme of Self and Society. In addition to readings and assignments by each instructor there will be readings that students in all the seminars will have in common. The common reading will begin in the summer prior to the start of the semester.

Freshman Orientation Experience (1 credit)

FOrE is designed to help the student adjust academically to the demands of college. This course is linked to the Freshman Seminar and assignments are tied, in part, to what is happening in the Seminar.

Competencies (two 3 credit classes)

The first competency is the Art & Craft of Writing (Eng. 107). All students must take this class or an equivalent. The second competency can be taken among any of the following classes (new ones might be added to the list): Eng. 108, Writing about Literature; English 109, Introduction to Creative Writing; English 110, Writing About Society; Philosophy 105, Critical Thinking; Speech 110, Oral Communications in the Professional World; Speech 112, Public Speaking; Foreign Language 121, (Level III) or higher; Math 113, Statistics; Math 114, Statistics for the Natural Sciences; and Computer Sciences 170, Introduction to Computers.

The Second Competency may be taken Pass/Fail. There are no exemptions from this requirement because of proficiency or life experience. Students in General Studies, the Honors College, the Learning Disabilities Program and Levermore Global Scholars meet the first and second competencies by fulfilling the requirements of those programs.

Distribution Requirements: Eight courses for a total of 24 credits, in the Arts, Humanities, Social Sciences and Math/Science, with six credits in each area.

Departments are included within the areas as indicated here:

<u>Arts</u>	<u>Social Science</u>	<u>Humanities</u>	<u>Science & Math</u>
Art/Art History	Anthropology	English	Biology
Communications	Economics	Foreign Languages	Chemistry/Biology
Music	Political Science	History	Computer Science
Performing Arts	Psychology	Philosophy	Mathematics
	Sociology		Physics

The same course may be used for either a competency requirement or a distribution requirement in some cases, e.g. a Mathematics course. However, no student may receive credit for fulfilling both a competency and a distribution requirement with the same course.

Courses in Interdisciplinary Areas (e.g. Environmental Studies) will be allocated to a Distribution category by the Dean in Consultation with the Director of the program and the General Education Committee.

All courses that meet major or minor requirements in the College of Arts and Sciences, Psychology and Economics, can be used to meet distribution requirements. A recommended list of basic courses will be given below.

All Liberal Arts courses required by a professional school for that degree would be counted towards Distribution Requirements. For example Chemistry 107 & 108 which is a required for Nursing can be used towards the GE requirement in Science and Math.

2. How to Fulfill General Education Requirements

While General Education is required of all students, the way these requirements are met is determined by the status with which the student enters the University.

Entering Freshmen

Must meet all General Education requirements as specified above.

Transfer Students with fewer than 30 credits

These students must satisfy all the requirements. Transfer credits can be used to satisfy General Education requirements.

Transfer Students with 30-59 credits

These students are exempt from the Freshman Seminar and Freshman Orientation Experience. They must satisfy all the other requirements. Transfer credits can be used to satisfy General Education requirements.

Transfer Student with 60 credits but without an Associates or Bachelors Degree.

These students are exempt from the Freshman Seminar, Freshman Orientation Experience, and the Second Competency. They must meet the Social Sciences and Math/Science Distribution requirements. They may meet the Arts and Humanities distribution requirements by taking a total of 12 credits in those two areas. It can be all Arts or all Humanities or some of each.

Transfer Students with an A.A., A.S., B.A., or B.S. Degree

These students are exempt from all General Education Requirements. Note that this exemption is not granted to students with an A.A.S. (Associates in Applied Sciences) degree.

3. Recommended Distribution Courses

Although all courses that meet the requirements of any major or minor in the College of Arts and Sciences, Economics in the School of Business, and Psychology in the Derner Institute, can fulfill General Education distribution requirements, many of those courses have prerequisite or departmental restrictions and are therefore not suitable for a first course in the discipline. In addition, there are a number of courses that are not accepted for the major or minor but are suitable for General Education distribution requirements. Those classes are marked with an asterisk * below. Each academic unit has identified the courses listed below as suitable for students who are fulfilling their distribution requirements. If they are listed I & II either class can be taken.

