



NEUMONT
COLLEGE OF COMPUTER SCIENCE
STUDENT HANDBOOK

Updated 10/15/2018

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NEUMONT COLLEGE OF COMPUTER SCIENCE STUDENT HANDBOOK

The Neumont College Of Computer Science Student Handbook is published in conjunction with the Neumont College Of Computer Science Course Catalog, which is the official source for school policies and procedures. The Student Handbook is updated as needed and is a companion guide to the Course Catalog.

Neumont may, at any time, revise the Student Handbook without notice. Unless specifically stated, the revisions are effective at the time of publication on the Neumont website.

DIRECTORY

These Neumont staff members are here to help you:

In Your Class

Your instructor

General Academic Issues

Alice Nguyen – Registrar

Room 211 / registrar@neumont.edu / 801-302-2845

Jeremiah Harrison

Room 303 / jharrison@neumont.edu / 801-302-2936

Student Issues

LeeAnn Prince– Director of Student Affairs

Room 103 / lprince@neumont.edu / 801-302-2858

John Peppinger – Senior Academic and Student Life Coordinator (ASLC)

Room 107 / jpeppinger@neumont.edu / 801-302-2841

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Room 106 / clane@neumont.edu / 801-302-2896

Lacy Clawson – Academic and Student Life Coordinator (ASLC)

Room 105 / lclawson@neumont.edu / 801-302-2828

Phil Francis – Academic and Student Life Coordinator (ASLC)

Room 104 / pfrancis@neumont.edu / 801-302-2832

Housing and Residence Life

Jennifer Jerichow – Residence Life Coordinator

Room 108 / jjerichow@neumont.edu / 801-302-2813

Financial Aid

Nate Blanchard – Director of Financial Aid

Room 113 / nate.blanchard@neumont.edu / 801-302-2873

Vanessa Martineau – Financial Aid Associate Director
Room 109 / vanessa.martineau@neumont.edu / 801-302-2820

Brad Morris – Financial Aid Advisor
Room 115 / brad.morris@neumont.edu / 801-302-2856

Kylee Chalk – Financial Aid Advisor
Room 114 / kylee.chalk@neumont.edu / 801-302-2982

Learning Center Administration

Lori Draper – Learning Center Director
ldraper@neumont.edu

Career Placement

Britta Nelson – Director of Corporate Relations
Room 213 / britta.nelson@neumont.edu / 801-302-2851

Matt Wallace – Career Services Manager
Room 212 / matt.wallace@neumont.edu / 801-302-2911

Location

The Neumont College of Computer Science Campus is located at 143 South Main Street, Salt Lake City, Utah, 84111. The building is open to all students seven days per week, 24 hours per day.

Security

As Neumont continues to grow, campus security becomes a more critical issue. Director of Student Affairs, LeeAnn Prince and HR Director, Amy Canter, coordinates efforts to keep all of us safe and secure. If you have a specific concern, please contact LeeAnn at 801-302-2858.

In compliance with the crime awareness provisions of the Campus Security Act of 1990, crime statistics and the campus security report are available through Student Affairs and on the Neumont website at https://www.neumont.edu/cmsdocuments/2017_Annual_Security_and_Fire_Safety_Report.pdf

Neumont ID / Security Badge

Part of keeping the campus secure is identifying people who should and should not be on campus. For this reason, all faculty, staff, and students are required to wear their identification / access badge while on campus. If you forget to bring your badge, stop by reception to make arrangements for the day. If you lose your badge and are without it on day two, you will be charged \$15.00 for a replacement. Please develop a routine where you know where your badge is at all times. Never lend your badge or borrow one from another student.

The Tower residential floors may only be accessed with an ID badge. Only students who reside in “the Tower” will have badge access.

Never allow a stranger to enter the building with you. Ensure the doors are latched after you enter. Under no conditions should you allow any stranger to shelter in the building. If they or other authorized individuals are on the campus, please notify the Reception area or the Security desk immediately. Individuals who are not students should not attend classes and must be in your

company at all times.

Liability Policy

Neumont cannot be held liable for loss of or damage to personal property in any building or on campus grounds, regardless of how the loss occurs – whether it is by theft, fire, water, vandalism, or any other cause.

Ill or Injured

If you become ill or injured while on campus, report to Student Affairs or the Neumont Reception area.

Student Code

For the complete Student Code, please refer to Appendix Two at the end of this handbook.

As with any professional and school environment, you are expected to obey local, state and federal law. To keep Neumont College a safe, positive learning environment for everyone, the following actions are prohibited (this list is not exhaustive):

- A. Theft
- B. Disruptive behavior
- C. Possession or use of firearms, explosives, or other dangerous substances
- D. Vandalism or threats of actual damage to property or physical harm to others.
- E. Possession, sale, transfer, or use of illegal drugs
- F. Appearance of being under the influence of alcohol or illegal drugs while on campus
- G. Harassing or abusive acts which invade an individual's right to privacy including sexual harassment or abuse against members of a particular race, ethnic, religious, or cultural group
- H. Any activity that may be perceived as hazing, which is defined as a situation or activity which intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of admission or initiation into any affiliation or organization associated with the College
- I. Reckless or intentional use of invasive software such as viruses and worms destructive to hardware, software, or data files
- J. Violation of the *Acceptable Use Policy* for school-issued equipment.

The College reserves the right to suspend or dismiss any student at any time for misconduct or when such action is deemed to be in the best interest of the student or the College.

Dress Code and Hygiene Policy

We want our students, faculty, and staff to feel comfortable within our Neumont community. For this reason, the institution holds students accountable for acceptable and appropriate dress and hygiene on Neumont property. Disruptive attire, which may include profanity, obscenity or indecency, or revealing excessive skin or undergarment is prohibited. Students must wear footwear at all times. Proper hygiene is expected. Students in violation of the dress code or of poor hygiene may be asked to return with an appropriate presentation. Recurring violations concerning the dress code or hygiene policies may result in disciplinary action.

Alcohol and Substance Abuse

The College does not permit or condone the use or possession of marijuana, alcohol, or any other illegal drug, narcotic, or controlled substance by students or employees while on school premises.

Drug and alcohol counseling referrals are available through the Office of Student Affairs. Individuals needing treatment or rehabilitation will be referred to an appropriate community resource. Neumont does not assume the cost incurred for drug or alcohol treatment or rehabilitation.

Chewing Tobacco

Chewing tobacco may not be used in the non-housing floors of the Neumont campus.

Sexual Harassment

The College will not tolerate sexual harassment. Behavior toward any employee or student by a member of the staff, faculty, or student body which constitutes unwelcome sexual advances, including comments of a sexual nature, or inappropriate conduct, including the display of derogatory drawings, cartoons, or posters, will be dealt with quickly and vigorously and may result in disciplinary action up to and including termination or dismissal.

The sexual harassment of any employee or student of Neumont is forbidden. The Director of Student Affairs is responsible for receiving and investigating complaints of harassment, including sexual harassment. Any employee, student, or administrator who is aware of an alleged incident of sexual harassment should take immediate action by bringing the matter to the attention of the Director of Student Affairs.

General

Activities

Every student organization is open to all students.

