Henley-Putnam University Policies & Procedures

This addendum to the Course Syllabus and Course Policies serves as a reference tool for students and faculty. It covers policies relevant in all University courses. To see the ways in which these policies and activities align with the institutional, program, course, and student learning outcomes, please review the Learning Outcomes Alignment link under the course Welcome module.

Students should use this information along with the information in the Course Syllabus and Course Policies, as well as the University Catalog, as the first point of reference for any questions concerning course and University procedures.

Writing Style
If you wish to be successful at Henley-Putnam, you will need to write well. Your writing style is a reflection of your thought processes. Writing style needs to be organized using critical thinking skills which are the tools of good academic writing. Part of writing well is the proper use of “citation styles,” which in this case means a consistent format for citations on reference pages and within the text of a paper. At H-PU students are required to use the writing standards of the Publication Manual of the American Psychological Association (APA), sixth edition. To help you better understand and apply APA, we created the H-PU APA Guidelines for Academic Papers.

H-PU APA Guidelines for Academic Papers

Please utilize the H-PU APA Guidelines for Academic Papers and the accompanying templates as you prepare your written assignments. Your instructors will utilize the H-PU APA Guidelines for Academic Papers as the evaluation standard for APA compliance on all written papers (except Masters Theses and Doctoral Dissertations). Please pay special attention to the allowed modifications on page 5.

The H-PU APA Guidelines for Academic Papers is not meant to replace the Publication Manual of the American Psychological Association, sixth edition. Instead, it serves as an easy-to-use adaption that recognizes the academic writing purpose for most H-PU assignments. (Please note the Guide does not apply to the thesis and dissertation documents. Use the relevant manuals for those writing tasks.)

Please utilize the Example Paper Template you begin a paper. It will help ensure your format is correct for APA style papers.

You may also use the Annotated Bibliography Template if you have an annotated bibliography assignment in your course.

Academic Conduct
The University requires high standards of personal and scholarly conduct. Complete honesty is required of all students when presenting work as their own. This requirement applies to quizzes, examinations, daily reports, term papers and all other student work. Students guilty of academic dishonesty, cheating, or plagiarism in academic work shall be subject to disciplinary action.
Academic dishonesty includes, but is not limited to the following:

- Dishonesty of any kind on examinations and quizzes or written assignments
- Illegal possession of examinations, the use of unauthorized notes or electronic devices during an examination
- Obtaining information during an examination from another student
- Assisting others to cheat
- Alteration of grade records
- Plagiarism
- Plagiarism is defined as either intentionally or unintentionally using another person’s words and ideas without giving the person formal credit for those ideas by citing the author in the text or in a footnote and by including the author (and publication information) on a reference page.

Consequences for breaking the Academic Conduct code at Henley-Putnam University include the following:

- Failing the course in which the academic dishonesty has occurred.
- Failing the assignment in which the academic dishonesty occurred.
- Rewriting/resubmitting the assignment in which academic dishonesty occurred for the first time offenses.
- At the MS and DSS levels, breaking the academic conduct code may result in expulsion from the University.
- Repeated acts of academic dishonesty may result in expulsion from the University.
- Grade changes or revoked degrees (there is no statute of limitations on academic dishonesty; academic dishonesty discovered after the fact may result in course grade changes or revoked degrees).

Plagiarism

Plagiarism involves either intentionally or unintentionally using another person’s words and ideas without giving the person formal credit for those ideas by putting the material inside quotation marks, correctly paraphrasing the ideas, citing the author in the text or in a footnote, and by including the author (and publication information) on a reference page.

Plagiarism occurs when the following happen:

- When you use a person’s words or ideas and do not give them credit for them in in-text citations and in a formal reference page that includes the author’s name and publication information
- When you use a person’s exact words and do not place them inside quotation marks
- When you change a person’s ideas into your own words and do not give them credit for those original ideas by including in-text citations and a reference page that includes the author’s name and publication information
• When you do not use in-text citations after ideas or words that are not your own
• When you do not include a reference page in papers that include other people’s words and ideas
• When you copy and paste ideas from the internet or resource without using quotation marks, correct paraphrasing, citing, and referencing the original source
• When you turn in the same paper for more than one course
• When you do not put quotation marks around exact words, phrases, and sentence structure that come from an original or outside source

Intentional plagiarism: occurs when a person knowingly presents another person’s ideas or words as his or her own without giving the person credit for his or her original words and ideas.

