

## **FEDERAL, BOR, AND KSU COURSE SYLLABUS POLICIES**

The information below constitutes the Federal, BOR, and KSU course syllabus policies and procedures and may be referenced by faculty members in their course syllabi. These policies are updated on this site annually.

Note to Faculty: The KSU faculty handbook requires the Academic Integrity Policy in the course syllabus.

## **KSU ACADEMIC INTEGRITY STATEMENT**

Every KSU student is responsible for upholding the provisions of the Student Code of Conduct, as published in the Undergraduate and Graduate Catalogs. Section 5c of the Student Code of Conduct addresses the university's policy on academic honesty, including provisions regarding plagiarism and cheating, unauthorized access to university materials, misrepresentation/falsification of university records or academic work, malicious removal, retention, or destruction of library materials, malicious/intentional misuse of computer facilities and/or services, and misuse of student identification cards. Incidents of alleged academic misconduct will be handled through the established procedures of the Department of Student Conduct and Academic Integrity (SCAI), which includes either an "informal" resolution by a faculty member, resulting in a grade adjustment, or a formal hearing procedure, which may subject a student to the Code of Conduct's minimum one semester suspension requirement. See also <https://web.kennesaw.edu/scai/content/ksu-student-code-conduct>.

## **KSU DISRUPTION OF CAMPUS LIFE POLICY**

All students are responsible for knowing the information, policies and procedures outlined in the Kennesaw State University Codes of Conduct. The KSU Codes of Conduct include: the general Student Code of Conduct, the Residential Code of Conduct, and the Code of Academic Integrity. See also <http://scai.kennesaw.edu/codes.php>

## **KSU WEB ACCESSIBILITY POLICY STATEMENT**

Federal law Section 508 Subsection 1194.22 of the Rehabilitation Act and the Board of Regents (BOR) of the University System of Georgia (USG) Web Accessibility Guidelines require that all web content meet the federal government's accessibility guidelines. As such, KSU complies with USG guidelines.

University accessibility assistance is provided by several offices as noted below. Staff in these offices work to accommodate requests for access or assistance with access as soon as possible in order to either accommodate the request or identify an effective alternative for the requestor.

<b>Request for</b>	<b>Office</b>	<b>Contact Number</b>	<b>Contact Email</b>
Student Support Services	Student Disability Services	470-578-2666	<a href="mailto:studentdisability@kennesaw.edu">studentdisability@kennesaw.edu</a>
Student Technology Assistance	University Information Technology Services	470-578-3555	<a href="mailto:studenthelpdesk@kennesaw.edu">studenthelpdesk@kennesaw.edu</a>
Third Party Technology Assistance	University Information Technology Services	470-578-6999	<a href="mailto:service@kennesaw.edu">service@kennesaw.edu</a>

### **KSU REASONABLE ACCOMMODATIONS POLICY**

Students with qualifying disabilities under the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act who require “reasonable accommodation(s)” to complete the course may request those from Office of Student Disability Services. Students requiring such accommodations are required to work with the University’s Office of Student Disability Services rather than engaging in this discussion with individual faculty members or academic departments. If, after reviewing the course syllabus, a student anticipates or should have anticipated a need for accommodation, he or she must submit documentation requesting an accommodation and permitting time for a determination prior to submitting assignments or taking course quizzes or exams. Students may not request retroactive accommodation for needs that were or should have been foreseeable. Students should contact the office as soon as possible in the term for which they are seeking accommodations. Student Disability Services is located in the Carmichael Student Center in Suite 267 on the Kennesaw campus or Building A in Suite 160G on the Marietta campus. Please visit the Student Disabilities Services website at [www.kennesaw.edu/stu\\_dev/sds](http://www.kennesaw.edu/stu_dev/sds) for more information, or call the office at 470-578-2666 (Kennesaw campus) or 470-578-9111 (Marietta campus).

### **KSU ENROLLMENT MANAGEMENT/COURSE ATTENDANCE POLICY**

Students are solely responsible for managing their enrollment status in a class; nonattendance does not constitute a withdrawal.

### **KSU MILITARY WITHDRAWALS POLICY**

Kennesaw State students who are called to active duty or who are deployed during the term may be eligible for a military withdrawal. Students who withdraw for military reasons will receive a WM grade in all courses and receive a refund of tuition and mandatory fees and a pro rata refund of other fees. Students who would like to withdraw for military reasons must submit a copy of their official orders to the Registrar's office. Military withdrawals do not count

as part of the eight (maximum) allowed withdrawals.