Student Government

The Unified Student Government (USG) meets regularly while school is in session. Check the Neumont email for notification on when and where the meetings are held or see your ASLC every quarter. USG representatives are responsible for a number of campus activities and serve as a voice for student concerns to the administration. All students are invited to attend meetings.

USG Officers are elected every three quarters. Officers include Student Body President and Student Body Vice President. New senator applications must be approved by the standing senate and student government. Student government officers must be in good standing, both academically and judicially.

Neumont Virtual Bookstore

The Neumont Virtual Bookstore provides all of the textbooks students need for classes at Neumont. The Virtual Bookstore is open from approximately three weeks prior to the start of a quarter until the end of the quarter.

Textbooks are sold through the Virtual Bookstore in accordance with official College policies. At the time of issuance, textbooks become the responsibility of the student. The College is not responsible for replacing lost textbooks; however, students may purchase replacements from the Virtual Bookstore. Students are responsible for the cost of their textbooks. Eligible students

may charge the cost of their books to their Neumont student account.

Additional course materials and fees may be applied for specific course.

Please note the following regarding copyright infringement:

The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or reproductions of copyrighted material; the person using a copy machine or other tool on college premises is liable for any infringement.

Under this law, unlawful copying of text books or other copyrighted material is prohibited. Neumont College expects students, faculty and staff to abide by this law.

All students are expected to purchase their own copy of a text book. Anyone found violating this policy may be subject to criminal prosecution in a federal court; additionally, a student's enrollment at the college may be terminated or lesser sanctions implemented, in response to copyright policy violations.

Educational Accommodations

Educational accommodations are provided to students with professionally-diagnosed disabilities. Students must submit documentation of a diagnosed condition before accommodations may be considered. Reasonable accommodations and services are based upon the current impact of the disability in the academic setting.

Please contact John Peppinger (jp@neumont.edu) or LeeAnn Prince (lprince@neumont.edu) a copy of the *Handbook for Students with Disabilities*.

Records

Students who would like to be known on campus by a name other than their legal name are invited to submit a request to the college's registrar and/or their ASLC.

Northern Utah Activities

Northern Utah has a number of unique recreational and cultural opportunities for students. Some websites to check out for activities include: <http://www.utah.com/>
<http://www.slctravel.com/> <http://www.skiutah.com/>

Student Employment – On Campus

Neumont College employs some students in a variety of jobs on campus and in student housing. They help maintain the facility, monitor student housing, IT help, tutor, and grade classwork.

Student Employment – Off Campus

Sunday editions of the *Deseret News* or the *Salt Lake Tribune* have the largest listing of local employment opportunities in this area. You do not need to check both papers, as the same company runs the classified advertising sections for both newspapers. You can also check on line at: <http://www.slc-classifieds.com/cs2/index.asp> and <http://www.ksl.com/jobs>.

Bicycles on Campus

Students and staff need to register their bicycle. They may store it on campus in a designated bicycle storage room; this room is located near the back entrance of the building and is available on a first-come, first-served basis. People may store one bicycle in the room at a time using a cable lock. Bicycles not moved for 30 days may be removed and donated to charity. Neumont is not responsible for damage or theft. The storage room is provided as a courtesy.

Visitors on Campus

All visitors must register at the reception desk on the main level. Student guests may be on campus only when the student is not scheduled to be in class, and at both a low frequency and for a short duration. For example, a student may have a friend visit campus for an event or on occasion. These guests must be in the company of a Neumont student at all times and must be known to the student. During peak temperatures in the summer and cold weather in winter, students may be inclined to provide access to campus in an attempt to assist an indigent person; the Neumont campus is for students (and, in limited circumstances, their friends and family), employees, and guests with a legitimate business purpose only. The College may deny access to anyone, and may require a guest to immediately leave campus if it is determined that they are spending an unreasonable amount of time on campus, are a distraction, are not complying with College policies, or for other cause.

Classrooms are Academic Work Zones

From 8:00 a.m. to 5:00 p.m., Monday through Friday, classrooms and project rooms are solely for academic work. When not in use for class, classrooms are open for student use; that use is limited to studying and class-related group work. Activities such as video games, card games, surfing the internet, watching videos, sleeping, and so on, are prohibited. This policy is intended to allow students to use those rooms for school work and focus on the most important task at hand: classes. The Commons, Bunker, and study nooks are still available for non-classwork.

Additionally, food is not allowed in classrooms at any time unless permission is received in advance from reception staff. Exceptions may be granted to student organizations who have booked a classroom for meeting purposes and lunch is part of the meeting.

One or more lower-level classrooms may be accessible to students on weekends. As long as the room(s) are well maintained, used for reasonable purposes, and equipment is not harmed, the room(s) will remain open for weekend use and access may be increased. Misuse may result in a reduction of access.

Student Commons

The Student Commons is a community space intended for studying and quiet, small-group activities. Additionally, employers for graduates, Enterprise partners, potential students and families, and other guests will travel through this area on a regular basis. In light of these usages, obscene language; graphic videos, music, and conversations; sleeping; and group video games are not allowed in the Commons.

The Commons is currently available to students on an unlimited basis and is subject to all rules outlined in the *Student Code* below. Only students may be in the space between 9:00 p.m. and 8:30 a.m. Access to the Commons may be decreased in response to abuse of this policy.

Mail/Packages

Students may have packages sent to campus. When a package for a student is received, the student is notified by e-mail and may pick it up at the reception desk.

Neumont Market

The Neumont Market offers a variety of meal options for breakfast and lunch, as well as fruit, beverages and snacks for sale. Purchases can be made with a debit card, credit card or Neumont ID Badge, which contains a designated Neumont Market barcode. Students may load their ID Badge with funds from their student account during the first three weeks of a quarter in \$20 increments to a maximum of \$300 per quarter. Thereafter they are able to load their card

using their debit card at the Market kiosk or through the Neumont Market online portal. Purchases are made at an unmanned kiosk under 24-hour video surveillance. Theft may result in severe disciplinary action, which could include dismissal from Neumont.

Students are encouraged to make responsible financial choices to minimize debt and ensure proper nutrition.

Restrooms

All members of the Neumont community may use restrooms that match their gender identity: women’s restroom, men’s restroom, or the all-gender bathroom. In the event that these restroom options do not include one with which a student is comfortable, they are encouraged to speak with a member of the Student Affairs department about alternatives.

Local Health Care Providers

If you are not feeling well, often a health care or urgent care provider can assist in your recovery. Here is a list of nearby facilities:

Medical Centers	
<i>Intermountain Salt Lake Clinic</i>	389 South 900 East Salt Lake City, Utah 84102 (385) 282-2400
<i>University of Utah Madsen Health Center</i>	555 S. Foothill Blvd., Suite 301 Salt Lake City, UT 84112 801- 213-8846
<i>LDS Hospital</i>	8th Avenue & C Street Salt Lake City, UT 84143 (801) 408-1100
<i>Salt Lake Regional Hospital</i>	1050 East South Temple Salt Lake City, UT 84102 (801) 350- 4111
<i>Department of Veterans Affairs Medical Center</i>	500 Foothill Drive Salt Lake City, UT 84148 (801) 582-1565

Additional provider recommendations may be available through Student Affairs.

