

NYU-Poly Student Affairs Syllabus Addendum

Outlined below is additional information regarding your role as a student here at NYU-Poly. This information will allow you to meet your academic responsibilities. All this information is available on the web. You can also visit the Dean of Student Affairs for more information.

Policies

Communication

- All students are responsible for information sent through the official means of communications including NYU-Poly email, letters, web updates, and postings around campus.
- All students need to enroll in the E2Campus Emergency text system registration that is capable of sending notifications instantly and simultaneously to all registered mobile phones, Blackberry's, wireless PDAs, pagers, Smart or Satellite phones, email addresses.. Please visit <http://www.e2campus.com/my/polytechnic/signup.htm> for registration.

Code of Conduct

- All members of the NYU-Poly community are expected to be aware of, understand, and abide by the Code of Conduct.
- Please visit the web at <http://www.poly.edu/studentcitizenship/judicial/index.php> to become reacquainted with the Code of Conduct.
- Philosophy of the Code of Conduct
The NYU-Poly community comprises a diverse population of persons in pursuit of honest inquiry and academic excellence. The educational and human interchanges that ensue are grounded in academic freedom and mutual respect. Members of the academic community are encouraged to develop the capacity for critical judgment and sustained personal independence and are required to engage in responsible social conduct that reflects credit upon our community and to model good citizenship in any community.

Freedom to teach and freedom to learn are crucial aspects of the academic process. Freedom to learn depends upon appropriate opportunities and conditions in the classroom, on campus, and in the greater academic community. NYU-Poly has developed procedures and policies to safeguard this freedom and to maintain an environment conducive to the learning process. The purpose of publishing disciplinary regulations is to give notice of prohibited behavior. Any behavior that threatens the academic environment, threatens the learning process and the community.

Therefore, NYU-Poly exercises its right to discipline and commits its policies and procedures, in the form of the Code of Conduct, to the protection and promotion of the academic enterprise. Students who have been found responsible for violating this Code, or who otherwise pose a substantial danger to our community, may be suspended or expelled. Although, this Code is not written with the specificity of a criminal statute, it is binding upon our community.

We believe that the procedures, policies, and safeguards described herein are indispensable to maintaining an academic environment appropriate to teaching, learning, and development.

Academic Integrity*

**Taken from the Code of Conduct Appendix I*

INTRODUCTION

All members of the community are expected to exhibit honesty, integrity, and fairness in their academic work and interaction with others. The entire community shares the responsibility to secure and respect general conditions conducive to academic honesty. Individual academic departments may develop and publicize supplemental guidelines, in conformity with NYU-Poly policies, for academic competence and honesty appropriate to their fields of study. Academic dishonesty is treated as a moral and intellectual offense against the academic community and is not tolerated. Students are responsible for reading and familiarizing themselves with the NYU-Poly Policy on Academic Dishonesty. All members of the community are responsible for familiarizing themselves with NYU-Poly's academic procedures, for preventing acts of academic dishonesty, and for noting and taking steps to prevent such acts from recurring.

DEFINITION

Academic dishonesty is an act of fraud, which may include misrepresentation, deceit, falsification, or trickery of any kind that is done by the student with the purpose, intent, or expectation of influencing a grade or other academic evaluation. Academic dishonesty also includes forgery and falsification of NYU-Poly academic documents, intentionally impeding or damaging the academic work of others, or assisting other students in acts of dishonesty. Common examples of academically dishonest behavior include, but are not limited to, the following:

*1.1 **Cheating**—intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise; copying from another student's examination; submitting work prepared in advance for an in-class examination; taking an examination for another person or conspiring to do so; violating other rules governing administration of examinations.*

*1.2 **Fabrication**—intentional and unauthorized falsification or invention of any information or citation in an academic exercise.*

*1.3 **Facilitating academic dishonesty**—intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.*

*1.4 **Plagiarism**—intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise; failure to attribute direct quotation, paraphrase, or borrowed facts or information.*

*1.5 **Unauthorized Collaboration**—providing, either knowingly or through negligence, one's own work to assist a student in satisfying a course requirement, or representing material prepared by or with another as one's own independent work. In instances where students are permitted to work jointly to complete an assignment, instructors will offer clear guidelines about when and how to collaborate; if a student is unsure, it is the responsibility of the student to ask the instructor.*

Judicial Philosophy and Process

Incidents of student misconduct and academic dishonesty are reported to the Office Student Development for review and appropriate action according to the Code of Conduct and other NYU-Poly policies. The judicial process philosophy is focused on the learning, developmental and personal growth opportunities, whenever possible.

