

# ACADEMIC REGULATIONS

Utica College fully affirms the principle of academic freedom and endorses the American Association of University Professors Statement on the Academic Freedom of Students. The preamble of that statement is quoted below.

*“Free inquiry and free expression are essential attributes of the community of scholars. As members of that community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. The freedom to learn depends on appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. Students should endeavor to exercise their freedom with maturity and responsibility.”*

The regulations published in this catalog and in the Student Handbook have been established and endorsed by the representative governing body of faculty, staff, and students that establishes the academic and behavioral standards expected of all members of the Utica College community.

*Students are held responsible for abiding by all regulations set forth in the catalog and the Student Handbook. While they may seek the advice of a counselor, final responsibility for any decision reached or action taken is theirs.*

**THE COLLEGE RESERVES THE RIGHT TO CANCEL ANY COURSE IF REGISTRATION FOR IT DOES NOT JUSTIFY CONTINUANCE AND TO MAKE CHANGES IN REGULATIONS, CURRICULA, AND FEES AT ANY TIME.**

## PETITIONS

If a student feels he or she should be absolved from adhering to a particular academic regulation or procedure, or that an academic regulation has been unfairly applied, he or she should discuss the problem with a member of the Academic Support Services Center staff. If the matter cannot be resolved to the student's satisfaction, he or she will be provided with a form for petitioning the Academic Standards Committee. After he or she has submitted the petition, the committee will consider the individual's case and inform the student by letter of the decision reached and the action taken.

## MAJORS

Majors consist of courses focused on a particular academic field. Majors are declared by a student either at the time of original admission to the College and the major program, or through the academic division office related to the major. Certification for graduation takes place during the final semester of the student's senior year and is based upon satisfactory completion of all major, major-related, electives, core and other requirements. Any major the student completes is indicated on the transcript.

**Each student bears final responsibility for ensuring that degree requirements are completed.** An unofficial review of each student's status is completed by the major adviser(s) during the student's junior year to determine which graduation requirements the student has finished and which courses still need to be completed. The student receives the original of this document, and a copy is retained by the academic division of which the student's major is a part.

Majors are subject to the following regulations:

1. Students must complete at least one major to be graduated.
2. Majors must be comprised of the courses listed in either the catalog for the year of the student's matriculation or the catalog of a subsequent year.
3. The pass/fail option may not be used for courses in the major unless that grading system is specified for that particular course.
4. When completing a dual major, no more than nine credit hours comprising the first major may be used toward fulfilling the requirements of the second major. General education core courses that also fulfill major requirements are exceptions to this limit.
5. For graduation certification, students must earn at least a 2.0 average in their major course requirements. Some majors have more stringent requirements. (See specific majors under the "Programs" section of this catalog.)
6. Students must declare a major before they accumulate 60 credit hours in order to receive financial aid.

## MINORS

Although a minor is not required, students may elect any minor offered by Utica College as long as it is different from their major. Minors are declared and certified in their respective academic divisions in the same manner as majors. When students select, complete, and are certified in a minor, this will be indicated on their transcripts upon graduation.

Minors are subject to the following regulations:

1. No more than three credit hours that comprise the major may be used toward fulfilling the requirements of the minor. General education core courses that also fulfill major requirements are exceptions to this limit.
2. The pass/fail option may not be used for courses in the minor.

3. For certification, students must earn at least a 2.0 average in the minor.
4. Students may take more than one minor but also must complete a major.
5. Half of the credits must be completed in residence.

## **DUAL MAJORS, MAJORS AND MINORS, COMBINED DEGREES**

Students may complete a dual major or a combination of a major and a minor by successfully completing all of the requirements of two major programs or a major program and any minor program(s) except for restrictions previously noted. Careful consultation with the student's adviser may be necessary to avoid conflicts. However, students only may receive one B.A. or B.S. degree. The dual major or combination of a major and a minor is reflected on the student's permanent records maintained by the Office of the Registrar.

Two distinct bachelor's degree programs may be pursued simultaneously. The programs may be in the same division or two different divisions; must lead to two different career objectives; and must have two distinct degree titles (BA/BS). In such cases, two degrees will be conferred, and two diplomas awarded. Combined degree programs will require the completion of 30 credits beyond the usual requirements for one degree (typically 120/128). The minimum total credits required in combined degree programs are 150.

## **ADVISING**

All matriculated day students are required to meet with their major program adviser(s) prior to registering for courses. The signature of the adviser is required on the Course Selection Sheet. Students will not be allowed to register if it is not signed. Subsequent course schedule changes also require approval.

