

Office of the School of Professional and Continuing Education

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School of Professional and Continuing Education Policies

**Please see the SNHU Undergraduate Catalog for full policies.*

Academic Complaint

If a student has a complaint about an instructor or a course grade, the student should first speak to the instructor. The student should then speak to the center director. If the student still is not satisfied or wishes to pursue the matter further, he or she should then appeal to the dean of the School of Professional and Continuing Education, who will review the matter and who has the final word.

Academic Honesty

Southern New Hampshire University requires all students to adhere to high standards of integrity in their academic work. Activities such as plagiarism and cheating will not be condoned by the university. Students involved in such activities are subject to serious disciplinary action. This may include being failed by the instructor, academic suspension or expulsion from the university.

Plagiarism is defined as the use, whether by paraphrase or direct quotation, of the published or unpublished work of another without full and clear acknowledgement. For examples of how to correctly document sources, refer to SNHU's Copyright Policies at <http://www.snhu.edu/Copypolmaster1103b.doc>.

Cheating includes the giving or receiving of unauthorized assistance on quizzes, examinations or written assignments from any source not approved by the instructor. Examples of cheating include, but are not limited to:

- submitting someone else's work as your own with or without the permission of the individual;
- allowing someone to copy your work;
- using a writing service or having someone else write a paper for you;
- using someone else's work without proper citation;
- submitting collaborative and/or group work as your own;
- stealing an exam from an instructor or his/her office;
- taking a course and/or exam for another student;
- using unauthorized materials during a test or exam.

It is a student's responsibility to seek clarification from an instructor if the student has questions about what constitutes cheating. For a full definition on academic dishonesty, please refer to the undergraduate or graduate catalog.

The instructor, who has the full authority to assign an "F" grade for that assignment or course, after a discussion of the incident with the student, will handle initial violations of academic honesty. A report of the incident and its disposition will be sent to the dean of the School of Professional and Continuing Education and dean of the school that offers the course. The dean will review the incident and forward the report to the Office of the Registrar for placement in the student's personal file. A student dissatisfied with the instructor's decision may appeal to the dean. The dean will investigate the incident and make a decision within five business days of the student's appeal. A student also has the right to appeal the dean's decision to the vice president for Academic Affairs. The vice president will make a final decision regarding the incident within 10 business days of the appeal. Upon placement of notification in the student file, the student will be referred to the director of The Learning Center, who will determine whether an educational component would be advisable to prevent further violations by the student. A notation will be placed in the student file regarding the outcome of the meeting.

Any additional violations of the Academic Honesty Policy reported to a dean will be forwarded to the vice president for Academic Affairs for action. A second offense will also be referred to the appropriate Scholastic Standing Committee and will normally result in permanent expulsion from the university.

Amendment of Degree Requirements

The courses required for a specific degree are in the university catalog and are listed on students' worksheets. Any change in program course requirements must be approved by the student's program coordinator/department chair and school dean. A form for this purpose may be obtained from the Office of the Registrar or electronically on the School of Professional and Continuing Education home page under SPCE Student Links.

<http://www.snhu.edu/files/pdfs/amdere.pdf>

The completed and approved form must be received by the Office of the Registrar before the change will become effective.

No changes to B.A./B.S. core course requirements are allowed.

Auditing Courses

Students may choose to audit courses offered by the University provided vacancies exist in classes and they have received written approval from the Center Director. An audited course does not carry credits. Cost of an audited course is the same as if taken for credit. Students may attend classes, but will not be held accountable for class requirements and will not receive a grade in the course.

Any student wishing to audit a course must sign up for that course as an "Audit" prior to the Friday of the first week of the term. After that time, no student may change any of his or her courses to an "Audit" status. No grade will be given for a course that is audited. An "AU" will appear on the transcripts and grade report.

Behavioral Expectations

The university may hold you responsible for any conduct that disrupts or impairs the university community in the pursuit of its educational purpose, whether it occurs on or off campus, which includes online environments and activity. This may include instances wherein students violate municipal, State or Federal Laws.

You are required to follow all published regulations and procedures of Southern New Hampshire University. Failure to do so could result in disciplinary dismissal.

Assault or Threat to Assault – Any unprivileged contact is an assault. (Unprivileged contact is any unwanted touching that is not justified by proper cause or need. An example of proper cause is the need of a university official to stop a fight.) The seriousness of an assault increases with the harm or potential to cause harm. No one may assault or threaten another person.

Bullying – All acts of Bullying are prohibited. Bullying is defined as treating someone abusively or affecting them by means of coercion of force.

Course Etiquette – All students are expected to adhere to strict course etiquette policies when working in the online environment. The discussion forums in Blackboard are of an open nature, meaning all students have access to the content, so students are expected to post professional responses that are suitable to an academic environment. It is important to keep in mind that with a largely diversified population comes a diversified perspective on many sensitive topics such as religion, capital punishment, family values and ethical beliefs. This requires all students to maintain an open mind while reading their peers' postings. Any comments deemed disruptive to the learning environment will be permanently deleted from the discussion board and could result in the student's withdrawal from the class without a refund or other disciplinary actions by the instructor or university administration.

