

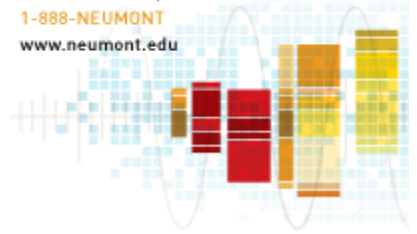


ENCODING THE NEXT\_

10701 SOUTH RIVER FRONT PARKWAY  
SOUTH JORDAN, UTAH 84095

1-888-NEUMONT

[www.neumont.edu](http://www.neumont.edu)



# NEUMONT UNIVERSITY STUDENT HANDBOOK 2012

## Table of Contents

<b>GENERAL</b> .....	6
<b>General Academic Issues</b> .....	6
<b>Student Issues / International Students</b> .....	6
<b>Housing</b> .....	6
<b>Financial Aid</b> .....	6
<b>Career Placement</b> .....	7
<b>Location</b> .....	7
<b>Security</b> .....	7
<b>Ill or Injured</b> .....	7
<b>Student Code</b> .....	7
<b>Alcohol and Substance Abuse</b> .....	8
<b>Chewing Tobacco</b> .....	8
<b>Sexual Harassment</b> .....	9
<b>STUDENT AFFAIRS</b> .....	9
<b>General</b> .....	9
<b>Student Government</b> .....	9
<b>Neumont Student Store</b> .....	10
<b>International Students</b> .....	10
<b>Educational Accommodations</b> .....	11
<b>Northern Utah Activities</b> .....	11
<b>Student Employment – Off Campus</b> .....	11
<b>Monthly UTA Bus/Train Pass</b> .....	12
<b>Fitness - Recreation</b> .....	13
<b>Lunch</b> .....	13
<b>Student Lockers</b> .....	13
<b>Smoking</b> .....	14
<b>Footwear</b> .....	14
<b>Support for Students on Financial Aid Warning and Probation</b> .....	14

University Policies.....	14
Housing Program.....	14
Resident Assistants.....	14
Roommate Issues.....	15
Shuttle Schedule .....	15
<b>ACADEMIC ADVISING .....</b>	<b>15</b>
Academic Advisement.....	15
Problems / Challenges .....	15
Grades / Classes .....	15
Tutoring Assistance.....	16
Academic Privacy - FERPA Regulations.....	16
Add-Drop / Course Adjustment .....	16
Purpose.....	16
Procedures.....	16
Credit Range .....	17
Purpose.....	17
Procedure .....	17
Exemptions.....	18
Academic Events .....	22
Academic Honesty.....	23
In-Class Laptop Usage Policy .....	23
Policy.....	23
Rationale.....	23
Implementation.....	23
Possible Penalty .....	24
Example.....	24
Academic Assessment .....	24
Calculating your Grade Point Average (GPA) .....	24
Satisfactory Academic Progress (SAP).....	25
Grade Appeal Policy .....	25

<b>Graduation Analysis</b> .....	25
<b>Special Circumstances Withdrawal / Dismissal Policies</b> .....	25
<b>Involuntary Withdrawal</b> .....	26
<b>Service Withdrawal</b> .....	26
<b>Short Term Withdrawal Policy</b> .....	26
<b>Transfer Credit Policy</b> .....	27
<b>Transferable Courses</b> .....	27
<b>International Baccalaureate Policy</b> .....	28
<b>Military Transfer Credit Policy</b> .....	30
<b>Advanced Placement Policy</b> .....	30
<b>Course Equivalency Examinations</b> .....	31
<b>Policy</b> .....	31
<b>Course Equivalency Examinations</b> .....	31
<b>Basic Course Exemption</b> .....	32
<b>Standard Course Final Examination Dates</b> .....	32
<b>INFORMATION TECHNOLOGY</b> .....	32
<b>Your Neumont Computer</b> .....	32
<b>Lenovo ThinkPad</b> .....	32
<b>Wireless</b> .....	33
<b>Optimum Operation</b> .....	33
<b>Acceptable Use Policy</b> .....	33
<b>Network Files / Folders Limits</b> .....	33
<b>Folder Access</b> .....	33
<b>General Storage Space</b> .....	33
<b>Access to the LMS</b> .....	33
<b>Web Access for E-mail</b> .....	34
<b>Technical Support</b> .....	34
<b>Neumont University IT Fun Facts</b> .....	34
<b>Printers</b> .....	34
<b>Local Internet Service Providers (ISPs)</b> .....	35

<b>QUARTERLY EVENTS .....</b>	<b>37</b>
<b>Week One Done Celebration .....</b>	<b>37</b>
<b>APPENDIX ONE / STUDENT CODE OF CONDUCT .....</b>	<b>38</b>
<b>ARTICLE I: DEFINITIONS .....</b>	<b>38</b>
<b>ARTICLE II: STUDENT CODE AUTHORITY .....</b>	<b>40</b>
<b>ARTICLE III: PRESCRIBED CONDUCT .....</b>	<b>40</b>
<b>ARTICLE IV: STUDENT CONDUCT CODE PROCEDURES.....</b>	<b>46</b>
<b>ARTICLE V: INTERPRETATION AND REVISION.....</b>	<b>53</b>
<b>APPENDIX TWO / GRADE APPEALS.....</b>	<b>53</b>

# NEUMONT UNIVERSITY STUDENT HANDBOOK

*The Neumont University Student Handbook is published in conjunction with the Neumont University Catalog, which is the official reference source for school policies and procedures. The Student Handbook is updated as needed and is a companion guide to the student catalog.*

*The university may, at any time, revise the Student Handbook. Unless specifically stated, the revisions are effective at the time of publication on the Neumont website.*

## GENERAL

These Neumont staff members are here to help you:

### In Your Class

Your instructor

### General Academic Issues

Larry Crandall – Registrar

Room 214 / [larry.crandall@neumont.edu](mailto:larry.crandall@neumont.edu) / 801-302-2876

Alice Nguyen – Student Advisement Coordinator

Room 213 / [alice.nguyen@neumont.edu](mailto:alice.nguyen@neumont.edu) / 801-302-2896

Aaron Reed – Vice President, Academic Operations

Room 235 / [aaron.reed@neumont.edu](mailto:aaron.reed@neumont.edu) / 801-302-2846

### Student Issues / International Students

Erin McCormack – Dean of Students

Room 215 / [erin.mccormack@neumont.edu](mailto:erin.mccormack@neumont.edu) / 801-302-2844

### Housing

John Peppinger – Student Life Coordinator

Room 216 / [john.peppinger@neumont.edu](mailto:john.peppinger@neumont.edu) / 801-302-2841

Corrine Padilla – Student Life Coordinator

Room 216 / [corrine.padilla@neumont.edu](mailto:corrine.padilla@neumont.edu) / 801-302-2857

### Financial Aid

Jeme Deviny – Director of Financial Services

Third Floor Financial Aid Office / [jeme.deviny@neumont.edu](mailto:jeme.deviny@neumont.edu) / 801-302-2870

Alice Crutchley - Financial Aid Officer

Third Floor Financial Aid Office / [alice.crutchley@neumont.edu](mailto:alice.crutchley@neumont.edu) / 801-302-2716

Kristi Robertson - Finance Statistician

Third Floor Financial Aid Office / [kristi.robertson@neumont.edu](mailto:kristi.robertson@neumont.edu) / 801-302-2717

### Career Placement

Shawn Loutensock – Career Services Program Manager

Room 223 / [shawn.loutensock@neumont.edu](mailto:shawn.loutensock@neumont.edu) / 801-302-2804

### Location

The Neumont University Campus is located on the second and third floors of the Neumont University Building at 10701 South River Front Parkway, South Jordan, UT. The Building is open to all students Monday – Friday from 7:00 a.m. to 10:00 p.m.

### Security

As Neumont University continues to grow, campus security becomes a more important issue. Dean of Students, Erin McCormack, coordinates efforts to keep all of us safe and secure. If you have a specific concern, please contact her at [erin.mccormack@neumont.edu](mailto:erin.mccormack@neumont.edu) or 801-302-2844.

In compliance with the crime awareness provisions of the Campus Security Act of 1990, crime statistics and the campus security report are available through Student Affairs and on the Neumont website at <http://www.neumont.edu/documentdownloadcenter/index.html> (select Student Affairs).

### Neumont ID / Security Badge

Part of keeping the campus secure is identifying people who should and should not be on campus. For this reason, all faculty, staff, and students are required to wear their identification / access badge while on campus. If you forget to bring your badge, stop by Student Affairs to borrow a replacement badge for the day. If you lose your badge, you will be charged \$15.00 for a replacement.

### Ill or Injured

If you become ill or injured while on campus at Neumont University, report to Student Affairs on the second floor or the Neumont Reception area on the third floor.

### Student Code

For the complete Student Code, please refer to Appendix One at the end of this handbook.

As with any professional and school environment, you are expected to obey local, state and federal law. To keep Neumont University a safe, positive learning environment for everyone, actions are prohibited (this list is not exhaustive):

1. Theft
2. Disruptive behavior
3. Possession or use of firearms, explosives, or other dangerous substances
4. Vandalism or threats of actual damage to property or physical harm to others.
5. Possession, sale, transfer, or use of illegal drugs
6. Appearance of being under the influence of alcohol or illegal drugs
7. Harassing or abusive acts which invade an individual's right to privacy including sexual harassment or abuse against members of a particular race, ethnic, religious, or cultural group
8. Any activity that may be perceived as hazing, which is defined as a situation or activity which intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of admission or initiation into any affiliation or organization associated with the University
9. Reckless or intentional use of invasive software such as viruses and worms destructive to hardware, software, or data files
10. Violation of the Acceptable Use Agreement for school-issued equipment.

The University reserves the right to suspend or dismiss any student at any time for misconduct or when such action is deemed to be in the best interest of the student or the University.

Students dismissed from Neumont University may reapply not earlier than one year following dismissal.

### **Alcohol and Substance Abuse**

The University does not permit or condone the use or possession of marijuana, alcohol, or any other illegal drug, narcotic, or controlled substance by students or employees while on school premises.

Drug and alcohol counseling referrals are available at the University to students through the Office of Student Affairs. Individuals needing treatment or rehabilitation will be referred to an appropriate community resource. Neumont University does not assume the cost incurred for drug treatment or rehabilitation.

### **Chewing Tobacco**

Chewing tobacco may not be used in RiverPark Building Two (10701 S. Riverfront Parkway), which includes the second and third floors occupied by Neumont University. Students wishing to use chewing tobacco must leave

the building. Anywhere outside, chew spit should be disposed of in garbage cans.