## **GRADING SYSTEM**

The grading system used at Utica College is a letter system: A, A-, B+, B, B-, C+, C, C-, D+, D, and P, which are passing grades, and F (failing).

## GRADE POINTS AND CREDIT HOURS

Grade points are awarded on the basis of 4.0 for each credit hour of A grade, 3.7 for A-, 3.3 for B+, 3.0 for B, 2.7 for B-, 2.3 for C+, 2.0 for C, 1.7 for C-, 1.3 for D+, 1.0 for D, and 0 for F. For most courses at Utica College, students receive three credit hours, although the number of credit hours per course varies. The individual course listings in the catalog and in each semester's registration schedule inform students of the number of credit hours granted for each course.

GRADE	GRADE POINTS (per credit hour)	GRADE	GRADE POINTS (per credit hour)
A	4.0	C-	1.7
A-	3.7	D+	1.3
B+	3.3	D	1.0
B	3.0	F	0
B-	2.7	I	0
C+	2.3	AU	Audit
C	2.0	V	Neutral

## INCOMPLETES

A grade of Incomplete may be granted only if it can be demonstrated that it would be unfair to hold a student to the normal time limits for the course. A Request for Grade of Incomplete Contract must be completed by both the student and the instructor and requires the approval of the appropriate division dean. The amount of time granted to complete the Incomplete will be set by the instructor at the time the contract is submitted. Even though an instructor may require a student to repeat certain elements of a course to finish an Incomplete, students should not register for the course a second time.

A grade of I will remain on the record and is calculated as a failing grade until a change of grade is submitted by the instructor. Completing requirements for a course does not remove the Incomplete from the record. The I remains a permanent part of the academic record and transcript so that the change from incomplete to a grade can be clearly identified. An Incomplete may affect a student's financial aid. Please contact the Office of Financial Aid for more information.

## PASS/FAIL COURSES

With the exception of the freshman year, a matriculated student may take one elective course each semester (a maximum of six courses) on a pass/fail basis provided he or she is not on probation. To do so, he or she must file a form, signed by the faculty adviser, requesting this privilege with the Office of the Registrar not later than two weeks after the official midterm date. The six-course limitation does not apply when taking courses that are regularly offered on a pass/fail basis. Students may not use the pass/fail option for courses taken to satisfy core, major, major-related, or minor requirements. Students on probation are not allowed to exercise the pass/fail option.

When passing a pass/fail course, students will receive a grade of P and the degree credit hours normally awarded for the course. The grade of P earns no grade points, and credit hours earned are not computed in determining their semester's or cumulative averages. If failing a pass/fail course, students will receive a grade of F. The failing grade will be computed in their semester and cumulative averages.

**Pass/fail courses can have an effect on eligibility for honors and on probationary standing. Students should check the honors and probation regulations carefully and evaluate the possible effects of pass/fail courses on their averages and their qualifications for graduation with honors before they exercise the pass/fail option.**

## **GRADUATE-LEVEL COURSES THAT WILL BE APPLIED TOWARD THE UNDERGRADUATE DEGREE**

Before registering for the course, students must petition the dean of their home division for permission to apply the course toward their undergraduate degree requirements. In such cases, the grade received in the course, along with the credit, will be factored into the undergraduate degree totals on the student's academic record.

Graduate-level courses taken to satisfy undergraduate degree requirements **may not** be applied toward a Utica College graduate degree program.

Exceptions to this policy are students enrolled in the College's B.S./M.S. programs, where the student earns an undergraduate degree after four years, and the masters' degree after the sixth year.

## **AVERAGES**

Students can compute their averages for each semester by dividing the number of grade points they receive by the number of credit hours of course work carried (less the credit hours earned for P grades). Their cumulative averages are computed by dividing the total of all grade points they have been awarded by the total number of credit hours carried (less the credit hours earned for P grades or certain other grades described in the section on "Repeating a Course"). A report of grades, which includes semester and cumulative averages, is mailed to students at the end of each semester.

## **GRADE CHANGES**

Once a grade has been reported, it may not be changed except to correct a computational or clerical error. All such cases must be reported by the course instructor and require the approval of the appropriate division dean and the vice president for academic affairs and dean of the faculty.

If a student believes that the grade reported by the course instructor is not

accurate and after talking with the instructor still believes there is an error, the student may petition the Academic Standards Committee for a grade change. (See “Grievance and Complaint Procedures.”)

