

UoNA Student Code of Conduct

Students are expected to behave and treat others on campus as professional scholars. Students attend the University from all parts of the world and from many varied backgrounds. This diversity provides a rich environment for the free exploration and expression of ideas, and students are expected to participate fully and to uphold the right of others to do the same.

Students are expected to abide by all public laws and generally accepted professional standards, to comply with all regulations and policies of the University, and to conduct themselves professionally when interacting with fellow students, faculty, and staff. The University reserves the right to place a student on disciplinary warning, probation, suspension, or dismissal, who engages in unsatisfactory conduct such as dishonesty; failure to adhere to rules and regulations; destruction or theft of property; participation in activity that impinges on the rights of others; or possession or consumption of alcoholic beverages or illegal drugs at any time on these premises.

Violations of conduct should be reported to the Director of Student Services. The Director, who may convene a committee composed of administrators and faculty to help determine responsibility, will review the circumstances of the violation. If it is determined that a student is responsible for violating the Student Code of Conduct, the following sanctions will be imposed in order to protect the safety of the campus community, property of the University, and to discourage future violations:

Warning: A written warning issued to the student that his/her conduct was questionable and/or inappropriate and that further misconduct will result in more severe consequences. The warning may include a behavioral agreement, which the Director will review with the student.

Probation: During disciplinary probation, the student will have restricted privileges when on campus. The Director will review the conditions of the sanction and the period of time it will be enforced with the student, who will receive a written copy of the sanction. Misconduct while on probation or failure to comply with any conditions while on probation may lead to more severe disciplinary action, including suspension or dismissal.

Suspension: A specified period of time that excludes the student from registration, class attendance, and use of University facilities. While on disciplinary suspension, the student will be prohibited from using or visiting the campus unless special permission is obtained from the Director.

Deferred Suspension: During the time of deferred suspension, the student is restricted to being on campus only to participate in academic activities. A student under deferred suspension who is found responsible for further violation of the Code will be immediately suspended or dismissed.

Dismissal: Disciplinary dismissal of a student from UoNA is permanent and requires administrative review and approval by the President. A student who is dismissed is prohibited from being on campus premises unless permission is obtained from the President.

In any case of disciplinary probation or dismissal a student may submit a written appeal to the President.



STUDENT ACADEMIC CODE OF CONDUCT

An academic code of conduct encompasses standards of honesty, truth, and accountability. Each member of UoNA has a responsibility to uphold the integrity of this academic community and to be accountable for his/her actions. Academic integrity and collegial responsibility are critical to the education of all students.

- I. **Academic Integrity Policy.** I support academic inquiry that helps to ensure learning in an atmosphere that is free of intellectual dishonesty including, but not limited to, the following elements:
 - a. Plagiarism -
 - i. deliberate submission or representation of the thoughts, ideas, or words of another as a student's own work for any assignment or component of an assignment;
 - ii. quoting or paraphrasing another's words or ideas without properly citing the source for any assignment or component of an assignment; and
 - iii. re-submitting a verbatim copy of my own work from a previous course, assignment, or publication.
 - b. Cheating - giving or receiving assistance or resources to and from peers for assignments and during exams that are not authorized in advance by the instructor.
 - c. Unauthorized collaboration - work that has been completed by more than one individual student for an assignment that has not been designated or authorized as a team assignment, in advance by the instructor.
 - d. Fabrication - intentional creation or falsification of data or information for inclusion in an assignment.
 - e. Copyright infringement – submitting assignments that include copyright materials or ideas, or file sharing networks, which make copyright material or ideas available, without the expressed consent of the author.

- II. **Collegial Responsibility Policy.** I acknowledge my responsibility that helps to ensure learning in an atmosphere that promotes intellectual interaction with peers and faculty, and increasing my knowledge, application, and rigor of course content, including, but not limited to, the following elements:
 - a. Timely submission of assignments –
 - i. Submission of in-class and out-of-class work by the due date are critical to the UoNA applied learning / curricular practical training approach whether assigned in on campus or online courses.
 - ii. Assignments throughout each course increase in depth and breadth as students become more familiar with the topics and rely on reinforcement of recently acquired knowledge with applications, and individual and team exercises.
 - iii. Weekly peer and faculty feedback support each student's achievement of course objectives.
 - b. Participation in scheduled class sessions –
 - i. Required attendance and participation in all scheduled class sessions and online activities for distance education courses provide critical student interaction with faculty and among peers.
 - ii. Students are expected to attend and actively engage in all on campus class sessions or weekly online activities as assigned throughout each term; there are no excused absences.

