

# ACADEMIC POLICIES

## 1. Academic Information Sources

Saint Vincent College promotes an engaging learning atmosphere that creates an attitude of mutual respect between students and faculty.

- Academic policies and procedures are contained in the College *Bulletin*. Each student will be introduced to these policies and procedures in the First Year Seminar. Students should be familiar with the contents of the *Bulletin* and monitor their progress toward graduation.
- Processes such as registration procedures, adding and dropping of courses, refund policy, transcripts, financial aid, tuition, fees, credit hours and numerous other topics are discussed in the College *Bulletin*.
- Advisors will assist the student about matters such as course and program selection.
- The ultimate responsibility for knowledge of requirements, course prerequisites, and for verification of the accuracy of records maintained by the Registrar remains with the student.

## 2. Class Attendance

### A. Absences from Class and Make-Up Exams

- Attendance is encouraged in that it leads to successful completion of courses.
- Students should be familiar with the attendance policies of their instructors as stated on the course syllabi.
- Absences, as well as make-up exams, are handled at the discretion of the individual faculty members. Students are responsible for consulting with each individual instructor concerning completion of course requirements in cases of prolonged absence.
- When students face unusual circumstances, such as an extended illness or a death in the family, they should contact the Student Affairs Office which will notify the students' instructors about the reasons for the absence. This notification does not serve as an excused absence from class or coursework and is meant to serve only as a resource for notifying College faculty.
- Prolonged, unexcused absences from class may result in suspension from both the College and the residence halls. The Vice President for Student Affairs reviews such cases in consultation with the Dean of Studies.

### B. Excused Absences for Participation in NCAA Division III Intercollegiate Sports and Other College Activities

- The College officially sponsors the following men's & women's intercollegiate sports: baseball, basketball, cross country, field hockey, football, golf, lacrosse, soccer, softball, swimming, tennis, track, and volleyball. There are also many recognized student organizations. At the discretion of the Dean of Studies, participation in events in these sports and organizations will be considered excused absences provided these procedures are followed:
  - inform their professors that they will be participating in an intercollegiate sport or other College activity
  - provide a schedule of games or events which may conflict with class schedules
  - make provisions for make-up exams and the like in advance of the examination date
  - continue to be responsible for learning course material
  - present an official excuse signed by the coach or advisor for games or events which necessitate absences
- Students should rely on the judgment of their professors and faculty advisors in cases when athletic or organization participation appears to be jeopardizing academic progress. A student whose QPA falls below 2.0 may be prevented by College policy from participating in intercollegiate sports (see College *Bulletin*) or in clubs or organizations.

### C. First-Year Student Participation in Orientation Seminars and Events

During Orientation, first-year students learn the traditions of Saint Vincent College and receive important information intended to facilitate the new students' college education. In order to ensure their acclimation into the Saint Vincent community, students who miss sessions will be required to attend follow-up seminars.

### 3. Academic Integrity (See also the College *Bulletin* on Academic Honesty)

Saint Vincent College assumes that students are responsible individuals who demand of themselves high standards of honesty and personal conduct, both in the performance of academic assignments and in the conduct of personal life.

- The attempt of a student to present as his or her own any work which he or she has not performed or to pass any examinations by improper means is a serious offense.
- No piece of work may be submitted for credit in more than one course or module except with the permission of all instructors involved.
- In any case of academic dishonesty, the faculty member and the Dean of Studies decide on the appropriate sanction.
- Faculty will clearly state their policies on the course syllabi for academic honesty and the penalty a student will incur for breaching the standards of academic honesty.
- Depending on the seriousness of the offense, possible sanctions are failure for the assignment, failure for the course, suspension or expulsion.
- The Dean of Studies will maintain an ongoing file of all such cases. More serious action will be recommended if a student has a previously recorded incident.

#### Academic Integrity Prohibits:

**A. Falsification:** the fabrication of data.

**B. Plagiarism:** an offense involving use of another person's words, phrases or ideas without giving that person credit. Plagiarism is discussed in the *Harbrace College Handbook* (1962: 410) as follows:

“Any failure to acknowledge borrowed material is a serious offense called plagiarism. If a borrowed idea is expressed in the student's phraseology, an acknowledgment of the source is sufficient. If it is in the phraseology of the source, it should be put in quotation marks and also acknowledged. Usually a conscious quotation (except well-known or proverbial passages) of three or four connected words or more should be placed in quotation marks.”

- The source of the material should be given credit when using someone else's work or ideas
- Material from a print, electronic publication or Internet source (book, journal, article, film, images, etc.) should be enclosed in quotation marks or otherwise set off, and the source of the material acknowledged
- When paraphrasing published material (using it almost word for word) the source should also be acknowledged and pages given
- Students must cite **any and all** resources used in a presentation, project or writing a paper
- Students will assume responsibility for understanding each individual instructor's policy concerning academic honesty.

**C. Work by Other Students:** When students are asked to prepare material jointly and or in groups, the contributions of all individuals to this material should be clearly acknowledged unless otherwise stated by the instructor. Having someone else prepare material for a student to submit or having someone else help with a project or paper in any way should only be done when a student has obtained the instructor's permission to do so.

### 4. Student Concerns Regarding Academic Matters

If a student has a concern about a particular course, the student is encouraged to utilize the following procedures:

- Schedule an appointment with the professor to discuss the problem or concern
- Meet with the faculty member's chairperson or School dean if the student believes that the concern has not been resolved by the professor
- If the issue remains unresolved, contact the Dean of Studies who will work with the student, faculty member and the chairperson or dean

## **5. Classroom Etiquette**

An essential characteristic of Saint Vincent College is the dignity and civility with which students and instructors conduct themselves both inside and outside the classroom. All students share in the responsibility of making the classroom a positive place to learn. Attendance is more than just being in the classroom, laboratory or field experience. Students are expected to be prepared and attentive. Some specific behaviors that are distracting and should be avoided include holding side conversations, arriving late or leaving early, doing work for other classes, eating, or using laptops to check email or surf the web. Cell phones, pagers, and other electronic devices must be turned off when students are in the classroom, labs, library, within any college-owned facility or when meeting with a faculty member. Students should check with individual professors for additional expectations and guidelines for classroom etiquette.