## **VARIABLE LENGTH COURSES**

For courses that extend beyond the end of a semester, a grade of V will be issued by the instructor. The grade of V is a neutral grade and is replaced by the letter grade earned at the conclusion of the course.

## **REPEATING A COURSE**

Students may repeat any course for which they receive a grade lower than a C, and they must repeat any required course which they fail. Students may not repeat any course they have passed with a grade of C or higher. When a course is repeated, only the original grade is removed from calculation of the students’ cumulative averages. Students must register for and retake the same course at Utica College if they wish to remove the calculation of the original grade from their cumulative averages. All subsequent grades will be calculated in the cumulative average. Equivalent courses taken at other institutions are not counted as repeated courses. A repeated course for which students receive a grade of D or better does not count in the total credit hours they are taking at the time, because they have already received credit for the course. A student must, therefore, be taking at least 12 credit hours in addition to the repeated course to qualify for full-time financial aid. A course repeated for which a student receives a grade of F does not count in credit hours carried at the time it is taken, because the student has not received any prior credit for the course. Students should contact the Office of Financial Aid if they have any questions.

## **DEAN’S HONOR AND HIGH HONOR LISTS**

The Dean’s Honor List, published after the end of each semester, gives recognition to all students who complete 12 or more credit hours of work with a semester’s average of 3.4 or better. Pass/fail courses are not counted toward the 12-hour requirement.

The Dean’s High Honor List, published after the end of each semester, gives recognition to all students who complete 12 or more credit hours of work with a semester average of 4.0. Pass/fail courses are not counted toward the 12-hour requirement.

Matriculated full-time students with at least sophomore class standing who have been named to the Dean’s Full-Time Honor or High Honor List during their previous semester may register for a maximum of 19 credit hours in the fall or spring semesters and submit their bill for excess credit tuition charges and their Dean’s Honor List recognition card to the Office of Financial Aid. A Dean’s Honor List Scholarship to cover those charges will be awarded automatically.

Matriculated part-time students are eligible for both lists if they take at least six and no more than 11 credit hours.

## GRADUATION HONORS

Students must have an average of 3.4 – 3.59 to graduate cum laude, 3.6 – 3.79 for magna cum laude, and 3.8 – 4.0 for summa cum laude honors, and students must complete at least 30 credit hours of Utica College graded coursework at the 300- and 400-levels to be graduated with honors. If a student transfers from another institution, graduation honors are computed on the basis of Utica College credit alone. At least 60 hours must have been carried in residence through the spring term immediately preceding the commencement ceremony in which they participate. P grades earned in pass/fail courses are not computed in the student's average, and the credit hours earned in pass/fail courses do not count toward fulfilling the 60-hour requirement for honors with the exception of mandatory pass/fail courses. Second degree candidates are eligible provided they have carried 60 hours of additional Utica College credit in their second degree program.

To be considered for valedictorian or salutatorian, students must meet all of the preceding requirements for graduation honors. Additionally, students must have filed a diploma card and be eligible for graduation in May or the previous December. They also must be registered for at least 10 hours of credit in the spring semester if they are May graduates or at least 10 hours in the fall if they are December graduates. Transfer students must have completed at least three semesters of residency, with summer session counting as a semester. For transfer students, records at previous institutions must be included in computation of grade point average if the cumulative average is less than the Utica College average; records from previous institutions are excluded if the cumulative average is greater than the Utica College average.

## GRADUATION REQUIREMENTS

1. Students must have satisfied all requirements listed for their majors in the catalog. (See section on "Majors and Minors.") They must have at least a 2.0 average in their major course requirements. This includes all courses listed under Major Course Requirements and all courses listed under the student's Concentration. It does not include courses listed under Major-Related Courses.
2. Students must have a cumulative average of at least 2.0.
3. A student's last 30 credit hours, granted toward his or her Utica College degree, must have been earned in residency, with matriculated status.
4. Students must have paid or satisfactorily adjusted all indebtedness due to the College.
5. Students must be recommended by the faculty.
6. For the bachelor of arts degree, a minimum of 75 percent of the hours required for graduation must be taken in the liberal arts and sciences. For the bachelor of science degree, a minimum of 50 percent of the hours required for graduation must be taken in the liberal arts and sciences.

## ABSENCES

Instructors establish the attendance requirements for each of the courses they teach. If a student incurs excessive absences in a course, his or her grade may be lowered or he or she may receive an F for the course.

