STUDENT ACADEMIC POLICIES FOR COURSE SYLLABI

CREDIT HOUR POLICY

A credit hour is central to the preparation of curricula at New England Institute of Technology. The number of credit hours assigned to coursework is related to the academic time a student is expected to spend in direct faculty instruction and out-of-class work.

A credit hour reasonably approximates not less than:

One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately ten weeks for one hour of credit; or

At least an equivalent amount of work for other academic activities as established by NEIT including laboratory work, internships, practica, studio work, and other academic work, such as study and exam preparation time, leading to the award of credit hours.

ACADEMIC HONESTY POLICY

Any project, paper, or examination is expected to be the student's own work, in the student's own words. Willful academic dishonesty (including but not limited to copying another student's work or allowing one's own work to be copied; using notes or books during an examination without the instructor's advance permission; presenting information or images copied from a book, journal, or online source as one's own) will not be tolerated.

Any instructor who discovers a case of academic dishonesty must report the matter immediately to the Department Chair and to the Assistant Provost. The Assistant Provost will investigate the matter and determine what action, if any, is required.

If the Assistant Provost determines that a breach of the Academic Honesty Policy has occurred, the student may be required to redo the project, paper, or examination, or be assigned an "F" grade for the assignment or for the course. Repeated violations, depending on the severity of the offense, may result in a failure grade for the course, academic probation, suspension, or dismissal from the College. The student and the faculty member will receive written confirmation of the Assistant Provost's decision.

A student who wishes to challenge the decision of the Assistant Provost, may appeal in writing to the Provost no later than 14 days after receiving the Assistant Provost's ruling. In all cases of appeal, the decision of the Provost is final.
COURSE REGISTRATION

Adding Classes

Students may add courses on-line or in person at the Registrar’s Office until Monday of the second week of the quarter for ten week quarters. During Intersession or for any five week course, adds must be completed by Tuesday of the first week the class is offered.

Students may add courses from Tuesday through noon Saturday of the second week of a ten week quarter by obtaining a Late Add Approval form from an appropriate NEIT Official (Student Advisor, Department Chair, or Office of the Registrar), acquiring the course instructor’s signature of approval on the Late Add Approval form, and bringing the completed form to the Office of the Registrar by noon Saturday of week two.

Faculty will deny or accept late entries depending upon space availability and the extent of coursework missed, and the instructor's assessment of the student's ability to make up the missed work.

Students may not add courses beyond the second full week of the quarter. There is no late add period for five week or Intersession courses.

Dropping Classes

Dropping a course is a two-step process:

a) Step one: Students must contact their Student Advisor for approval to drop any course.

b) Step two: Students must complete the drop procedure by either presenting written authorization from the Student Advisor to the Registrar’s Office or by completing the electronic drop process outlined by their Student Advisor. The Registrar’s Office will only complete the requested drop upon receipt of the Student Advisor’s approval.

Students who cease attending a specific course, but fail to complete the two-step process outlined above, will receive a grade based upon the evaluation criteria outlined in the course syllabus.

To avoid receiving a failing grade, students must drop courses within the first five weeks of the quarter. The deadline to drop a course is Friday of the fifth week of the quarter. During Intersession and five-week courses, the deadline to drop a course is 6 p.m. on Tuesday of the third week of the course. Students will receive a grade of “W” for each dropped course which they attended within the drop period.

Students who have never attended a course and drop the course prior to the end of week two will have the record of their registration in that course dropped. No reference to the course registration will appear on their college transcript.
PLEASE NOTE: Dropping a course, and reducing your credit load, may adversely affect your financial aid eligibility. It is strongly recommended that students meet with a representative of the Student Accounts Office to discuss the potential impact on their financial aid status, and with their Student Advisor to discuss the impact on their ability to complete their degree within the anticipated time frame.

Students who withdraw from a course after week two, but within the five-week drop period, will receive a grade of W for the course regardless of whether they have attended class or not.

CHALLENGE EXAMS – Course Credit Earned by Examination
Department Chairs/Director of Academic Skills Center may authorize the administration of Challenge Exams to students for course credit with the following provisions:

1. Quarter One students may request to take a Challenge Exam prior to the start of a given quarter, but no later than the end of the first week of classes for which the student may have registered for the course, providing the student has attended no more than one class session at the time the test is administered.
2. Students in quarter two and beyond must request to take a Challenge Exam prior to the start of a given course.
3. Challenge Exams may only be taken within students’ degree program curriculum, including any technical and required liberal arts electives. Any liberal arts courses within the Foreign Language or Arts core areas are ineligible for the challenge process, unless it is a required course in the program of study.
4. Challenge Exams may not be taken for any course students have previously attempted at NEIT. The Challenge Exam may be taken once only.
5. The Challenge Exam process is comprehensive of the course content. Students must pass the exam with a minimum of a 73% (C grade) for consideration of course credit.
6. Challenge credit may not be used to satisfy the college’s Residency Requirement.
7. Students who place out of EN 101 English I and/or EN 102 English II are required to replace those credits with another liberal arts course(s) in the communications core area.