Unintentional plagiarism: occurs when a person unknowingly or without malicious intent presents another person’s ideas or words as his or her own or fails to give the person credit for those words and ideas by using an in-text citation and reference page.

Self-plagiarism: occurs when you write a paper for one course and submit it as an assignment in another course as well without notifying the professor: some professors will accept this, some will accept it with modification, and others will require a new assignment to be written.

Quoting: using a person’s exact wording, ideas, and sentence structure and placing them within quotation marks; quoting requires the use of in-text citations and inclusion of the person’s name and publication information on a formal reference page.

Paraphrasing: using a person’s original words and ideas, putting them into your own words and restructuring the original sentence, including the wording, phrasing, terminology, punctuation, and sentence structure; paraphrases must be followed by in-text citations and must involve the inclusion of the original source on a formal reference page, including the author’s name and publication information.

Plagiarism can be avoided by the following actions:

• Place a person’s exact words or ideas inside quotation marks within your paper, if you wish to use them.
• Be sure to include quotation marks.
• Be sure the words, sentence structure, capitalization, and punctuation are exactly the same as in the original source.
• Follow the quote with an in-text citation using APA formatting or include a footnote that gives the author credit for his or her words or ideas.
• Include the author and publication information on an APA formatted reference page at the end of the paper.
• Every time you use a person’s ideas—even if you change the wording and sentence structure (this is called paraphrasing), you still need to give the person credit for his or her original ideas.
• Follow paraphrases with an in-text citation using APA formatting or include a
footnote that gives the author credit for his or her original ideas.

- Include the author and publication information on an APA formatted reference page at the end of the paper.
- Use the APA Style Guide to help you to understand how to correctly cite others’ words and ideas in your writings, how to use in-text citations, how to correctly format papers, and how to create a reference page to help you to avoid plagiarism.
- Students can submit their papers to Grammarly and obtain a report about any potential plagiarism in their paper.

Consequences for Plagiarism at Henley-Putnam University include the following:

- Failing the course in which plagiarism has occurred.
- Failing the assignment in which plagiarism occurred.
- Rewriting/resubmitting the assignment in which plagiarism occurred for the firsttime offenses.
- At the MS and DSS levels, plagiarism may result in expulsion from the University.
- Repeated acts of plagiarism may result in expulsion from the University.
- Grade changes or revoked degrees (there is no statute of limitations on plagiarism; plagiarism discovered after the fact may result in course grade changes or revoked degrees).

Process

When a faculty member suspects or has identified plagiarism, he or she contacts the program dean and the Assistant Provost of Academic Affairs. The faculty member and deans determine the course of action depending on the case. The possible courses of action include:

1. Faculty member makes a decision regarding the consequence.
2. Faculty member requests a review of the case by the Academic Affairs (AA) team; the AA team recommends a consequence and the faculty member follows through with it.
3. The AA team may request a second opinion on a case by the Student Review Committee.
4. All plagiarism case outcomes are recorded with Student Services and noted in the student’s file.

Students who disagree with a plagiarism charge that affects a grade may follow the Student Grade Appeal Process. A student who is expelled from the University due to a plagiarism charge may follow the Student Grievance Procedure.
Proctoring
As students progress through their programs, achievement is assessed by proctored experiences appropriately spaced throughout each program of study. Proctored experiences include examinations proctored by Remote Proctor Now and assessments conducted via Skype or some other approved internet based video teleconferencing system.

Students who do not have access to a device that meets the technical requirements for using Remote Proctor or who have questions related to proctoring, should contact Student Services at studentservices@henley-putnam.edu within the first few weeks of class. Failure to do so will result in not being able to log into the proctored exams.