## MAXIMUM CREDIT HOUR LOADS

Students may take up to 17 credit hours of courses per semester without special permission. Any credit hour load that exceeds 17 hours per semester must be approved by the dean for the division in which the student is majoring. If the student has declared a 120-hour major, excess tuition will be charged for 17 or more credits. If the student's major requires 128 hours, excess tuition is charged for 18 or more credits. (See section on "Tuition and Expenses.")

During the summer sessions, students may take up to nine credit hours without special permission. During winter session, they make take only three credit hours without special permission. Any credit hours loads that exceed these limits must be approved by the dean of the division in which the student is majoring.

## STUDENT CLASSIFICATION

To be eligible for class membership, a student must have satisfactorily completed the following minimum credit hours:

Senior	87 hours
Junior	57 hours
Sophomore	27 hours

## ADVANCED CREDIT EXAMINATIONS

Not available to students currently registered for less than 10 hours, except evening students who have been enrolled in UC evening sessions for at least four semesters.

*Time:* As arranged with the faculty member teaching the course in which the student is seeking the credit.

*Place:* As arranged with the faculty member teaching the course in which the student is seeking the credit.

*Credit:* Whatever hours ordinarily are awarded for the course. Students must not have taken the course previously and must not have audited the course. Students must fulfill whatever requirements are set by the faculty member responsible for the course. These may include term papers, special projects, examinations, and whatever else the faculty member deems necessary.

*Cost:* See the "Schedule of Tuition, Fees, and Deposits" section.

*Approvals:* By written petition, seek the approval of the adviser, the faculty member in charge of the course, and the dean of the division in which the course is offered.

## INDEPENDENT STUDY

The faculty of each academic division, department, or subject area defines its own concept of independent study, but it is understood that students only undertake individual projects *beyond subject matter covered by the courses listed in the catalog*. Normally open to juniors and seniors only, independent study may be taken for a total of no more than 18 credit hours toward a degree. Independent study courses usually are numbered 290, 390, or 490, may be offered for variable credits, and can be repeated, providing the projects are not the same. Disciplines may add individual criteria and requirements.

In order to register for independent study, students must obtain and complete a registration form and a study plan form and have them signed by the faculty member who will supervise their projects, by the coordinator of the subject area in which they will be working, and by the appropriate division dean. Division and department independent study guidelines are available in the appropriate academic division offices. The study plan is, in effect, a contract between the student and the faculty member who will supervise the student's work. It must specify the nature, title, goals, and methods of the student's project; the means of evaluation to be used by the student's faculty supervisor; and the number of credit hours the student will receive for successfully completing the project. The completed forms must be filed with the Office of the Registrar when students register for the course.

## TUTORIAL STUDY

Courses that are listed in the catalog, but that are not offered regularly, may be taken on a tutorial basis under extraordinary circumstances, and are designated on transcripts by a T following the course number and the word "Tutorial" in the course title.

Information on registration procedures for courses students need to take on a tutorial basis is available in the appropriate department or division office or from the Office of the Registrar.

## TOPICS COURSES

Courses in specialized areas of interest are listed in the "Courses of Instruction" section of the catalog under such rubrics as "Topics in . . .," "Advanced Study in . . .," "Special Topics in . . .," "Studies in . . .," or "Mini-courses." These courses are usually numbered 200, 300, or 400 to reflect the course's level and its position in the curriculum. Topics courses are offered for variable credit (usually one to six credit hours) and may be repeated, provided the subjects are not the same. Other qualifications, criteria, limits, and descriptions may be added by the discipline in which the course is being offered.

## **AUDITING**

A full-time matriculated student in good standing may, with the permission of the instructor, attend a course as an auditor, without charge. Registration is required.

Part-time or non-matriculated students who wish to audit a course may do so, with the permission of the instructor, provided they register for the course and pay the tuition charge.

An auditor receives a grade of AU and does not participate in course examinations or other work except at the option of the instructor. A student may change from audit to credit status no later than the second week of classes.

## **ELIGIBILITY FOR ACTIVITIES**

Eligibility for participation in any College activity requires a student to be fully matriculated and carrying at least 12 hours in the current semester. An organization may require, in addition, a particular grade point average.

Eligibility is required for the following:

- To participate in College-sanctioned theatrical, musical, or other productions, except where such participation is required for academic course credit.
- To hold office (elective or appointive, editorial, or other post) in any organization chartered by the College or using the Utica College name in which participation does not carry academic credit.
- To pledge a sorority or fraternity. A student also needs to be at least a second-semester freshman to pledge.
- To participate in non-athletic intercollegiate competition.