African-American Studies-Humanities, Arts as identified

Black History in America I & II (0101-204,205) Humanities

History of Black Dance (0101-130) Arts

Black Drama Workshop (0101-140) Arts

African-American & African-Caribbean Writers I & II (0101-260, 261) Humanities

Anthropology-Social Sciences

Culture and Society (0103-105)

Cultural Anthropology (0103-111)

Physical Anthropology (01013-112)

Archaeology (0103-113)

Icons of Power (0101-241)

Culture and Religions of India (0103-256)

Indians of North American (1013-271)

Art and Art History-Arts

Art & the World I & II (0111-196,197)

Photography I (0104-261)

*Drawing Workshop (0104-313)

Calligraphy (0101-338)

Biology-Math/Sciences

- *The Living World (0105-104)
- *Darwin to DNA (0105-105)
- Biological Concepts & Methods I & II (0105-111,112)
- *Human Body I & II (0105-203, 204)
- *Biology of Aids (0105-105)

Chemistry-Math/Sciences

- *Chemistry in Modern Society (0106-100)
- *Essentials of Chemistry I & II (0106 & 107, 108)
- General Chemistry I & II (0106-111,112)

Communications-Arts

- Communication Theory (0108-102)
- History of Media & Communication (0108-103)
- Art of Film and Video (0108-104)
- Introduction to Journalism (1018-207)
- Film: Then & Now (0108-215)
- Television and the American Experience (0108-300)
- Communication and Behavior (0108-315)
- Women in Film and TV (0108-336)

Economics-Social Sciences

- *Introduction to Economics (0203-101)
- The Price System (0203-111)
- The National Economy (0203-112)
- Consumer Economics (0204-213)

English-Humanities

- Literature in English I & II (0122-231, 232, 233)

Environmental Studies-Social Sciences, Math/Science as identified

- Social Sciences and Environmental Problems (0125-101) Soc. Science
- Natural Science and Environmental Problems (1025-102) Math/Science
- Environmental Geology (1025-104) Math/Science
- Physical Geography (0125-108) Math/Science
- Weather and Climate (0125-156) Math/Science

Foreign Languages-Humanities

- Level I in any language (course number 111)

History-Humanities

- Origins of Western Civilization I & II (0136-101, 102)
- American Civilization I & II (0136-103,104)
- World Civilization (1036-105, 106)
- Black History in America I & II (0136-204, 205)
- African History I & II (0136-361, 362)
- Latin America I & II (0136-221,222)

International Studies-Social Sciences

Global Issues I & II (0187-101, 102)

Math & Computer Sciences -Math/Science

- *Mathematical Modeling in the Sciences (0144-101)
- *Mathematical Modeling in the Humanities (0144-102)
- *Pre-Calculus (0144-110)
- *Survey of Statics (0144-113)
- *Statistics for Natural Sciences (0144-114)
- *First Course in Computer Programming (0145-160)

Music & Music History-Arts

- Development of Western Music (0196-120)
- Opera (0196-121)
- Jazz-20s,30s,40s (0196-238)
- Jazz-50s-60s & 70s (0196-239)

Performing Arts-Dance Arts

- *Ballet (0191-113)
- *Modern Dance (0191-127)
- Dance History & Criticism (0191-235)

Performing Arts -Theater Arts

- *Beginning Acting (0192-108)
- *Dramatics (0192-109)

Philosophy-Humanities

- Introduction to Philosophy (0154-110)
- Ethics and Morality (0154-212)

Physics-Math/Science

- Perspectives in Physics (0156-100)
- Astronomy (0156-104)
- Beyond the Solar System (0156-106)
- Light-Principles and Demonstrations (0156-122)
- Ascent of Physics (0156-130)
- Observational Astronomy (0156-107)
- How Things Work (0156-119)

Political Science-Social Sciences

- Introduction to the American Political System (0158-101)
- Introduction to Politics (0158-102)
- Public Policy: Theory and Issues (0158-200)
- Environment and Politics (0158-212)
- Political Theory In Historical Perspective (0158-240)
- Comparative Political Analysis (0158-260)

Psychology-Social Sciences

General Psychology (0501-101)

Sociology-Social Sciences

Introduction to Sociology (0170-100)

Social Problems (0170-102)

Culture and Society (0170-105)

Social Problems of the Family (0170-230)

Sociology of Religion (0170-335)

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C.L.A.S.S. Manual

Adelphi University Honor Code

“The University is an academic community devoted to the pursuit of knowledge. Fundamental to this pursuit is academic integrity. In joining the Adelphi community I accept the University’s Statement of Academic Integrity and pledge to uphold the principles of honesty and civility embodied in it. I will conduct myself in accordance with ideals of truth and honesty and I will forthrightly oppose actions which would violate these ideals.”

Academic Honesty at Adelphi Policy and Procedures

The Committee for Academic Honesty

The Committee will have the responsibility to promote an atmosphere of academic honesty, working to educate the entire Adelphi Community. The Committee will develop and distribute materials including guidelines for promulgating the code of academic honesty through course syllabi, class discussion, and written guidelines to students on matters such as plagiarism.

