

# ACADEMIC POLICIES

## Academic Honesty

In keeping with its mission, the University seeks to prepare its students to be knowledgeable, forthright, and honest. It expects and requires academic honesty from all members of the University community. Academic honesty includes adherence to guidelines established by the University for the use of its libraries, computers, and other facilities.

"Academic or academically related misconduct" includes, but is not limited to, unauthorized collaboration or use of external information during examinations, plagiarizing or representing another's ideas as one's own, furnishing false academic information to the University, falsely obtaining, distributing, using, or receiving test materials, obtaining or gaining unauthorized access to examinations or academic research materials, soliciting or offering unauthorized academic information or materials, improperly altering or inducing another to alter improperly any academic record, or engaging in any conduct which is intended or reasonably likely to confer upon one's self or another an unfair advantage or unfair benefit respecting an academic matter.

Additional information regarding academic or academically related misconduct, and disciplinary procedures and sanctions regarding such misconduct, may be obtained by consulting the current edition of the Norfolk State University Student Handbook.

Graduate students are expected to exhibit personal and academic integrity as they pursue their educational goals and engage in research and other scholarly activities. Students must adhere to University policies and procedures regarding scholarly responsibility, intellectual property, responsible conduct of research, and all policies and protocols related to research involving human subjects and/or animals. Contact the Office of Sponsored Programs for regulations and protocols regarding the protection of human and animal subjects in research.

## Class Attendance Policy

The University expects students to attend all classes. While absences are discouraged, the University recognizes that, on occasion, students may have legitimate reasons for being absent. Thus, a student will be permitted one "unexcused" absence per semester hour credit or the number of times a course meets per week. Once a student exceeds the number of allowed unexcused absences, an instructor may require an official University excuse. Not more than 20% of class meetings (excused and/or unexcused) may be missed by a student during a given semester. At the discretion of the instructor, a student whose absences exceed 20 percent of scheduled class meetings for the semester may receive a grade of F for the course.

Students have the responsibility to confer with instructors regarding all absences or intended absences. If a sudden departure from the campus (for an emergency or extraordinary reason) prevents a student from communicating with each of his or her instructors, the student is expected to notify the Dean of Students Office within 48 hours.

Class excuses are issued for legitimate reasons as deemed appropriate by the Dean of Students Office. Such reasons may include but are not limited to medical reasons, funerals for immediate family, and official University business/activity. Official written documentation may be required. Notes from relatives, friends, etc., are not accepted as "official"

documentation for absences. The Dean of Students Office will determine if an absence is legitimate and if an excuse will be issued.

Students who become ill are encouraged to report to the Student Health Center, located in Spartan Station, for "minor" medical treatment. A current NSU ID card must be presented prior to treatment. Written verification of illness issued by the Health Center should be carried to the Dean of Students Office, and an official University excuse should be obtained.

Students residing in on-campus housing facilities are governed by the same policies and procedures as non-residential students insofar as class attendance and class excuses are concerned.

## Candidacy For Degree

Each graduate student is assigned a faculty advisor. The student is expected to develop early, in consultation with his/her advisor, a program of study for completion of degree requirements. It is the responsibility of each student to work with the academic advisor toward the completion of degree requirements and preparation for graduation.

## Commencement Policy

Commencement exercises are held two times each year in May and December. Candidates must complete all requirements no later than the published deadlines for graduation.

The Office of the Registrar processes all applications for graduation. Any student expecting to complete academic requirements at the end of a semester must complete and file an application for graduation through the academic department by the designated due date for the applicable semester. Students who are completing a thesis or dissertation must have the format approved by the School of Graduate Studies and Research prior to submitting an application for graduation. Students with incomplete (I) grades on their academic record must have the incompletes resolved prior to submitting an application for graduation.

It is the responsibility of the department chair to submit the necessary forms and documentation to the Registrar's Office in compliance with established deadlines. A graduation application fee will be assessed in accordance with the University Fee Schedule.

Students must resolve deficiencies and/or discrepancies in the academic record with the department chair/program coordinator/director within prescribed guidelines including incomplete removals and meeting thesis and dissertation format requirements. Failure to do so may result in deferring graduation.

## Commencement Participation

Candidates for graduation must complete all degree requirements and satisfy all financial obligations in order to participate in commencement ceremonies. Academic and financial clearances must be obtained before academic attire is issued to the student. Information about commencement requirements can be found on the Office of the Registrar's website:

<https://www.nsu.edu/registrar/graduation> (<https://www.nsu.edu/registrar/graduation/>).