- III. **Accountability Procedures.** I acknowledge my understanding of the consequences, which help to ensure the accountability of my actions in on campus or online courses, and the appeals process, which helps to ensure institutional impartiality, within the UoNA academic community, as stated in the table on page 2.



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<p>Academic Integrity. Includes plagiarism & all elements as defined in the policy. Faculty are <u>required</u> to submit a record of all violations and penalties to the VP of Academic Affairs.</p>	<p>Consequences</p> <p>1st violation of policy - The course faculty will choose to allow the student to resubmit the assignment (to be used as a “teaching opportunity”) or <u>after</u> consultation with the VP of Academic Affairs assign a reduced grade for the re-submission. Follow-up <u>may</u> include required outside of class session tutorials with an academic staff member or faculty.</p> <p>2nd violation of policy - The course faculty will choose to allow the student to resubmit the assignment with a reduced grade of 20% assigned or <u>after</u> consultation with the VP of Academic Affairs assign an “F” for the assignment. Follow-up <u>will</u> include required outside of class session tutorials.</p> <p>3rd violation of policy - <u>After</u> consultation with the VP of Academic Affairs and course faculty, the student may be allowed to resubmit the assignment with a reduced grade of 30% or be assigned an “F” for the assignment or for the course. Follow-up <u>will</u> include placing the student on academic warning and fulfillment of required remedial actions as determined by VP of Academic Affairs.</p> <p>Further or continued intentional violations of policy <i>may</i> result in dismissal from the university.</p>
<p>Collegial Responsibility. Includes (a) Timely submission of assignments and (b) Participation in scheduled class sessions or activities</p>	<p>(a) Timely submission of assignments</p> <p>Make-up work <i>If an on-campus class session is missed, all work for the missed session made up <u>prior to the next class session</u> will result in no point loss OR if an online posted DUE date is missed, all work uploaded <u>within the week</u> of when the online assignment was due will result in no point loss.</i></p> <p>Late assignments submitted Weeks 2 – 7</p> <ul style="list-style-type: none"> • Beyond 7 but within 14 days on campus OR beyond the week but within 2 weeks of when the assignment was due online will receive a reduction of 10% of the assignment’s points • Beyond 14 days on campus OR beyond 2 weeks when the assignment was due online will receive a reduction of 20% of the assignment’s points <p>Late assignments submitted Weeks 8, 9, or 10 on campus / online will receive a reduction of 25% of the assignment’s points. No assignments will be accepted after the last day of the quarter.</p> <p>(b) Participation in scheduled class sessions or activities</p> <p>There are no excused absences. If a student <u>must</u> miss a class session or is unable to participate for an entire week in an online course, they are required to contact their professor or UoNA via email prior to the beginning of the class session or at the beginning of the week in an online course.</p> <p>Students will be issued a warning from the academic department in the following circumstances:</p> <ul style="list-style-type: none"> • After 2 consecutive absences (two class sessions or two weeks in a row online). • After 3 non-consecutive absences in a course. <p>Students will be issued a failing grade (F) for the course in the following circumstances:</p> <ul style="list-style-type: none"> • After 3 consecutive absences (three class sessions or three weeks in a row online). • After 4 non-consecutive absences. <p>Students with excessive absences <i>may</i> face additional consequences, including withdrawal from UoNA as required by the university’s regulatory agency requirements.</p>
<p>Appeals Process.</p> <p>Students may submit a written request and supporting documentation to the university’s administration if they feel they have extenuating circumstances for not adhering to the academic integrity or collegial responsibility policy within two weeks of the occurrence. The request will be reviewed by a committee that includes a minimum of one academic representative, one administrator, and the university’s president, who will determine the best option for the student while still maintaining compliance with all regulatory agencies. In addition, if a student thinks the request has not been satisfactorily resolved by the committee, they may follow the UoNA Grievance Policy as published in the current catalog to address their dispute.</p>	



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I acknowledge that I: (1) have reviewed the UoNA Student Academic Code of Conduct and understand my responsibilities; (2) agree to adhering to these standards while pursuing my studies at UoNA; (3) am aware of the consequences of not adhering to these standards and the appeals process, and (4) agree to refer to the policies provided on this form as needed.

I will be asked to **attest to my acknowledgement** when I sign the enrollment agreement.