In the case of infractions of the code of academic honesty, the Committee provides the members to investigate, to mediate, and if ultimately necessary, to constitute a formal Hearing Board.

The Committee will be made up of 12 students and 12 faculty. Faculty will normally serve for terms of two years to help ensure continuity on the Committee. (In the initial year, half the faculty appointments will be made for one year and half for two. Thereafter all faculty appointments will be made for two years.) Students will serve for terms of one year, but those who desire may be reappointed for a second year by the Student Government Association. Members will normally be chosen in the spring for the coming year. The students will be chosen from names submitted to the Student Government Association. Students may volunteer or be nominated by any member of the university community. Faculty will be chosen from names submitted to the Faculty Senate. Faculty may volunteer or be nominated by any member of the university community. Those who volunteer or are nominated will be fully informed of the nature and seriousness of the committee’s work before the selection process. Only those who agree to undertake the work will be considered. One of the 12 professors will serve as the procedural chair to handle rotating appointments, record keeping, and so on. Student vacancies that occur during the year will be replaced during the year by the SGA; faculty vacancies will similarly be filled by the Faculty Senate. It is expected that the Faculty Senate and SGA will respectively provide a full slate of appointments each year. In the event that either body is unable to provide all the needed members, the Provost will have the power to supply additional members to make up the full complement. Although the Provost will expect to accept all members selected by the Senate and SGA, the Provost will have the ultimate power to reject candidates deemed unsuitable for the work of the Committee.

The Code of Academic Honesty

The code of academic honesty prohibits behavior which can broadly be described as lying, cheating, or stealing. Violations of the code of academic honesty will include, but are not limited to, the following:

1. Fabricating data or citations
2. Collaborating in areas prohibited by the professor
3. Unauthorized multiple submission of work
4. Sabotage of others’ work, including library vandalism or manipulation
5. Plagiarism: presenting any work as one’s own that is not one’s own
6. The creation of unfair advantage
7. The facilitation of dishonesty
8. Tampering with or falsifying records
9. Cheating on examinations through the use of written materials or giving or receiving help in any form during the exam, including talking, signals, electronic devices, etc.

Procedures to Handle Violations

The approach to handling reported violations is generally a progressive one. That is, the procedure is designed to allow choices at various stages based on the severity of the charge or facts

that emerge from the proceedings. Although the work will normally be done by the Committee as outlined here, the Provost will have the authority to convene an ad hoc committee to handle charges when the matter is urgent and the standing committee is unable to meet. In such cases the Provost will seek as far as possible to secure both student and faculty representation on the ad hoc hearing committee.

The detailed procedures outlined below are intended and envisioned primarily for undergraduate violations. Graduate students are held to a higher standard: they are typically older, more experienced, and often engaged in study in areas where human health and welfare could be seriously affected by academic dishonesty. Graduate violations should be reported (by professors or students) to the Dean. The student's Dean will have the power to set a penalty, including immediate expulsion from the program (and therefore from the university). If the graduate student contests the facts, he or she may ask for a hearing with the Committee for Academic Honesty. If the Committee upholds the violation, the Committee will impose the penalty recommended by the Dean. Graduate students will be clearly and formally informed of this policy and of the severity of violations of the code of academic honesty upon enrollment.

Any student who observes or suspects a violation is encouraged to report the violation to the appropriate professor, to any member of the Committee for Academic Honesty, or to the Provost's Office, which will forward the charge to the Committee. A professor who observes or suspects a violation may wish to begin by talking with the accused student or students. As has always been the case, professors have the right and the power to adjust grades on the basis of academic dishonesty. However whether or not the professor and student agree on the facts or the grade, either may choose to go to the Committee for Academic Honesty. **Note:** Professors are required to report directly to the Provost's Office all instances of academic dishonesty. This particularly includes those cases in which the student and professor resolve the matter without requesting any action from the Committee for Academic Honesty. Even though a case of admitted dishonesty may be resolved by stern admonition and/or an agreed on penalty in the form of a grade, a record must be kept so that the professor and the Provost can know whether or not the student has any history of academic dishonesty. The Provost's Office will be authorized to set a penalty for the student in question. Students who wish to contest the claims against them or the decision of the Provost's Office may request a hearing with the Hearing Board.

When the Committee receives notification of a suspected violation, the chair will appoint one of the 12 professors serving to undertake the role of mediator and/or fact finder. The fact finder will begin the investigation as expeditiously as possible, but whenever possible no later than a week after receiving the charge.

