

# Academic Standards Policies

## GRADING SYSTEM

The following grading system applies to graduate students who matriculate in their Gallaudet graduate program after August 1, 2002. Students who enrolled before this date, but who have been inactive in their program for an extended time, may be subject to the new grading system.

A+.....	4.0 points	.....	Exemplary
A .....	4.0 points	.....	Outstanding
A-.....	3.7 points	.....	Commendable
B+ .....	3.3 points	.....	Exceeds Course Requirements
B .....	3.0 points	.....	Satisfactory Achievement
B-.....	2.7 points	.....	Marginal Satisfactory Achievement
C+ .....	2.3 points	.....	Unsatisfactory Achievement
C .....	2.0 points	.....	Unsatisfactory Achievement
F.....	0.0 points	.....	Failing
I .....		.....	Incomplete
WP .....		.....	Withdrawn Passing
WF .....		.....	Withdrawn Failing
WD.....		.....	Withdrawn, No Credit
XF .....		.....	Academic Integrity Policy Violation
P .....		.....	Pass
AU .....		.....	Audit
NG .....		.....	No Grade Reported

The following grading system applies to graduate students who matriculated in their Gallaudet graduate program prior to August 1, 2002.

A .....	4.0 points	.....	Outstanding
B+ .....	3.5 points	.....	
B .....	3.0 points	.....	Average
C+ .....	2.5 points	.....	
C .....	2.0 points	.....	Below Average
F.....	0.0 points	.....	Failing
I .....		.....	Incomplete
WP .....		.....	Withdrawn Passing
WF .....		.....	Withdrawn Failing
WD.....		.....	Withdrawn, No Credit
P .....		.....	Pass
AU .....		.....	Audit
NG .....		.....	No Grade Reported

Cumulative grade point averages are figured only on the basis of those hours attempted for which letter grades were given. Courses for which the grade is Pass are not included in grade point averages.

A grade of Incomplete will be given only when the work of the course has been satisfactory. The reasons for an Incomplete will be decided by the instructor. To be eligible for credit in a course in which an Incomplete is recorded, students must complete the requirements of the course by the end of the final day of classes of the following semester or a date agreed upon in writing with the instructor; otherwise, the grade will automatically become an F. The student and the instructor must provide the Registrar's Office with written notification of the agreed upon date before the time limit indicated above.

Course withdrawals are initiated by the student and require signatures from the course instructor, the academic advisor, and the appropriate dean. Withdrawal from a degree program at any time must have the concurrence of the dean of the Graduate School.

WP indicates the grade recorded when a student withdraws passing from a course after the first four weeks of a semester. WF indicates the grade recorded when a student is failing at the time of withdrawal after the first four weeks of the semester. WD indicates official withdrawal from a course before the end of the fourth week of a semester.

Graduate courses may be audited following the regular registration procedure. Students attend and participate in class activities without earning a grade or receiving credit toward a degree. To audit a course, the student must obtain permission from the instructor, register, and pay the normal tuition and fees. A change from audit to credit may not be made after the add/drop period. Should students wish to change from credit to audit, permission from the instructor must be obtained and appropriate forms submitted to the Registrar's Office by the end of the fourth week of the semester. Audited courses are not counted as credit courses and are recorded as AU on the student's transcript.

## ACADEMIC HONORS - PRESIDENT'S SCHOLAR

Graduate student presidential scholars are determined by a cumulative grade point average of 3.85 or above with a minimum of 30 credit hours in all programs except the M.S. degree programs in Administration or Leisure Services Administration. These two programs require a minimum of 15 credit hours.

## MINIMUM STANDARDS OF SCHOLARSHIP

An average of 3.0 is required as evidence of satisfactory work. A grade point average below a 3.0, two or more grades below B, or a grade of F are considered to be below the acceptable level of performance. Any of these conditions automatically calls for a review of a student's performance and may be grounds for dismissal.

### *Standards of Professional Behavior and Communication*

Knowledge of the theories and methodologies of a profession and their application to professional practice are major components of graduate study. In addition to academic accomplishments, which are evidenced in a student's grades, graduate students must also demonstrate behavior and communication skills that are consistent with professional standards. The principal elements of professional behavior vary by discipline, but include tact; sensitivity to the needs and interests of clients, colleagues, and supervisors; good judgment; and attention to professional responsibilities. Moreover, student conduct must conform to the codes of ethics established by the particular professional associations that certify practitioners and govern their professional behavior. The principal elements of required communication skills include, but are not limited to written, oral, and signed communication.

Adherence to these professional standards of behavior and communication are essential elements of professional competence. Failure to meet these standards reflects adversely upon the individual's suitability for professional service and may be grounds for dismissal from the Graduate School.

## COURSE NUMBERS

Courses offered in the University are numbered as follows:

- Below 100 are non-degree courses.
- 100 through 199 are primarily freshman courses.
- 200 through 299 are primarily sophomore courses.
- 300 through 499 are primarily junior and senior courses.

- 500-599 are courses designed for both upper division undergraduates and graduate students
- 600-699 are dual-listed graduate level courses.
- 700-799 are master's level graduate courses.
- 800-899 are doctoral level graduate courses.

Double numbers separated by a hyphen (321-322) indicate a two-semester course that must ordinarily be taken in sequence.

Double numbers separated by a comma (441, 442) indicate a two-semester course that may be taken for either one semester or both semesters. Figures in parentheses following course titles show credit in semester hours.

### *Dual-Listed Courses*

Dual-listed courses, listed in both undergraduate and graduate catalogs, are defined as graduate level courses that are open to advanced undergraduate enrollment. Dual-listed courses carry a 600-level number in both catalogs and have the same course descriptions. Requirements are identical for graduate and undergraduate students. Dual-listed courses may be included in graduate programs.