### Sexual Harassment

The University will not tolerate sexual harassment. Behavior toward any employee or student by a member of the staff, faculty, or student body which constitutes unwelcome sexual advances, including comments of a sexual nature, or inappropriate conduct, including the display of derogatory drawings, cartoons, or posters, will be dealt with quickly and vigorously and will result in disciplinary action up to and including termination or dismissal.

The sexual harassment of any employee or student of Neumont University is forbidden. The Dean of Students is responsible for receiving and investigating complaints of harassment, including sexual harassment. Any employee, student, or administrator who is aware of an alleged incident of sexual harassment should take immediate action by bringing the matter to the attention of the Dean of Students.

## STUDENT AFFAIRS

Erin McCormack –Dean of Students

Room 215 / [erin.mccormack@neumont.edu](mailto:erin.mccormack@neumont.edu) / 801-302-2844

Corrine Padilla – Student Life Coordinator

Room 216 / [Corrine.padilla@neumont.edu](mailto:Corrine.padilla@neumont.edu) / 801-302-2857

John Peppinger – Student Life Coordinator

Room 216 / [john.peppinger@neumont.edu](mailto:john.peppinger@neumont.edu) / 801-302-2841

Alice Nguyen – Student Advisement Coordinator

Room 213 / [alice.nguyen@neumont.edu](mailto:alice.nguyen@neumont.edu) / 801-302-2896

Larry Crandall – Registrar

Room 214 / [larry.crandall@neumont.edu](mailto:larry.crandall@neumont.edu) / 801-302-2876

## General

### Student Government

The Unified Student Government (USG) meets every Monday at 12:15 in Room 201, while school is in session. USG representatives are responsible for a number of campus activities and serve as a voice for student concerns to the administration. All students are invited to attend meetings.

USG Officers are elected every three quarters. Officers include Student Body President and Student Body Vice President. New senator applications must be approved by the standing senate and student government. Student government officers must be in Good Standing, both academically and judicially.

## Neumont Student Store

The Neumont University Virtual Bookstore provides all of the textbooks students need for classes at Neumont. The Virtual Bookstore is open from approximately three weeks prior to the start of a quarter until three weeks following the start of a quarter.

Textbooks are sold through the Virtual Bookstore in accordance with official University policies. At the time of issuance, textbooks become the responsibility of the student. The University is not responsible for replacing lost textbooks; however, students may purchase replacements from the Virtual Bookstore. Students are responsible for the cost of their textbooks. Eligible students may charge the cost of their books to their Neumont University student account.

In rare instances course materials will be available in the campus Student Store, rather than through the Virtual Bookstore.

Please note the following regarding copyright infringement:

The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or reproductions of copyrighted material; the person using a copy machine or other tool on university premises is liable for any infringement.

Under this law, unlawful copying of text books or other copyrighted material is prohibited. Neumont University expects students, faculty and staff to abide by this law.

All students are expected to purchase their own copy of a text book. Anyone found violating this policy may be subject to criminal prosecution in a federal court; additionally, a student's enrollment at the university may be terminated, or lesser sanctions implemented, in response to copyright policy violations.

## International Students

Neumont University is authorized under federal law to enroll nonimmigrant students.

Neumont University will process federal I-20 forms once the student is accepted for admission and has provided an official bank statement showing enough funds to cover all expenses for the first academic year of school. Two thousand dollars must be added for each dependent the F-1 student has. Please see Student Affairs for the current amount that is needed to certify for an F-1 visa.

F-1 students are required to maintain lawful immigration status. All F-1 students are required to read federal regulations that pertain to their stay [8 CFR 214.2 (f)]. For convenience some important guidelines are listed below.

- F-1 students are required to maintain a full course of study, which is 12 credits per term.

- Unfamiliarity with teaching methods, initial language difficulties, and improper course placement are allowable exceptions to a full course of study
- On campus employment while school is in session is limited to 20 hours per week. Students must apply for permission to work.
- The I-20 must be endorsed by the DSO before traveling out of the country
- Filing for a needed program extension must be done prior to the program end date on the I-20.
- Spouse and children of an F-1 student may not work.
- F-1 students may only work at the educational institution that processed their I-20.
- F-1 students are required to check in with Student Affairs at the beginning of each new term start.
- F-1 students are required to notify Student Affairs of any legal changes to his or her name or of any change of address or phone number changes within 3 days of any name change or move.
- International students are required to maintain normal progress toward completing a course of study. At NU that translates to maintaining Satisfactory Academic Progress.

### **Educational Accommodations**

Educational accommodations are provided to students with professionally-diagnosed disabilities. Students must submit documentation of a diagnosed condition before accommodations may be considered. Reasonable accommodations and services are based upon the current impact of the disability in the academic setting.

Neumont University provides educational accommodations for those who might need, among other things, extra time taking tests. Please contact Erin McCormack at [erin.mccormack@neumont.edu](mailto:erin.mccormack@neumont.edu) for a copy of the *Handbook for Students with Disabilities*.

### **Northern Utah Activities**

Northern Utah has a number of unique recreational and cultural opportunities for students. Some websites to check out for activities include:

<http://www.utah.com/>

<http://www.slctravel.com/>

<http://www.skiutah.com/>

### **Student Employment – On Campus**

Contact Student Affairs. Neumont University employs some students in a variety of jobs on campus and in student housing. They help maintain the facility, monitor student housing, help tutor, and grade papers.

### **Student Employment – Off Campus**

Sunday editions of the *Deseret News* or the *Salt Lake Tribune* have the largest listing of local employment opportunities in this area. You do not need to check both papers, as the classified advertising sections for both newspapers are run by the same company. You can also check on line at: <http://www.slc-classifieds.com/cs2/index.asp>

### Local Health Care Providers

If you are not feeling well, often a health care or urgent care provider can assist in your recovery. Here is a list of nearby facilities:

Urgent Care Centers	
<i>After Hours Medical Clinic</i> Mon.-Sun 9:00 a.m.-9:00 p.m.	1126 E. 12300 So. Draper, Utah 84020 801-545-0600
<i>After Hours Medical Clinic</i> Mon.-Sun 9:00 a.m.-9:00 p.m.	10464 So. Redwood Road So. Jordan, Utah 84095 801-501-0500
<i>Draper Medical Clinic</i> Mon.-Fri. 9:00 a.m.-7:00 p.m. Saturday 8:00 a.m.-Noon Sunday 9:00 a.m.-7:00 p.m.	12422 South 450 East, #A Draper, Utah 84020 801-984-0258
<i>IHC Instacare – Sandy</i> Mon.-Fri. 9:00 a.m.-9:00 p.m. Saturday 9:00 a.m.-9:00 p.m. Sunday 9:00 a.m.-9:00 p.m.	9493 South 700 East Sandy, UT 84070 801-523-2483
<i>IHC Instacare – West Jordan</i> Mon.-Fri. 8:00 a.m.-10:00 p.m. Saturday 8:00 a.m.-10:00 p.m. Sunday 8:00 a.m.-10:00 p.m.	2655 West 9000 South West Jordan, UT 84088 801-256-6399
<i>Wasatch Internal Medicine</i> Mon.-Fri. 8:30 a.m.-5:00 p.m. Saturday CLOSED Sunday CLOSED	1160 East 3900 South Salt Lake City, UT 84124 801-262-1771
Lone Peak Emergency Center Open 24 hours / 7 days a week	11800 S. State Street Draper, UT 84020 801-545-8100

Additional provider resources may be available through Student Affairs.

### Monthly UTA Bus/Train Pass

The UTA is the local public transit system incorporating both bus and light rail (TRAX) transportation. The closest TRAX station is at Sego Lily Dr. (9800 S.)

& 115 E. Buses are routed east and west along Jordan River Parkway (10600 South).

A Utah Transit Authority (UTA) monthly bus pass rates are controlled by UTA and vary, depending on local economic conditions. You can purchase your monthly student bus pass through Student Affairs. For more information on UTA, go to: <http://www.rideuta.com/>

## **Fitness - Recreation**

### **Workout Facilities**

Being healthy helps you work better, be more alert, and learn faster. As with your education, you own your health. For student housing residents, you can use the exercise facilities at the apartment complexes. There are other gyms and fitness facilities near campus.

Students are eligible for a membership at the Marv Jenson Recreation Center. The student activity fee assessed to student accounts each quarter covers membership fees. Students must complete an application during the first week of a quarter to be eligible. An application only needs to be filled out once. Memberships are valid until a student graduates or withdraws from Neumont University, or until membership usage falls below acceptable standards.

### **Jordan River Parkway**

The Jordan River Parkway, just to the east of campus, provides a walking and jogging trail.

### **River Front Park**

River Front Park, which has picnic tables and a pavilion, is located just south of campus.

### **River Front Ponds**

There are two fishing ponds located at 920 West 11200 South, which are part of approximately 22 acres of natural habitat on the west side of the Jordan River. These ponds provide angling opportunities for rainbow trout and catfish; they are stocked by the Utah Division of Wildlife Resources. The Jordan River also hosts a variety of warm water fish species. A variety of bird and waterfowl may also be seen.

### **Lunch**

Except for special occasions, *Catering by Bryce* offers a complete hot lunch during the noon hour for \$5.00. On Fridays, Lunch is provided by *Gustavo's*, a local soup and sandwich restaurant.

Students may purchase meal cards for each lunch vendor in the Student Store. During the first three weeks of each quarter, students may charge the meal cards to their student account.

There are also several lunch options in the local surrounding area both east and west of the university.

### **Student Lockers**

If you need a place to store books or other belongings during class, there are a limited number of lockers available for your use. If you see a locker you would like to use, place your own lock on it and e-mail the locker number to Student Affairs (studentaffairs@neumont.edu). Unregistered lockers will have the lock removed and the contents confiscated.

**Smoking**

A smoking kiosk is available in the southwest parking lot. Smoking is not permitted within 25 feet of a building entryway in the state of Utah.

**Footwear**

While on campus, students and staff must have on suitable footwear. Footwear must cover at least the bottom of one's foot. Socks are insufficient.

**Support for Students on Financial Aid Warning and Probation**

Students are placed on Financial Aid Warning if they do not meet Satisfactory Academic Progress (SAP). For a definition of SAP, see the Neumont University *Course Catalog*, which is available on the Neumont website and in Student Affairs.