### **COPYRIGHT LAW**

It is the responsibility KSU faculty and students to respect the rights of copyright holders and complying with copyright law. The University System of Georgia recognizes that the exclusive rights of copyright holders are balanced by limitations on those rights under federal copyright law, including the right to make a fair use of copyrighted materials and the right to perform or display works in the course of face-to-face teaching activities.

The University System of Georgia facilitates compliance with copyright law and, where appropriate, the exercise in good faith of full fair use rights by faculty and staff in teaching, research, and service activities. The University System of Georgia ensure compliance with copyright law in the following ways.

- A. The USG informs and educates students, faculty, and staff about copyright law, including the limited exclusive rights of copyright holders as set forth in 17 U.S.C. § 106, the application of the four fair use factors in 17 U.S.C. § 107, and other copyright exceptions.
- B. The USG develops and makes available tools and resources for faculty and staff to assist in determining copyright status and ownership and determining whether use of a work in a specific situation would be a fair use and, therefore, not an infringement under copyright law;
- C. The USG facilitates use of materials currently licensed by the University System of Georgia and provides information on licensing of third-party materials by the University System; and
- D. The USG identifies individuals at the University System and member institutions who can counsel faculty and staff regarding application of copyright law.

### **PROTECTING STUDENTS' PRIVACY (FERPA)**

Students have certain rights to privacy. These rights are mandated by federal policy. Leaving their work in an unsecured area such as outside your office door (unless agreed upon with each student) means that the students' names and grades and possibly social security numbers are accessible to everyone. Additionally, research papers can be taken and used by other individuals. It is recommended that you permit students to retrieve their work from your office if you don't return it to them in class. Information should not be made public in any way in which a student's grades, social security number, or other personal information may be identified. Grade information **may** be shared with members of the KSU community who also have a legitimate educational interest in student success (e.g. academic advisors or members of the Behavioral Response Team). Faculty may be asked to provide early alert information if there is a concern that a student is at risk, academically or otherwise.

As a member of the Kennesaw State University community of scholars, I understand that my

actions are not only a reflection on myself, but also a reflection on the University and the larger body of scholars of which it is a part. Acting unethically, no matter how minor the offense, will be detrimental to my academic progress and self-image. It will also adversely affect all students, faculty, staff, the reputation of this University, and the value of the degrees it awards. Whether on campus or online, I understand that it is not only my personal responsibility, but also a duty to the entire KSU community that I act in a manner consistent with the highest level of academic integrity. Therefore, I promise that as a member of the Kennesaw State University community, I will not participate in any form of academic misconduct.

You may visit the Student Handbook which outlines FERPA rights.

<http://catalog.kennesaw.edu/content.php?catoid=27&navoid=2263#rightsofstudentrecords>

Privacy in the Education Process. A key requirement of the formal evaluation process is the protection of individual privacy rights concerning educational grading. The University's online learning system and email system is designed to prevent unauthorized individuals from gaining access to sensitive information or information protected by federal or state law. Consequently, faculty and students are strongly encouraged to only communicate regarding course matters through the University's designated technology learning system.

### **KSU SEXUAL MISCONDUCT POLICY**

KSU does not condone and will not tolerate sexual misconduct or sexually exploitative or harassing behavior of any kind. The University has a comprehensive sexual misconduct policy (<https://policy.kennesaw.edu/content/sexual-misconduct-policy>) and affirms its responsibility to:

- Respond promptly and effectively to sex discrimination, especially sexual harassment and sexual violence;
- Take immediate steps to eliminate the sexual harassment or sexual violence, prevent its recurrence, and address its effects; and
- Support all students with appropriate resources regardless of their status as complainant or accused.

Questions about this policy should be directed to the KSU Office of Institutional Equity (OIE) and Title IX officer by telephone at (470) 578-5189. You may also visit the University's OIE at <http://equity.kennesaw.edu> for more information.