### *Cross-Listed Courses*

Cross-listed courses are courses that are defined at two different levels or that are defined and listed by two different programs or departments. There are several possibilities for cross listed courses. One is that the course may be listed as both 400-level and 700-level. In this case, there are different requirements for the 700- and 400-level courses, but they will meet together for lectures and thus be scheduled as one class.

A second situation is that the course may be cross listed as both 700-level (master's) and 800-level (doctoral) in order to make better use of departmental resources and to meet the need for topics that might not have sufficient enrollment in either level alone.

A third is when two departments cross list their courses in order to provide something that neither would be able to provide alone. Cross-listed courses appear in listings for each program with a notation that they are cross listed.

### *500-Level Courses*

500-level classes are open to upper division undergraduate and graduate students. They may be listed as program requirements for undergraduate or graduate programs and may be applied as electives in undergraduate or graduate programs, with permission of the department. Graduate students in 500-level classes will be expected to complete graduate-level work.

## REQUIREMENTS FOR DEGREES

Students are responsible for knowing all policies and procedures contained in this catalog and those procedures and requirements specific to the program of study. (Student handbooks are available in most academic departments.) Requirements for degrees above the master's level are listed with individual program descriptions.

A graduate degree is conferred primarily on the basis of the quality and scope of the candidate's knowledge and demonstration of competence in the chosen field of study.

Students must complete a minimum number of credit hours of graduate work (as described in program listings) with a grade point average of 3.0 or higher. A maximum of eight graduate credits at a grade of B or higher may be transferred (at the discretion of the department).

Students must also successfully complete the examination requirements of the program of study. All requirements for the master's degree must be met within five years from the date of matriculation in the program of study. The time limits of doctoral programs vary. Consult program chairs for details.

Degree candidacy is the benchmark by which departmental decisions are made regarding a student's continuation in a degree program. Acceptance into a graduate program does not imply admission to degree candidacy. Each program specifies the conditions to be met for advancement to candidacy. Typically these conditions must be met before the end of the first year of study. Students who have met these conditions must file an Application for Degree Candidacy with the dean of the Graduate School. Although advancement to candidacy is not a guarantee of a degree, it does indicate that the student is considered capable of meeting degree requirements.

### ***Minimal Graduate Degree Requirements***

Graduate students must meet the following graduate program minimal degree requirements:

#### **Progress Toward a Graduate Degree**

##### 1. *Residency:*

Every graduate program must involve at least the equivalent of two semesters of on-site study, unless a specific exemption is granted by the Council on Graduate Education for an experimental program.

##### 2. *Candidacy examinations:*

Each program must have some form of candidacy examination, occurring near the end of the second semester of full-time study (or equivalent). The extent

and nature of this exam will be determined by the department, but it must involve some active participation by the student (i.e., not solely a faculty review of past performance).

##### 3. *Candidacy:*

After completion of two semesters of coursework (or the equivalent) and the candidacy examination, the student may petition for candidacy. The petition is reviewed and approved by the student's advisor and department chair, and by the dean of the Graduate School. Advancement to candidacy implies that in the judgment of faculty and administration, the student has demonstrated the capability to complete the degree being sought. It further implies that the institution will make a good faith effort to see the student through to successful degree completion.

##### 4. *Comprehensive examination:*

This is required for doctoral and specialist-level degree programs. Near the end of the entire degree program, the student is asked to demonstrate mastery of the subject matter. The nature and extent of the examination are up to the department, but it is expected to be substantial. The comprehensive examination should also include a professional self-assessment and a program review by the student. The dean of the Graduate School may participate in comprehensive examinations in any department at his or her option.

##### 5. *Proficiency in ASL*

Graduates of Gallaudet University graduate programs are expected to have proficiency in American Sign Language. The Graduate School recognizes that professionals in different fields will be expected to demonstrate different levels of skill, depending on their professional setting. Therefore, each graduate department sets its own requirements for its candidates for graduate degrees, based upon these requirements. Students are encouraged to check with individual departments for the most current proficiency levels required for the particular program of interest.

### ***Graduate Thesis/Dissertation***

##### 1. *Thesis option at the master's level:*

Each master's-level program shall make explicit provision for a thesis option, unless the program includes a required master's thesis. Specific

requirements for design and format are available from the Office of the Dean of the Graduate School.

2. *Dissertation/doctoral research paper:*

Each Ph.D. program shall require a formal research-based dissertation. Specific requirements for design and format are available from the Office of the Dean of the Graduate School.

### ***Cooperative, Simultaneous Degrees***

Some students may wish to pursue two master's degrees simultaneously. Such programs of study are called *cooperative, simultaneous degree programs* and represent an elective activity of the student rather than a program planned by the faculty. Such programs are not offered as a matter of general practice, but rather meet the unique needs of specific students who wish to receive training in two fields.

Each of the two cooperating programs is considered to be a full and complete program; neither is to be considered as supplementary or minor in scope. Each degree received at the conclusion of the program will be considered to be the same degree as that received by a student pursuing only one degree.

### **Admission Procedures**

All students wishing to pursue cooperative, simultaneous degrees must be admitted to each program through normal application procedures.

Students not yet admitted to either program should file two application forms with their application package. In such cases, the desire to pursue a cooperative, simultaneous degree should not influence either admission decision; however, each of the programs for which the student is applying should be informed of the student's intent to pursue two degrees.