## **ATHLETIC ELIGIBILITY**

Eligibility for intercollegiate competition is governed by the National Collegiate Athletic Association (NCAA), the Eastern College Athletic Conference (ECAC), the New York State Women's Collegiate Athletic Association (NYSWCAA), and the Empire 8 Conference. A student must be full-time matriculated (minimum 12 credit hours per semester) and must be making satisfactory progress toward a baccalaureate degree.

The student-athlete also must meet the following minimum standards for cumulative grade point average (GPA) in order to maintain athletic eligibility for intercollegiate competition. This applies to students matriculating as freshmen or as transfer students.

	Cumulative GPA
End of 1st semester	1.70
End of 2nd semester	1.85
End of 3rd semester	1.90
End of 4th semester and succeeding semesters	2.00

## **MAKE-UP EXAMINATIONS**

If a student is unable to take any scheduled examination, a make-up examination may be given at the discretion of the instructor. Such examinations must be taken during the same semester in which the examination was missed, unless a grade of Incomplete is given for sufficient reason.

## **ELIGIBILITY FOR FIELD EXPERIENCE IN CAREER PROGRAMS**

Utica College's curriculum is designed to cultivate liberally educated graduates with the knowledge, skills, and personal attributes necessary for them to thrive in their chosen professions. In career programs, the level of ability which a student is expected to demonstrate reflects the College's outstanding reputation in these fields.

The performance of students in their field experiences affects the College's ability to maintain accreditation for its programs, attract highly qualified students to the College, and provide appropriate field placements for current and future students. Therefore, in programs that require field experience, the faculty monitors the progress of each student with the goal of correcting deficient performance prior to placement or, where appropriate, suggesting alternative career fields. Students are responsible for knowing the written retention policy of their program of study.

## STUDY AT OTHER INSTITUTIONS

As an institution of higher learning, Utica College strives to protect the integrity of its degree offerings. Therefore, Utica College students must obtain prior written approval from their advisers, division deans, and the registrar before taking courses at another institution for credit at Utica College. Approval is not usually granted if the same course is offered concurrently at Utica College. Students who undertake such study must meet all graduation requirements listed previously.

Students who already have transferred one-half of the credits required for their degree from a two-year college may not return to a two-year college for additional course work.

Forms for the purpose of obtaining permission for course work at other institutions are available at the Academic Support Services Center, in the Office of the Registrar, and in the division offices.

## SCHEDULE CHANGES

Any change in schedule must be cleared through the Office of the Registrar in order to become effective. Failure to do so will result in a grade of F for the course.

- Semester courses may be added or changed during the first week of the semester.
- Semester courses may be dropped without academic penalty no later than two weeks after the official mid-term date of each term.
- The schedule of deadline dates for add, change, and drop of mini-courses and physical education courses is published each semester.
- Courses dropped after the official drop date will receive a grade of WF.
- Schedule changes require the signature of an adviser.

## WITHDRAWAL

Students who withdraw from college must notify the Office of the Registrar and the Office of Financial Aid. Withdrawal notification must be made in writing. Unless this is done, a student's grade for all current courses will automatically be an F, and he or she will not be eligible to receive a refund.

Students who withdraw from college up to two weeks after the official mid-term date of the term will receive grades of WD (withdrawn). Students who withdraw after that date will receive grades of WF.

Students may be placed on probation by the committee when they return, depending on the conditions surrounding their withdrawals.

## **REFUND SCHEDULE POLICY**

The date on which a student notifies the Office of the Registrar of his or her complete withdrawal in writing will be used as the basis for determining tuition refund. There is no rebate applicable to deferred fees or other fees. (See also “Housing Policy.” ) The following refund schedule applies to complete withdrawal.

### **Tuition**

100% before or on the first day of classes

90% through end of Week 2

50% through end of Week 4

25% through end of Week 7

Thereafter, no refund will be given.

### **Room**

100% refund through end of Week 2

### **Board**

100% prior to 1st meal offered

Pro-rated through end of Week 9

See schedule of classes for dates each semester.

Students who partially withdraw but are still in attendance for one or more classes at the College will receive a 100% refund for the first week only. Thereafter, no refund will be given.

## **Title IV Refund Policy**

This policy is for all students receiving aid who completely withdraw from classes.