Students on probation meet with Student Affairs during their quarter of Warning or Probation. The frequency of meetings depends on a student's status. Student Affairs works with these students to identify areas of study habits or skills weakness, to address motivation issues, to help the student access valuable academic resources, and to address other areas affecting a student's academic performance.

**University Policies**

For detailed information, please refer to the Neumont University *Course Catalog* and Appendix One of the *Student Handbook* (below).

**Housing Program**

**Resident Assistants**

Student Affairs employs Resident Assistants (RA) to ensure that your stay in housing is pleasant. They offer programs each term including day trips and social gatherings. The RAs communicate with the apartment complex management, making sure that maintenance and other issues are resolved in a timely manner. They also supervise student resident check-in and checkout, are responsible for rule enforcement, and are available on-call 24 hours a day.

Phone Numbers	
Resident Assistant On-Call	801-634-5462

### Roommate Issues

If you are having problems with your roommate, contact your Resident Assistant. If that does not resolve the conflict, speak with the Student Life Coordinator.

### Checking Out

Thirty days prior to moving out of Student Housing, you are required to notify Student Affairs. You must contact the Resident Assistant 24-hours in advance to arrange a checkout time. Depending on the condition of the unit, you may be assessed cleaning or damage-repair charges.

Consistent with the agreement you sign, you must stay in the housing program for four terms or you will lose your entire deposit. For more information, please review the Housing Rules and Regulations (available on the Neumont website and through Student Affairs).

For additional information about check-in and check-out requirements, please refer to the *Housing Rules and Regulations*.

### Shuttle Schedule

Neumont University operates a limited van service between the Campus and Student Housing. For the van schedule, please contact Student Affairs.

## ACADEMIC ADVISING

### Academic Advisement

Alice Nguyen – Student Advisement Coordinator

Room 213 / [alice.nguyen@neumont.edu](mailto:alice.nguyen@neumont.edu) / 801-302-2896

Larry Crandall – Registrar

Room 214 / [larry.crandall@Neumont.edu](mailto:larry.crandall@Neumont.edu) / 801-302-2876

### Problems / Challenges

If you are struggling in a class or have a concern, talk with your instructor first. If that conversation does not clear up the problem, contact the Dean of Students in Room 215.

### Grades / Classes

If you have questions about which classes you should take next quarter, your Grade Point Average (GPA), or how classes you have retaken affect your GPA, contact the Student Advisement Coordinator in Room 213.

## Tutoring Assistance

Neumont University provides free tutoring for all students. Tutors are hired for specific computer science courses and can offer assistance with homework assignments or with general course information. Contact information and office hours for these individuals will be provided by your instructor during class.

## Academic Privacy - FERPA Regulations

Federal law says you have control over who can see your grades, or other non-directory identifiable information. This generally means you have to give us permission to talk with your parents or spouse about your grades. There are some exceptions. They are listed in the Neumont *Course Catalog*.

You have the right to look at the educational records that Neumont University keeps on your behalf. The details of this policy are in the Neumont *Course Catalog*. If you want to see your records, send an e-mail to the university Registrar at [registrar@neumont.edu](mailto:registrar@neumont.edu).

## Add-Drop / Course Adjustment

### Purpose

During the first three days of each sprint, students are allowed to determine whether or not they want to continue in the courses they have registered for. During this time they may add or delete courses from their schedule.

During Sprint One of each quarter, this period is referred to as the Add-Drop Period. During Sprint Two, that time period is referred to as the Course Adjustment Period.

Only those courses that are on a student's schedule at the end of the Add-Drop and Course Adjustment Periods will be included on a student's academic transcript and officially recorded in CampusVue.

If a student fails to attend during the Add / Drop period a course they are registered for, they will be dropped from that course. The drop will not affect the student's rate of progress. If a student is dropped from all courses scheduled that sprint, they will be withdrawn from the university.

### Procedures

- The first three school days of each sprint constitute either the Add-Drop (Sprint One) or Course Adjustment (Sprint Two) Period. During those periods students may add and/or drop courses.
- After the close of the "Online Registration" period each quarter, all course changes are done off-line with either an Add-Drop (Sprint One) or a Course Adjustment (Sprint Two) form.

- Changes made during the Add-Drop Period or Course Adjustment Period require the instructor's signature.
- If the course a student wishes to drop begins after the regularly scheduled start of the sprint, students will have the opportunity to drop the class in question, but will not be able to add any other classes beyond the regularly scheduled course add deadline.
- There are no grade-point or rate-of-progress implications for class changes made during the Add-Drop / Course Adjustment Periods.
- Classes cannot be added after the Add-Drop / Course Adjustment Period during that sprint.

## Credit Range

### Purpose

Students who are enrolled in a 10-quarter program may register for up to 23 credits per quarter. Students who meet specific guidelines may be granted an exemption to the credit range.

### Procedure

<b>Guidelines for Credit Range Exemptions</b>	
Step One	If a student wants to register for more than 23 credits, the student must complete a Credit Range Exemption Form found on the Neumont website.
Step Two	<p>The student then submits the form to the Student Advisement Coordinator and schedules a meeting to review the request.</p> <ul style="list-style-type: none"> <li>• The form must be submitted no later than the last day of the open registration period (prior to the quarter in which the exemption would apply).</li> <li>• The meeting with the advisor must occur no later than the end of the open registration period. This deadline is intended to ensure that the Student Advisement Coordinator has adequate time to review the request and, as needed, complete paperwork for adding a course prior to the start of the quarter. <i>Note:</i> The open registration period ends during the school break. Students who will be away from the Salt Lake area during the break should initiate the exemption application process with the Student Advisement Coordinator well before the end of the quarter to ensure that the meeting occurs before the school break.</li> </ul>

Step Three	<p>The Student Advisement Coordinator will review the request and make a recommendation to the Provost.</p> <ul style="list-style-type: none"> <li>• The recommendation is based on several factors: the student’s academic record, the length of time the student has been enrolled at Neumont, the number of credits the student has earned, and the rationale for the request.</li> <li>• The Provost will make the final determination as to whether or not an exemption is granted.</li> </ul>
Step Four	<p>The Student Advisement Coordinator will notify the student via their Neumont email account of the exemption decision prior to the first day of the quarter.</p> <ul style="list-style-type: none"> <li>• If the exemption request is approved, the student must complete a Course Add/Drop Form for the additional course(s) and return it to the Student Advisement Coordinator during the Add/Drop Period. Students may submit this form when they meet with the Student Advisement Coordinator. They will only be registered for the requested course if their exemption application is granted.</li> <li>• Students who apply for the exemption and subsequently complete an Add/Drop Form will not be charged late registration or drop fees.</li> </ul>

### Exemptions

- Exemptions will be based on the following factors:
  - A student’s academic record: Students with a strong academic record, including recent term GPAs, cGPA, and Rate of Progress, may be eligible for an exemption.
  - Length of enrollment at Neumont: a student who has been enrolled at Neumont for less than one full quarter will not be eligible for an exemption. Students with longer residency may be eligible for an exemption.
  - Students who are close to the recommended number of overall program credits may be eligible for an exemption. That is, Bachelor’s students who are not close to exceeding 180 in fewer than 10 quarters may be eligible.
  - Rationale for the request: The rationale will fall into one of two categories—need-based and interest-based.
    - Need-based

- Need-based includes students who must register for a course load that exceeds 23 in order to maintain scheduled progress toward graduation. The high load in this case is the result of Neumont’s course schedule and the timeframe in which courses are offered. For example, a course may be available in the next quarter that will not be available again for some time, and, if the student did not take the course during the next quarter, their graduation could be delayed.
  - This category also includes students who anticipate the need for a lighter quarter in the future and wish to take a heavy course load now to ensure the lighter quarter does not delay their graduation. For example, a student’s wife is pregnant and is scheduled to deliver during Fall Quarter. The student wants to take a course load greater than 23 in Summer Quarter so that they may take a lighter course load Fall Quarter—when their child is scheduled to be born and when the student will likely miss school days.
  - Need-based also includes students who must register for more than 23 credits to meet Satisfactory Academic Progress in the allotted timeframe.
  - Should a student desire to lighten their academic course load as they get closer to graduation, they are advised to check with a Financial Aid advisor, as their course load may impact their loan disbursements.
  - These exemption requests have a high likelihood of being granted.
- Interest-based
    - Interest-based includes students who are academically successful at Neumont and who are interested in taking additional credits. These students have demonstrated a capacity to succeed when taking average or above-average course loads and are interested in taking one or two courses above the 23 credit range for learning purposes.
    - These exemption requests have a low-to-moderate likelihood of being granted. Students who have been

at Neumont for more than one quarter, have a cGPA of 3.0 or higher, and who are not in danger of exceeding 180 credits in fewer than 10 quarters have a higher likelihood of receiving an exemption.

- During Open Registration on the Student Portal, students may register for no more than 23 credits. Wait list courses count toward the 23 credit maximum when registering on the Portal.
  - If a student wishes to add their name to a wait list and the credits for the wait list course would cause them to exceed 23 credits (registered courses + wait list courses = greater than 23 credits), they must complete a Waitlist Credit Range Add/Drop Form for the desired wait list course(s) and submit it to the Registrar.
    - This form contains information regarding course(s) for which a student wishes to be added to the wait list, as well as the course(s) from which the student wishes to be dropped in the event they are eventually registered for the wait list course(s).
    - For example, a student registers for 20 credits and also wants to register for English Composition. The English course has a wait list. To ensure that they will be able to take a general education course the next quarter in addition to 20 other credits, the student adds a three credit Art History Course, for a total of 23 credits. They then complete a Waitlist Credit Range Add/Drop Form to have their name added to the English wait list. The Portal would not allow the student to add their name to the English wait list because it will appear that the student is registering for more than 23 credits. The wait list form, in addition to allowing a student to add their name to a wait list, also specifies that, if the student is eventually registered for the English course (moved from the wait list), the Registrar should drop the student from the Art History course. Essentially, the Art History course is the student's back-up plan. In this scenario, the student will have 23 credits at the end of the Add/Drop Period: 20 credits + Art History OR 20 credits + English Composition.

- The student's name will then be added to the wait list for the specified course. If the student is eventually registered for the wait list course, the Registrar will drop the student from another course—as specified on the Waitlist Form—and notify the student via email.
- A student who submits the Waitlist Credit Range Add/Drop Form during the Open Enrollment period will not pay late registration or drop fees.

## Academic Resources

### Library / Learning Center

The Neumont University Library is located on the 3<sup>rd</sup> floor. It houses a variety of current computer industry periodicals. Library hours are:

Monday - Friday 7:00 a.m. – 10:00 p.m.

