

# Appendix

## Appendix I - Academic Dishonesty

1. Academic Dishonesty is any behavior intended to promote or enhance a student's academic standing within the University by dishonest means. Acts of academic dishonesty include, but are not limited to, the following:
  - a. Submitting work done by another as your own.
  - b. Submitting your own academic work for credit more than once, whether in whole or in part, in the same course or different courses without the approval of the instructor who is responsible for assigning credit to the work.
  - c. Giving or receiving unauthorized aid on any assignment or examination.
  - d. Altering any University form, record, or document, or forging the signature of any University instructor or official.
  - e. Interfering with, or attempting to interfere with, the access of others to the University computer system, or any part thereof, copying computer files, diskettes, programs, software, or manuals without proper authority, or tampering in any way with the integrity of the University computer system. Interfering with, or attempting to interfere with, the fair and equal access of others to the use of the University libraries or other academic resources.
2. Acts of academic dishonesty are offenses against established standards of the academic community and the University's honor code. All suspected acts of academic dishonesty are initially subject to review by the Academic Integrity Committee as provided in paragraph 5 below.
3. Plagiarism is the use of words, ideas, concepts, or work of another, without proper acknowledgment. The direct quotation of the words of another must be set off in quotation marks and acknowledged in a footnote or other acceptable form of citation. The use of paraphrased material, or the ideas, concepts, or work of another must also be acknowledged in a footnote or other acceptable form of citation. Acknowledging sources used in the preparation of an assignment solely in a bibliography does not constitute an acceptable acknowledgment of the words, ideas, concepts, or work of another used in the assignment. In any case where a student is found to have used plagiarized material, an academic penalty will be assessed.
4. It is assumed that all students will abide by the Honor Code. Instructors may require students to write and sign either of the following statements, or such other words as shall convey the same or similar meaning, as part of any assignment submitted for academic credit:
  - a. "I have neither given nor received unauthorized aid on this assignment." Signed/
  - b. "I certify that this is my own original work, prepared for this assignment only, without any form of unauthorized aid." Signed/

Failure to write and/or sign any pledge will not excuse any student from a violation of these regulations.

5. The Academic Integrity Committee is comprised of members of the faculty and four students who are chosen by their respective honor committees and chaired by the Vice President of Academic Affairs designee. This committee is responsible to the Senate for the implementation of University regulations involving violations of academic integrity. All suspected acts of academic dishonesty, including intentional plagiarism, must be referred promptly to the Academic Integrity Committee. In cases where there is sufficient evidence to support an allegation of academic misconduct, the Committee will review all available facts and authorize an appropriate academic penalty if its review confirms that an act of academic dishonesty or intentional plagiarism occurred. The Committee will forward a record of its findings to the appropriate student honor committee in all cases in which an academic penalty is imposed for an act of academic dishonesty. Decisions of the Academic Integrity Committee may be appealed to the Vice President of Academic Affairs of the University. The Procedures of the Academic Integrity Committee describing the procedures of hearings are provided to all students charged with academic dishonesty.

## Appendix II - Definitions

The following terms and definitions are currently in use at Norwich University relative to student status:

**Full-Time** - A student who is registered for twelve or more semester credit hours as either a matriculant or non-matriculant during the fall or spring semester.

**Part-Time** - A student who is registered for fewer than twelve but more than 0 semester credit hours as either a matriculant or non-matriculant during the fall or spring semester.

**Matriculant** - A student who is a formal candidate for a Norwich degree.

**Non-Matriculant** - A student who is not a candidate for a Norwich University degree. All non-matriculants are non-resident students.

**Resident and Commuter Students** - These terms differentiate between matriculant students who live on campus (resident) and those who reside off campus (commuter).

**Enrolled** - Students who have received academic, financial, and disciplinary clearance to attend the University during a specified period and are registered for a schedule of courses. At the beginning of each semester, students shall follow the instructions issued to them concerning enrollment.

**Registered** - Students who have a schedule of courses for a semester.

## Appendix III - Norwich University, Family Educational Rights and Privacy Act Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a post secondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Norwich University receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The circumstances and university personnel that may access personally identifiable information (PII) without student consent are defined and described in paragraph 5 and 6.