Remote Proctor NOW
Henley-Putnam University is proud to offer students the opportunity to take their exams at home through Remote Proctor NOW. This is an inexpensive service that allows students to take exams online, provided they have a webcam, a computer, and Internet access. For more information on Remote Proctor, please refer to the H-PU Remote Proctor quick guide in the Orientation Course. The initial landing page that may be used for getting started with Remote Proctor NOW is as follows:
http://www.myrpinstall.com

The demo video for Remote Proctor NOW may be accessed using this link: www.screencast.com/t/dJM4WfTRI.

Internet Based Teleconferencing
Graduate level courses work at a higher skill level and therefore use internet based teleconferencing to proctor some assessments. Students will work with their instructors to identify an appropriate system such as Skype to use for their assessment. Instructors for these courses are required to verify student identity at the beginning of the call by viewing either a driver’s license or other picture ID.

Grades and Satisfactory Progress
Grades are awarded on a traditional A+, A, A-, B+, B, B-, F, system. The minimum passing grade in a bachelor’s level course is a D-. The minimum passing grade in master’s level courses is a C- and the minimum passing grade in a doctorate course is a B-.

Grading Scale:
The standard scale for final grades used by the University is:

98 to 100% = A+
97 to 94% = A
90 to 93% = A-
88 to 89% = B+
87 to 84% = B
83 to 80% = B-

79 to 78% = C+
77 to 74% = C
73 to 70% = C- (keep in mind, this is a failing grade for a graduate student)

69 to 68% = D+
67 to 64% = D
63 to 60% = D-

59% and below

The minimum allowable cumulative grade point average to maintain satisfactory progress for the bachelor’s degree program is a C, or 2.0. The minimum allowable cumulative grade point average to maintain satisfactory progress for the master’s degree programs and doctoral degree program is a B, or 3.0.

In calculating a student’s grade point average, the following policy applies:

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<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
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<tbody>
<tr>
<td>A+</td>
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<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
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<tr>
<td>D+</td>
<td>1.33</td>
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<tr>
<td>F</td>
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<td>3.00</td>
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<tr>
<td>C</td>
<td>2.00</td>
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<td>D</td>
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</tbody>
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Only course grades of A+ though F will be used to calculate the Cumulative Grade Point Average. In addition, if the student has not completed the coursework and earned a grade, either an Incomplete (I) or Withdraw (W) will be issued: an Incomplete (I) to indicate that an extension has been granted or an LOA has been approved, a Withdraw (W) to indicate withdrawal, or an F/X to indicate that no work has been submitted in the course will be issued.

**Student Grade Appeal Process**

When a student believes that his or her final grade for a course was unfair, the student may use the process described herein to seek resolution of the matter. It shall be the responsibility of the student to prove that the grade is incorrect or unjustified. Grades are awarded or changed only by the course instructor or through this appeals process. The parties should make every effort to achieve consensus and to resolve conflicts at the lowest level and as quickly as possible, especially in cases where a student’s timely academic progress is in jeopardy.

**Step 1: Informal Appeal Process**

Before submitting an appeal, the student must discuss the final course grade, grading practices and assignment directly with the instructor who issued the final grade. This discussion may eliminate any
misunderstandings over the assignment of the grade as relates to the course syllabus. The appeal must be made within 10 days from the date the grade was issued. The appeal should include the case point by point, outlining the areas of disagreement. This discussion must occur before the student may file a formal appeal. If the student and instructor fail to resolve the grade dispute through informal means, the student may request a formal grade appeal process by completing a “Final Grade Appeal Form” available from the University Registrar.

Step 2: Formal Appeal Process
If a student wishes to appeal further, he/she must submit the “Final Grade Appeal Form.” The formal appeal should be very detailed and should include the course number, course name, name of student, name of the instructor, date the contested grade occurred, initial correspondence with the course instructor, desired grade change, and rationale to support specific ground(s) upon which the appeal is based. This appeal may be submitted via email, mail or FAX. This appeal must be submitted within 10 days of the dated instructor’s response, or if the instructor does not respond, within 15 days after the informal appeal was originally filed with the instructor. A student who fails to file a FINAL GRADE APPEAL form within the specified time period forfeits the right to appeal the grade.