The library is a quiet study area free of gaming and socializing. The library can be used for individual or group study.

### Online Student Resources

#### Library Collections

The majority of the NU Library collection is online and is available 24 hours from on campus as well as remote locations. The users have access to books and journal literature that offer most current, scholarly, and premium content in every subject area but more specifically in the business and Information technology fields.

The access to online databases is campus controlled by the University network whereby all licensed services require User ID and passwords. Registered users should receive this information during library orientation or in their university email account. Fill the User ID and password information when prompted and this will allow unrestricted access to the eLibrary resources.

The physical library collection is available to all Neumont students. Students are welcome to borrow library books and bring them back to the library after two weeks. Returned books should be placed on the return table and will be reshelved by the librarian.

The NU Library database webpage also has numerous links to non-computer science resources. The links are categorized according to subject. Many links have free access, whereas others may require ownership of a public library card which can be acquired for free at any public library location. Formatting guides and study skills tips can also be found on the library database webpage.

NU library has established Reserve operations on the Learning Management System (LMS) for readings and other materials that support the instructional requirements of specific courses. All students receive instructions on how to use the LMS.

### **Learning Center Administration**

The NU Learning Center Director is Lori Draper. Please feel free to contact her with your information needs via email [ldraper@neumont.edu](mailto:ldraper@neumont.edu). The Learning Center Director can provide citation training, resource credibility training, and resource acquisition guidance.

### **Learning Management System (LMS)**

The Learning Management System (LMS) is a software program used by all Neumont University classes to keep track of course materials and grades. You are expected to log into the LMS/Moodle regularly to see what assignments are due, check exam dates, and view course materials such as handouts, lecture notes, and syllabi. Many of your assignments can be uploaded as files to the LMS, eliminating the need for handing in paper copies. The LMS also allows you to view your grades and instructor feedback on each assignment.

To access the LMS, open up <http://lms.neumont.edu> in your web browser. The LMS can be accessed from any computer with an internet connection, on or off campus. Log in using your campus login name and password. Students are given their username and password at new student orientation.

If you forget your password or need help using the LMS, contact [support@neumont.edu](mailto:support@neumont.edu).

## **Academic Events**

### **Neumont University Academic Event Policy**

Students should review their class syllabi and instructor communications regarding participation policies in individual courses.

Instructors may require documentation to substantiate the validity of an absence. The instructor, to ensure the integrity of the assessment, may alter make-up tests, quizzes, and exams from the original format. Instructors will proctor make-up assessments at their convenience.

For purposes of academic development and assessment, your instructor may impose more stringent attendance policies, which are in addition to this institutional policy.

### **Excessive Absences**

Academic events are important at Neumont University as many of the courses require collaborative learning activities among groups. Students with poor participation may be subject to removal from a course. Neumont

University uses academic events rather than daily attendance to monitor student activity in classes.

An academic event is an activity done by a student for a specific course, such as attendance, an assignment, an online quiz, in-class participation, etc. An Academic Reporting Period (ARP) is the basic reporting period for the Neumont Academic Event policy. The ARP is one calendar week in which a minimum of three days of classes are taught.

Any student who misses two academic event periods for a course will be removed from the course. A student removed from a course due to violation of this policy will receive a "WU" grade for the course that quarter. The "WU" grade is equivalent to an "F."

## Academic Honesty

For information on Neumont University's Academic Honesty Policy, please refer to *Appendix One*.

## In-Class Laptop Usage Policy

### Policy

During all Neumont University courses, the instructor will control the use of student laptops. At the start of each course, students will begin with their laptops completely **down**. The instructor will determine when the students in a course can use their laptops.

### Rationale

Over the years it has become very apparent that the laptop is both a tool for learning and a tool for failing a course. Neumont University's philosophy on education focuses on students being actively engaged in each course. This belief centers on students having a "*presence*" in each enrolled course. This "*presence*" involves much more than being in attendance in an actual class. It means actively listening, taking notes, contributing to class discussions, and generally, being actively involved in a class on a daily basis. Unfortunately, student use of the laptops at inopportune times in a class has deviated from this philosophy and has detracted from learning.

### Implementation

The implementation of this policy will be consistent with each faculty member and each course. Both full time and adjunct instructors will administer this policy. Instructors will provide any additional documentation, notes, sample code, etc. which will alleviate the need for extensive typing. Students will still be able to take notes on a tablet. This process will allow students to have a greater "*presence*" in the class so they can focus on the course lecture, activity, or discussion. Each instructor will give adequate "laptop time" in a class session and will need to be consistent in enforcing the penalty.

### Possible Penalty

- 1<sup>st</sup> Offense: 5% overall grade drop
- 2<sup>nd</sup> Offense: 15% overall grade drop
- 3<sup>rd</sup> Offense: 25% overall grade drop

### Example

A person who earned a grade of 94% at the end of the quarter and had 2 laptop penalties would finish with a grade of: 74%.

## Academic Assessment

### Calculating your Grade Point Average (GPA)

Your term GPA is calculated by dividing the total points earned that quarter by the total credits attempted for that quarter.

GRADE	POINTS
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F (FAIL)	0.0
P (PASS)	N/A
TR (transfer)	N/A
TO (Test-out)	N/A
W	N/A
WF	0.0
WU	0.0
WS	N/A
AUD	N/A
INC	N/A

CLASS A	CLASS CREDITS B	GRADE C	GRADE POINTS EARNED D	CLASS GRADE POINTS E=B*D
Information Modeling I	3.5	B	3	10.5
Relational Databases I	3.5	A	4	14
Algorithms	3.5	A-	3.7	12.95
<b>Total</b>	<b>10.5</b>		<b>37.45</b>	<b>3.57</b>

Your Cumulative GPA is figured the same way, using all of the grades from all of your classes.

### Satisfactory Academic Progress (SAP)

For a detailed description of Satisfactory Academic Progress standards, please see the *2011 Course Catalog Addendum*.

### Grade Appeal Policy

Please refer to the complete Grade Appeal Policy located in *Appendix Two* at the end of the *Student Handbook*.

### Graduation Analysis

Upon request, Alice Nguyen or Larry Crandall can meet with you regarding where you are at in your educational program. This analysis assists the student with which general education requirements may be lacking or which transfer credits have been accepted. It allows the student to get a snapshot of what courses need to be taken to fulfill requirements towards degree attainment.

## Special Circumstances Withdrawal / Dismissal Policies

The University reserves the right to suspend or dismiss any student at any time when such action is deemed to be in the best interest of the student or the student body. Dismissal may be the result of misconduct; poor academic performance – even when the student has met Satisfactory Academic Progress requirements – or in response to other compelling indications that a student may not be successful at Neumont; a student is deemed mentally or medically unfit for school enrollment; or due to other factors that warrant separating a student from school.

A student may elect to withdraw from Neumont University at any time. The student begins that process by contacting the Office of the Registrar. Periodically, there are special circumstances under which a student may withdraw from Neumont. They include:

- Involuntary Withdrawal
- Service Withdrawal
- Short-Term Withdrawal

### Involuntary Withdrawal

Students may request an Involuntary Withdrawal from Neumont if they are unable to attend school and unable to complete required coursework as the result of an unpredictable extenuating circumstance(s) such as: serious illness or injury; death of a close relative or partner; debilitating situation (e.g. house fire).

Contact the Dean of Students for more details

### Service Withdrawal

Neumont students have the option to officially withdraw from school, with special privileges, to serve their community. The terms for this status are as follows:

- You do not need to re-apply for admission to Neumont so long as you return to school the quarter indicated on this application. If you currently have a Neumont scholarship, your scholarship award will resume when you return to classes, so long as you return during the quarter indicated on this application.
- Prior to re-enrolling, you must provide official verification from your service supervisor that you have completed your term of service.
- When you return, you will enroll under the *Course Catalog* in place at the time of re-enrollment. Please note, program requirements may change during your absence and some credits may not transfer from the previous program.

### Short Term Withdrawal Policy

Occasionally, it becomes necessary for students to take a quarter off from school for financial and/or personal reasons. Students should be allowed to re-enter their current undergraduate academic program without delays or hurdles subject to the following requirements:

- Student is within 36 credits of meeting graduation requirements
- Student is meeting satisfactory academic progress
- Student has no judicial or academic misconducts on file
- The student will have the ability to complete required courses in his/her current academic program\*
- Student meets all financial aid requirements
- Student withdraws for only one quarter

\*As Neumont offers new academic programs and changes courses, it is difficult to offer students in older programs each of these required courses. Courses are updated, eliminated, and requirements change from program to

program. Students who are currently enrolled in the undergraduate program will be guaranteed each required course or an equivalent option(s). Students who withdraw from school will not be afforded this same opportunity and may be required to re-enroll in the current academic program.

Students meeting these requirements will not have to reenroll and will be reinstated as a student with all the rights and privileges of other Neumont University students.

If a student meets each of the above requirements other than the credit requirement, that student will not have to reenroll. He or she will simply sign a new enrollment agreement.

Students who do not meet these requirements will be subject to reapply and then reenroll under the enrollment agreement in place at the time of a student's reenrollment. The student will be subject to the prevailing tuition, fees, and academic requirements of this enrollment agreement.

Students who withdraw from Neumont University may be required to return their laptop at the time of the withdrawal.

## Transfer Credit Policy

Students enrolled in an undergraduate Neumont University program, which have academic credit from other colleges or organizations, may transfer those credits to Neumont under the following conditions:

- Be from an accredited post-secondary school or credit-granting organization
- Derived from courses that are academically focused and non-trade oriented
- Come from an official transcript
- Pass/Fail courses are not acceptable

Transfer credits must be presented to the Registrar prior to the start of the student's second quarter at Neumont. Any student receiving Veterans Administration educational benefits must submit transcripts covering all previous higher education credits.

## Transferable Courses

Transfer credits of grade "C" or higher are awarded in two categories, in fulfillment of a required course, or as an elective.

Required courses which may be transferable to Neumont			
ALL PROGRAMS			
BUS101	Personal Finance	MAT105	College Algebra
FAC120	Spoken Communications	MAT150	Trigonometry
HUM121	English Composition	MAT250	Calculus
HUM150	Logic	PSC220	Intro to Physics
HUM221	Intermediate English Comp.	SSC271	American Government
HUM305	Ethics		
Social Science Group - Choose One		Science Group – Choose One	
SSC310	American Legal System	PSC115	Introduction to Biology
SSC320	Group Dynamics	PSC201	Astronomy
SSC350	Intellectual Property	PSC210	Environmental Studies
		PSC230	Introduction to Chemistry
BSCS		BSTM	
MAT210	Linear Algebra	BUS201	Intro to Economics
MAT305	Problem Solving	BUS230	Marketing Management
MAT320	Numerical Analysis	BUS290	Business Fundamentals
MAT410	Discrete Structures	HUM115	Technical Communications
		MAT260	Statistics
BSWD		BSGD	
FAC101	Art Appreciation	MAT210	Linear Algebra
FAC140	Elements of Design		

Elective transfer credits and final credit determinations are made by the Registrar, upon examination of the course from the issuing school.