Damage to Property – You may never damage or destroy property owned or operated by the university, other students, faculty, administration, staff or guests.

Disorderly Conduct – Any behavior that disturbs individuals or groups without justification is prohibited. This includes, but is not limited to, boisterous conduct, which is unreasonable in the place or time of its occurrence.

Disruptive Activity – You may never interfere with or disrupt normal activity and business of students, faculty, administration, or staff of the university or its buildings and facilities; this includes any form of expression that materially impedes ordinary operations or invades the rights of others.

Drugs – Using, possessing, or suffering from the effects of any controlled substance, except by legal prescription, is prohibited. It also includes possession of drug paraphernalia. Selling, bartering, exchanging, or giving controlled substances to persons not lawfully entitled to them is forbidden. (See “Alcohol and Other Drug Policy and Procedures.”)

Electronic Stalking – Using electronic media in a manner that persistently intrudes upon another person is prohibited. Because of the nature of such stalking, the ordinary sanction is expulsion from the university.

Endangering Acts or Behavior – You may never create or cause a situation where harm to a person, including yourself, may result.

Fire Alarms and Fire Equipment – If you are accused of intentionally pulling or otherwise activating a false alarm, you will be reported to local authorities and you may be suspended from the university at the conclusion of the appropriate disciplinary procedures. Liability will include financial charges as well as disciplinary action. You may never tamper with, damage or misuse fire extinguishers or other fire safety equipment.

Fraud or Lying – Lying or fraudulent misrepresentation in, or with regard to any transaction with the university, whether oral or written, is prohibited.

Harassment or Discrimination – The university will not tolerate harassment or discrimination for any reason, including race, gender, religion, ethnic origin, age, sexual orientation or disability. If you feel sexually harassed by another student, you may choose to proceed with allegations using the disciplinary process or the informal guidelines in the university’s policy on sexual harassment. Acts of harassment or discrimination are generally regarded very seriously and may be subject to criminal prosecution. If you feel harassed by an employee, you should bring it to the attention of the Center Director.

Misuse of Computer Software – Unauthorized reproduction or use of computer software is prohibited.

Misuse of Electronic Equipment – You may not use computers, fax machines, phones or any other electronic equipment for harassment, criminal mischief, threat, or for any other unlawful purpose.

Misuse of University Documents – Forgery, alteration, or misuse of any university document is forbidden.

Pattern of Misconduct – If during the review of your conduct status, a staff member finds that you have been involved in multiple violations and that your response to disciplinary measures indicates that you are unable or unwilling to adapt to the university’s expectations, your situation may be presented the Center Director for possible suspension. This would occur in addition to any penalty for the immediate violation. In more serious instances, Dean of the School of Professional and Continuing Education or the Vice President for Student Affairs may review your conduct for possible suspension or expulsion from the university.

Possession of Firearms and Other Dangerous Weapons – The possession or use of firearms or other deadly or dangerous weapons, such as-but not limited to-BB guns, paint pellet guns, slingshots, Ninja stars or other dangerous instruments is prohibited. These items will be confiscated and not returned. On rare occasions, for demonstrated need, the director of public safety or the Center Director may allow such a weapon to be brought to campus or the center for a limited time and a defined purpose. On duty, full time law enforcement officers, while in performance of their duties or attending classes while on duty, are exempt from this requirement.

Smoking in a Prohibited Area – You are not permitted to smoke inside any university building. Smoking is permitted outdoors, but only at a distance of a minimum 25 feet away from any building.

Theft or Misappropriation – Any theft, including seizing, receiving, or concealing property with knowledge that it has been stolen, is forbidden. Sale, possession or misappropriation of any property, including Southern New Hampshire University property, without the owner’s permission is prohibited. (Any objects that you find must be turned in to the Center office or public safety office in Belknap Hall. You may never sell such property.)

Threats – The use of profanity and/or offensive language, when directed at University staff or other students, may be perceived as threatening or intimidating behavior.

Violence – Any demonstration of violent behavior including intimidation, threats and acts of violence (i.e. verbal threats, throwing/slamming/breaking things.) is prohibited.

Class Attendance

Attendance is required in all courses. Excessive absences may result in failure or administrative withdrawal from the course by the instructor. Each student is expected to arrange a class schedule in such a way that conflicting employment or personal activities are held to a minimum. Each student is responsible for all assignments and class work regardless of attendance requirements. Students are responsible for abiding by the attendance policy listed in the syllabus of each individual class. The following may be considered excessive:

- More than one absence in a course that meets once per week for eight weeks;
- More than two absences in a course that meets twice per week for eight weeks;
- More than three absences in a course that meets once per week for 16 weeks;
- In a hybrid class, missing more than one class in conjunction with not logging on for an entire week;
- In online classes, attendance criteria are stated in the syllabus. “Attendance” is typically a measure of both the frequency and the quality of online interaction in the threaded discussions, and absence from these discussions for more than a few days might be considered excessive. Consult your syllabus and the instructor for details on participation requirements.