PORTFOLIO REVIEW ASSESSMENT – Course Credit Based on Relevant Experience
Department Chairs will review and consider for course credit a Portfolio that describes and authenticates a student’s life experience with the following provisions:

1. Quarter One students may provide a Portfolio, which describes and authenticates the student’s life experience, to the Department Chair of any course for which students request credit. The student Portfolio may be submitted prior to the start of a given quarter, but no later than the end of the first week of classes for which students may have registered for the course, providing they have not attended no more than one class session.
2. Students in quarter two and beyond must submit their Portfolio for review prior to
the start of a given course.

3. A Portfolio may include: the student’s resume; job descriptions; summaries of non-matriculated courses, workshops, or trainings; certificates of course completion or licensure; military experience; letters of reference; examples of completed projects; papers written; or other documents indicating life experience for a specific course.

4. Portfolio Review credit may only be considered for courses within students’ degree program curriculum, including any technical and required liberal arts electives. Any liberal arts courses within the Foreign Language or Arts core areas are ineligible for the Portfolio Review assessment process, unless it is a required course in the program of study.

5. Portfolio Review credit may not be requested for any course students have previously attempted at NEIT.

6. The Department Chair of the course for which students request credit will review the Portfolio and make an assessment of life experience equivalency to course credit.

7. Portfolio Review credit may not be used to satisfy the college’s Residency Requirement.

8. Students who receive Portfolio Review credit for EN 101 English I and/or EN 102 English II are required to replace those credits with another liberal arts course(s) in the communications core area.

STUDENT COMPUTING AND NETWORKING USE POLICY

The use of computing and networking resources at New England Institute of Technology (NEIT) is a privilege. It is dependent upon the mutual respect and cooperative conduct of all users to ensure that everyone has equal privileges, privacy, and protection from interference or harassment.

**Permitted Uses of NEIT Computing and Networking Resources:**

The use of computing and networking resources is provided to support NEIT's business, academic programs and related activities. The computing and networking resources shall be used in a manner consistent with those purposes. All activities inconsistent with those purposes are considered to be inappropriate and may result in the immediate suspension of computing privileges, disciplinary action, including suspension or expulsion from the College, and/or legal action.

**Prohibited Uses of NEIT Computing and Networking Resources:**

- Developing or executing programs that could harass others, infiltrate the system, or damage or alter the software components of the system.
- Violating others' privacy, tampering with security provisions, or attempting entry to non-public hosts.
- Threatening, harassing, intimidating or otherwise violating the legal rights of others.
- Publishing, posting, distributing or disseminating defamatory, infringing, obscene or other unlawful material or information via the Internet.
- Using for monetary gain or for commercial purposes that are not directly related to NEIT business or educational programs.
• Copying, uploading or sending copies of documents or software programs in violation of copyright laws.
• Deleting and author attributions, legal notices or proprietary designations or labels in a file in violation of copyright laws. (Software programs are protected by Section 117 of the 1976 Copyright Act. Unless they have written the program themselves, users do not have the right to make and distribute copies of programs without specific permission of the copyright holder.)
• Falsifying the source or origin of software or other material contained in a file in violation of copyright laws.
• Uploading files that the user has reason to believe contain a virus or corrupted data.
• Access for any purpose restricted or prohibited by laws or regulations.
• Access in a manner that adversely affects the availability of NEIT resources to other members of the College community.
• Excessive use of computing and networking resources (e.g., tying up resources through game playing or other trivial applications; sending frivolous or excessive mail, including chain mail; or printing excessive copies of documents, files, images, or data).
• Attempted or unauthorized access to electronic mail or attempt to breach any security measures on any electronic mail or computer system specifically including NEIT's student information system, or attempted or actual interception of any electronic mail or internet transmissions without proper authorization.
• The physical abuse of any computing equipment or supplies. (Incident will be reported to Campus Security and to the appropriate administrative office.)
• Any instance of academic dishonesty—e.g., using other people's files or gaining access to instructors' files. (Incident will be reported to the student's professor and to the Office of Teaching and Learning.)
• Downloading to or use of Instant Messaging Services on NEIT computers without prior consent of NEIT.

Disciplinary action Violations of this policy may result in the immediate suspension of computing privileges, disciplinary action, including suspension or expulsion from the College, and/or legal action.

NEIT reserves the right to examine users' stored information when investigating cases of computing abuse.

ELECTRONIC COMMUNICATION DEVICE ACCEPTABLE USE POLICY

For the purposes of this policy, electronic communication devices include, but are not limited to cell phones, PDAs, chat, instant messaging, mp3 players, and CD players.

It is the policy of New England Institute of Technology that the use of electronic communication devices is strictly prohibited during class. The use of any electronic communication device during class time is discourteous to the instructor and to the students in the class. All students are required to turn off or silence all such devices prior to the beginning of class. Any student expecting an emergency call or page should bring
this to the attention of the instructor at the beginning of class. If an emergency call must be taken, the student will be required to leave the classroom quietly and take the call elsewhere. Under no circumstances may the student take or make phone calls or use other means of electronic communications in the classroom during any class session without the prior consent of the instructor.

The use of any electronic communication device during a course assessment (e.g. quiz, test, exam) without prior consent of the instructor, may result in a reduction of points, a required re-take of the assessment, or a failing grade for the assessment without the ability to re-take the assessment.

Repeated violations of this policy may result in disciplinary action up to and including suspension or dismissal from the class or the College.

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