If students wish to share their academic information with parents, family members, NU ROTC staff, or other agencies a student must complete a FERPA release form each semester. The form provides permission for academic information to be released to the designated party until the end of the semester following the date the release is signed.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Norwich University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

5. Directory Information:  
Section §99.37 of the regulations allow the release of "Directory (Public) Information" without the student's consent. Directory Information Includes:

- Student's name
- Student's local address & telephone number
- Student's e-mail address
- Dates of enrollment
- Date of disenrollment, but not the reason if prior to graduation
- Status of enrollment (i.e. whether the student is, or is not, currently enrolled)
- Full or part-time enrollment
- Major field of study
- Advisor
- Anticipated date of graduation, if currently enrolled
- Date of Birth
- Photos
- Participation in officially recognized activities and sports
- Residency - (Corps of Cadets, Civilian, Commuter)
- Weight and height of members of athletic team
- Degrees earned, if any, and date conferred
- Awards and honors received (including promotions in the Corps of Cadets)

Students have the right to withhold the release of "Directory Information." To do so, a student must make a written request for withholding of this information to the Registrar's Office. It should be noted that if a student asks for "Directory Information" to be withheld, it will be withheld from a variety of sources, including: friends, relatives, prospective employers, honor societies and the news media. Student directories are published on the University's web site, my.norwich.edu, at the end of the "add/drop" period. If the student has not made a request for their information to be blocked by that time, his or her name will appear in those directories. Students should be aware that directory blocks are permanent while in attendance and will not be removed without a written request, until they have completed their studies at Norwich.

6. "School Officials" with a "legitimate educational interest"  
The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to "school officials" with "legitimate educational interests." A school official is a person employed by Norwich University in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee.

A school official also may include a volunteer or contractor outside of Norwich University who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education

records, such as attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Norwich University.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student -

- To other school officials, including professors, within Norwich University whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal-or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditional of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

## Appendix IV - Rehabilitation Act

### Appendix IV - University Policy - Section 504 of the Rehabilitation Act of 1973/ADA

1. **Section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act provides:**
  - a. That no student may be excluded from any program or any course solely on the basis of disability;
  - b. That modifications in degree or course requirements may be necessary to meet the requirements of some disabled students;
  - c. That auxiliary aides, such as tape recorders, must be permitted in the classroom when they are required to ensure the full participation of disabled students;

- d. That alternate testing and evaluation methods for measuring student achievement will be necessary for students with impaired sensory, manual, or speaking skills (except where those are skills being measured);
- e. That classes may have to be relocated to permit access for students with mobility impairments;
- f. That special teaching equipment or devices used in the classroom (and in some cases teaching techniques that rely upon the sight, hearing, or mobility of students) may require adaptation in individual cases; and
- g. That it is discriminatory to counsel disabled students toward more restrictive careers than non-disabled students unless such counsel is based on strict licensing or certification requirements in a profession.

## 2. Admission & Transition:

Norwich University will not discriminate against any applicant, who is otherwise qualified, solely on the basis of disability. No inquiry will be made regarding any possible disabling condition until after the admission decision has been made and the applicant informed of acceptance or rejection.

## 3. Physical Standard:

Because of the physical training component of the Corps of Cadets program, a physical examination is required for all students admitted to that program. A physical examination is also required of any student participating in intercollegiate sports. Students must meet certain standards of physical ability to participate in these programs. In addition, all students admitted to Norwich University will receive a standard form requesting information about diagnosed disabilities which may have an impact on functioning in the college setting.

*Note:* Disability disclosure on the University form is purely voluntary; the form must be returned to the University, regardless.

## 4. Documentation Procedure:

Any student who has identified him/herself as having a disability shall submit the following as written documentation in order for accommodations to be made. As appropriate to the type and severity of the disability, written documentation must include: A comprehensive neurological, medical, psychological or educational report by an appropriate licensed medical or educational specialist. This report must contain:

- a. Date of evaluation and/or date of original diagnosis and diagnostic statement identifying the disability with a medical or DSM-IV code (learning disability reports may be no more than five years old; AD/HD reports, no more than three).
- b. Explanation of diagnostic criteria and/or evaluation measures used with all test scores included;

- c. Explanation of current/future functional impact of the condition;
- d. Services, accommodations, treatment, medication, and/or assistive devices currently in use or prescribed;
- e. Credentials of diagnosing professional(s) (all reports must be on standard-size letterhead, signed by the evaluator(s)).