Extension Policy
Every student is expected to complete all assignments on time as specified in their course syllabus within the 10 week timeframe. (Course due dates may vary, students must double check each syllabus upon starting a new course.)

The extension policy exists as an option for students who experience a significant life event that disrupts their ability to complete a course, such as medical or family emergency or deployment. The student is responsible for requesting an extension from their instructor and ensuring the extension contract gets signed and filed with the Registrar. Students who elect to request an extension forfeit the right to withdraw from the course or request a Leave of Absence. The criteria for the extension policy are listed below.

Eligibility

- A student must have demonstrated steady participation in the course and maintained regular communication with their instructor to be eligible for an extension.
- An extension may be contracted with instructor agreement/approval.
- An instructor may agree to an extension if the student has completed at least 50% of the course and can reasonably complete the course within a stated time frame, not to exceed 60 days from the regular course end date.

Process

- The extension contract form is a Docusign PowerForm that is located on the Moodle home page under the “Need Help?” area by clicking on the blue question mark or by clicking this extension contract form link.
- Directions for completing the extension contract are also located on the Moodle home
page under the “Need Help?” area by clicking on the blue question mark or by clicking this extension contract form directions link.

- The extension contract form will indicate an agreed-upon finish date.
- The extension contract form must be initiated and signed by the student at least seven days before the course end date.
- If the instructor approves and signs the extension contract form, the extension contract will be filed with the Registrar by the final day of class.

**Important**

- No extension contracts will be granted after the course end date.
- An extension contract may not be extended beyond the agreed-upon finish date.
- The Registrar reserves the right to void an extension contract if 1) the student has more than two extensions in progress; 2) if the student has an outstanding balance with the University; or, 3) if the contract arrives after the course end date.
  - A student’s grade is set as "IE" (Incomplete Extension) by the Registrar until the coursework is finished or until the extension expires, whichever comes first.
  - Within five days of the finish date, the instructor submits the student’s final grade (A-F) for the course based on what the student completed for the course; failure to uphold specifics outlined in the extension contract may result in an automatic “F” (fail).
  - A student may not have more than two extension contracts in process at one time.
  - Students who extend a course are obligated to pay for the course in full regardless of whether the course is completed. The financial obligations and payment schedules of students on extension are unchanged.
  - Students who extend a course must contact their Enrollment Advisor to ensure re-enrollment is set up for future quarters.

**Withdrawal from a Course**

Students who wish to drop a course must contact their Enrollment Advisor. The student will be required to complete a course withdrawal form and complete a new Enrollment Agreement for the next start. If the student cannot restart immediately they must sign an LOA form or STOP break form and future Enrollment Agreement. Students who are in multiple classes and wish to withdraw from once class will need to only complete the course withdrawal form.

Students who withdraw from a class may be due a refund. Refunds will be issued within thirty days from the date of the course withdrawal request. Students will need to ensure the University has the most up to date address for the refund to be delivered.

Courses withdrawn before the end of week 1 of the quarter will not show on the student’s transcript. Courses withdrawn after the end of week 1, but before the end of week 7 of the quarter will show on the student’s transcript as a “W” (Withdrawn). “W” grades do not affect grade point average. Courses withdrawn after the end of week 7 of the quarter will result in an earned grade based on the
student’s work completed up to the date of requesting the course withdrawal.

STOP Break (Student Time-Off/Personal Break)
Students may take a STOP Break of 30 or 60 days for any reason. The break period starts on the 1st of the month and ends on the last day of the month. The student will remain in an Active student status while on a STOP Break. A STOP Break cannot be taken in the middle of a course. Students are allowed a total of 2 STOP Breaks in any 12 month period, but cannot be taken consecutively.

To request a STOP Break students must contact their Enrollment Advisor and sign an Enrollment Agreement for their next classes. Students who choose not to return at the end of their STOP Break must apply for a Leave of Absence (LOA). Students may not use a STOP Break to extend an LOA.

