

## **Statement of Student Responsibilities**

### **School of Computer Science and Information Systems**

#### **Policy on Student Class Behavior**

Learning in a class is the responsibility of the student, who must attend class, complete assignments, take tests, and seek help when needed. It is the job of the professor to guide the learning in some way such as through lectures, assignments, and evaluation of student work. But the learning cannot occur without the active participation of the student both in and out of class. In class, students are expected to talk and participate when it is appropriate to do so and be respectful, to faculty and fellow students, when these others are speaking or working. In addition, students are expected to turn off all cell phones and beepers prior to the start of the class.

Students who disrupt class activities or who prevent others from participating in classroom activities may be subject to removal from class and other University discipline.

#### **Procedure for Students with Disabilities Who Wish to Obtain Accommodations for a Course**

If a student has a disability for which he/she wishes to obtain an accommodation or auxiliary aid for a course or program at the University, he/she must contact the University's Counseling/Personal Development Office. For New York, call Ext. 1526. For Pleasantville and White Plains, call Ext. 33710. Trained professional counselors will:

- Evaluate the student's medical documentation;
- Conduct appropriate tests or refer the student for same;
- Make recommendations for a plan of accommodation; and
- Contact professors and pertinent administrators (with the student's permission) to arrange for the recommended accommodations.

Professors are not authorized to provide accommodations or aids prior to a student's arranging for same through the Counseling/Personal Development Center. Professors are not authorized to contact the Counseling/Personal Development Center on a student's behalf. Students must contact the Counseling/Personal Development Center directly in order for the University to be placed on notice of his/her request for accommodation. In order to insure that the Counseling/Personal Center has sufficient time to process student requests, students should contact the Center at the earliest possible time, in advance of the need for the accommodation, preferably before the semester begins.

Following this procedure will ensure timely and efficient handling of requests for accommodation or auxiliary aids.

#### **Procedure for Students Who will be Absent for an Extended Time**

Students who are ill or will be out for an extended amount of time are responsible for contacting each of their professors and for making up all work that is missed. Students are also urged to notify the Dean's office of all extended absences.

#### **Policy for Incomplete Work and Receiving a Grade of "I"**

Students are responsible for completing and submitting all course work by the deadlines indicated by the instructor. It is at the discretion of the instructor to assign a grade of "I" to a student who, for documented reasons, cannot complete the required course work prior to the end of the term. The instructor determines the amount of time allotted to complete the course work, up to a maximum of six weeks. It should be noted that receiving a grade of "I" might affect a student's financial aid package and/or graduation status.

## Policy Regarding Academic Integrity of the School of CSIS

### 1. Definition.

Learning can best take place in an atmosphere of honesty and mutual respect. The University promotes the utmost ethical conduct and integrity by its students. Work that is turned in under someone's name is the work of his or her mind. Independent work is the work of independent minds. The following constitute academic dishonesty. The list is not necessarily inclusive.

#### a) Exams

- i) Copying from another student's exam.
- ii) Allowing other students to see and copy from your exam.
- iii) Talking with or gesturing to other students during an exam even if the topic is not relevant to the exam.
- iv) Using notes or calculators without permission from the professor or proctor.
- v) Passing notes or calculators to other students without permission.

#### b) Papers and projects

- i) Using others' words or ideas without proper reference.
- ii) Copying code or work from other students outside a team environment. This could be either from printouts and notes or from electronic media. This includes copying the structure of a program while changing cosmetic details such as identifiers and comments.
- iii) Allowing other students to copy your code or work, again either from printouts, notes or from electronic media.
- iv) Submitting a paper, program, or project that was done by someone else.
- v) This does not preclude a student "helping" another on a project as long as it is limited to giving information/hints and not code/solutions.
- vi) Collaboration with one or more other students without the prior permission of the instructor.

### 2. Consequences. The following consequences will be affected:

- a) The first offense may result, at the discretion of the instructor, in a zero on the offending assignment or exam, or such other penalty, as the instructor deems appropriate.
- b) All subsequent offenses shall result in a failure in the course in which the offense occurred.
- c) The Dean's office shall keep a record of all offenses occurring in courses offered by the School of CSIS including the first offense. Penalties will accrue, so that a first offense in one course would result in course failure for dishonesty in subsequent courses. This record will be destroyed when the student graduates from the University. Each time an offense occurs, the record will be referred to and used to determine the severity of the penalty. The record will be associated with the student and not with any one course.

### 3. Procedures for determining an offense. The following procedures will be used:

- a) If the student admits to the offense, the appropriate penalty will be enforced.
- b) If the student contests the charge, the Chair of the department in which the course was offered together with the Dean will make a decision as to the facts of the case.
- c) If the student disagrees with the Chair's decision, he or she may request a hearing from the Undergraduate or Graduate Scholastic Standing Committee, depending upon the student's status. The Committee shall make a recommendation to the Dean concerning the facts of the case.
- d) Both the professor and the student may submit to the Committee relevant information in writing. The professor and/or the student also may appear before the committee, but usually not concurrently. No others may attend the Committee hearing, but the Committee may also consider the written statement of witnesses and other concerned persons.
- e) The decision of the Dean will be final and should the Dean support the charge, it will be entered into the student's record in the Dean's office.