The new Title IV refund formula has six basic steps, and is concerned with the amount of Title IV aid a student received and earned. The six steps are:

1. Determine date of withdrawal and percentage of payment period attended by the student.
2. Calculate amount of Title IV aid earned by the student.
3. Compare amount earned and amount disbursed to determine amount unearned.
4. If amount earned is greater than amount disbursed, determine late disbursement.
5. If amount earned is less than amount disbursed, determine amount of Title IV aid that must be returned.
6. Calculate portion of funds to be returned by institution and student.

Further information regarding this policy is available in the Office of Financial Aid.

## MIDTERM GRADE REPORT

Reports indicating the level of achievement at midsemester are sent by instructors to the Academic Support Services Center for mailing to the student and his or her adviser. Students should not consider these midterm reports as official grades; they are designed to identify those who may benefit from academic counseling. Students who do not receive a midterm grade report should not assume that their performance in any given course is satisfactory, but should check with their instructors if they are in doubt.

## TRANSCRIPT OF GRADES

The Office of the Registrar issues transcripts upon request (see “Schedule of Tuition, Fees, and Deposits”). Requests are generally processed within five days. Delays may be experienced during the beginning and end of each semester and during preregistration. Please plan accordingly. Although students may request an unofficial copy for their own use, official transcripts are issued only to other institutions or individuals, never to the student. Requests are not accepted by telephone; they must be made in person or in writing. Utica College reserves the right to withhold the transcripts and diplomas of financially delinquent students.

## PROBATION AND ACADEMIC DISMISSAL

Anytime a student’s cumulative average falls below 2.0, he or she will be placed on probation. Probation is a warning that the quality of the student’s work must improve or he or she will face academic dismissal for poor scholarship. Students on probation are not allowed to exercise the pass/fail option.

Additionally, full-time matriculated students should progress toward their degrees at a rate no lower than described in the following guidelines for minimal academic progress.

## MINIMAL ACADEMIC PROGRESS

	SEMESTER									
For BA or BS Degree Candidates	1	2	3	4	5	6	7	8	9	10
Number of hours carried to completion in current semester (excludes withdrawals)	6	6	9	9	12	12	12	12	12	15
Cumulative number of hours passed	3	9	21	33	45	60	75	90	105	120

Students who do not meet the guidelines for minimal academic progress will have their records reviewed by the Academic Standards Committee. They may be allowed to enroll under continuing review, placed on probation, or dismissed.

## **READMISSION AFTER ACADEMIC DISMISSAL**

Students who are dismissed for academic reasons will not be able to take any courses in either day or evening sessions at Utica College for at least one regular semester. Students who are dismissed at the end of a fall semester are eligible to apply for readmission the following fall semester. Students who are dismissed at the end of a spring semester are eligible to apply for readmission the following spring semester. Utica College is not obligated to accept transfer credit for work taken at another institution during the period of dismissal.

A second dismissal is considered to be a permanent separation from the College. Students who can provide convincing evidence of their ability and determination to complete degree requirements successfully may appeal this status to the vice president for academic affairs and dean of the faculty.

Students whose application for readmission is approved will retain the credits and grades earned before they were dismissed, and they will be readmitted on probation. They will be expected to make satisfactory progress toward earning their degrees each semester to remain at the College.

## **SOFTWARE AND INTELLECTUAL RIGHTS**

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgement, right to privacy, and right to determine the form, manner, and terms of publication and distribution.

Because electronic information is so volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments.

**VIOLATIONS OF AUTHORIAL INTEGRITY, INCLUDING PLAGIARISM, INVASION OF PRIVACY, UNAUTHORIZED ACCESS, AND TRADE SECRET AND COPYRIGHT VIOLATIONS MAY BE GROUNDS FOR SANCTIONS AGAINST ANY MEMBER OF THE ACADEMIC COMMUNITY.**

## **INTELLECTUAL HONESTY**

The faculty at Utica College expects intellectual honesty from students in examinations and in the writing of themes, term papers, or laboratory reports. Intellectual honesty is necessary for the free exchange of ideas.

Plagiarism, a serious form of intellectual dishonesty, is defined as the use of ideas and phrases in the writings of others as one's own without crediting the source. Sources can include books, papers written by anyone else, editorials, opinions, reference articles, or other media, including the Internet. Paraphrasing must be cited and credited as well. Credit must be given either internally in the text or in formal notes.