The mission of the judicial process is:

- to promote a safe, respectful academic community by determining in an appropriate manner issues of possible violations of the Conduct Code;
- to provide students with the opportunity to develop into citizen leaders by giving them a central role in establishing student judicial policy and adjudicating cases;
- and, when appropriate, to offer violators of the code an opportunity to learn from a fair judicial process and develop into responsible community members.

Student Advocacy

The Office of Student Development (JB 158) serves as the contact for students that may have concerns about their experience at NYU-Poly both in and outside the classroom. We strive to create a comfortable and friendly environment at NYU-Poly. There are times when students need assistance with concerns that may interfere with their success as students at NYU-Poly. After consulting with a staff member, students can receive assistance in the following areas:

- Services for Students with Disabilities
- Absence Notification to the Faculty
- Student Religious Observance
- Student Grievances and Complaints
- Involuntary Withdrawals

Services for Students with Disabilities

<http://www.poly.edu/studentcitizenship/disability/index.php>

- NYU-Poly strives to create, maintain, and improve a student-friendly environment for students with disabilities. We offer a number of services for students with disabilities, including extended time for completing exams, alternative testing procedures, note takers, and transportation to and from classes, among other options.
- Students with disabilities are encouraged to register with Student Development whether or not services are requested. If appropriate, services can be requested by meeting with Student Development staff and submitting supporting documentation. Contact Student Development (JB 158) for more information and for answers to your questions.
- Services must be requested in a timely manner. Upon validation of all necessary and current documents, services will be activated within 2 weeks of the request.

Absence Notification to the Faculty

It is important for instructors to know when you are experiencing difficulty that might interfere with your studies. However, it is also important that your personal matters be kept confidential. Therefore, Student Development is the office designated to receive documentation regarding private matters. Documentation is required for an official verification notice to be sent to instructors. The notice informs the instructor that appropriate documentation has been received, but does not share personal details. Notification can be provided for the following matters:

- Death in the family
- Medical conditions and illnesses
- Other emergencies and situations
- Students attending/participating in school-related conferences, activities and events.

Student Religious Observance

The faculty has adopted the following guidelines on student religious observances, as recommended by the Commission on Independent Colleges and Universities. The intent of these guidelines is to encourage independent colleges and universities to reasonably accommodate individual students' religious obligations and practices without penalty.

Students must notify their instructors and the Office of Student Development in writing, no later than the fifteenth day after the first day of the semester, that they will be absent from a class scheduled on a day that conflicts with their religious obligations and practices.

Student Grievances and Complaints

Student Development is one of the offices where student grievances and complaints are heard and resolved.

Involuntary Withdrawals

Polytechnic Institute of NYU is concerned about the health, safety and well being of its students. Therefore, a student who is judged to be a threat to self or others may be involuntarily withdrawn from NYU-Poly. NYU-Poly seeks, whenever possible, to allow the student to continue active enrollment provided the student agrees to appropriate care from a professional helper. For more information concerning this policy contact the Director of Student Development for an appointment by calling (718) 260-3800 or visiting the office in the Jacobs Building, Room 158.

Withdrawals and Financial Obligations

- Please be aware of deadlines for financial liability, registration (withdrawal, add/drop), and filing for financial aid.
- If you decide to withdraw from a course, be sure to go through the appropriate process to avoid complications with your financial obligations, financial aid, international status, or future course registrations. Please review this process with your academic adviser.
- Be aware of the financial obligations and financial aid requirements if you decide to drop or withdraw from a course. (*International students must be aware of how this would affect your status*).

Students attending/participating in school-related conferences, activities and events.

Students that participate in co-curricular and extra-curricular activities that may require missing some classes need to have a conversation with the instructor at the start of the semester, whenever possible. Inform the instructor that you are involved in these activities. Notification of participation that may result in class absences should be confirmed by your activity adviser. This confirmation does to override any class policies or expectations outlined by your instructor. This includes athletes*, student leaders, student researchers and other co-curricular and extra-curricular activities.

**Athletes please follow the process outlined by the Athletic Department*
<http://www.poly.edu/athletics/docs/eligibility.pdf>.

Additional resources

Please use these campus resources and services to help you succeed in you academic endeavors.

- Career Management Center (JB 359) <http://www.poly.edu/career/>
- Counseling and Psychological Services (JB 358) <http://www.poly.edu/counseling>
- Dean of Student Affairs (JB 158)
- Dean of Undergraduate Academics (RH 216)
- Department of Academic Success (JB356)
- Graduate Center (JAB 102) <http://www.poly.edu/admissions/graduate/>
- Office of International Students (JB 158) <http://www.poly.edu/international/>
- Office of Student Development (JB 158)
- Polytechnic Tutoring Center (JAB 373) <http://www.poly.edu/tutoring/>