## 5. Requests for Accommodation:

When information is received relating to a disability which may directly affect the academic, psychological or environmental lifestyle of the student, the appropriate university departments or individuals (e.g. Counseling, Commandant's office, Dean of Students, Infirmary, faculty) can be contacted to coordinate the necessary accommodation only after the student's permission is secured. The following will be the procedure.

- a. Information will go to the Director of the Academic Achievement Center for review. If documentation is not sufficient, the student will be referred for further evaluation/verification.
- b. The Director will determine student eligibility. If the student chooses, an educational profile may be developed listing suggestions for classroom accommodations. (NOTE: The student must formally register with the AAC before accommodations can be arranged.)
- c. The Director at the signed request of the student will send the academic advisor and course professors a copy of the educational profile. The student must then meet with these individuals to assist with developing a plan for the execution of accommodations pertinent to each distinct course; this should be done within the first two weeks of classes with or without direct consultation with the AAC Director. A written contract can be agreed upon, signed by both parties and sent to the Academic Achievement Center Director for placement in the student's file.
- d. Decisions about specific adjustments to the Educational Profile can be made only in consultation with the student and further diagnostic information; the AAC Director may then revise the list of legal accommodations included in the student's profile. NOTE: All accommodations must be based on comprehensive, written diagnostic information from a qualified professional. They cannot be based on school programming reports (IEPs), notes or short letters, conversations or informal observations.
- e. Degree requirements will not be waived for students with disabilities, but course substitutions may be petitioned for in extreme circumstances where accommodations alone have been demonstrated as insufficient to serve the needs of an otherwise qualified disabled student.

## 6. Confidentiality:

The material provided by the student or by professionals who have been involved in the student's diagnosis or treatment will be treated as confidential information. Access will be granted only to those involved in the process described above, and only to the extent that it contributes to developing an individual educational plan for the student. Information will be shared with others only with the written permission of the student.

**7. Appeal:**

Any student dissatisfied with the adjustments made to accommodate a disability will have the right to appeal. The appeal process will be as follows:

A written statement will be sent by the student to the Director of Human Resources, the University 504 Coordinator: This statement should include all the relevant information and should request clear remedial action. Based on this statement, the Coordinator will either reactivate the individual planning process, or determine that the plan as developed is appropriate. If the appeal is rejected, it may be resubmitted to the Committee on Academic Standing and Degrees. That Committee will conduct an informal hearing on the issue, and either change the individual plan or sustain the original decision.

The final level of appeal will be the Vice President of Academic Affairs of the University or a designee. This decision will be final.

**3. Allowed Accommodation:**

- a. Reduction of credit penalty for misspellings, words, usage, errors, and sentence structure and punctuation, errors characteristic of EFL/ESL students, except in coursework where those skills are being directly assessed.
- b. Alternative assignments to gain credit for class participation where spoken language productivity is a problem.
- c. Allowance of short extensions of time on assignments if appropriate tutorial assistance is in process.
- d. Allowance of a reasonable amount of additional time for examinations, with or without a reader, that is administered by the professor or Academic Achievement Center.

**4. Student Responsibilities:**

Students with functional language difficulties should seek every opportunity available in the University environment to practice English language in academic and social situations. Members of the Corps of Cadets during their time as rooks should work in an ongoing fashion with their company chain of command to take advantage of such opportunities in ways compatible with both academic and Corps standards.

## Appendix IVa - Accommodations for Students for whom English is a Second Language

**1. Students eligible for accommodation for functional difficulty with English language are:**

- a. Students enrolled at Norwich having come directly from a non English speaking foreign country.
- b. Students who are U.S. citizens with background of a multilingual environment.