UTA Bus/Train Pass

The Utah Transit Authority “UTA” is the local public transit system incorporating bus, light rail (TRAX), and commuter rail transportation. The closest TRAX stop is City Creek on Main Street.

All students are issued a UTA pass upon enrollment. Passes are active for the duration of the

student's enrollment and will work on the light rail (TRAX), city bus, and commuter rail (FrontRunner). Questions can be directed to Student Affairs.

Fitness - Recreation

Workout Facilities

Being healthy helps you work better, be more alert, and learn faster. As with your education, you own your health. Eastside, City Station, Elevate on 5th, Mercer, and Bridges at Citifront residents have access to exercise facilities at the apartment complex. Tower residents will be offered a membership for an exercise facility near campus. Inquire with Student Affairs.

City Creek Canyon

City Creek Canyon is located a short distance from campus. The canyon has a designated biking and hiking path that is open in the summer.

Bonneville Shoreline Trail

The BST is a hiking and biking trail in the foothills surrounding Salt Lake City. This is the closest trail to campus and is a good resource for students who want to exercise outdoors.

Student Lockers

If you need a place to store books or other belongings during class, there are a limited number of lockers available for your use. If you see a locker you would like to use, place your own lock on it and e-mail the locker number to Student Affairs (studentaffairs@neumont.edu). Unregistered lockers will have the lock removed and the contents confiscated.

Smoking

Smoking is not permitted in public buildings and within 25 feet of a building entryway in the state of Utah. Smoking in student housing is also prohibited.

Footwear

While on campus, students and staff must have on suitable footwear. Footwear must cover at least the bottom of one's foot. Socks are insufficient.

College Policies

For detailed information, please refer to the Neumont College *Course Catalog* and Appendix Two of the *Student Handbook* (below).

Counseling Services

As a component of Neumont's provision of support services for students, and maintenance of a safe campus community, the college shall provide referrals for students to mental health counseling/therapy services. Many non-cost, low-cost and sliding scale services are available. These services are intended to help the college's students access basic mental health services, with the goal of encouraging all students who may have a basic mental health need such as personal, developmental, addition, relationship, and grievance issues, to access these basic mental health services near the campus at no/low cost to the student.

The counselor(s) at these clinics are licensed therapist, psychologist, or psychiatrist who have a current certification valid in the state of Utah. Other than as outlined in the “Involuntary Counseling Services” section of this document, mental health counseling is an optional referral service made available to all Neumont students, and students may choose to attend or not attend counseling sessions at their discretion.

The College shall not be the provider of the mental health services contemplated in this policy. Neumont’s role is solely as facilitator of the mental health services to be provided by the counselor(s) near Neumont. To increase students’ privacy, students can view the available mental health services on the Neumont website or by obtaining the Student Mental Health Brochure from the reception desk or from Student Affairs.

The basic mental health services to be facilitated by Neumont under this policy are intended to assist the students with their basic mental health needs. All students are encouraged to seek the treatment and care they need. The student, not Neumont College of Computer Science, is responsible to ensure that the student seeks and obtains the care the student needs. The student, not Neumont, is financially responsible for all mental health care or treatment received off campus and all mental health care or treatment not included in the basic mental health services facilitated by the College as set forth in this policy.

Prevention of Imminent Risks and Withdrawal From School

Neumont promotes a safe and healthy learning environment for all of its students. The college does not discriminate against individuals based on psychiatric or other disabilities. In some extreme circumstances, the college must take actions to ensure the health, safety, and security of its students, employees, and others. Such actions shall not be based on unfounded fears, prejudice, or stereotypes regarding students with disabilities. Any action that is taken under this policy shall be based on sound evidence and shall be reasonably tailored to address the individual circumstances and needs of the college’s students and employees.

When the college learns of an imminent risk that a student is engaging in or is likely to engage in behavior that either poses a risk of harm to themselves or others, or disrupts the academic environment, health or safety of the college, or other compelling reasons relating to the health, safety, and security of the college and its campus, the college may take immediate action to prevent any such imminent risks. To constitute an imminent risk under this policy, there must be a high probability of substantial harm, and not simply a slightly increased, speculative, or remote risk.

1. If the risk of harm presents a medical or other emergency, the college may call 9-1-1 and/or report the student to local law enforcement, as the college deems reasonable under the circumstances.
2. Additionally, Neumont may impose a temporary suspension of the student’s enrollment in the college and ability to participate in the college’s programs or be present on the college’s campus or at college-sponsored programs and activities. If a temporary suspension is imposed by the college, the college shall determine the length and scope of the student’s suspension, exercising reasonable judgment in light of the health, safety, and security of the college and its students, employees, and campus, and in light of the student’s academic interests.

- a. Unless the threat of harm is so imminent that it would be unreasonable to do so, the college shall afford the student a reasonable opportunity to meet with the representatives of the college who will be making the decision regarding action to be taken under this policy, and shall allow the student to respond to the college's concerns regarding health and safety or other reasons for the potential action, before any decision to act under this policy shall be made.
 - i. If the threat of harm is so imminent that the student cannot be given an opportunity to be heard by the college prior to the college taking action under this policy, the student shall be notified of the college's decision to take action and the student shall be given an opportunity to meet with the college representatives who made the decision to take the action, as soon as reasonable after the decision to take action has been made.
 - ii. Any action undertaken by the college under this policy before the student is given a reasonable opportunity to be heard shall be temporary, and not final, until the student is given a reasonable opportunity to be heard.

- b. Unless the threat of harm is so imminent that it would be unreasonable to do so, prior to any decision to take action under this policy is made, the college shall make an individualized and objective assessment of the student's ability to safely participate in the college's programs, based on reasonable medical judgment relying on the most current medical knowledge and/or the best available objective evidence, before taking action under this policy.
 - i. If the threat of harm is so imminent that the assessment cannot be completed prior to any action being taken under this policy, then the assessment must be completed as soon as reasonable after the action has been taken, and in any event the assessment must be completed prior to any such action becoming final.
 - ii. The assessment should consider such factors as the nature, duration, and severity of the risk posed by the student, the probability that the potential injury will actually occur, and reasonable accommodations that could be made which would allow the student to continue to participate in the college's programs including but not limited to modifications of policies, practices, or procedures to mitigate risks.

- c. If the college determines the risk of harm may be adequately mitigated through means other than a suspension from the college or other action to prevent the student from participating in a college-sponsored event or program, then the college shall implement such mitigation efforts it deems reasonable and appropriate under the circumstances.
 - i. Such preventative actions may include, but are not limited to:
 - 1. The college making reasonable accommodations requested by the student for any disability the student may have, in accordance with the college's reasonable accommodations policies;

2. The college modifying its policies or procedures to mitigate or address the risk of harm;
3. The student's agreement to engage in mental health treatment or therapy, on the college's campus or elsewhere, and to follow a treatment plan prescribed by the mental health care provider(s);

The student submitting periodic reports of the student's treatment

Roommate Issues

If you are having problems with your roommate, contact your Resident Advisor. If that does not resolve the conflict, speak with the Residence Life Coordinator.

