



**WELCOME TO WESTCONN**

---

**AND**

**THE SCHOOL OF PROFESSIONAL STUDIES**

**IMPORTANT INFORMATION FOR PARENTS**

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## **UNIVERSITY POLICIES**

### **The Family Educational Rights and Privacy Act**

Western Connecticut State University accords all the rights under the law to students. No one outside the University shall have access to nor will the University disclose any information from a student's educational records without his/her written consent except to personnel with the University, to officials of other institutions in which the student seeks to enroll, to persons or organizations providing students financial aid, to accreditation groups, to persons in compliance with a judicial order, to persons in an emergency in order to protect the health or safety of students or other persons, or to parents of a student who is officially documented as their dependent for income tax purposes. All these exceptions are permitted under the Family Educational Rights and Privacy Act. However, new language has been added to the Family Educational Rights to Privacy Act that permits colleges and universities to notify parents when their children have been involved in incidents on campus involving drug or alcohol use – if the child is under the age of 21. For complete information on this Act, refer to page 27 of WCSU's Catalog. If a student wishes to disclose information to their parents or guardian, they must sign a disclosure form that can be obtained from the Office of Student Affairs. (Refer to last page for Student Consent Disclosure Form.)

### **Student Rights & Responsibilities**

As citizens, students enjoy the freedom guaranteed by the Constitution of the United States and the State of Connecticut and have the same duties and responsibilities, as do other citizens. Students are expected to comply with Board of Trustees' policies, as well as rules and regulations of the University. When a student ignores or fails to act in accordance with local, state and federal laws and regulations, the University has the obligation and right to institute appropriate disciplinary action. Students whose conduct is determined to be unacceptable will be subject to sanctions, following due process, which are commensurate with the gravity of the offense and in the best interests of the University community. The range of sanctions includes reprimand, restitution, disciplinary probation, suspension from residence halls, suspension from the University, expulsion from residence halls and expulsion from the University. Students suspended or expelled

from the residence halls or the University are not entitled to a refund in any amount. Expulsion and suspension include disciplinary separations from all campuses of the University. Unacceptable behavior includes, but is not limited to, the following: cheating, plagiarism, forgery, obscene or malicious conduct, stealing, undue noise and disturbance, damage to property, disorderly and disruptive conduct; use, sale or possession of illegal drugs and narcotics, illegal possession of firearms, threats of violence, and physical injury to others.

The administration of discipline is handled by the Office of Student Affairs, which is authorized to hear and act on disciplinary matters. Procedural rights for students include proper identification of charges, hearings as needed and opportunity for appeal. The complete statement of “Student Rights and Responsibilities” can be found in the Student Handbook 2004-2005.

## **GUIDELINES ON ACADEMIC INTEGRITY**

A student has an obligation to demonstrate honesty in carrying out his/her academic assignments. A student may be found guilty of violating this obligation if he/she plagiarizes or cheats.

### **Definitions**

1. **Plagiarism.** Plagiarism is presenting the work of others as your own. The “work of others” includes any work bought or borrowed from another students, as well as work copied from a book, magazine, newspaper, or other medium such as a web site. Participation in another’s act of plagiarism is itself an action of plagiarism. To avoid plagiarism, follow this advice from a research paper guide: “You should cite the source of every idea you have learned or formulated from your reading, whether you express the idea in your own words or quote the author directly. The use of two or more consecutive words from a source, when those words express the essence of a writer’s idea or involve distinctive phrasing, is considered a direct quotation and requires the use of quotation marks.”<sup>1</sup> Any material used from another source, whether quoted or paraphrased, must be footnoted.

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<sup>1</sup> Cummins-Slade, *Writing the Research Paper: A Guide and Sourcebook*, p. 122. Copyright ©1979 by Houghton Mifflin Company. Used by permission.

Students will find that many of their course instructors utilize a plagiarism prevention program, Turnitin.com, for examination of student's writing assignments and papers.

2. **Cheating.** If a student uses materials other than those approved by the instructor when taking test, or if you give or receive information during an examination, you are guilty of cheating.