Students who are already matriculated in one of the programs must also apply to the second program, following normal application procedures. Although supporting documentation from the first application package may be reused at the request of the student, departments may require field-specific recommendations or documentation not contained in the original package. In addition to meeting the ordinary admissions requirements, students who are already enrolled in one of the programs must submit a letter of support from the chair of that department verifying good standing and indicating the willingness of that department to cooperate in the design and pursuit of the second degree. Such a letter of support does not guarantee admission to the second program.

### **Creation of Advisory Committee**

The student should consult with the advisors of each program and undertake the creation of an advisory committee, consisting of their academic advisor from each program. This committee will assist the student in planning a sequence of courses that provides adequate training in each field and that meets the requirements of each program.

### **Reduction of Credit Totals Resulting from Overlapping Core Courses**

In general, the pursuit of cooperative, simultaneous degrees will involve the completion of all the requirements of each degree and thus will normally require more credits than the completion of either degree singly. However, certain circumstances may result in a situation in which the total number of credits taken is less than the sum of the requirements of both programs.

One such situation results from identical core course requirements for each program or from core course requirements that are sufficiently close in content to justify the taking of only one. Such overlapping core courses will reduce the total number of hours the student must take by the number of credits of the course. These credits need not be substituted with additional credits. Some elective courses may also overlap with approval of each advisor. In all cases, the student's program must be approved by the chair of each department. Denial of approval by either chair constitutes denial of the pursuit of two simultaneous degrees.

The description of cooperative, simultaneous degree procedures is intended for students who wish to pursue two degrees simultaneously. Ordinarily, degrees taken in sequence are not eligible for the reduction of credits from overlapping courses taken as a part of the earlier program.

### ***Limitation on Number of Credits Taken in a Semester***

Students may not enroll for more than twenty-one (21) credits of graduate courses in any semester. Program committees should monitor courses being taken simultaneously at universities or colleges outside the Washington Consortium of Universities and intended for transfer into the program. Ordinarily, such outside courses are included in the computation of course load for a single semester. Credits taken during the pre-fall session (sign language classes and the Culture and Language Colloquium) may account for a load above twenty-one credits in the fall semester.

The purpose of this requirement is to ensure that students obtain the full benefit of study at Gallaudet University, which is considered to include out-of-class reading, writing, and study appropriate to graduate level courses.

### ***Transcripts and Diplomas***

Students may obtain transcripts of their academic records from the Registrar's Office. There is a \$5 fee for each official transcript. Transcripts will be released only by signed request. No transcripts will be issued to a student who owes money to the University. Gallaudet will not make copies of transcripts on file from other colleges or universities.

Diplomas are issued one time only, and any errors must be brought to the attention of the Registrar's Office within 90 days of receipt.

## **ACADEMIC INTEGRITY POLICY**

### ***Academic Integrity Defined***

- Academic integrity grows from the longstanding traditions of the world university community.
- Academic integrity is defined as a firm adherence to the code or standard of values of the University and the individual professions.
- Academic freedom is a commitment on the part of students, faculty, staff, and administrators even in the face of adversity, to five fundamental values: honesty, truth, fairness, respect, and responsibility.
- Commitment to academic honesty encourages the mutual respect and moral integrity that our University community values and nurtures.

### ***Standards of the University and of the Individual Professional Disciplines Related to Graduate Students' Academic Integrity***

- Graduate students must demonstrate behaviors that are consistent with professional standards of the University (as published in the Gallaudet Graduate Catalog).
- Graduate students must also demonstrate behaviors that are consistent with their field of study.

*The principal elements of professional behavior vary by discipline. They include, but are not limited to:*

- Tact.
- Sensitivity to the needs and interests of clients, other students, faculty, staff, and supervisors.
- Sound judgment.
- Respect for other individuals.
- Timely attention to professional responsibilities.

Graduate student conduct must conform to the codes of ethics established by the particular professional organization governing the discipline being studied.

Adherence to these professional standards of behavior and communication are essential elements of professional competence.

- Failure to meet these standards reflects adversely upon the graduate student's suitability for professional service and may be grounds for dismissal from a graduate program.

### ***Violations of Academic Integrity***

- Academic integrity encompasses many principles: intellectual property, fair use, and adherence to the canons of scientific inquiry and reporting.
- Violations of academic integrity reflect negatively on the academic program, the Graduate School, the University, and the graduate student; thus, academic dishonesty in all its forms cannot be tolerated.
- Academic integrity may be violated any number of ways.

*Common examples of academically dishonest behavior include, but are not limited to, the following:*

### **Cheating**

- Cheating involves the intentional use of or attempt to use unauthorized materials, information, or study aids in any academic exercise.

*Cheating may include, but is not limited to:*

- Copying from another student's work.
- Representing material prepared by another as one's own work.
- Submitting the same work in more than one course without prior permission of both instructors.
- Using electronic devices to communicate information during exams.
- Procuring or using stolen evaluation materials.
- Violating rules governing the administration of examinations.
- Violating any rules relating to academic conduct of a course or program.

### **Fabrication**

Any false information, data, or citation in an academic exercise.

### **Plagiarism**

Plagiarism is the representation of the words, ideas, or sequence of ideas of another as one's own in any academic exercise.

*Examples of plagiarism include, but are not limited to:*

- Copying another person's paper, article, or computer work and submitting it as one's own for an assignment; quoting, paraphrasing, or summarizing and utilizing someone else's ideas without attribution.
- Copying or downloading (cyber-plagiarism), in part or in whole, articles or research papers found on the Internet or using ideas or information found on the World Wide Web and not giving proper attribution.
- Information stored on a computer system or portable device or sent electronically over a network is the private property of the individual who created it. Dissemination of information, without authorization from the owner of said information, is a violation of the owner's right to control his or her own property and is considered a form of attempted theft.