**2. Determination of Eligibility:**

- a. TOEFL, SAT, A C T, Freshmen Placement Testing scores and transcripts of English courses at the high school or college level will be reviewed by English department personnel to determine placement in ESL or developmental English courses. Such students, as an adjunct to course placement, will be automatically eligible for academic accommodations in all university courses, except in situations where the actual English skill is being assessed.
- b. Eligibility will customarily expire at the end of the first semester, but may be continued for an additional semester on the basis of English performance, additional diagnostic testing and faculty referral on a case by case basis.
- c. All eligibility determination will be reviewed by the English department for final approval.

## Appendix V - Guide to Academic Petitioning

All academic petitions are to be filed with the Registrar's Office for action by the Committee on Academic Standing & Degrees (CASD). At a minimum the petition must carry a clear statement by the student of the request, the student's signature and the recommendations of the individuals who are identified by role, below. In addition, if the petition is for an exception to Academic Regulations, the student must specify the grounds to be considered by the CASD in determining whether an exception to regulations should be granted. Any petition for an exception that lacks justification will not be considered.

Additional recommendations required -- if reference is made in the petition by the student to any Norwich University official, (because of an alleged action or statement by that official which is germane to the petition) that official (faculty member or administrator) must provide a recommendation.

### Recommendations Required

Petition or Action by Academic Petition	Student's Advisor	Student's Major Dept. chair	Course Department Chair or School Director	Student's Instructor Major Dean	Other Required Recommendations

General Education and B.A. Course Substitution/ Waiver for degree require:	X	X	X	X	A brief explanation by advisor is required
To be readmitted after Separation <sup>1</sup>	X	X		X	New Major Bursar, Commandant (Corps) or Dean of Students (Civilian)
To overload	X	X			Specify courses (beyond probation limit to be dropped if overload is disapproved) <sup>1</sup>
To extend a Calendar Deadline for course drop, add, withdraw	X	X	X		Instructor for Add or withdrawal
To extend an Incomplete Beyond the Enrollment Day for the Next Semester <sup>1</sup>	X			X	
To participate in an extra-Curricular Activity on Probation <sup>1</sup>	X				Activity advisor

<sup>1</sup> **These petitions must include a statement of grounds for consideration by the Committee on Academic Standing and Degrees.**

## Appendix VI - ROTC Requirement

- To be enrolled in Norwich University's ROTC program or courses, a student must be a member of the Corps of Cadets. An exception to this regulation is allowed for
  - BSN students; and
  - Students who have honorably and faithfully served our nation as a member of the Armed Forces of the United States, as evidenced by either the award of an honorable discharge certificate (DD214) or the completion of three years of honorable service in the active component, the reserve component (drilling member) or a combination of both as evidenced by a letter from the individuals commanding officer, and has achieved the age of at least 22 years as of 1 September of the year of matriculation, may apply for enrollment in the Norwich University ROTC program of their choice. The applicable ROTC Department Professor (Colonel), the Dean of National Services, and the Commandant will review the applicants file for eligibility to enroll in ROTC and pursue a commission in the service of their choice.
- Cadets contracted for Commission**  
The Norwich University Board of Trustees has directed that all members of the Corps of Cadets who are contracted for commission be required to take four years of ROTC courses, one course per semester. The ROTC courses must include each of the two courses offered at each of the four levels (100, 200, 300, 400). Branch of service transfers will be allowed (prerequisites permitting) during the first two years of the requirement.
- Non-contracted Cadets**  
Non-contracted cadets are required to complete six semesters of ROTC courses. Students remain responsible for all established degree requirements. The ROTC courses must include each of the two courses offered at each of the three levels (100, 200, 300 ). Branch transfer for non-contracted, third and fourth year Cadets must be coordinated between the ROTC departments and approved by the Dean of the School of National Services School.
- Students transferring into the Corps are required to pass as many ROTC courses as they have semesters remaining at Norwich University.
- Veterans with an honorable discharge certificate (DD214) or the completion of three years of service in the active component, the reserve component (drilling member) or a combination of both, may apply for enrollment in the Norwich University ROTC program of their choice. The applicable ROTC Department Professor (Colonel), and the Commandant will review the applicants.