### International Baccalaureate Policy

Neumont University recognizes the International Baccalaureate (IB) Program and awards credit for scores of a 5, 6, or 7 on Higher Level Exams. To receive credit for Higher Level Exams, students must request the IB Organization to send scores directly to the Registrar at Neumont University.

Neumont University may award credits as follows:

IB Exams	Required Score	Neumont University Category	NU Credits
Biology	5, 6, or 7	Elective	3
Business and Management	5, 6, or 7	Required Course: BUS290 Business Fundamentals	3
Calculators	5, 6, or 7	Elective	3
CAS	N/A	N/A	
Chemistry	5, 6, or 7	Elective	3
Classical Languages	5, 6, or 7	Elective	3
Computer Science	N/A	N/A	N/A
Dance	5, 6, or 7	Elective	3
Design Technology	5, 6, or 7	Elective	3
Economics	5, 6, or 7	Required Course: BUS201 Intro to Economics	3
English - Language A1	5, 6 or 7	Required Course HUM121: English Composition	3
Environmental Systems	5, 6, or 7	Elective	3
Film	5, 6, or 7	Elective	3
Geography	5, 6, or 7	Elective	3
History	5, 6, or 7	Elective	3
Islamic History	5, 6, or 7	Elective	3
ITGS	5, 6, or 7	Elective	3
Language A1	5, 6, or 7	Elective	3
Language A2	5, 6, or 7	Elective	3
Language ab initio	5, 6, or 7	Elective	3
Language B	5, 6, or 7	Elective	3
Mathematics HL	6 or 7	Required Course: MAT150: Trigonometry	3
Mathematics HL	6 or 7	Required Course: MAT250: Calculus	3
Mathematics HL with Additional Topic 9	6 or 7	Required Course: MAT110: Sets, Probabilities and Number Systems	3
Music	5, 6, or 7	Elective	3
Philosophy	5, 6, or 7	Elective	3
Physics	5, 6, or 7	Required Course: PSC220 Intro to Physics	3
Psychology	5, 6, or 7	Elective	3
Standard Level Exams	N/A	N/A	3
Social and Cultural Anthropology	5, 6, or 7	Elective	3
Sports, Exercise and Health Science	5, 6, or 7	Elective	3
Theatre	5, 6, or 7	Elective	3
Theory of Knowledge	5, 6, or 7	Elective	3
Visual Arts	5, 6, or 7	Elective	3
World Religions	5, 6, or 7	Elective	3

### Military Transfer Credit Policy

Neumont University will evaluate military experience for university credit, based upon the *Army / ACE Registry Transcript System (AARTS)* and the *Sailor / Marine / ACE Registry Transcript (SMART)* systems.

AARTS transcripts are available to regular Army enlisted soldiers and veterans, as well as active duty Army National Guard personnel and reservists. SMART transcripts supply similar information for active duty Sailors and Marines, enlisted and officers, reserve component personnel, and separated or retired Sailors and Marines.

Only courses, training, or military experience that fulfills Neumont University General Education requirement categories will be evaluated from official AARTS or SMART transcripts.

Official Transcript requests can be made by contacting:

<p><b>AARTS</b>          Operations Manager          AARTS Operations Center          415 McPherson Avenue          Ft. Leavenworth, KS 66027-1373          866-297-4427 <a href="http://aarts.army.mil">http://aarts.army.mil</a></p>	<p><b>SMART</b>          SMART Operations          NETPDTC, N2          6490 Saufley Field Road          Pensacola, FL 32509-5223          877-253-7122  <a href="http://smart.cnet.navy.mil">http://smart.cnet.navy.mil</a></p>
--	--

### Advanced Placement Policy

- A Minimum of a "3" AP grade is required for any Neumont University transfer credit.
- Three Neumont University elective General Education credits will be granted for each Advanced Placement examination listed below.
- The following AP examinations, with grades of 3, 4, or 5, meet a required General Education course requirement.

<b>Neumont Elective Course Credits                      from                      AP Examination Scores 3 / 4 / 5</b>
Comparative Government and Politics European History Human Geography Economics: Micro Psychology United States History World History
Art History Music Theory Studio Art: Drawing
English Literature and Composition

Chinese Language and Culture  
 French Language  
 German Language  
 Japanese Language and Culture  
 Latin: Vergil  
 Spanish Language  
 Spanish Literature

AP Examination Scores 3 / 4 / 5 - Equivalent to the following Neumont course		
Biology	PSC115	Introduction to Biology
Calculus AB or Calculus BC (must have 4 or 5)	MAT250	Calculus
Chemistry	PSC230	Introduction to Chemistry
Computer Science A	CSC110	Introduction to Computer Science
Economics: Macro	BUS201	Intro to Economics (for students enrolled in the BSTM only)
English Language and Composition	HUM121	English Composition
Environmental Science	PSC210	Environmental Studies
Physics B	PSC220	Intro to Physics
Statistics (must have 4 or 5)	MAT260	Statistics (for students enrolled in the BSTM only)
United States Government and Politics	SSC271	American Government

## Course Equivalency Examinations

### Policy

Neumont students who possess knowledge and skills related to specific classes are given the opportunity to demonstrate those skills in Course Equivalency Examinations. This allows students to continue with their course of study without having to take a class they do not need. Students wishing to apply for a Course Equivalency Exam should contact the Registrar.

### Course Equivalency Examinations

- All Course Equivalency Examinations (CEE) must occur in the first four quarters of a student's program. This will give students time to plan their schedules accordingly.

- Students who successfully pass the CEE will be given full credit for the class, but no grade is given. A CEE does not affect the students Grade Point Average, but does count on their Rate of Progress.
- Students can challenge a class, if they have not previously taken that class. Attending the class for even one session constitutes having taken the course for purposes of the CEE.
- Students must score at least 90 percent to have successfully completed the following Neumont University CEE's:
  - CSC110 Introduction to Computer Science
  - CSC120 Topics in Computer Science
  - DBT130 Databases I
  - DBT230 Databases II
  - HUM150 Logic
  - MAT110 Sets, Probability, and Number Systems
  - MAT150 Trigonometry
  - MAT250 Calculus

### Basic Course Exemption

Students who have earned a Bachelor's or Master's degree prior to enrolling at Neumont University will receive transfer credit, but no grade, for the following Neumont Courses:

- HUM105 The Art and Science of Success
- FAC105 Leadership and Problem Solving in Industry

### Standard Course Final Examination Dates

All students are required to take final examinations on the day designated by the instructor. Exceptions to this policy are limited to the death of an immediate family member or illness or injury requiring hospitalization or quarantine.

Prior approval for such exemption may be requested of the Provost or Vice President of Academic Affairs by the instructor. Should approval be granted for a non-standard final examination, the instructor will give the student an examination that is "significantly different" from the regularly-scheduled exam. Prior to the final examination, the instructor will give copies of both the standard and non-standard exams to the Provost for review.

## INFORMATION TECHNOLOGY

### Your Neumont Computer

#### Lenovo ThinkPad

While you are here at Neumont University, you will use a Lenovo (IBM) ThinkPad. This laptop computer is among the best of its kind available. It is loaded with the very latest software to make your job as a student easier.

### Wireless

While at Neumont, you are wirelessly connected to the internet and your Neumont student account. Most of your assignments, projects, and exams will come to you through the Learning Management System (LMS).

### Optimum Operation

The best way to keep your Neumont computer running effectively is by following operational guidelines established by our Information Technology (IT) department.

### Acceptable Use Policy

As with any professional organization, there are things you can and cannot do with your Neumont laptop. As a Neumont student, you signed an *Acceptable Use Policy* that specifies conduct relating to the Neumont computer.

### Network Files / Folders Limits

Each student is assigned 700 MB file storage space on the STUDENTFILES server at Neumont. This server is on the NUSTUDENT domain. When a student reaches 90% of storage capacity, a warning will be issued to allow the student to manage their storage space.

The 700 MB per user quota is valid even when a student places files in a general location for all students to use. In other words, a student who creates a folder for their team and populates the folder with 100 MB of files will have used 100 MB towards their quota. Therefore, it is best to have all members of the team contribute files to a shared folder.

### Folder Access

To access an individual user folder, please type the location into a browser or Windows(TM) file Explorer using the following syntax: \\SERVERNAME\user\cohort1-x\full student name. An example would be: \\STUDENTFILES\user\cohort1\john doe. Only the folder's owner has access to the folder.

### General Storage Space

Additionally, general file storage space (for student groups and teams) is available in the following location: \\STUDENTFILES\files\. Utilities such as SDK's and drivers may be found in the following location: \\STUDENTFILES\files\utilities.

### Access to the LMS

Students must have a login and password to access the Learning Management System.

- The username to access the LMS is the student's e-mail address (i.e., [john.doe@student.neumont.edu](mailto:john.doe@student.neumont.edu)).
- The password is provided during student orientation.
- If a password has not been assigned (or if there are difficulties logging in), please send an e-mail request to [support@neumont.edu](mailto:support@neumont.edu) and assistance will be provided.
- The URL for the LMS is <http://lms.neumont.edu>.

### Web Access for E-mail

University e-mail may be accessed through a web-browser at the following address: <https://student.Neumont.edu/exchange>.

- The username will be the same as the Windows(TM)-based login which students use to access their Windows(TM) operating system (i.e. "jdoe").
- The password is the same as the Windows-based login.
- If your internet browser tries to "auto-complete" the login, please delete all information from the "username" and "password" fields and enter your own information.

### Technical Support

**Please send all questions / comments to [support@neumont.edu](mailto:support@neumont.edu).**

If you have a problem with your Neumont laptop, please send an e-mail to [support@neumont.edu](mailto:support@neumont.edu). Most likely, the IT department will have encountered the issue before and will give you recommendations via e-mail how to fix it.

If the instructions are unable to help, please make arrangements to visit the IT department to have the computer looked at more closely. The IT Department is located on the third floor (Room 303).

Please contact IT services **via e-mail before** visiting the IT office.