#### **Misrepresentation of Academic Records**

- Misrepresentation of an academic record is knowingly making a false statement regarding one's academic credentials, concealing material information, or forging a University academic document or record.
- Misrepresentation extends to tampering with computer records and falsifying academic information on one's resume.

#### **Facilitation of Academic Dishonesty**

- Facilitating academic dishonesty is knowingly or negligently allowing one's work to be used by another without appropriate attribution.
- It includes participation in or the failure to report known or suspected instances of academic dishonesty.

#### **Impeding the Progress of Another Student or Scholar**

- It is a violation of academic integrity to deliberately impede the progress of another student or scholar.

*Examples of offenses of this type include, but are not limited to:*

- Denying access to scholarly resources.
- Giving students false or misleading information.
- Making library material unavailable to others by stealing or defacing books or journals or by deliberately misplacing or destroying materials.
- Altering computer files that belong to another without prior permission.

#### **Computer Misconduct**

- Computer misconduct consists of violating rules of usage set forth by Gallaudet University.

- A copy of these rules may be viewed at the following site: <http://af.gallaudet.edu/manual/computer.html>

### ***Shared University, Department, Faculty, and Student Responsibilities Related to Academic Integrity***

#### **University Responsibilities**

- The University is an academic community whose fundamental purposes are to discover and impart knowledge and to educate students who ultimately will be in a position to provide appropriate service to the world about us.
- The University can function properly only if its members adhere to clearly established and articulated values related to academic integrity.
- Faculty, students, staff, and administrators share equally in the responsibility for maintaining standards related to academic integrity.

#### **Department Responsibilities**

- Academic departments will inform their graduate students of the standards of academic integrity and practices of responsible research and scholarship of their discipline.

This information will be disseminated through combination of mediums such as student handbooks or the Gallaudet Graduate Catalog.

Standards of academic integrity will be modeled and reinforced in student-faculty meetings, conferences and the like.

*Specific departmental responsibilities include the following:*

- Inform students about their responsibility to be informed about the Academic Integrity Policy in the Gallaudet Graduate Catalog and to strictly adhere to it.
- Inform students about the departmental policy regarding violations of academic integrity.
- Inform students where the applicable professional code of ethics can be accessed and the need to adhere to those ethics.
- Inform students about the channels of communication within the department related to appeals.
- Identify a departmental faculty member and a graduate student who will serve as members of a pool for the Council on Graduate Education (CGE) student appeals committees as needed.

#### **Faculty Responsibilities**

- Faculty will determine the content, organization, and conduct of their courses.
- Courses will adhere to the published content as it appears in the current year's Gallaudet Graduate School Catalog.

- In the classroom, faculty will encourage students to engage in free inquiry and open expression of reasonably related content.
  - Faculty will inform students of the content, schedule, requirements, evaluation procedures, and grading policies employed in the course.
  - Faculty will inform students regarding times, outside of class, when they are available for student consultation.
  - Faculty will evaluate students fairly and without bias. Evaluation will adhere to the course goals, design, and timeframe described in the course syllabi.
  - Faculty will provide appropriate and timely feedback to the student about the quality of their work.
  - Faculty will model the appropriate application of the principles of academic integrity in the presentation of classroom materials.
  - Faculty will make all reasonable efforts to promote academic integrity through course and evaluation design, protection of materials, testing environment setup, and regular revision of evaluation materials.
  - Faculty will deal with suspected instances of academic dishonesty in accordance with Graduate School policy.

#### **Graduate Student Responsibilities**

- Graduate students are responsible for reading the Gallaudet Graduate School Catalog.
  - Graduate students will engage in free inquiry and open expression of subjects reasonably related to the content of the course.
  - Graduate students will familiarize themselves with the content, schedule, requirements, evaluation procedures, and grading policies employed in each of their courses.
  - Graduate students will participate in class activities, as defined by the faculty member, for purposes of facilitating academic or professional development.
  - Graduate students will complete course requirements on time and in a manner consistent with the course requirements.
  - Graduate students will submit work that meets the standards of graduate education and the profession that the student plans to enter.
  - Students will make all reasonable efforts to promote academic integrity, by refraining from dishonest practices and by reporting known instances of dishonesty to the appropriate faculty person.
    - Students are subject to the actions brought by faculty who suspect instances of academic dishonesty or other breaches of academic standards.
    - Students may appeal such faculty actions through the graduate student appeals process.

#### ***Departmental Procedures for Handling Suspected Violation(s) of Academic Integrity Occurring Within or Outside a Course***

##### **Suspected Violation(s) of Academic Integrity Occurring Within a Course.**

- A course instructor who suspects a student of academic dishonesty has the obligation to deal with the situation directly and quickly. The instructor will meet with the student immediately to discuss the perceived violation and to determine what, if any, extenuating circumstances exist.
  - If the issue is unresolved via meetings, then the instructor will prepare a written letter to the student that details the charge and the sanction or conditions to the student.
  - The letter generated by the instructor will be hand-delivered or sent by certified mail (electronic messages are not acceptable for this purpose) to the student within 10 business days after meeting with the student.

Copies of the letter will be sent to the program director of the department in which the course is being offered. If there is no program director, copies of the letter will be sent to the chair of the department in which the course is being offered. A copy will be sent to the program director (if there is one) and the chair of the department in which the student is seeking a degree, if different from the department in which the course is offered.