4. or other efforts to reduce the previous threat;
 5. The student granting permission for the college to talk to the student's treating professional; and/or
 6. Any other means by which the college—in consultation with the student, but in the college's sole and reasonable judgment—determines the risk of harm may be adequately mitigated.
3. Unless the threat of harm is so imminent that it would be unreasonable to do so, prior to any decision to take any action under this policy becomes final, the student shall be allowed a reasonable opportunity to appeal the college's decision to the college's President and to present evidence to show why the college's determination should be vacated or modified.

Residential Program

The office of Housing & Residence Life (H&RL) at Neumont College of Computer Science is committed to promoting a positive and inclusive living environment for our student residents which is conducive to academic achievement, personal growth, and is respectful of the rights of all residents and members of the Neumont community. The office of H&RL is here to assist students in their transition to college life and beyond by helping students to build the skills they will need to become productive members of a thriving global society.

By offering a variety of options ranging from Single Sex units to Gender-Neutral Housing (GNH), we hope to allow students to live in an environment that is most comfortable for them.

Single sex units are comprised of individuals that wish to reside with others community members that identify by the same sex. Students will automatically be placed in single sex units unless they specifically state their intention otherwise.

Gender-neutral units allow two or more students to share a multiple-occupancy apartment regardless of the student's sex or gender. **Gender-neutral housing is not intended for romantic couples.** It is intended to provide options for a variety of students: those who feel uncomfortable rooming with members of the same sex or gender, transgender students, those in the process of discovering their gender identity, students who feel they would be more compatible with a roommate of a different sex or gender, and students who do not want sex or gender to be a primary factor in choosing a roommate.

Resident Advisors

Student Affairs employs Resident Advisors (RA) to ensure that your stay in housing is pleasant. The RAs communicate with the apartment complex management, making sure that maintenance and other issues are resolved in a timely manner, enforce rules, assist students with roommate conflicts, provide support services, and facilitate both fun and educational activities. They are available on-call 24 hours a day. Note that calls between 9:00 p.m. and 8:00 a.m. should be for emergencies only.

Resident Advisor On-Call Phone Number

801-634-5462

Roommate Issues

If you are having problems with your roommate, contact your Resident Advisor. If that does not resolve the conflict, speak with the Residence Life Coordinator.

Parking

All parking is the responsibility of the student. Please contact your complex manager for more information.

Checking Out

Thirty days prior to moving out of Student Housing, you are required to notify Student Affairs. You must contact the Resident Advisor 48-hours in advance to arrange a checkout time. Depending on the condition of the unit, you may be assessed cleaning or damage-repair charges.

Consistent with the agreement you sign, you must stay in the housing program for four terms or you will lose your entire deposit. For more information, please review the *Housing Rules and Regulations* (available on the Neumont website and through Student Affairs).

ACADEMIC ADVISING

Academic Advisement

Student responsibilities

Each course needed to fulfill graduation requirements is offered on a set schedule. Students are responsible for their academic progression to stay on track with their academic planning. To be prepared, students should:

- Read pertinent sections of the Catalog and Student Handbook about their graduation and academic progression
- Meet regularly with their ASLC
- Understand curriculum requirements and plan accordingly for sequential courses in degree of choice
- Understand prerequisite requirements and plan accordingly
- Monitor the academic calendar and meet all deadlines
- Accept responsibility for accomplishing their academic goals
- Establish an on-going relationship with faculty and advisors in order to develop and define college related academic and career goals

- Pursue successful completion of all courses for which you are enrolled. The College is not liable to carry any course for students who fails one or more courses, leaves college for a period of time, or reschedules a course.
- Maintain a current and accurate mailing address and phone number
- Read and responding promptly to all communications from the College
- Be familiar with and adhering to the College's rules, regulations, and policies
- Ask questions if you do not understand an issue or have a specific concern
- Notify Financial Aid office when your school status may change
- Complete all paperwork you receive from the College
- Learn to be become self-sufficient, independent, and accept personal responsibility for your decisions
- Seek advising when needed with the Registrar and their ASLC;

The final responsibility for following procedures and meeting college requirements rests solely with you.

Course Availability

Each degree program can be completed in 12 quarters (ASSD, BSCS, BSWD, BSIS, BSTM, and BSGD) if all courses are passed the first time they are taken. For a degree program, each course needed to fulfill graduation requirements is offered on a set schedule.

In the event that a student fails one or more courses, leaves the college for a period of time, or reschedules a course(s), one or more courses required for their graduation (that the student either has not taken or has taken but not passed) may not be available. Generally, the more courses failed, or the longer a student is away from the college, the more likely this will occur for a student. If one or more of the courses a student needs for graduation is no longer available to them because the course has been "taught out," or has already been offered multiple times to students in a cohort, the student may be required to take a substitute course, complete a course at their own expense through concurrent enrollment, or change degree programs.

Students are encouraged to pass each course the first time it is taken, which is usually the result of: few absences, utilization of resources (e.g. instructor office hours, academic coaches, study sessions, use of online resources such as Pluralsigh.com), completion of all readings and homework assignments, attention in class, taking comprehensive class notes, and notifying the instructor when course content is not understood.

Repeat courses

Failing NEU100 College Success Strategies (or its equivalent) course may result in a student being withdrawn from school, with the ability to return in future quarter. If an exception is granted, the student will be advised to take that course concurrently, and the student must provide evidence of successful completion of college-level credit in the subject area they failed at Neumont.

Required courses attempted at Neumont may be satisfied by transfer credit, subject to all applicable policies, requirements, and limitations. If the course requirement is satisfied by transfer credit under the concurrent enrollment, the Neumont course grade remains in the cumulative grade point average.

Students receiving VA education benefits may not repeat a course in which they have already received a passing grade. In addition, a VA student may not repeat a course in which they have received transfer credit for the same course.

Refer to the Neumont *Course Catalog* for more details.

Support for Students on Financial Aid Warning and Probation

Students are placed on Financial Aid Warning or Financial Aid Probation if they do not meet Satisfactory Academic Progress (SAP). For a definition of SAP, see the Neumont *Course Catalog*, which is available on the Neumont website and in Student Affairs.

Students meet with Student Affairs during their quarter of Warning or Probation. The frequency of meetings depends on a student's status. Student Affairs works with these students to identify areas of study habits or skills weakness, to address motivation issues, to help the student access valuable academic resources, and to address other areas affecting a student's academic and personal performance.

Problems / Challenges

If you are struggling in a class or have a concern, talk with your instructor first. If that conversation does not clear up the problem, contact your ASLC.

Grades / Classes

If you have questions about which classes you should take next quarter, your Grade Point Average (GPA), or how classes you have retaken affect your GPA, contact the Registrar or your ASLC.

Academic Coaches

In certain courses, Academic Coaches are available to provide tutoring to students with homework assignments or with general course information.

Academic Resources

Online Student Resources

Library Collections & Learning Resources

The NCCS Library collection is online and is available 24 hours on-campus as well as remote locations. Users have access to books and journal literature that offer the most current, scholarly, and premium content in every subject area but more specifically in the business and information technology fields.

Access to online databases is campus controlled by the College network whereby all licensed services require user ID and passwords. Registered users should receive this information during library orientation or in their college email account. Fill the user ID and password information when prompted and this will allow unrestricted access to the eLibrary resources.

The NCCS library database webpage also has numerous links to non-computer science resources. The links are categorized according to subject. Many links have free access, whereas others may require ownership of a public library card which can be acquired for free at any public library location. Formatting guides and study skills tips can also be found on the library database webpage.