Cheating refers to both the giving and the receiving of unauthorized assistance in the taking of examinations.

Students who assist other students in acts of plagiarism and/or cheating, or who otherwise contribute to acts of intellectual dishonesty, such as providing a term paper, lab report, or other assignment paper for unauthorized use, are subject to the appropriate penalties.

Utica College faculty are authorized to assign the grade F for Cheating as a penalty for dishonesty in examinations or in the writing of themes, term papers, laboratory reports, or other assignments. Students who receive an F for Cheating forfeit their right to withdraw without penalty. (The phrase “for Cheating” will be removed upon graduation at the student’s request.) The vice president for academic affairs and dean of the faculty shall inform the student in writing of the professor’s decision and of his or her right to a hearing before the College Judicial Committee. Requests for a hearing should be made to the vice president for academic affairs and dean of the faculty. The vice president for academic affairs and dean of the faculty will refer any repeat offense to the Academic Standards Committee, which may recommend a more severe penalty.

## **COPYRIGHT INFRINGEMENT**

Utica College’s policy regarding copyright infringement can be found on the College’s Web site at [www.utica.edu](http://www.utica.edu).

## **ACCESS TO AND RELEASE OF STUDENT RECORDS/INFORMATION**

*Students have the right to access and control access to their educational records as provided in the federal Family Educational Rights and Privacy Act, also known as the Buckley Amendment. These include the rights to view and challenge the content of specified records, to control the release of personal and academic information to third parties, and to suppress all or some information categorized as “directory information” by legislation.*

The policy of Utica College on access to and release of student data/information follows. Pursuant to the Family Education Rights and Privacy Act of 1974, this will constitute official notice of the following information:

1. Official files containing material directly related to students are maintained in the following locations on campus:
  - a. The Office of the Registrar maintains the student’s official academic record, admissions material, copies of correspondence with the student, and copies of information concerning the student’s academic record sent to prospective employers or other educational institutions at his or her request. These files are maintained by the registrar.

- b. The Academic Support Services Center maintains a file containing academic records, admissions material, and copies of correspondence with the student who has not declared a major, or is on academic probation. These copies are maintained by the director of student development.
- c. The Office of Financial Aid maintains files containing information related to financial aid applications and awards. These files are maintained by the director of financial aid.
- d. The Office of Student Employment maintains files containing information related to a student's employment in all campus based work programs. These files are maintained by the assistant director of financial aid and student employment.
- e. The Office of Opportunity Programs maintains files for students enrolled in those programs which contain academic records, admissions material, and copies of correspondence with the student. These files are maintained by the director of Opportunity Programs.
- f. If a student has registered with Career Services and has assembled a credential file, the office will send copies of this file to prospective employers at their and/or the student's request for a period of 10 years. These files are maintained by the director of career services.
- g. The office of the vice president for student affairs and dean of students maintains files of students who have had cases adjudicated through the College's judicial system. The judicial system is used to resolve cases of students who are accused of violating the Code of Student Conduct. These files are maintained by the associate dean of students.
- h. The Office of Residence Life maintains files related to students who live in campus residences. The files contain records of the students' housing history, including violations of residential policies and regulations. These files are maintained by the director of residence life.
- i. The Division of Graduate and Continuing Education maintains files for students enrolled in those programs. The files, which contain academic records, admissions material, and copies of correspondence, are maintained by the dean of graduate studies, the director of credit programs, or the director of professional development programs, depending on the program.
- j. The Division of Institutional Advancement maintains files on students who pledge a gift to the College. These files contain a record of their pledges and correspondence, and are maintained by the coordinator of research and records.
- k. The Office of Marketing and Communications maintains files on students who submit information for press releases. These files are maintained by the coordinator of media relations and communications.
- l. The academic division office in which the student's major resides maintains a file containing academic records, admissions material, and copies of correspondence with the student. These copies are maintained by the dean of the academic division.