Hours of Operation: Monday – Friday / 8 a.m. – 5 p.m.

### Neumont University IT Fun Facts

- Our wireless network uses over 80 access points!
- Neumont University has one of the densest (closely distributed) wireless deployments in Utah.
- Almost every square foot of space at Neumont operates at 54 Mb/s on the wireless 'A' band.
- Our servers contain over 30 Terabytes of storage space.
- The university switching fabric operates at 32 GB/sec.
- Students print more than 4,000 pages per month.
- We are a 'Mobile U' with several hundred laptops in use across our wireless network!

### Printers

Additional printers may be added to a student's list of available printers.

- Use the "Add Printer Wizard" from the "Printers and Faxes" menu.
- Please choose "A Network Printer" from the list of printers available
- Select "Find a printer..." followed by "Find Now" in order to locate all printers available for the student domain.
- Select a printer from the list by double-clicking the name of the printer and then follow the instructions for completing installation.

### Local Internet Service Providers (ISPs)

- Comcast Cable and Broadband: 1-888-266-2278
  - Availability: <https://www.comcast.com/Localization/default.asp?Referer=/Buyflow/default.ashx>
- Earthlink DSL: 1-888-829-8466
  - Availability: <http://www.earthlink.com/highspeed/>
- Qwest DSL: 1-800-244-1111
  - Availability: <http://www.qwest.com/residential/internet/index.html>
- XMission DSL: 1-877-964-7746
  - Info: <http://www.xmission.com/personal/index.html>
- Ygnition DSL: 1-866-876-3278
  - Info: <http://www.ygnition.com/residential-serviceplans.htm>

## FINANCIAL AID

### Funding Sources

Apply for federal programs at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Programs are awarded based on financial need, credit, and availability.

- Pell Grants – Based on financial need. This grant does not have to be repaid. Awards range from \$400 - \$4731 per academic year.
- Supplemental Educational Opportunity Grants (SEOG) – Awarded to 0 EFC Pell recipients as funds are available.
- Stafford Loans – Both subsidized and unsubsidized. Fixed interest rate. Repayment begins six months after graduation or withdrawal.
- PLUS program – Parents borrow on behalf of their dependent child. Fixed interest rate. Credit requirements.

### Additional funding sources

- Alternative Loans – May be applied for at SallieMae.com, WellsFargo.com, or MACU.com (Mountain America Credit Union). Credit requirements apply. Interest rates based on credit profile. Utilizing a co-borrower may significantly reduce interest rates. Available for educational expenses including tuition, fees,

and books that were not covered by Federal programs in addition to room, board, and transportation. Neumont University encourages students and their families to borrow prudently to reduce their total loan indebtedness upon graduation.

- Tuition Options (TO) – For students with “unmet need” for tuition, fees, and books; this program carries an 8% interest rate with monthly payments that begin immediately. Approval on an individual basis.

### Award Years

Each academic and financial aid year is three (3) quarters. You must re-apply for your Stafford, PLUS, Signature, or other loans each financial year. Please do this during the middle of your third, sixth, and ninth quarters to ensure that your financial aid is in place before the start of the next financial year. Example – A student beginning in July will repackage (repack) their financial aid for the following April quarter. You should begin the process in January. This is the same time you will need to complete your new year FAFSA.

Pell Grant years are from July 1 to June 30. Every student must re-apply for their Pell grants as soon as they complete Federal Income Tax return form 1040 each spring. Apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

### Receiving your Funds

Disbursements of funds are done electronically. Each program has its own specific disbursement requirements. Continued funding is based on Satisfactory Academic Progress. Financial aid funds, although received and posted to your account, are earned on a daily pro-rata basis. They are not fully earned until after the seventh week of the quarter. Funds that are on your account beyond tuition, fees, and books are reimbursed per request after week seven.

### Funding Advances

Students may request an advance of up to half of their projected credit balance by completing a “Student Request For Advance” form located on the Campus Portal and submitting it to the Financial Aid Office after the Add/Drop period. Requests for advances received by noon on Wednesday of each week will be available by close of business on Friday, when possible.

### Getting Answers

Financing your education at Neumont University is unique to you and you alone. No two students and their families have the same questions, needs, and financial situations. The Financial Aid staff looks forward to assisting you individually to smooth the application process and answer your questions. Appointments are available at your convenience so we may provide the highest level of customer service to you without interruption.

This is a VERY brief overview. For more detailed information, visit [www.studentaid.ed.gov](http://www.studentaid.ed.gov). Also, The Student Guide from the U.S. Department of Education is available from the Financial Aid Department.

### Financial Aid Calendar

Feb – April each year. After completing your Federal Income Tax Return, complete a new FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

During your third, sixth, and ninth quarters, re-apply for your student loans and other financing.

## QUARTERLY EVENTS

### Week One Done Celebration

This event takes place during the first week after the start of each quarter. Food, games and fun are organized for you to meet your instructors, advisors, advocates, and colleagues.

## APPENDIX ONE / STUDENT CODE OF CONDUCT

### ARTICLE I: DEFINITIONS

- A. The term University means Neumont University.
- B. The term “student” includes all persons taking courses at the University, either full-time or part-time, pursuing undergraduate or graduate studies. Persons who withdraw after allegedly violating the Student Code, who are not officially enrolled for a particular term but who have a continuing relationship with the University or who have been notified of their acceptance for admission are considered “students” as are persons who are living in Neumont’s coordinated housing program, although not enrolled in the institution. The Student Code does apply at all University premises, including facilities and premises used by Neumont to house students.
- C. The term “faculty member” means any person hired by the University to conduct classroom or teaching activities or who is otherwise considered by the University to be a member of its faculty.
- D. The term “university official” includes any person employed by the university, performing assigned administrative or professional responsibilities.
- E. The term “member of the university community” includes any person who is a student, faculty member, university official or any other person employed by the University. A person’s status in a particular situation shall be determined by the Dean of Students or his/her designee.
- F. The term “university premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the university, including facilities and premises used by Neumont to house students.
- G. The term “organization” means any number of persons who have complied with the formal requirements for university recognition.
- H. The term “Student Conduct Administrator” means a university official authorized on a case-by-case basis by the Dean of Students to impose sanctions upon any student(s) found to have violated the Student Code. The Dean of Students may authorize a Student Conduct Administrator to serve simultaneously as a Student Conduct Administrator and the sole member of what is referred herein as the “conduct board.” The Dean of Students may authorize the same Student Conduct Administrator to impose sanctions in all cases. The Dean of Students may solely serve as the Student Conduct Administrator and the Student Conduct Board. Student Conduct Board does not imply that this is a process that necessarily involves more than one hearing officer. The hearing officer may himself or herself be the entire board.
- I. The term “Appeal Committee” means any person or persons authorized by the Dean of Students to consider an appeal from a Student Conduct

Administrator's determination as to whether a student has violated the Student Code or from the sanctions imposed by the Student Conduct Administrator.

- J. The term "shall" is used in the imperative sense.
- K. The term "may" is used in the permissive sense.
- L. The Dean of Students is that person designated by the university president to be responsible for the administration of the Student Code.
- M. The term "policy" means the written regulations of the university as found in, but not limited to, the Student Code, *Housing Rules and Regulations*, the university web page and computer use policy, (acceptable use policy), instructions given by an instructor in writing or verbally, and in a *Course Catalog*.
- N. The term "cheating" includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the university faculty or staff; (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion; (5) unauthorized file sharing (authorized file sharing guidelines for a class are defined by the instructor); copying work or allowing work to be copied in whole or in part through any means (electronic copy, printed copy, manually-created copy, etc.); (6) collaboration beyond the scope that is allowed by the instructor; (7) using deceit to gain academic credit; plagiarism.

Although it is useful to discuss possible solutions with others, it is critical that everyone do their own work and write their own code so they can come to a full understanding of course topics. Each student is responsible for doing each assignment on their own unless the assignment is specifically given as group work. Students may not share solutions or source code in any way, including (but not limited to) the following examples:

- Writing code for another student
- Submitting someone else's work as their own
- Copying another's work or allowing their work to be copied by anyone else
- Showing a completed solution to other students as a tutoring tool

The preceding list is not exhaustive. Assignments should be considered individual work and be completed entirely on one's own unless the instructor explicitly permits collaboration.

Academic misconduct also includes submitting a partially complete or complete Moodle/Learning Management System quiz/exam from any location other than the designated classroom, unless the instructor has given permission to do so. Submitting or resubmitting a quiz/exam after the designated time period will be considered academic misconduct.

- O. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. While students may reference code created by others as a learning tool, they may not copy code in their assignments. Identical or essentially identical submissions of code will be considered the product of academic misconduct (unless the assignment is explicitly defined as a group assignment for which identical submissions are permissible).
- P. The term “work” includes, but is not limited to, class assignments, exams, project team original documents, and code.
- Q. The term “Complainant” means any person who submits a charge alleging that a student violated this Student Code. When a student believes that s/he has been a victim of another student’s misconduct, the student who believes s/he has been a victim will have the same rights under this Student Code as are provided to the Complainant, even if another member of the university community submitted the charge itself.
- R. The term “Accused Student” means any student accused of violating this Student Code.

## **ARTICLE II: STUDENT CODE AUTHORITY**

- A. The Student Conduct Administrator shall determine the composition of the Appeal Committee and determine which Student Conduct Board, Student Conduct Administrator and Appeal Committee shall be authorized to hear each matter.
- B. The Dean of Students shall develop policies for the administration of the student conduct system and procedural rules for the conduct of Student Conduct Administrator Hearings that are not inconsistent with provisions of the Student Code.
- C. Decisions made by a Student Conduct Administrator and/or Student Conduct Administrator shall be final, pending the normal appeal process.

## **ARTICLE III: PRESCRIBED CONDUCT**

### **A. Jurisdiction of the University Student Code**

The University Student Code shall apply to conduct that occurs on university premises, at university-sponsored activities, facilities and premises used by Neumont to house students, and to off-campus conduct that adversely affects the university community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The

Student Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. The Dean of Students shall decide whether the Student Code shall be applied to conduct occurring off campus, on a case by case basis, in his/her sole discretion.