## **MATHEMATICS AND ENGLISH WRITING PROFICIENCY**

Please be informed that the Connecticut State University Board of Trustees approved a resolution in July 2003 regarding new students and their first-year proficiency in English and Mathematics. The purpose of the resolution is to insure that students have the necessary skills to make good academic progress in their chosen degree programs. The resolution has four important provisions:

- First, students who place into remedial courses in English Writing and/or Mathematics (defined by WestConn as ENG 098 and MAT 098) must pass each course within their **first 24 academic credits of completed coursework**.
- Second, students must be informed that there are **five opportunities** to complete these remedial course requirements: (1) summer sessions in 2004, prior to the first year; (2) fall semester; (3) winter intersession; and (4) spring semester, and (5) summer sessions, prior to the second year.
- Third, students who do **not** successfully complete the recommended proficiency courses within this period **shall not be allowed to register** for credit courses at any university within the CSU System (i.e., WestConn, Eastern, Central, and Southern) until they complete these courses or the equivalent coursework elsewhere.
- Fourth, all students are to be **notified** by the university of this requirement.

## **ACADEMIC STATUS**

### **Dean's List**

Eligibility for Dean's List each semester requires satisfactory completion of a minimum of 12 graded (standard option) semester hour credits with a semester grade point average of 3.5 (based on WestConn's 4 point grading system). Also eligible are full-time students whose minimum of 12 credits includes course work required in their program of study that must be taken with a pass/fail option, excluding credits that do not count toward graduation, and whose semester and cumulative average are 3.5.

### **Academic Warnings**

Academic warning letters from the School Deans are sent at the end of the first semester to freshman that have a grade point average between 1.70 and 1.99. This serves as a warning that the student is in danger academically, and that the student needs to meet with their academic advisor for assistance in how to raise his/her GPA to a 2.0 or above in the coming academic semester. Warning letters are also sent out each mid-semester if any WestConn student's mid-semester grade report shows D, F or INC (Incomplete) in any course work.

### **Academic Probation**

Academic probation letters from the School Deans are sent at the end of the first semester to freshman with a grade point average below 1.7, and to all other students with averages below 2.0. If a student is on probation, it is suggested that he/she meet with their academic advisor to review program requirements, course selections, credit loads, and other pertinent information. At this time, their advisor may refer the student to other helpful resources at the University for assistance such as: Learning Labs, Disability Services, the Counseling Center, or a tutor, who can be obtained through the Counseling Center.

The probationary period begins the semester following the one for which the letter of probation was first issued. The Dean will review the student's activities during the period of probation.

Probation is limited to one semester only, that is, probation is not typically extended for a second consecutive semester. If the student does not meet an acceptable average within the next semester, the student is then suspended from the University for academic deficiency. Students on probation should consider a semester course load of 12 credit hours only, and limit their participation in co-

curricular activities. Appeals to these policies are made to the appropriate School Dean who may make exceptions for compelling reasons.

Individual academic programs may have standards for probation and dismissal from their program that are higher than the general University standards. In other words, students can be dismissed from a program and still be in good standing at the University. Several programs at the University require a grade point average above 2.0. It is the student's responsibility to check the catalog and with their advisor to determine requirements for your program.

### **Academic Suspension**

If the student does not raise their grade point average to at least a 2.0 within one semester after being placed on probation, he/she are subject to academic suspension. This means that the student is no longer a degree candidate or matriculated student. The student may, however, enroll in up to seven credits per semester as a non-matriculated student. The student may apply for readmission when their cumulative grade point average reaches the minimum University, Department, or School admission's criteria. Eligibility for readmission does not automatically lead to readmission to WestConn, but only to consideration for readmission, by the Director of Admissions.

Credits earned at another institution CANNOT be used to raise a student's cumulative grade point average. If the student is suspended for academic reasons a second time, the student will be dismissed from the University and is not eligible for readmission, except under the Fresh Start Policy.

### **Fresh Start Policy**

If the student is suspended from the University for academic reasons, the student may apply for readmission to WestConn through the Fresh Start Policy. Please refer the most recent University catalog for a description of the Fresh Start program.