The appointed professor will first check to see if the accused student has any recorded violations in the records of the Committee maintained in the Provost's Office. If the student has no record of reported violations, the investigator will approach the accused student and the person or persons who have suspected the student and begin the investigation hoping to find grounds for mediation. If upon investigation it emerges that there are no prior violations and the offence is not egregious, the investigator may attempt to see if all parties can be brought into agreement about the facts of the situation and if a solution can be found which would not require the involvement of a Hearing Board. If no such solution can be reached a hearing will be required, and the professor will proceed to gather facts from all parties concerned. Likewise, if the accused student has any recorded violations, a hearing will be required and the fact finder will begin the investigation with a view to preparing the case for a hearing. When the investigation is complete, the fact finder will summarize the case in writing. This summary will be provided to the parties involved in the suspected violation

and to the Chair of the Committee on Academic Honesty. The chair will contact the remaining 20 members of the Committee (10 other professors and 12 students) for the purpose of convening a Hearing Board. The Chair will bear in mind that a finding of the Committee requires a minimum of 10 votes, 4 of which must be cast by student members. The hearing is chaired by the fact finder, who does not cast a vote.

Students may present their own case or have a faculty advocate represent them. They cannot be advised by parents or lawyers during the hearing. Character witnesses will be limited to two, whose statements will normally simply be submitted in writing. The Hearing Board itself may call expert witnesses as deemed useful in addition to material witnesses. The person alleging a violation will be present and the student accused will present. All members of the Hearing Board present are entitled to ask questions of anyone speaking for either side. If a student refuses to attend a Hearing, the Hearing can and will be held without the student present. The fact finder will present whatever facts may have been found that might make a case on the student's behalf.

After the presentations and questions are concluded the Board will deliberate in private. After deliberation votes will be cast by written ballot. The chair will tally the votes before all the members. A minimum of two thirds will be required to affirm a violation. In Committee hearings, the presumption will be of innocence and the burden of proof will fall squarely on the person alleging a violation. A vote to affirm a violation should be based on clear and convincing evidence.

If two thirds or more of a minimum of 10 voting members (with at least four students present and voting) vote to find a violation, the Board will then proceed to consider a penalty. The following range of penalties is within the power of the Board to impose:

(i) If the violation is the first offence to come before the Board and only involves the work of the student in question, that is, it does not involve the sabotage of someone else's work or such theft or damage as harmed another student, the minimum penalty will be probation for one semester after that in which the violation occurred. (Depending on the timing of the hearing, this penalty and others may be imposed immediately to include the semester in which the violation occurred.) This will be true even when the student is remorseful or the offence is deemed relatively minor. The probation does not appear on the student's transcript nor does it become part of any permanent record publicly available. Therefore if the student is never again found in violation, there are no permanent consequences to this penalty. It is understood that any proven violation during the probationary period will result in expulsion. If the violation is deemed grievous and/or the student is without proper remorse, the Committee may impose a more severe penalty such as more lengthy probation or even suspension. The Board may choose whether the suspension applies to the semester in which the offence was committed (and may in some cases then entail a retroactive loss of the semester's credit) or is to apply to an up coming semester.

(ii) If the violation is a second offense but one not incurred while the student is on probation or if the offence involves damage to the work of another student, the minimum penalty will be suspension either for the semester during which the offence occurred or for the next semester. If the offence is judged particularly grievous and/or the student is without proper remorse, the Board may opt for a more severe penalty, longer suspension or even expulsion.

(iii) If the violation is committed during a probationary period or is a third offence, the automatic penalty will be expulsion from the university.

After the Hearing Board has considered the possible penalty, the Chair will determine what seems to be the penalty thought most reasonable by the majority. There will then be a second vote by written ballot whether or not to impose this penalty. A majority of votes will serve to impose the penalty. If there is no majority, discussion will continue and another penalty will be suggested by the chair and voted on. In case a majority does not emerge, the minimum penalty as indicated above will be automatically imposed. It will be the responsibility of the Provost to make sure that any penalty imposed is carried out.

Decisions against a student may be appealed to the Provost, except in the case of extraordinary circumstances within seven business days of the original finding. Normally the Provost will only consider appeals on grounds of procedural violation or unreasonableness of penalty. A finding by the Hearing Board that no violation has occurred cannot be appealed further.

The Chair will keep written records of the Hearing. The hearing will also be tape recorded. These written and audio records are confidential and will be maintained in the Provost's Office. The proceedings themselves and the penalty of probation are not a part of the student record. The record of a sole offence will be expunged upon graduation.