The NCCS library has established reserve operations on the Learning Management System (LMS) for readings and other materials that support the instructional requirements of specific courses. All students receive instructions on how to use the LMS.

Learning Center Administration

The Learning Center Director can provide training on proper citations, conducting research, accessing library resources, and related topics.

Learning Management System (LMS)

The Learning Management System (LMS) is a software program used by all Neumont courses to keep track of course materials and grades.

You are expected to log into the LMS regularly to see what assignments are due, check exam dates, and view course materials such as handouts, lecture notes, and syllabi. Many of your assignments can be uploaded as files to the LMS, eliminating the need for handing in paper copies. The LMS also allows you to view your grades and instructor feedback on many assignments.

To access the LMS, open up <http://lms.neumont.edu> in your web browser. The LMS can be accessed from any computer with an internet connection, on or off campus. Log in using your `c a m p u s` login name and password. Students are given their username and password at freshman orientation.

NCCS also provides all students with access to Pluralsight. Pluralsight is an education company that hosts an online learning library comprised of video tutorials on subject matter related to the Computer Sciences.

If you forget your password or need help using the LMS, contact support@neumont.edu.

In-Class Laptop Usage Policy

Policy

During all Neumont College courses, the instructor will regulate the use of student laptops. At the start of each class session, students will begin with their laptops completely **down**. The instructor will determine when the students in a class can use their laptops.

Rationale

The use of laptops in the classroom can be a powerful tool for learning and a tool for distraction. Neumont College's philosophy on education focuses on students being actively engaged in each course. This belief centers on students having a "*presence*" in each enrolled course. This "*presence*" involves much more than being physically present. It means actively listening, taking notes, contributing to class discussions, and being actively involved in a class on a daily basis. Improper use of student laptops in a class can deviate from this philosophy and detract from learning.

Implementation

The regulation of laptop usage in the classroom will be defined by each individual faculty member in each course. Both full time and adjunct instructors will define and administer their policies for their courses. To ensure any laptop restrictions do not limit a student's ability to learn, instructors will develop and deliver curriculum with specific learning tools in mind. This may include laptops or other electronic devices, pen/pencil and paper, sample code, handouts, and other resources. Following these policies will allow students to have a greater "*presence*" in the class so they can focus on the course lecture, activity, or discussion. Grade penalties for abusing the laptop usage policy in a given course is up to the individual instructor and may be severe.

Possible Penalty

- 1st Offense: 5% overall grade drop
- 2nd Offense: 15% overall grade drop
- 3rd Offense: 25% overall grade drop

Example

A person who earned a grade of 94% at the end of the quarter and had 2 laptop penalties would finish with a grade of 74%.

Add-Drop / Course Adjustment deadline

Purpose

Up to the 3rd day of each sprint, students are allowed to determine whether they want to continue in the courses for which they are registered. All registration add or drop must be completed with the third business-day. It is the responsibility of the student to add or drop courses. Assistance is available at the Registration Help Desk during the Add-Drop and Course Adjustment Periods.

During Sprint 1 of each quarter, this period is referred to as the Add-Drop Period. During Sprint 2, that period is referred to as the Course Adjustment Period. A late registration fee may apply for any scheduling changes.

Only those courses that are on a student's schedule at the end of the Add- Drop and Course Adjustment Periods will be included on a student's academic transcript.

If a student fails to attend a course for which they are registered during the Add / Drop period, they will be dropped from that course. The drop will not affect the student's pace. If a student is dropped from all courses scheduled that sprint, they will be withdrawn from the college.

Procedures

- After the close of the "Online Registration" period each quarter, all course changes are done off-line with either an Add-Drop (Sprint 1) or a Course Adjustment (Sprint 2) Form; students may be charged a late registration fee.
- The first three school days of each sprint constitute either the Add- Drop (Sprint 1) or Course Adjustment (Sprint 2) Period; a Registration Help Desk is also available for academic advising. During those periods students may add and/or drop courses.
- There are no grade point or pace implications for class changes made during the Add-Drop / Course Adjustment Periods.
- Classes cannot be added after the Add-Drop / Course Adjustment Period during that sprint.
- Students cannot add nor drop a quarter long course during Course Adjustment Period.
- The form is available online:

<https://na2.docuSign.net/Member/PowerFormSigning.aspx?PowerFormId=fbfd656c-3a21-49fc-93a5-ca6b0d015f36>

Late Registration Fees

Neumont students are responsible for registering themselves for the courses they need to graduate. The Registrar assists students in that process. During the Open Registration period prior to each upcoming quarter students have direct access, through the student portal or seek assistance at the Registration Help Desk, to register for available courses.

Open Registration normally closes the week before the start of the quarter, at which time fees are assessed for changes to the students' schedule. Late registration fees apply to both the addition, as well as the deletion, of a course.

Wait list

Students registering for a closed class will be offered the opportunity to be put on a wait list. Students use the electronic Course Add-Drop so that it is an instrument that allows students to register in an equitable registration process. Students on the waitlist are not officially registered in the class, therefore cannot attend that course. When a registered student drops a seat in a closed class, the Registrar will register the student for the course.

Credit Range

Students who are enrolled may register for up to 23 credits per quarter. If a student wants to register for more than 23 credits in an academic quarter, they must apply for and receive an exemption. Exemptions are generally given only to students with an academic record that demonstrates the ability to succeed with a high course load, and to those who must take more than 23 credits to meet Satisfactory Academic Progress standards.

Wait list credits count toward the maximum credit allotted.

It is strongly recommended that students meet with the Registrar and their ASLC before applying for an exception. They also should contact a Financial Aid advisor, as the course load may impact their loan disbursements.

Students must submit a *Credit Range Exemption Form* to the Registrar prior to the conclusion of the open registration period for the quarter in question. The Registrar reviews all requests by the end of the Course Add-Drop Period and notify the student via email.

Program

Students are not able to obtain two bachelor degrees at that same time of enrollment. Students seeking a second undergraduate degree must complete all courses required for each degree.

Academic Events

Academic Event and Professionalism Policy

The College recognizes the correlation between student attendance and student retention, achievement, and success. For purposes of academic development and fostering behaviors that facilitate student learning and reflect the standards expected in the workplace, an academic event

is an activity completed by a student for a specific course. Academic events could include attendance, an assignment, an online quiz, in-class participation, etc. Academic events are important at Neumont as many of the courses utilize collaborative learning activities among groups. Any class session or activity missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student's achievement.

Neumont does not have a policy of excused-absence as we do not monitor attendance. To ensure the integrity of an assessment, the instructor may alter make-up tests, quizzes, and exams from the original format. Instructors will proctor make-up assessments at their convenience.

No person may attend a class unless officially enrolled on a credit or non-credit basis with the appropriate fees paid without the express permission of a designated school official. It is the responsibility of the instructor to define the policy for attendance in the course syllabus.

Students are usually notified in advance if their instructor cannot meet with them during any regularly scheduled class period. If the instructor does not arrive at an appointed class within 15 minutes after the class is scheduled to begin and after representatives of the class have made inquiries to the Faculty manager (or designated school official), students are excused from attending the class. Additionally, if the school is aware of an instructor absence ahead of time, then a sign may be posted on the classroom door.