*The letter will state clearly the following:*

- The nature of the offense.
  - The date of the offense or the date it was discovered.
  - Evidence to support the offense.
- The sanctions or conditions imposed by the instructor depend upon the instructor's perception of the severity of the offense.
- Sanctions or conditions may include, but are not limited to: failing an assignment, requiring a substitute assignment, repeating the assignment under supervised conditions, receiving a reduced grade in the course, or other remedies felt to be appropriate by the faculty member.
    - Infractions judged to be more egregious might lead to more severe sanctions, such as: failure of the course, recording of the XF notation on the student's transcript, or recommendation for dismissal from the University.
- A recommendation to the program director of the student's department for dismissal may be initiated by the instructor teaching the course in question. If the recommendation is

supported by the program director, the program director sends the recommendation to the chair of the student's department. If there is no program director, the instructor sends the recommendation directly to the chair of the student's department. It is the chair of the student's department who recommends dismissal of a student to the Council on Graduate Education (CGE). After CGE completes the procedures, CGE then forwards its recommendation to the dean of the school in which the student resides.

- Students are responsible for their own academic integrity as well as helping maintain academic integrity in the community.

- A student who knows of another student's violation of academic integrity is responsible for reporting the alleged infraction, in writing to the instructor or other appropriate faculty member within 10 business days of discovering the offense.

- Students who cite another student for a breach of academic integrity policy may not do so anonymously (i.e., citations of academic dishonesty must contain the name of the person making the citation).

- The identity of the citing student will be held in confidence through the initial phases of the academic integrity process, but may become public if the process moves to the appeal stage.

- In all cases, students citing another person for breaches of academic integrity policy will be protected against retribution or harassment by the accused party.

- If a student reports another student for breaching the academic integrity policy, the reporting student needs to provide a written report of the violation, specifying:

- The nature of the offense.
- The date it occurred or was discovered.
- Any evidence to support the violation.

- Upon receipt of the written report, the instructor will evaluate the merits of the complaint by interviewing both the complainant and the student who is being accused. If the instructor deems the allegation to be substantiated, the instructor will proceed as described in this section in terms of preparing a formal letter detailing the violation, and proposed consequences or sanctions and copying the appropriate individuals.

- The student who is accused of violating academic integrity has 10 business days, upon receipt of a written complaint by the instructor, to deliver a written response to the allegation to the instructor who issued the sanction or conditions.

- The student's written response should indicate whether or not the student accepts the sanction or conditions proposed by the instructor. A lack of response by the student within 10 business days after receiving the letter will be deemed to

be acceptance of the sanction or the proposed condition or remedy.

- Copies of the accused student's written response to the allegation should be delivered by the graduate student to those individuals who were copied by the instructor who proposed the sanction or conditions.

- If a student does not accept the sanction or condition proposed by the instructor, the student can make a written appeal to the instructor's program director. If there is no program director, the student can make a written appeal to the department chair, following the procedures below.

- The student's appeal should state the reasons for the appeal.

- The program director evaluates the student's appeal in terms of:

- Whether treatment of the student by the instructor was arbitrary or capricious.
- Whether the instructor followed departmental guidelines.
- Whether the student had adequate advance notice and opportunity to respond.

- The program director decides whether or not to support the student appeal.

- The program director will respond in writing to the student and faculty member imposing the academic integrity sanction within 10 business days after receipt of the written appeal.

- Copies of the program director's decision will be sent to others copied by the instructor in the original letter to the student as well as the program director (if there is one) and the chair of the student's department if that is different from the department in which the course is offered.

- If the program director does not support the appeal, the student has the option of appealing to the chair of the department. If there is no program director, the student has the option of appealing directly to the chair of the department.

- The student's appeal should state the reasons for the appeal.

*The department chair evaluates the student's appeal in terms of:*

- Whether treatment of the student by the instructor was arbitrary or capricious.
- Whether the instructor followed departmental guidelines.
- Whether the student had adequate advance notice and opportunity to respond.

- The department chair decides whether or not to support the student appeal.

- The department chair will respond in writing to the student and faculty member imposing the academic integrity sanction within 10 business days after receipt of the written appeal.

- Copies of the department chair's decision will be sent to others copied by the instructor in the original letter to the student as well as the program director (if there is one) and the chair of the student's department if that is different from the department in which the course is offered.

- If the department chair does not support the appeal, the student has the option of appealing to the Council on Graduate Education (CGE) (*see Post Department Graduate Student Appeal Procedures below*).

- If the instructor who is accusing a student of a violation of academic integrity within a course is the department chair, the graduate student's appeal should be made to the CGE. (*See below*).

### **Suspected Violation(s) of Academic Integrity Occurring Outside a Course.**

- Procedures for addressing suspected violations of the academic integrity policy outside the context of a particular course are the same as those described above for suspected violations occurring within a course.

- The exception is that the complainant (i.e., faculty member, staff member, or student) contacts the chair of the department in which the student resides.

- Accusations of violations of academic integrity by externship or practicum supervisors are made to the university's instructor of record for the externship or practicum.

- The university's instructor of record for the externship or practicum will attempt to resolve the matter.

- If the matter cannot be resolved, the instructor contacts the chair.

- At the discretion of the department chair, input related to the complaint is sought from the program director, graduate coordinator, advisor, other faculty, student, externship or practicum supervisors, or other complainant.

- The department chair will meet with the accused student within 10 business days after receipt of the written complaint, share a copy of the written complaint (deleting the name of the fellow student as applicable), and ask the accused student to respond to the accusation.

- If the matter is not resolved in this meeting, the student who is accused of violating academic integrity is asked to submit a written response to the accusation within 10 business days after said meeting with the department chair.