## B. Conduct—Rules and Regulations

Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in Articles III and IV:

### I. Acts of academic dishonesty

- a. Cheating, plagiarism, or other forms of academic dishonesty (see definitions in Article I, Sections N through P).
  - b. Pre-determined (prescribed) sanctions for acts of academic dishonesty typically are:
    - i. 1<sup>st</sup> Violation:
      1. Score of 0 on assessment
      2. Judicial probation until graduation
      3. 10 hours of community service
    - ii. 2<sup>nd</sup> Violation:
      1. Student is removed from all current courses for the remainder of the quarter with F grades.
      2. Student must have interview and be cleared by the Provost to be able to return to normal class schedule for the next quarter.
      3. 20 hours of community service
    - iii. 3<sup>rd</sup> Violation:
      1. Student is permanently dismissed from school.
  - c. Each act of academic dishonesty will be considered a separate violation, regardless of the date of the occurrence. In the event of multiple violations, the violations will be considered separate, regardless of other proceedings. A student may receive consequences for a first, second, and third violation in immediate succession if held responsible for three violations. This Student Code is the official notification to students of the prescribed sanctions for committing acts of academic dishonesty.
  - d. Community service hours may be reduced or waived for Accused Students who admit responsibility for acts of academic dishonesty.
  - e. Sanctions other than those outlined above may be imposed at the discretion of the Student Conduct Administrator.
2. Furnishing false information to any university official, faculty member, or office.

3. Forgery, alteration, or misuse of any university document, record, or instrument of identification.
4. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other university activities, including its public service functions on or off campus, or of other authorized non-university activities when the conduct occurs on university premises.
5. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the mental and/or physical health or safety of any person. "Bullying" will be met with severe punishment. Apathy or acquiescence on the part of witnesses in the presence of abuse, harassment, "bullying," threats, and/or coercion is not a neutral act; it is a violation of this rule. Witnesses should immediately report incidents to Student Affairs.
6. Discrimination of a person or persons based on race/ethnicity, color, national origin, sex, sexual orientation, disability, veteran status, or age.
7. Sexual misconduct, which includes, but is not limited to:
  - a. Any sexual act that occurs without the consent of an individual, or when an individual is unable to give consent.
  - b. Obscene or indecent behavior, which includes, but is not limited to, exposure of one's sexual organs or the display of sexual behavior or images that would reasonably be offensive to others.
  - c. Conduct of a sexual nature that creates an intimidating, hostile, or offensive campus, educational, or working environment for another person(s). This includes unwanted, unwelcome, inappropriate or irrelevant sexual or gender-based activities or comments.
8. Attempted or actual theft of and/or damage to property of the university or property of a member of the university community or other personal or public property, on or off campus.
9. Hazing, defined as an act which endangers the mental and/or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence on the part of witnesses in the presence of hazing is not a neutral act; it is a violation of this rule. Witnesses should immediately report incidents to Student Affairs.
10. Failure to comply with directions of university officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
11. Unauthorized possession, duplication or use of keys to any university premises, including the facilities or premises used by Neumont to house students, or unauthorized entry to or use of university

- premises, including the facilities or premises used by Neumont to house students.
12. Violation of any university policy, rule, or regulation published in hard copy or available electronically on the university website.
  13. Violation of any federal, state or local law.
  14. Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law. In response to violations of this policy, Neumont may notify parents of any person under the age of twenty-one (21) years of age or the parents of any person where allowed by the Family Education Rights and Privacy Act (FERPA).
  15. Use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly permitted by university regulations), or public intoxication, on university premises, including the facilities or premises used by Neumont to house students. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age. In response to violations of this policy, Neumont may notify parents of any person under the age of twenty-one (21) years of age or the parents of any person where allowed by the Family Education Rights and Privacy Act (FERPA). Violations may result in the following sanctions:
    - a. A fine in the amount of \$25, \$50, or \$100. The amount of the fine is based on the severity of the violation, previous violations, and other circumstances, and is determined by the Student Conduct Administrator. The fine may be waived in exchange for unpaid community service performed by the student, under the direction of the Dean of Students, traded at the rate of two hours of service per \$5.00.
    - b. Mandatory attendance at an alcohol/drug awareness workshop. The cost of the workshop is \$10 and is separate from the aforementioned fine. The cost of the workshop may be waived in exchange for four hours of unpaid community service performed by the student under the direction of the Dean of Students.
    - c. Completion of community service and/or an essay that addresses topics relevant to the violation.
  16. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on university premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others. Violations may result in the following sanctions:
    - a. A fine in the amount of \$25, \$50, or \$100. The amount of the fine is based on the severity of the violation, previous violations, and other circumstances, and is determined by the Student Conduct Administrator. The fine may be waived in exchange for

unpaid community service performed by the student, under the direction of the Dean of Students, traded at the rate of two hours of service per \$5.00.

17. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the university and/or infringes on the rights of other members of the university community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
18. Obstruction of the free flow of pedestrian or vehicular traffic on university premises or at university sponsored or supervised functions.
19. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on university premises or at functions sponsored by, or participated in by, the university or members of the academic community. Disorderly Conduct includes but is not limited to: Any unauthorized use of electronic or other devices to make an audio or video record of any person while on university premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a restroom.
20. Violations of the *Housing Rules and Regulations* (available in Student Affairs).
21. Failure to provide accurate information on the Neumont University Application for Admission.
22. Copyright infringement:
 

The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or reproductions of copyrighted material; the person using a copy machine or other tool on university premises is liable for any infringement.

Under this law, unlawful copying of text books, music, software or other copyrighted material is prohibited. Neumont University expects students, faculty and staff to abide by this law.

All students are expected to purchase their own copy of a text book. Anyone found violating this policy may be subject to criminal prosecution in a federal court; additionally, a student's enrollment at the university may be terminated, or lesser sanctions implemented, in response to copyright policy violations.
23. Theft or other abuse of computer facilities and resources. See the Acceptable Use Policy for a more comprehensive list of computer-related requirements. Abuse of computer resources include, but are not limited to:
  - a. Unauthorized entry into a file, computer, or network, to use, read, or change the contents, or for any other purpose.

- b. Unauthorized transfer of a file.
  - c. Use of another individual's identification and/or password.
  - d. Use of computing facilities and resources to interfere with the work of another student, faculty member or university official.
  - e. Use of computing facilities and resources to send obscene or abusive messages.
  - f. Use of computing facilities and resources to interfere with normal operation of the university computing system.
  - g. Use of computing facilities and resources in violation of copyright laws.
  - h. Any violation of the university Acceptable Use Policy.
24. Abuse of the Student Conduct System, including but not limited to:
- a. Failure to obey the notice from a Student Conduct Administrator or university official to appear for a meeting or hearing as part of the Student Conduct System.
  - b. Falsification, distortion, or misrepresentation of information before a Student Conduct Administrator.
  - c. Disruption or interference with the orderly conduct of a Student Conduct proceeding.
  - d. Institution of a student conduct code proceeding in bad faith.
  - e. Attempting to discourage an individual's proper participation in, or use of, the student conduct system.
  - f. Attempting to influence the impartiality of a member of a Student Conduct Board prior to, and/or during the course of, the Student Conduct proceeding.
  - g. Harassment (verbal or physical) and/or intimidation of a staff member or student who files a complaint or is otherwise involved in the student conduct process, or a Student Conduct Administrator, prior to, during, and/or after a student conduct code proceeding.
  - h. Failure to comply with the sanction(s) imposed by the Student Conduct Administrator.
  - i. Influencing or attempting to influence another person to commit an abuse of the student conduct code system.
25. Students are required to engage in responsible social conduct that reflects credit upon the university community and to model good citizenship in any community.

### C. Violation of Law and University Discipline

- 1. University disciplinary proceedings may be instituted against a student charged with conduct that potentially violates either criminal law or this Student Code (that is, if both possible violations result from the same factual situation), or both, without regard to the pendency of

- civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Dean of Students. Determinations made or sanctions imposed under this Student Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of University rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.
2. When a student is charged by federal, state, or local authorities with a violation of law, the university will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Student Code, the university may advise off-campus authorities of the existence of the Student Code and of how such matters are typically handled within the university community. The university will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus, and facilities and premises used by the university to house students, and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the university community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

## **ARTICLE IV: STUDENT CONDUCT CODE PROCEDURES**

### **A. Charges and Student Conduct Administrator Hearings**

1. Any member of the university community may file a complaint against a student for violations of the Student Code. A complaint shall be prepared in writing and directed to the Dean of Students. Any charge should be submitted as soon as possible after the event takes place, preferably within 48 hours.
2. An Acknowledgement of Complaint form will be sent to the Accused Student. This form presents the charge(s) for the Accused Student. The form requires the Accused Student to either admit responsibility for the charge(s) or to deny responsibility for the charge(s) and request a Student Conduct Administrator Hearing. Accused Students who deny responsibility are entitled to a hearing. The form must be completed and returned to the sender no later than 48 hours after it is emailed to the student. This form will be sent to the student's Neumont University email address and other email addresses on file. Failure to return the form within the timeframe specified on the form will result in the loss of the student's right to a hearing.
3. The Dean of Students or a Student Conduct Administrator may conduct an investigation to determine if the charges have merit

and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Dean of Students. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by mutual consent, the Dean of Students may later serve in the same matter as the Student Conduct Board or a member thereof. If the student admits violating institutional rules, but sanctions are not agreed to, subsequent processes, including an appeal hearing if necessary, shall be limited to determining the appropriate sanction(s).

4. All charges shall be presented to the Accused Student in written form. A time shall be set for a Student Conduct Administrator Hearing, not more than five calendar days after the student has been notified. If notification occurs during a school break, holiday, or other occurrences disrupt the time in which the hearing can be held, the Dean of Students has the discretion to extend the maximum timeframe.
5. Student Conduct Administrator Hearings shall be conducted by a Student Conduct Board according to the following guidelines except as provided by article IV(A)(7) below:
  - a. Student Conduct Administrator Hearings normally shall be conducted in private.
  - b. The Complainant, Accused Student and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Administrator Hearing at which information is received (excluding deliberations). Admission of any other person to the Student Conduct Administrator Hearing shall be at the discretion of the Student Conduct Administrator and the Dean of Students. In the case that the Dean of Students is acting as the sole Conduct Hearing Officer, the decision of the Dean of Students is still considered final.
  - c. In Student Conduct Administrator Hearings involving more than one Accused Student, the Dean of Students, at his or her discretion, may permit the Student Conduct Administrator Hearings concerning each student to be conducted either separately or jointly.
  - d. The Complainant and the Accused Student have the right to be assisted by an advisor of their choosing and at their own expense. The advisor must be a member of the university community, family member, or friend, and may not be an attorney. The Complainant and/or the Accused Student is responsible for presenting his or her own information, and, therefore, advisors are not permitted to speak or to participate directly in any Student Hearing before a Student Conduct Administrator. The advisor's sole role is to provide comfort to the Accused Student. A student should select as

an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Conduct Administrator Hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.