Neumont rarely cancels classes. Regularly scheduled classes meet to the extent that students and faculty can travel to the campus and attend classes. Individuals should use good judgment and avoid serious risks in traveling to campus or in attending classes. If cancellations are to be announced, a public announcement using the Neumont email system will be taken care at the earliest possible time.

Absences

An Academic Reporting Period (ARP) is the basic reporting period for the Neumont academic event policy. Students who have not shown up or contacted the faculty member by the third day of each sprint (module) may be administratively dropped, based on the regulations governing census dates. For online classes, students are required to log into online classes within the first three days of the sprint.

Academic Honesty

For information on Neumont College's Academic Honesty Policy, please refer to *Appendix Two*.

Grade Appeal

Policy

As a student, you may only appeal the final grade for a course. The burden of proof is on the student, except in case of academic dishonesty, where the burden of proof is on the instructor. You may appeal if:

- You are able to demonstrate that "an inappropriate grade was assigned as a result of prejudice, caprice, or other improper conditions with those assigned other students."
- You wish to challenge the reduction of a grade for alleged scholastic dishonesty.

You should not appeal:

- If you feel the course was poorly designed or you received poor instruction – these may be legitimate concerns, but are more appropriately addressed by faculty directly or by the faculty manager.
- If you feel that students were graded too severely, provided that all the students in the class were graded in the same fashion.

Process

Informal Attempt

1. Contact your instructor to request a grade change. It is best to send an email for documentation purpose.
2. If justified, the instructor will contact the Office of Registrar to complete the grade change.

Formal Attempt (if informal attempt fails to resolve the issue)

1. Contact the Registrar for a Grade Appeal form; this must be completed and submitted before the 3rd day of the quarter (end of Add-Drop period) following the quarter for which a grade is being appealed.
2. It is critical that you give ample time and attention to your written appeal. Your success in this process may be determined by your ability to present thorough and accurate information. The decision by the Appeal Committee will be made based only on the written documentation you submitted.
3. It will be reviewed by the Appeal Committee.
4. The Registrar will notify the student about the final decision.

Program Transfer

Policy

Students must be enrolled in a specific program of study during their matriculation. A student may transfer from one program to another program, or one degree to another degree at any time. Transferring may delay a student's graduation.

Process

To transfer from one program to another program, students must:

- Schedule a meeting with the Registrar and your ASLC using MS Outlook Scheduling Assistant
- Complete the *Program Transfer Form*
- Meet with a Financial Aid Advisor
- Meet with the Program Chair or designated faculty for the program they are transferring to
- Complete a new *Enrollment Agreement*

All documents must be return to the Registrar before the end of Sprint 2 Course Adjustment Period of the quarter prior to the quarter in which the transfer will take effect. Students will be notified in writing of the status of their transfer application. All transfer approvals are conditional upon final grades for the pre-transfer quarter.

Transfer Requirements

Matriculated students may be eligible to transfer from one undergraduate program (i.e. BSGD,

BSCS, BSWD, BSTM, and BSIS) to another. Students who wish to transfer to a new program must have completed at least two quarters of study at Neumont and, for the BSGD program, met defined academic standards.

All transfers are subject to program availability and capacity. A transfer request may not be approved if the course(s) a student would need in their new program would not be available.

Transferring programs after the third quarter could delay a student's graduation date by one or more quarters. Whether or not a transfer would delay graduation is contingent upon the student's academic record and future course availability. In many cases, transferring after the third quarter may result in the need for additional quarters (beyond the prescribed number of 12) and add additional educational expenses.

Students who apply to transfer to the BSGD program must:

- Have a Neumont cumulative grade point average of 3.25 or higher at the time of their application to transfer and at the time the transfer is completed (end of their third quarter or later)
- Earn a grade of B- or higher in all computer science and math courses (course codes beginning with CSC, GAT, and MAT), to be verified at the time of the application and at the time the transfer is completed.
- Be enrolled in their original degree program for at least two full quarters, plus Sprint 1 of their third quarter at the time of their application. The transfer will become official before the start of the student's fourth quarter (or, in the case of a transfer in a later quarter, the transfer will become official at the start of the quarter following approval of the transfer).

Scholarship Guidelines

When a student transfers from one program to another, their scholarship amount does not change.

Capstone Project Requirements

C or higher in Core and Project courses

- Students who started from Fall 2015 and later must receive a C grade or higher in the following courses and projects or its equivalency:
 - **BSCS** – CSC160/CSC260 or CSC180/CSC280
 - **BSWD** – MTM282, MTM370, CSC160/CSC260, or CSC180/PRO280
 - **BSGD** – GAT160 and GAT360
 - **BSTM** – MGT301 and PRO301
 - **BSIS** – ITH216, ITS320, BIT351, and PRO351.
- Students who started in Fall 2014 must receive a C grade or higher in the following courses and projects:
 - **BSCS** – CSC160, CSC180, CSC260, CSC280, PRO160, PRO180, PRO260, and PRO280, or their equivalents.

- **BSWD** – MTM282, MTM370, CSC160, CSC180, CSC260, CSC280, PRO160, PRO180, PRO240, PRO260, and PRO280, or their equivalents.
 - **BSGD** - GAT160, PRO260, CSC260, or their equivalents; and one of the following courses GAT350, GAT370, GAT380 or GAT420.
 - **BSTM** – MGT301 and PRO301, or their equivalents.
 - **BSIS** – BIT228, ITH216, ITS320, BIT351, and PRO351.
- Students who started between Fall 2011 and Fall 2013 must receive a C grade or higher in the following courses and projects:
 - **BSCS** – CSC160, CSC180, CSC260, CSC280, PRO160, PRO180, PRO260, and PRO280, or their equivalents.
 - **BSWD** - CSC160, CSC180, CSC240, CSC260, CSC280, PRO160, PRO180, PRO240, PRO260, and PRO280, or their equivalents.
 - **BSGD** - GAT160, PRO260, CSC260, or their equivalents; and one of the following courses GAT350, GAT370, GAT380 or GAT420.

Instructor Permission

- Students who started in Fall 2015 and later must complete a Capstone proposal which is approved by their Program Chair (or designated faculty) before being enrolled in the Capstone course. It is the responsibility of the student to meet this requirement before their expected Capstone quarter.
- Students who started in Fall 2014 and forward must complete a Capstone proposal approval:
 - ENG210 Instructor approval.
 - The program chair approval.
- Students who started between Fall 2011 and Fall 2013 and forward must complete a Capstone proposal approval:
 - Must receive a C grade or higher in FAC120 or its equivalent, or may be taken concurrently.
 - Must receive a C grade or higher in ENG110, or may be taken concurrently.