- The response should be addressed to the department chair.

- The response should include any information the student deems to be important to counter the allegation of a violation of academic integrity.

- The department chair, after reviewing all presented information, makes a decision regarding the merits of the accusation.

- That decision will be communicated in writing to the student within 10 business days, after receiving written materials from the accused student.

- The severity of the sanction will depend upon the chair's perception of the severity of the offense, and could include a recommendation for dismissal from the program and/or from the University.

- The student has the option of appealing the department chair's decision to the CGE. (*See below*).

### **XF Transcript Course Grade Notation for Violations of Academic Integrity.**

- An instructor who determines that the appropriate sanction for a student who has violated academic integrity is a failing grade for the course may record a grade of "XF"

- For purposes of grade point average calculation, an "XF" will be treated in the same way as an "F"

- The XF grade shall be recorded on the student's transcript with the notation "Failure Due to Violation of the University's Academic Integrity Policy."

- XF grades should only be used in only the most egregious cases.

- The graduate student can appeal the instructor's decision to the program director, or if there is no program director, the graduate student can appeal the instructor's decision to the chair of the instructor's department by following the same procedures described above. If the program director does not accept the student's petition, the student has the right to appeal to the department chair. If the department chair does not accept the student's petition, the student has the right to appeal the chair's decision through the prescribed channels for graduate student appeal, beginning with the CGE level of review.

- After an XF grade has appeared on the graduate student's transcript for two academic semesters, excluding summers, the student may request to have the XF notation removed.

- The request to remove the XF grade is made by the graduate student to the department chair of the instructor who accused the student of breaching academic integrity.

- If the course instructor who gave the XF grade was the department chair, the student's request to remove the XF notation is made to the chair's academic dean (GSPP or CLAST).

- The request to remove the XF notation will only be considered by the department chair if:

- The student has not been found responsible for any other action of academic dishonesty or similar disciplinary offense at Gallaudet University or any other institution.
- The student provides evidence, after the infraction has occurred, of satisfactorily completing a course on academic integrity.
- The student completes an essay that explains what the student has learned from the experience of violating the University's academic integrity policy.
- The department is not obligated to approve the student's petition.
- If the appeal to remove the XF grade is approved, the student's XF course grade converts to an "F" grade.

## ACADEMIC APPEALS

A graduate student who wishes to appeal decisions involving the application of academic regulations to a program of study may do so by submitting a petition to the Council on Graduate Education Committee on Student Appeals through the office of the dean of the Graduate School. Such an appeal should be initiated by the graduate student and must be restricted to those matters directly affecting decisions that bear on the student's academic progress. A formal appeal should be initiated only after resolution of the issue has been attempted at instructor, program, and/or department levels. The specific kinds of decisions that may be appealed, and the appeals procedure, are described below.

Note that the appeals process is not a procedure for filing grievances. Grievances about the conduct of faculty or staff members, or other matters not directly related to academic decisions concerning a student's academic progress, should be directed to the appropriate department chair or, lacking resolution at that level, to the appropriate dean.

### ***Graduate Student Appeals Policy***

#### *I. Appeals Procedure*

Graduate students are expected to handle disagreements about grades or progress in a program of study with those most directly involved at the program, department, or school level. Ordinarily, the professional judgment of the instructor, program director, or department chair will be final. However, if the student feels that his or her treatment has been arbitrary and capricious, or that there was not reasonable procedural or substantive due process, he or she may appeal the decision by submitting a petition to the Council on Graduate Education through the office of the dean of the Graduate School.

#### *II. Actions Subject to Student Appeals*

Graduate students may appeal decisions regarding the application of academic regulations to a program of study. Appeals are restricted to those matters directly affecting the student's academic progress. Specific kinds of decisions that may be appealed include:

1. Grades that may lead to probation or dismissal.
2. Comprehensive or qualifying examination results.
3. Other performances that lead to probation or dismissal.
4. Accusations/penalties for infringements of the Academic Integrity Policy.
5. Faculty decisions concerning personal/ethical behaviors of the student, or student's personal suitability for work in the profession.

### **The Post-Department Graduate Student Appeals Process for All Types of Academic Appeals, Including Violations of Academic Integrity.**

- Level 1 of the Post-Department Graduate Student Appeals Process: Review by the Council on Graduate Education Student Appeals Committee.

Graduate students are expected to handle disagreements about grades, progress in a program of study, academic integrity, or dismissal decisions with those most directly involved, in accordance with department policy.

Typically, the student approaches individuals in the following order: the faculty member, the program director/graduate coordinator and/or the department chair.

Ordinarily, the professional judgment of the department chair will prevail; however, a student has the right to appeal a department chair's decision.

- An appeal may only be undertaken after attempts to resolve the matter at the faculty or departmental level have failed.
- An appeal must be initiated by the graduate student. An appeal must be restricted to those matters directly affecting decisions that bear on the student's progress in their academic program.
- Specific kinds of decisions that may be appealed include, but are not limited to, the following:
  - Course grades, only if the student claims arbitrary or capricious application of standards or that procedures are not followed. Decisions about the quality of work will remain with the faculty member and the department.
  - Comprehensive or Qualifying Examination results.
  - Sanctions for violations of academic integrity.
  - Other actions that lead to program probation or dismissal.
  - Other actions that lead to University probation or dismissal.

- Faculty decisions concerning standards of professional conduct.

- The appeals process is not a procedure for filing grievances against a faculty or staff member. Grievances about the conduct of faculty or staff members or other matters not directly related to academic decisions

concerning a student's academic progress should be directed to the appropriate department chair or, lacking resolution at that level, to the appropriate dean.