LOA (Leave of Absence)

Students may request a Leave of Absence for up to 180 days (6 months). There are five categories that allow students to request for an LOA: family, financial, maternity, medical, deployment for civilians, and military. To apply for an LOA, students must submit a completed LOA request form and supporting documentation to their Enrollment Advisor. The LOA request form is delivered to the student after an initial request to the Enrollment Advisor. Students must inform the University of any personal information changes while on an LOA (address, phone number, email address, etc.).

Family Leave can be granted for reasons of: death in the family, adoption of a child, the need to care for a family member, or other reasonable, unforeseen circumstances. A letter requesting this type of leave should specify when the student expects to return to his or her studies.

Financial Leave can be granted for reasons of temporary financial hardship.

Maternity Leave can be granted for maternity.

Medical Leave is granted if the student is medically incapacitated or is otherwise physically and/or mentally unable to carry on their studies. A letter requesting a medical leave must be accompanied by a letter from the student’s primary care physician or licensed health practitioner explaining the circumstances and giving a reasonable estimate of when the student can expect to return to his or her studies.

Military Leave is granted when a student who is a member of the armed forces must interrupt his or her studies due to a change in assignment or location that will prevent them from carrying on their studies. A letter requesting a military leave must be accompanied by a copy of the student’s deployment orders.

LOA Guidelines
Upon the completion of a course(s) students may request an LOA for extenuating circumstances such as: family, financial, maternity, medical, or military. Students must submit their request for an LOA to
their Enrollment Advisor with supporting documentation of their need. Students will also be required to sign an Enrollment Agreement for their return. The Enrollment Advisor will deliver the student’s request to the Registrar for review and approval. The student will receive notification from the University if the request has been approved.

Students will be required to engage in mandatory academic advisement if they repeatedly request LOAs, a pattern of delays in return develops, or if an LOA would significantly interfere with the planned completion of a program of study. Students will be contacted through retention outreach regarding their return from an LOA. An LOA may be granted for up to 180 days (6 months). In special circumstances, an LOA may be extended beyond 180 days. A request to extend an LOA must be sent to the Enrollment Advisor with supporting documentation of the need. Approvals and fees for an extended LOA will be decided on a case-by-case basis.

In extremely extenuating and unforeseen circumstances, and upon review of such circumstances by the Enrollment Advisor and Registrar, a student may request to take an LOA during a current term (mid-term LOA). The student must complete a formal LOA form and submit supporting documentation. If the request is approved, the student will receive an “I” (Incomplete) for the current course(s). A mid-term LOA cannot be taken in 1 class if the student is enrolled in more than 1 class. A mid-term LOA does not change payment obligations agreed to by the student for any courses started or completed.

Upon returning from a mid-term LOA, the student must contact their Enrollment Advisor in writing. If the contact is made before the 15th of the month, the student may resume their unfinished work on the 1st of the following month. If the contact is made after the 15th of the month, the student may resume their unfinished work on the 1st of the second following month. For example, a student who returns from an LOA on August 10th may resume coursework on the September 1st. If the student returns on August 22nd, they may resume coursework on October 1st. Upon return from a mid-term LOA, the student will resume coursework and will be granted an automatic course completion period of 10 weeks to complete the course(s). At the end of the course completion period (if applicable), the student will receive an appropriate letter grade that will replace the “I” grade. The instructor must assign a letter grade (A-F) at the end of the completion period. If the student does not return within their granted LOA timeframe, the “I” grade will be replaced with an “F” and may have financial impact. Students should contact their Enrollment Advisor to understand the possible financial ramifications of their LOA. Due to potential instructor changes, a course syllabus may change to reflect such changes and a student returning from a mid-term LOA may be required to adhere to the syllabus revisions.

Students who are unable to return to classes from an LOA must complete the necessary steps to be granted another LOA. Students that do not return from an LOA, do not apply for another LOA, and are unresponsive to the University will be placed on an Active-Not Enrolled student status and can face dismissal. Students will be contacted through retention outreach regarding their inactivity. Students who remain in the Active-Not Enrolled status for 1 month and are unresponsive will be considered for dismissal pending a review.