Changing Majors or Degree Programs

Students can change their major, for example, from business administration to accounting, with the assistance of their advisors. Students are urged to make this decision early in their academic careers, in consultation with their academic advisors, so that they will not lose credit for any prior work.

A student who completes his or her associate degree and wishes to go on to earn a bachelor’s degree must submit a new application for the bachelor’s degree program. Academic advisors will help students make this transition.

Class Cancellations

Classes that are canceled because of inclement weather will be rescheduled before the conclusion of the term. In many cases, the rescheduled class will take place online. The decision to cancel will be made before 3 p.m. for night classes or 6 a.m. for weekend classes. Local radio stations will announce the cancellations. The most accurate information about class cancellations can be found by checking the SNHU website at www.snhu.edu. Classes that fall on holidays will be rescheduled by the center directors. Online classes are not affected by holidays or inclement weather.

Copyright Policy

Southern New Hampshire University abides by the provisions of the United States Copyright Act (Title 17 of the U.S. Code). Any person who infringes the copyright law is liable. The Copyright Policies can be found on the web at <http://www.snhu.edu/1913.asp>.

Holy Days

SNHU recognizes the important role that religious holy days can play in the lives of its students. Observance of religious holy days may require students to miss classes. Such absences, when preceded by proper notification of instructors, will not carry any penalty or sanction. Students are expected to make alternate arrangements with their instructors regarding scheduled tests, assignments due, or other course work and activities. Instructors are expected to be supportive of and sensitive to individual religious practices by being willing to work out alternatives to scheduled

course work. In all instances, however, such absence does not mean students are excused from meeting course standards and expectations.

Leave of Absence

After an absence of one year, a student must submit an application for readmission at a School of Professional and Continuing Education center. The student must continue his or her program on a current worksheet.

Re-admission

A student who is suspended from Southern New Hampshire University for academic reasons may petition to be re-admitted when evidence indicating that university work can be successfully resumed can be presented. Suspension shall be for not less than one year. SNHU does not accept credits for courses taken at other colleges during the term of dismissal.

Any student re-admitted to the university will be placed on a current worksheet.

A student who is readmitted after academic suspension will be placed on scholastic warning and restricted to enrolling in one course until his/her GPA reaches 2.0. If a student fails to earn a GPA of 2.0 within one year, he/she will be academically dismissed. There are no appeals for academic dismissals.

Repeating Courses

A student may repeat any course for credit. A student who fails a course may be required to repeat the same course at SNHU. In such an instance, the first course grade will not be computed into the total grade-point average (GPA); instead, the most recent course grade will be computed in calculating the GPA. However, all prior grades will appear on the transcript. Special note to GI Bill students: If you receive a “D” in a course, and you repeat it to better your grade-point average, you will receive no VA benefits. A “D” is a passing grade.

Transcript Request

Except as provided by the Federal Education Rights and Privacy Act and in instances where a student consents to release his or her transcript to another party, the Office of the Registrar will not furnish a transcript to any person other than to the person identified by name on the transcript. No transcript will be furnished to a student or former student whose financial obligations to the university have not been satisfied. Transcript requests may be processed at the Office of the Registrar or by mail. There is a charge of \$5 per transcript that must accompany the request. Telephone requests will not be honored. All requests must be in writing or on the transcript request form, which can be obtained at the School of Professional and Continuing Education centers or the university website.

Withdrawal from Class

The instructor has the right to withdraw a student due to excessive absences. Students who anticipate excessive absences should consult with their instructors. Students may officially withdraw from a course up to the fourth week of the course. Withdrawals must be submitted in writing. Students should not assume that they are withdrawn simply because they have stopped attending class. After the fourth week, only the instructor may initiate the withdrawal.

Withdrawals must be made prior to the final two class meetings. The university reserves the right to withdraw any student who fails to meet financial or academic obligations or who, because of misconduct, disrupts the academic process.

Withdrawal forms are available at each School of Professional and Continuing Education office. A student must complete the form, have it signed by the instructor and return it to the School of Professional and Continuing Education office. To withdraw from an online course, students must e-mail the SNHU Online office with their requests. Students may lose all or part of the tuition for the course by withdrawing; please refer to the withdrawal policy in the undergraduate catalog.

Each student must receive a final grade in a course. The registrar will automatically give a student an “F” grade when the student has neither officially withdrawn from the course nor been officially withdrawn by the teacher. No adjustments to account balances will be made nor withdrawal disputes considered after 30 days from the end of the term during which the student withdrew.