- If the graduate student feels that his or her treatment within the department has been arbitrary and capricious or that processes were not followed correctly in the department, the student may appeal the department's decision to the Council on Graduate Education (CGE).

- The graduate student initiates the appeal by filing a petition with the Chair of CGE (See steps for filing below). The petition must be submitted within 10 business days after receiving written notification of the outcome of the department level of review by the department chair.

- The student initiates the appeal to CGE by filing a petition with the appropriate Dean within 10 business days after receiving written notification of the outcome of the departmental level of review by the department chair.

*The petition must include:*

- Documentation of efforts made by the graduate student to resolve the disagreement at the instructor, program, and department levels.

- All relevant written documentation from faculty and the department chair related to the appeal and all relevant communications with the parties involved.

- A statement of the graduate student's desired outcome of the appeal (e.g., dismissal of the charge, modification of sanction or conditions imposed) or, if the student is proposing it, alternative plans for remediation.

- The appropriate Dean reviews the petition to determine whether the graduate student has followed the communication protocol in terms of timeliness, completeness of the petition, and appropriateness.

- If so, the petition is forwarded to the CGE Chair.

- If not, a written explanation is sent to the student with a copy to the CGE Chair and all other parties involved.

- Upon receipt of the student's petition from the appropriate Dean, the CGE Chair appoints and convenes a CGE Student Appeals Committee.

The Committee is made up of five members: one member of the CGE, two graduate faculty members who are not CGE

members, and two graduate students who are not representatives to CGE.

Graduate faculty and student members are appointed by the CGE Chair. Appointments are made from a list of faculty and students identified by departments as having an interest in serving on the committee and who have either received or agree to receive special training to serve on the Student Appeals Committee.

- The CGE Chair prepares, at the beginning of each academic year, a list of faculty and students from each department who have expressed interest in serving on a CGE Student Appeals Committee.

- The CGE Chair avoids appointing any faculty or student members who have an apparent vested interest in the outcome of the appeal.

- The term of service will expire with the resolution of the individual appeal.

- The petitioning student and the department involved each have the ability to challenge up to two proposed members of the committee for no cause.

- Individual members who are challenged are dismissed.

- An alternate member (student or faculty) are selected from the list of volunteers or nominations.

- All records of the CGE Student Appeals Committee are held in strict confidence.

- Records of the appeal, including the petition, are kept in the Office of the appropriate Dean.

- Academic Integrity records are kept separate from the student's regular academic file.

- The Student Appeals Committee holds an organizational meeting.

- A faculty chair is elected.

- All documentation related to the appeal forwarded by the appropriate Dean is reviewed.

- At this meeting, a decision is made about whether to support the appeal or to get additional information.

- The Student Appeals Committee has the option of asking the graduate student, program director, or department chair to attend a hearing to provide additional information.

- The role of the Student Appeals Committee is to determine whether actions of the reviewers at lower levels of the appeal were arbitrary or capricious and whether processes were followed correctly.

- The outcome of the review by the CGE Student Appeals Committee will be determined by a secret ballot.

- The Committee will vote on whether there is any evidence to suggest that the actions of the faculty or

professional staff member were arbitrary or capricious and whether processes were followed correctly.

- Based on the majority vote of the committee, the appeal will be supported fully, partially, or not at all.
- The majority vote of the members will govern a written recommendation to the dean of the school in which the department resides (i.e., GSPP or CLAST).
- In the event the appeal is related to a course outside of the school in which the student is enrolled, CGE's recommendation will be forwarded to the dean of the school in which the course resides with a copy sent to the student's academic dean.

- Level 2 of the Post-Department Graduate Student Appeals Process: Review by the GSPP OR CLAST Dean.

The GSPP or CLAST dean who receives the recommendation from CGE considers all of the documentation provided in the appeal and the recommendation of the CGE Student Appeals Committee and makes the decision about the appeal.

If the situation is as described above, the dean who governs the department whose course is in question will consult with the other dean who receives the copy before rendering a final decision.

The decision at the dean's level is final. No other appeals are possible.

The final decision made by the dean, along with a brief rationale for the decision will be conveyed in writing by the Dean of the Graduate School and Professional Programs to the student and all other concerned parties.

*This policy was based on an adaptation of a compendium of academic integrity policy information, reported (Winter 2004) on the websites of the following universities: University of Maryland, University of Maryland-Baltimore County; George Washington University, University of Pennsylvania, Rutgers University, and University of Alberta.*

*Additionally, the "XF Transcript Course Grade Notation for Violations of Academic Integrity" was adapted from a jointly published article, "Model Code of Academic Integrity" appearing in the Summer 1997 issue of Synthesis: Law and Policy in Higher Education (pp. 640-641 and the Journal of College and University Law) [as noted (p. 637) in the Summer 1997 edition of Synthesis: Law and Policy in Higher Education].*

## OTHER ACADEMIC REGULATIONS AND POLICIES

### ***Protection Against Sexual Harassment***

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, as amended. The University is committed to providing an environment that is free of unlawful sexual harassment and does not condone sexual harassment in any form. Reports of sexual harassment are investigated thoroughly, promptly, and objectively.

The University policy for protection against sexual harassment applies to all faculty, staff, and students in all offices and divisions of Gallaudet University. Copies of the entire policy are available in the Personnel Office, College Hall, Room 106.