Enterprise Project Requirements

C or higher in project and CORE courses

- Students who started from Fall 2015 and later must receive a C grade or higher in the following courses and projects or its equivalency:
 - **BSCS** – CSC250, CSC252, and PRO390 Capstone (or its equivalent).
 - **BSWD** - PRO390 Capstone (or its equivalent).
 - **BSGD** - CSC250, CSC252, and PRO390 Capstone (or its equivalent).
 - **BSTM** – PRO390 Capstone (or its equivalent).
 - **BSIS** – PRO390 Capstone (or its equivalent).
 - **All potential Enterprise Project students must complete the Enterprise Project Registration form before their Enterprise Project quarter starts.**
- Students who started in Fall 2014 must receive a C grade or higher in the following courses and projects:

- **BSCS** – CSC250, CSC252, and PRO390 Capstone ((or its equivalent)) is taking concurrently.
- **BSWD** - PRO390 Capstone (or its equivalent) is taking concurrently.
- **BSGD** - CSC250, CSC252, and PRO390 Capstone (or its equivalent).
- **BSTM** – PRO390 Capstone is taking concurrently.
- **BSIS** – PRO390 Capstone (or its equivalent).
- Students who started between August 2011-2013 must receive a C grade or higher in the following courses and projects:
 - **BSCS** – CSC250, CSC252, and PRO390 Capstone (or its equivalent).
 - **BSWD** - PRO390 (Capstone) (or its equivalent).
 - **BSGD** - CSC250, CSC252, and PRO390 Capstone (or its equivalent).
 - **BSTM** – BUS345, PRO345, BIT370, PRO370, MGT470, and PRO470.
 - **BSIS** – BIT460 and BIT461 (or its equivalent)
 - BSCS Students who started prior to July 2011 must also earn a C grade or higher in either the CSC360 / PRO360 set or the CSC380 / PRO380 set.

Failing Enterprise Project

- Students who receive a grade of *C- or lower in any Enterprise Project course are ineligible to take the course again until they prove to the instructor that they are prepared to succeed in the class. This includes at a minimum:
 - An in-person meeting with the instructor to discuss the poor performance and ways the student plans to rectify the situation.
 - Completion of work assigned by the instructor to improve skills needed to succeed in the class. This work may include:
 - An essay on professionalism, work habits, work ethics, or other related material
 - An exam on a subject related to the students poor performance in the class.

NEU200 (or its equivalent)

- The student must take NEU200 Career Readiness (or its equivalent) *with the instructor's approval; for bachelor's degree seeking students, it is usually taken* concurrently with their Enterprise Project quarter at Neumont.
- **All potential NEU200 students must complete the Enterprise Project Registration form before their NEU200 quarter starts.**

Professionalism

- The student must be in compliance with generally-accepted standards of professionalism:
 - Appropriate attire for an Enterprise Project workplace
 - Appropriate hygiene for an Enterprise Project workplace
 - Compliance with policies at their Enterprise partner site, including, if applicable, passing a drug test and/or background check
- Failure to meet any one or more of these requirements (and/or indication by the student that they would not meet one of these standards if assessed) may result in the student being withdrawn from the Enterprise Projects course for the quarter in question, with the ability to enroll in the course in the following quarter if all professionalism standards – as determined by the instructor – are met.

Academic Assessment

Grading System

For a detailed description of grading system and progress report, please see the current *Course Catalog*.

Honors per term

Undergraduate students (bachelors or associates):

Dean's list: term GPA of 3.5 to 3.69

President's list: term GPA of 3.7 to 4.00

Certificate students do not have honor recognition.

Calculating your Grade Point Average (GPA)

Your term GPA is calculated by dividing the total points earned that quarter by the total credits attempted for that quarter. Refer to the Neumont Catalog.

Your cumulative GPA is figured the same way, using all of the grades from all of your classes.

Satisfactory Academic Progress (SAP)

For a detailed description of Satisfactory Academic Progress standards, please see the current *Course Catalog*.

Graduation Analysis

Current students may log onto <https://degree.neumont.edu> to view an unofficial transcript, schedule for the current quarter, and progress in completing graduation requirements. Students may request to meet with the Registrar and their ASLC to discuss a student's grades, progress toward graduation, courses needed for graduation, and so forth.

Graduation

Policy

To be eligible to receive a degree, a student must:

- Complete all graduation requirements specific to enrolled degree program
- Earn a 2.00 cumulative grade point average
- Complete a Graduation/Exit form to the Office of the Registrar
- Graduates must fulfill all financial obligations, including tuition charges, fees, and other expenses.

Valedictorian and Salutatorian

Every institution has its own set of traditions for selecting commencement speakers and honorees. Graduating student(s) with the highest cumulative GPA will be designated valedictorian(s). The student(s) with the second highest cumulative GPA will be named salutatorian(s). The valedictorian and salutatorian are elected each year from the graduating class.

In the case of identical averages at the highest scores, more than one student may qualify for the valedictorian distinctions, and no salutatorian will be recognized.

Student Speaker Criteria

One graduate will be selected for the role of student commencement speaker for each Commencement ceremony. Being chosen is an honor and carries tremendous responsibility. Speakers should keep in mind the mission and values of the college and speak to the experience of all Neumont College of Computer Science students. Students should be in good standing with the College. The ideal candidate will possess strong public speaking skills and be able to deliver a strong message to the graduating class and the entire Neumont community.

Traditionally, the valedictorian gives the opening remarks at Commencement.

When there exists more than one valedictorian, the following criteria will be used to determine the speaker: (1) all graduation requirements for enrolled degree program must be complete and (2) an essay must be submitted to the Office of the Registrar for consideration. The essay topic and deadline is set by the Office of the Registrar. A Committee comprised of faculty and/or staff will review each essay through an anonymous process to determine the student speaker.

The student speaker delivers a five to seven-minute commencement address and will be included in the Commencement platform party. The remaining valedictorians will also be recognized in the Commencement program, but not have a speaking role.

Commencement

All graduating students are invited and encouraged to participate in a commencement ceremony. The Commencement ceremony is held annually (usually the last day of Summer quarter). Students must complete all graduation requirements within the same year in which they are participating in the graduation ceremony. It is the students' responsibility to confirm with the Registrar's Office that all graduation requirements will be completed within the year of the Commencement ceremony. Students must complete a Commencement Request form and submit it to the Registrar's office.

Students who participate in the graduation ceremony short and are 15 credits short of meeting their graduation requirements are not eligible to be designated as graduating with honors or high honors (valedictorian or salutatorian) status. If a student is completing the graduation requirements at another institution, it is the student's responsibility to request an official transcript from that institution to be sent to the Registrar's Office prior to the beginning of the next quarter.

Date of degree completion will be reflective of the date of receipt of the official transcript.

Graduation with Honors

Graduating with honors has three levels that all have to do with academic success. Cum laude means "with honors". It is the basic level of Latin honors, symbolizing that a student has distinguished themselves as a cut above the average college student. Magna cum laude means "with great praise" or "with high honors".

Summa cum laude means “with highest honors.”

Undergraduate students (bachelors or associates):

Cum Laude: cGPA of 3.5 to 3.75

Magna Cum Laude: cGPA of 3.76 to 3.89

Summa Cum Laude: cGPA of 3.90 to 4.00

Certificate students do not have honor recognition.

Withdrawal

A student may elect to withdraw from Neumont at any time. At the time of withdrawal, students are advised of the conditions under which they may resume their studies at the College. The student begins that process by contacting their ASLC.

Over time, courses are updated, overhauled, or eliminated. Students who are currently and continuously enrolled in the undergraduate program will be guaranteed each required course or an equivalent option(s). Students who withdraw from school will not be afforded this same opportunity and may be required to re-enroll in the current academic program.