2. The Act stipulates that the following persons and officials may have access to a student's file without his/her permission:
  - a. Utica College officials, faculty members, and employees – including student employees, trustees, and persons under contract to the College – who have legitimate educational interests.
  - b. Authorized representatives of certain federal and state officials, including the comptroller general, the secretary of education, etc. Please note that representatives of investigating agencies specifically are excluded.
  - c. Organizations conducting studies for educational agencies for the purpose of developing, validating, or administering predictive tests, or administering student aid programs and improving instruction.
  - d. Accrediting organizations in order to carry out their accrediting functions.
  - e. In compliance with judicial order pursuant to any lawfully issued subpoena.
  - f. Parents of students who are dependents of their parents for income tax purposes.
3. No person, other than those enumerated in #2 above may have access to a student's records without his or her written consent.
4. Records maintained in the Office of the Registrar constitute the official record and are maintained permanently. Records maintained in the other offices are destroyed when there is no further need for them, usually three to five years after graduation or separation from Utica College.
5. The Act stipulates that students have the right to inspect their records. To do so, they must direct their request in writing to the person responsible for the file they wish to inspect. The request normally will be honored at the time of its receipt, if staff are available, but in no case later than 45 days after the request is made. Students have the right to review all material in their file unless they have waived their right of access. They have the right to receive a copy of any portion of their record, which will be made available to them at a charge of \$1 for the first page requested and 10 cents for each additional page, with the exception of transcripts which will be made available at a charge of \$5 per copy.
6. A student has the right to challenge the content of his or her records. If a student should wish to do so, the College will attempt to resolve the dispute informally, through the person having responsibility for the file. If this attempt proves to be unsatisfactory to the student making the challenge, the student may request the president of the College to convene a formal hearing. The president or a faculty or staff member appointed by the president, who shall have no direct interest in the outcome, will conduct the hearing. The hearing will be held within a reasonable time following the request, and the student will be afforded a full and fair opportunity to present evidence relevant to the issues raised. The decision will be rendered in writing by the official conducting the hearing within a reasonable time after the conclusion of the hearing.

7. The Act permits the College to release directory information. Directory information will include the following categories: the student's name, home town, home address, residency status, campus or local address, telephone number, e-mail address, date and place of birth, academic level, major field of study, weight and height of athletic team members, dates of attendance at Utica College, registration status (full vs. part time), degrees and awards received, photographs, and the most recent previous educational institution attended, as well as participation in officially recognized activities and sports. Students who do not wish to have any or all of this information released without prior consent should notify the Office of the Registrar in writing. In the absence of such notification, directory information will be released when it is deemed appropriate by College officials.

## **CONFIDENTIALITY FOR STUDENT EMPLOYEES**

Students working in Utica College offices (student employees, resident assistants, or student interns) are considered employees of the College, and as such are sometimes required to handle confidential materials. Students are asked to sign a statement of confidentiality. If a student knowingly reveals information learned in confidence while working in a College office, the College reserves the right to take disciplinary action.

## **GRIEVANCE AND COMPLAINT PROCEDURES**

Persons who believe that they have been treated unfairly by the College have the right to file a complaint. Individuals are encouraged to resolve complaints informally with the faculty member or administrative officer most closely involved in the alleged problem. In the event that this doesn't resolve the problem, and/or if someone wishes to take more formal action to file a complaint, the following are the procedures.

If a person feels he or she should be absolved from adhering to a particular academic regulation or procedure, or that an academic regulation has been unfairly applied, or that he or she has been treated unfairly on an academic matter, he or she should discuss the problem with a member of the Academic Support Services Center staff. If the matter cannot be resolved to the person's satisfaction, he or she will be provided with a form for petitioning the Academic Standards Committee. After he or she has submitted the petition, the committee will consider the individual's case and inform the petitioner by letter of the decision reached and the action taken. Appeals of Academic Standards Committee actions should be submitted in writing to the vice president for academic affairs and dean of the faculty. Appeals of actions taken by the vice president for academic affairs and dean of the faculty should be submitted in writing to the president of the College.

If a person feels he or she should be absolved from adhering to a particular administrative regulation or procedure, or that an administrative regulation has been unfairly applied, or that he or she has been treated unfairly on an administrative matter, he or she should discuss the problem with the vice president for student affairs and dean of students. The vice president for student affairs and dean of students, depending on the nature of the complaint, will reach a conclusion in the matter, or refer the individual to the appropriate administrative officer for resolution. In either case, the person will be required to submit his or her complaint in writing and will be informed in writing of the outcome of the complaint. Appeals of actions taken by any administrative officer should be submitted in writing to the president of the College.

Any appeals of actions taken by the president of the College should be submitted to the chairperson of the Board of Trustees.

In resolving complaints, whether academic or administrative in nature, the College will adhere to the following principles:

1. The College will attempt to investigate and resolve formal complaints in a reasonable time frame.
2. Final determination of formal complaints will be made by a person or persons not directly involved in the alleged problem.
3. No adverse action will be taken against anyone for filing a complaint.