### ***Student Right-to-Know Act***

The Student Right to Know and Campus Security Act, Public Law 101-542, is a federal law that requires that Gallaudet University make readily available to its students and prospective students the information listed below:

- Financial Aid
- Costs of Attending Gallaudet
- Refund Policy
- Facilities and Services for People with Disabilities
- Procedures for Review of School and Campus Accreditation
- Completion/Graduation Rates for Undergraduate Students
- Loan Deferral under the Peace Corps and Domestic
- Volunteer Services Act
- Campus Safety and Security
- Campus Crime Statistics

Should you wish to obtain any of this information, please send a letter to the following address:

Gallaudet University  
800 Florida Avenue, NE  
Washington, DC 20002-3695

### ***Petition to March Policy***

A master's clinical doctoral, or specialist student who desires to participate in May commencement but has not completed all program requirements due to unavoidable circumstances is required to request that his/her respective department file a petition-to-march application with the Council on Graduate Education (CGE).

It is the sole discretion of the student's academic department to decide whether to proceed with a student's request to file a petition-to-march request with CGE. A department, for example, has the prerogative NOT to submit

an exception-to-march petition because the student has not completed ALL degree requirements.

Departments deciding to file an exception-to-march petition must attest that the student is in good standing and is expected to complete outstanding degree requirements before or on the forthcoming August graduation date (i.e., last day of summer session). These degree requirements should only be those requirements that were unavailable to the student during the regular program due to circumstances beyond the student's control.

CGE will consider exceptions-to-march petitions when ONE of the following extenuating circumstances exists:

- A. The student is completing an externship or internship that allows for an August graduation date. OR
- B. The student needs to complete ONE additional course. OR
- C. Significant progress has been made toward the completion of the thesis or dissertation/doctoral research project. The student's thesis or research advisor attests that the student is expected to complete a successful defense before the last day of the upcoming summer session.

Petitions to march must be delivered to the Chair of CGE by April 1st. Petitions received after this deadline will not be considered. Incomplete petitions will be returned and not considered again.

Students whose exception-to-march petition is approved by CGE will receive a special designation in the commencement program. A notation will indicate that fulfillment of program requirements is anticipated before or on the last day of the August summer session.

Students who are permitted to march will not be granted a diploma until all program requirements have been completed. It is the responsibility of the student's department to notify the Registrar's office when the student has successfully fulfilled all program requirements.

### ***Confidentiality of Student Records***

Gallaudet University follows the requirements of the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) regarding student records. Under this act, all official student records are considered confidential. The act applies to records of anyone who is enrolled as a student

or has in the past been enrolled as a student of Gallaudet University or Gallaudet College.

All University officers and personnel must observe the following policies:

1. Students have the right to inspect their own official records. Corrections or challenges to records may be presented by the student in writing to the office maintaining the record. Each office responsible for an official student record must have a policy for how and when students may read, copy, and, if necessary, challenge information in the record.
2. Gallaudet University personnel who need particular information in order to perform their assigned duties may have access to these records.
3. Disclosure of information contained in student records to other persons or agencies is prohibited, with the following exceptions.
  - 3.1. Information from a student record will be released upon written request of the student.
  - 3.2. Directory information (name, home address, local address, class, year, major, verification of enrollment) may be released to anyone upon request. Students who do not wish this information to be available may request in writing to have their names removed from the directory. Such requests should be made to the registrar.
  - 3.3. The University must release official records upon subpoena or court order. The University will attempt to notify the student that the records are being released.
  - 3.4. Auditors inspecting the operations of Gallaudet University offices may inspect student records.
  - 3.5. Information from student records may be released to parents who financially support a student (under IRS regulations).
  - 3.6. Information from student records may be released to individuals or organizations providing financial aid for a student, or evaluating a student's eligibility for financial aid.

### ***Information Included and Excluded from Student Records***

Only information directly related to the educational process is maintained in student records. Official student records do not include references to political or social beliefs and practices. Students may list memberships in professional associations, honorary societies, or student activities as part

of their student records. Memberships in other organizations not listed by the student will not be included in student records. Medical records, mental health records, and parents' financial statements are not subject to this law.

Such records are confidential and privileged and may not be reviewed or seen by anyone except as provided by applicable law of the District of Columbia and the federal

government. Questions about student records should be directed to the University officials indicated.

***Academic Transcripts and Grade Listings***

**Location:** Registrar's Office

**Official Responsible:** Mr. Randy Prezioso, Registrar's Office1

***Academic Support Unit Files***

**Location:** Academic Advising, Career Center, Office for Students with Disabilities, Tutorial and Instructional Programs

**Official Responsible:** Mr. Edgar Palmer, Associate Dean, Center for Academic Programs and Student Services

**Location:** First Year Experience

**Official Responsible:** Ms. Judith Termini, Director, First Year Experience

***Disciplinary Records***

**Location:** Office of Campus Life

**Official Responsible:**

Ms. Susan Hanrahan, Director, Office of Campus Life

***Campus Law Enforcement Records***

**Location:** Department of Public Safety

**Official Responsible:** Dr. Meloyde Batten-Mickens, Executive Director, Facilities,

***Financial Aid Records***

**Location:** Financial Aid Office

**Official Responsible:** Ms. Nancy Goodman, Director, Financial Aid

***Student Employment Records - Student Accounts***

**Location:** Finance Office

**Official Responsible:** Mr. Jeffrey Leach, Manager, Student Financial Services

***Student Insurance Information***

**Location:** Student Health Service

**Official Responsible:** Ms. Kim Lee-Wilkins, Director, Student Health Service

***International Student Files***

**Location:** Office of International Programs and Services

**Official Responsible:** Ms. Mona Blanchette-McCubbin, International Student Specialist

***Library Files Regarding Money Owed***

**Location:** Gallaudet University Library

**Official Responsible:** Ms. Sarah Hamrick,