- e. The Complainant, the Accused Student and the Student Conduct Administrator may arrange for witnesses to present pertinent information to the Student Conduct Board. The Dean of Students can choose to allow witnesses to present their information only in written form or to present directly to the Student Conduct Board. The university will try to arrange the attendance of possible witnesses who are members of the university community. Witnesses will provide information to and answer questions from the Student Conduct Board. Questions may be suggested by the Accused Student and/or Complainant to be answered by each other or by other witnesses. This will be conducted by the Student Conduct Administrator with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved in the discretion of the chairperson or the Student Conduct Administrator. In the event the Student Conduct Administrator conducts the proceedings alone, they will be designated chairperson.
  - f. Pertinent records, exhibits, and written statements (including Student Impact Statements) may be accepted as information for consideration by a Student Conduct Administrator at the discretion of the chairperson.
  - g. All procedural questions are subject to the final decision of the chairperson or the Student Conduct Administrator.
  - h. After the portion of the Student Conduct Administrator Hearing concludes in which all pertinent information has been received, the Student Conduct Board shall determine (by majority vote if the Student Conduct Administrator consists of more than one person) whether the Accused Student has violated each section of the Student Code which the student is charged with violating.
  - i. The Student Conduct Administrator's determination shall be made on the basis of whether it is more likely than not that the Accused Student violated the Student Code.
  - j. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Code proceedings.
6. Conduct Board Hearings before a Student Conduct Administrator (not including deliberations) may be tape recorded at the discretion

of the Conduct Board. Deliberations shall not be recorded. The record shall be the property of the university.

7. If an Accused Student, who has been notified of the proceedings, does not appear before a Student Conduct Board Hearing, the information in support of the charges shall be presented and considered even if the Accused Student is not present.
8. The Student Conduct Administrator may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Accused Student, and/or other witnesses during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the Dean of Students to be appropriate.
9. Students who request a Student Conduct Administrator Hearing, regardless of whether or not they attend as scheduled, and are subsequently held responsible for the charge(s) will be assessed a \$25 administrative hearing fee. In the event a student appeals the Conduct Board's decision, and the appeal is upheld in its entirety, the fee will be reversed. The fee may be waived in exchange for unpaid community service performed by the student, under the direction of the Dean of Students, traded at the rate of two hours of service per \$5.00.
10. All correspondence regarding the scheduling of Student Conduct Administrator Hearings and other documentation will be conducted via email (Neumont email addresses will be the primary address) or in person. Students are responsible for deadlines regardless of when they access their email and view correspondence. Thus, students are encouraged to access their student email account daily.

## B. Sanctions

The following sanctions may be imposed upon any student found to have violated the Student Code:

1. Warning—A notice in writing to the student that the student is violating or has violated institutional regulations. The written notice may be included in the student's judicial file.
2. Probation—A written reprimand for violation of specified regulations.
  - a. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
  - b. Probation may permanently render a student ineligible for scholarships at Neumont University from the beginning of the

quarter in which the violation occurred until such time that the student graduates or otherwise leaves the university.

- c. Students on probation are not eligible for on-campus employment.
3. Loss of Privileges—Denial of specified privileges for a designated period of time.
4. Fines—Previously-established and published fines may be imposed.
5. Restitution—Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
6. Discretionary Sanctions—Work assignments, essays, service to the university, or other related discretionary assignments.
7. Housing Suspension—Separation of the student from the apartment complex for a definite period of time, after which the student is be eligible to return. Conditions for readmission may be specified.
8. Housing Expulsion—Permanent separation of the student from the apartment complexes.
9. University Suspension—Separation of the student from the university for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
10. University Expulsion—Permanent separation of the student from the university.
11. Revocation of Admission and/or Degree—Admission to or a degree awarded from the university may be revoked for fraud, misrepresentation, or other violation of university standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
12. Withholding Degree—The university may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code, including the completion of all sanctions imposed, if any.
13. More than one of the sanctions listed above may be imposed for any single violation.
  - a. Other than university expulsion, university suspension, unresolved judicial matters or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record. Upon graduation, the student's disciplinary record may be expunged of disciplinary actions other than housing expulsion, university suspension, university expulsion, or revocation or withholding of a degree, upon written application to the Student Conduct Administrator. Cases involving the imposition of sanctions other than housing expulsion, university suspension, university expulsion or

revocation or withholding of a degree shall be expunged from the student's confidential record seven years after final disposition of the case. In situations involving both an Accused Student(s) (or group or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, may, at the request of the victim or the Student Conduct Administrator, be considered to be the education records of both the Accused Student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.

14. The following sanctions may be imposed upon groups or organizations:
  - a. Those sanctions listed above in article IV(E)(a)–(j).
  - b. Loss of selected rights and privileges for a specified period of time.
  - c. Deactivation. Loss of all privileges, including university recognition, for a specified period of time.
15. In each case in which a Student Conduct Administrator determines that a student and/or group or organization has violated the Student Code, the sanction(s) shall be determined and imposed by the Student Conduct Administrator. In cases in which persons other than, or in addition to, the Dean of Students have been authorized to serve as the Student Conduct Administrator, the recommendation of the Student Conduct Administrator shall be considered by the Dean of Students in determining and imposing sanctions. The Student Conduct Administrator is not limited to sanctions recommended by members of the Student Conduct Board. Following the Student Conduct Board Hearing, the Student Conduct Administrator and the Dean of Students shall advise the Accused Student, group and/or organization (and a complaining student who believes s/he was the victim of another student's conduct) in writing or verbally of its determination and of the sanction(s) imposed, if any.
16. When a student is suspended, expelled, or has an unresolved judicial matter, a permanent notation will be made on their Neumont academic transcript.

### C. Interim Suspension

In certain circumstances, the Dean of Students, or a designee, may impose a university or housing suspension prior to the Student Conduct Administrator Hearing before a Student Conduct Board.

1. Interim suspension may be imposed only: 1) to ensure the safety and well-being of members of the university community or preservation of university property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses an ongoing

- threat of disruption of, or interference with, the normal operations of the university.
2. During the interim suspension, a student shall be denied access to housing and/or to the campus (including classes) and/or all other university activities or privileges for which the student might otherwise be eligible, as the Dean of Students or a designee may determine to be appropriate.
  3. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a Student Conduct Administrator Hearing, if required.
    - a. However, the student will be notified in writing of this action and the reasons for the suspension. The notice will include the time, date, and place of a subsequent hearing at which the student may show cause why his or her continued presence on the campus does not constitute a threat [and at which they may contest whether a campus rule was violated].

#### D. Appeals

1. A decision reached by the Student Conduct Administrator or a sanction imposed by the Student Conduct Administrator may be appealed by the Accused Student(s) or Complainant(s) to an Appeal Committee within five (5) business days of the decision unless the student admitted responsibility for the violation on the Acknowledgement of Complaint form. Such appeals shall be in writing and shall be delivered to the Registrar.
2. Except as required to explain the basis of new information, an appeal shall be limited to a review of supporting documents for one or more of the following purposes:
  - a. To determine whether the Student Conduct Administrator Hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Student Code was violated, and giving the Accused Student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
  - b. To determine whether the decision reached regarding the Accused Student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Code occurred.
  - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.

- d. To consider new information, sufficient to alter a Student Conduct Board's decision, or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Administrator Hearing.

If an appeal is upheld by the Appeal Committee, the matter shall be returned to the original Student Conduct Administrator(s) for re-opening of Student Conduct Administrator Hearing to allow reconsideration of aspects of the case as directed by the Appeal Committee. If an appeal is not upheld, the matter shall be considered final and binding upon all involved. The committee's proceedings are confidential.

The committee may render one of three decisions:

1. Uphold the judicial decision reached by the Student Conduct Administrator
2. Overturn the judicial decision reached by the Student Conduct Administrator and expunge the charge and sanctions from the student's record
3. Alter the sanctions levied upon the student. This may include a dismissal of the sanctions, or an increase or decrease in the severity of the sanctions.

The student will receive a letter from the committee detailing their decision. The committee's decision is binding and may not be appealed.

## **ARTICLE V: INTERPRETATION AND REVISION**

- A. Any question of interpretation or application of the Student Code shall be referred to the Dean of Students or his or her designee for final determination.
- B. The Student Code shall be reviewed every year under the direction of the Dean of Students.

## **APPENDIX TWO / GRADE APPEALS**

### **1.0 Basic Principles**

1.1 Instructors are expected to evaluate student work according to sound academic standards. Course expectations should be clearly specified and grades should be assigned without departing substantially from announced procedures. It is the instructor's prerogative to assign grades in accordance

with his/her academic/professional judgment, and the student assumes the burden of proof in the appeals process.

1.2 Grades may be appealed if they meet one or more of the following criteria: (1) an inappropriate grade has been assigned due to mechanical or clerical error; (2) an inappropriate grade has been assigned due to prejudice; (3) a grade did not directly reflect the student's performance relative to course requirements.

1.3 These policy guidelines do not apply to allegations of academic dishonesty. Academic dishonesty matters should be addressed under the conditions outlined in the Student Code.

## 2.0 Appeal of Grades

2.1 Whenever a final grade is in dispute, a student may discuss with the instructor his/her objections to the grade, providing supporting documentation. If the student receives an unsatisfactory response or no response within five days of having sent the request, he/she may consider a formal grade appeal. Formal appeals are limited to the grounds stated in 1.2 above. Additionally, formal grade appeals are limited to issues that have been previously raised during the grade change request discussion with the instructor.

2.2 If a grade change request to the instructor is not satisfactorily resolved, a student must submit a grade appeal in writing no later than the first day of the next quarter after the disputed grade was awarded. This submission should include the official grade appeal request form, relevant documentation, a copy of communications with the instructor (or attempted communications with the instructor) and any other supporting material to be considered by the Appeals Committee. The grade appeal request form is available through the Dean of Students office.

2.3 Any meetings held in relation to the appeal shall provide parties the opportunity to present additional information orally or in writing. No additional persons should be permitted at such meetings without advance approval by the Appeal Committee chair. A request by a student to speak to the Appeal Committee or to have a witness speak on the student's behalf will only be granted if the Appeal Committee chair determines that the information cannot be gathered in writing.

2.4 Students shall be notified in writing or by phone of the Appeal Committee's decision regarding the appeal within ten days of its receipt. If a grade change results from the appeal, the committee will notify the Registrar, who will, in turn, complete the grade change process (see document number <REG.161.DOC.03>).