This policy applies broadly to all KSU employees, students, and third parties. All individuals are encouraged to report and seek assistance regarding incidents of sexual misconduct. A student who is under the influence of alcohol or drugs in violation of the KSU Student Code of Conduct at the time of a sexual misconduct incident should not be reluctant to seek assistance for that reason. In order to encourage students to come forward, disciplinary violations against a student (or against a witness) for his or her use of alcohol or drugs will not be enforced if the student is making a good faith report of sexual misconduct.

### **KSU COURSE WITHDRAWAL POLICY**

Students may withdraw from one or more courses any time before the last week of the semester. Summer withdrawal dates vary according to the part of term in which the student is enrolled. However, as of fall 2004, students will be allowed a maximum of eight total withdrawals if they enter KSU as a freshman. Transfer students will be allowed one withdrawal per fifteen credit hours attempted, for a maximum of eight. Students who choose to pursue a second degree at KSU will be allowed two additional withdrawals. Students who entered KSU before fall 2004 will be allowed one withdrawal per fifteen credit hours attempted for a maximum of eight after the institution of this policy. As part of the Kennesaw State University and Southern Polytechnic State University Consolidation process, SPSU students will have eight withdrawals available beginning Fall Semester 2015.

Students who exceed the maximum number of withdrawals will receive a grade of "WF" for any subsequent withdrawals. To completely or partially withdraw from classes at KSU, a student must withdraw online through Owl Express.

Students who officially withdraw from courses before the last day to withdraw without academic penalty will receive a grade of "W" and receive no credit. Students who officially withdraw after the last day to withdraw without academic penalty and before the last week of classes during the semester or who have exceeded the maximum number of withdrawals will receive a grade of "WF," which will be counted as an "F" in the calculation of their grade point average.

The only exceptions to these withdrawal regulations will be for instances involving unusual circumstances, which must be fully documented. Students may appeal to the Academic Standing Committee for consideration of unusual circumstances. Exact withdrawal dates are published in the official academic calendar. Students who simply stop attending classes without officially withdrawing usually are assigned failing grades. Students will receive refunds only when they withdraw from ALL their classes and only by the schedule outlined in the University System refund policy.

### **KSU GRADUATE COURSE AUDITING POLICY (GRADUATE COURSES ONLY)**

Auditing of courses will be permitted for regularly enrolled graduate students, as well as on a space-available basis for those who hold a graduate degree from Kennesaw State. Auditing courses is not allowed in the Coles Doctor of Business Administration, the Coles Executive MBA, the Master of Science in Conflict Management (MSCM), the Master of Science in Information Systems (MSIS), or any of KSU's Master of Education (M.Ed.) programs. Students must have completed all prerequisites necessary for the course to be audited and are expected to complete all course requirements as noted on the course syllabus. A student may audit no more than 6 credit hours of graduate course work in a given term.

The grade of "V" will be given for successfully completed audited courses. This grade will have no effect upon the student's grade-point average, and students will not be permitted to have the

audit grade changed at any future date. Audited courses will not count toward degree completion for any of KSU's graduate programs.

The permission to audit form, available in the Office of the Registrar, must be submitted before the end of final registration. The form must be signed by the Graduate Program Director of the program offering the course to be audited. Audited courses count at full value in computing the student's course load and fees. The student's name will appear on the official class rolls of the courses audited, as well as the student's approved schedule of courses. No credit is granted for audited courses, and students are not permitted to change to or from an auditing status except through the regular procedures for schedule changes.

### **ACADEMIC FEEDBACK**

Institutional Chief Academic Officers will encourage faculty to clarify for students, at the beginning of each course, the basis on which grades will be determined and to provide timely academic feedback as the course progresses (BOR Academic and Student handbook policy 2.18).

[http://www.usg.edu/academic\\_affairs\\_handbook/section2/C783](http://www.usg.edu/academic_affairs_handbook/section2/C783)

### **NETIQUETTE: COMMUNICATION COURTESY**

All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions and chats. [Describe what is expected and what will occur as a result of improper behavior]

<http://www.albion.com/netiquette/>

### **INCLEMENT WEATHER POLICY**

During the course of the year, Kennesaw State University may decide to close campus or operate on a delayed schedule in cases of inclement weather.

The University will announce campus closures and delayed schedules in several ways. The easiest way to receive the information is by signing up for KSU Alerts, which will send a message to your phone and an email to your university account.

In addition, announcements will be made by a notice on the Kennesaw State University home page at [www.kennesaw.edu](http://www.kennesaw.edu).