

Participation and Student Conduct

Academic Participation

Online students are required to be active and participate academically in the online classroom on a **weekly** basis. The week runs from Monday to Sunday.

- Students who fail to access and participate in academic activities in the online classroom during the **first week of class** will be suspended from the online classroom and administratively withdrawn from the course and/or university as having never commenced, in the following two business days of no additional contact or participation.
- After the completion of the first week of the class, students who fail to participate in academic activities in the online classroom for two consecutive weeks without prior instructor approval **will be suspended from the online classroom and administratively withdrawn** from the course and/or university should no additional contact or participation occur in the following two business days.
- Students who are unable to maintain weekly participation in the online classroom due to an expected absence are required to notify their instructor and obtain approval for an excused absence in advance of the absence.

Academic participation includes activities such as posting to a discussion board, submitting a homework assignment, engaging in an email conversation about the class and/or assignments with the instructor, participating in a conference call regarding course materials or group study/projects, and completing an exam. Activities that do not constitute academic participation include logging in to the classroom, emailing the professor about grades, counseling related to academic progress in the course or program, communicating via email with the student support advisor, financial planning, bursar, or other university staff.

Student Conduct and Discipline

As a senior military college, Norwich University holds to a set of Guiding Values (<http://catalog.norwich.edu/archives/2019-20/onlineprogramscatalog/visionmissionguidingvalues>), among which are respect, self-discipline, personal responsibility, and honesty.

The university expects that, in all their contacts, interactions, and other involvement with university courses, personnel, and resources, students will conduct themselves in a manner consistent with those Guiding Values (<http://catalog.norwich.edu/archives/2019-20/onlineprogramscatalog/visionmissionguidingvalues>).

Prohibited Actions and Behaviors

In order to ensure a safe, respectful learning environment for all students, the College of Graduate & Continuing Studies has identified the following actions and behaviors that are not congruent with the Guiding Values (<http://catalog.norwich.edu/archives/2019-20/onlineprogramscatalog/visionmissionguidingvalues>) and are not acceptable in any university-sponsored classes, activities, or interactions with university faculty, staff, or fellow students.

1. Academic dishonesty (<http://catalog.norwich.edu/archives/2019-20/onlineprogramscatalog/academicpolicies/acaddishonesty>) including but not limited to:
 - a. Cheating;
 - b. Plagiarism;
 - c. Fabrication or falsification of research data;
 - d. Ghostwriting or submitting ghostwritten work as one's own.
2. Falsification of, or misrepresentation in, official university documents related to matters including but not limited to:

- a. Admission to the University;
 - b. Eligibility for and use of financial aid;
 - c. Eligibility to participate in any Norwich University-sponsored activity;
 - d. Eligibility to graduate and to represent oneself as a graduate of Norwich University.
3. Acts or threats of violence against any Norwich University student, faculty member, or staff member;
 4. Theft or attempted theft of any Norwich University resources or property, including intellectual and virtual property;
 5. Acts or threats of vandalism or destruction of any Norwich University resources or property, including intellectual and virtual property;
 6. Attempts to defraud Norwich University;
 7. Making false allegations against any Norwich University student, faculty member, or staff member;
 8. Creation of a hostile environment that interferes with the conduct of university classes, activities, or business, and/or the maintenance of a safe, respectful learning environment, by means including but not limited to:
 - a. The written or spoken use of words or phrases that a reasonable person would agree are derogatory references to personal characteristics including, but not limited to:
 - i. Gender
 - ii. Age
 - iii. Race/Ethnicity
 - iv. Religion
 - v. National Origin
 - vi. Sexual Orientation
 - vii. Personal or Physical Limitations
 - viii. Political Affiliation
 - ix. Veteran Status
 - b. Shouting, cursing, or other attempts at intimidation in communications with a Norwich University student, faculty member, or staff member;
 - c. Repeated communications or attempts at communication with a Norwich University student, faculty member, or staff member after a request has been made that such communications cease;
 9. The commission of, or the indictment or conviction for, a felony offense under state or federal laws.

Nothing herein shall limit Norwich University's ability to report actions by students that violate local, state, or federal laws to the appropriate legal authority.

Sanctions

The dean of the college may impose any of the following sanctions for behaviors or actions of the type described above:

1. A written warning to the student;
2. A written reprimand to be included in the student's permanent record;
3. Administrative withdrawal from a course or other university activity in which the violation occurred;
4. Suspension from the university for a period of up to one calendar year; and/or
5. Permanent expulsion from the university.

Procedures

1. **Right to Report.** Any Norwich University student, faculty member, or staff member may report an alleged behavior or action of the type described above as prohibited actions and behaviors.
2. **Reporting Entities.**

- a. A student should report the alleged behavior or action to his/her enrollment advisor or student services advisor.
 - b. A faculty member should report the alleged behavior or action to his/her academic program director/manager/coordinator.
 - c. A staff member should report the alleged behavior or action to his/her immediate supervisor.
 - d. The enrollment advisor or student services advisor, or the immediate supervisor, will report the alleged behavior or action to the program director/manager/coordinator of the program in which the student accused of the behavior or action is enrolled.
3. Reporting Procedure. Allegations are to be reported in writing and accompanied by evidence of the behavior or action. Evidence may include screenshots, email, witness account, or any other type of evidence.
4. Review of Evidence.
- a. If, after reviewing the allegation and evidence, the academic program director/manager/coordinator finds that it is reasonably likely the behavior or action has occurred, he or she will notify the student in writing of the allegation and instruct the student to cease or correct the behavior.
 - b. If, after reviewing the allegation and evidence, the academic program director/manager/coordinator finds that it is reasonably likely the alleged behavior or action has not occurred, he or she will notify the individual reporting the behavior or action of the finding.
5. Emergency Action. Notwithstanding the hearing procedure below, in cases where the behavior or action constitutes a threat to any Norwich University person or a substantial interference in the conduct of any university activity, the dean of the college may immediately suspend the student from access to all university systems and activities pending a review of the situation.
6. Disciplinary Hearings. A student who has been suspended or expelled may request a disciplinary hearing within two weeks of notification of the sanction being sent. A program director/manager/coordinator may also request a disciplinary hearing if the behavior or action continues after a student has been instructed to cease or correct it.
- a. Within 30 days of the request a disciplinary hearing will be convened by the appropriate associate dean, who will conduct the hearing but will not have a vote.
 - b. The Hearing Panel will consist of the following three persons:
 - i. The director of student success and retention of the College and Graduate and Continuing Studies;
 - ii. An academic program director/manager/coordinator of a different program; and
 - iii. A college staff member who is not the originator of the allegation.
7. The originator of the allegation will attend the hearing in person or via telecommunication, as will the student accused of the behavior or action. Both persons will be allowed to make statements and present either supporting or exculpatory evidence during the hearing.
8. After reviewing the statements and evidence the Hearing Panel will vote on whether the behavior or action occurred and whether it is unacceptable in accordance with section above outlining prohibited actions and behaviors. If a majority of the participants vote no, the hearing will end. If a majority of the participants vote yes, the associate dean will call for a second vote on a recommended sanction. The associate dean will then refer the recommendation to the dean of the college for action.
9. A student who receives a sanction of suspension or expulsion from the university that is not overturned

by the Hearing Panel may appeal the sanction to the provost of Norwich University who reviews the matter on the record. The provost's decision is final and not subject to appeal.