Students who withdraw may be required to return their laptop at the time of the withdrawal.

Official Withdrawal

Students no longer attending class are encouraged to officially drop individual courses or withdraw entirely from school. Students withdrawing by day 8 will receive W. Students withdrawing between day nine and 12 receive WU or WS, depending on their current academic performance in each course. Withdrawal deadlines are indicated in each quarter’s schedule on the Neumont website. Failure to follow these procedures may result in a failing grade in all the courses. If a student follows College procedures and withdraws, they will have an official withdrawal date and their financial aid refund calculation will be completed according to the Federal Return of Title IV Refund Policy. The Office of the Registrar will contact each course instructor to determine the last date of attendance or academic event.

For a detailed description of Withdrawals and Refunds, please see the current *Course Catalog*.

Unofficial Withdrawal

Students who do not complete the withdrawal process will be considered as unofficial withdrawal.

Periodically, there are special circumstances under which a student may withdraw from the institution. They include:

1. Involuntary Withdrawal
2. Service Withdrawal
3. Late Withdrawal

Special Circumstances Withdrawal / Suspension Policies

The College reserves the right to suspend any student at any time when such action is deemed to be in the best interest of the student or the student body. Suspension may be the result of misconduct; poor academic performance – even when the student has met Satisfactory Academic Progress requirements – or in response to other compelling indications that a student may not be successful at Neumont; a student is deemed mentally or medically unfit for school enrollment; or due to other factors that warrant separating a student from school.

Students meeting these requirements will not have to reenroll and will be reinstated as a student with all the rights and privileges of other Neumont students.

Involuntary Withdrawal

Students may request an Involuntary Withdrawal from Neumont if they are unable to attend school and unable to complete required coursework as the result of an unpredictable extenuating circumstance(s) such as: serious illness or injury; death of a close relative or partner; or a debilitating situation. Contact the Director of Student Affairs for more details.

Service Withdrawal

Neumont students have the option to officially withdraw from school, with special privileges, to serve their community. The terms for this status are as follows:

1. You do not need to re-apply for admission to Neumont so long as you return to school the quarter indicated on this application. If you currently have a Neumont scholarship and are in good standing, your scholarship award will resume when you return to classes, so long as you return during the quarter indicated on this application.
2. Prior to re-enrolling, you must provide official verification from your service supervisor that you have completed your term of service.
3. When you return, you will enroll under the *Course Catalog* in place at the time of re-enrollment. Please note, program requirements may change during your absence and some credits may not transfer from the previous program.

Late Withdrawal

In extenuating circumstances in which a complete withdrawal from school, or an incomplete grade for a course, is not deemed the best action to take, a student may petition for a Late Withdrawal (LW) through the last day of classes. The term “extenuating” circumstances includes but is not limited to: incapacitating illness which prevents a student from attending classes, a death in the immediate family, or other emergencies deemed appropriate; circumstances may also include “best interest of the student.”

A course that qualifies for a Late Withdrawal will count toward a student’s pace but not toward calculation of their grade point average; in all ways an “LW” is equivalent to a Withdrawal or “W” grade. A grade of “LW” will be posted on the student’s transcript.

A student requesting a late withdrawal must submit a Petition for Late Withdrawal to their ASLC. Supporting documentation confirming the extenuating circumstances must accompany the petition. The petition must be approved by the ASLC, Director of Student Affairs, and VP of Academics, or their designee.

Returning to Neumont

Policy

Applicants may apply for Re-Entry at any time. They must be able to meet academic standards upon their re-entry quarter. All re-entry applicants must sign a new Enrollment Agreement when they return to school.

The student will be subject to the prevailing tuition, fees, and academic requirements of this Enrollment Agreement. The student is current on their financial obligations to Neumont College of Computer Science.

Procedure

To ensure sufficient time for Re-Entry processing, you must complete all required steps.

1. The applicant must complete the Re-Entry Application form from the Neumont website. The applicant can send any additional documentation to support their application to the Office of the Registrar. There is no fee.
2. The Office of the Registrar is your main point of contact for the re-entry process.
3. The Neumont Acceptance Committee, which is comprised of faculty and staff members, will review your application. The committee is looking for the following, so please make this information apparent on your application.
 - a. You believe returning to Neumont will help further your educational and career goals.
 - b. You have identified your personal or education challenges and found ways to overcome them.
 - c. You are dedicated to your studies and have the resources and skills necessary to succeed.
 - d. You have had gainful employment, completed some educational experience, conducted community service, or some other experience since leaving Neumont.
 - e. *Note: If you withdrew under an Involuntary Withdrawal, a Service Withdrawal, or a Late Withdrawal, you will not need to have your Re-Entry Application reviewed by the Acceptance Committee, as long as all conditions of your withdrawal have been met.
4. The Registrar will communicate the application decision with you within two-weeks. If your re-entry is approved, you may proceed to the next steps. The Acceptance Committee may also ask for additional information to add to your application. If the Committee does not see evidence that you will be successful at Neumont, they may request you to take additional action and apply again in the future.
5. If you are accepted, you will be sent an Enrollment Agreement to complete electronically. This document will also be sent using the DocuSign system. Once completed, the form will be sent to all necessary individuals and departments.
6. The Registrar will complete a review of your completed courses and any transfer credits to make sure you are placed in the correct classes. Course availability may determine if you are eligible to return during a certain quarter. Not all classes are offered every quarter, and you may need to wait until another quarter to return. If you completed any

college credits while you were away, you can send official transcripts to the Registrar for evaluation. You may earn up to nine concurrent enrollment credits toward general education, if you post a grade of “C” or better.

7. Reach out to the Financial Aid Department to secure funding. This process many take a few weeks, so you will want to contact them earlier than the deadline.
8. If you plan on living in the Neumont Student Housing program, you will need to contact the Residence Life Coordinator to make arrangements. Space may be limited; the Residence Life Coordinator will provide you with information about apartment openings and roommates. You may need to pay a new Housing Deposit if you no longer have one on file.
9. On your first day back, you will need to meet with the following departments to make sure everything is in order:
 - a. Reception Desk – Pick up your Neumont ID Badge and UTA Pass
 - b. Financial Aid – Make sure your funding is in order to pay for classes
 - c. Advocate – Reach out to your Advocate and say hello – ask about new campus resources and support systems

Task	Days Before Quarter Start
Re-Entry application	21
Enrollment Agreement	20
Official transcript (if applicable)	20
All Financial Aid steps	14
Apply for housing (if applicable)	14

Returning from SAP Dismissal

To be eligible to return to Neumont following academic SAP dismissal, an applicant should meet the following guidelines:

Ability to Meet Satisfactory Academic Progress (SAP)

1. If allowed to return to Neumont:
 - a. The student would be on SAP - Financial Aid Probation status
 - b. The student must have the mathematic possibility of meeting SAP at the end of their probationary quarter or they will be not be allowed to re-enroll.
 - c. If a student has concurrent enrollment, these credits will be counted towards pace, not cGPA. The retake policy will not be applied.

Minimum Academic Achievement during Time Away from Neumont

1. Successful completion of nine credits at a college or college with at least a “B” (3.0) average. Each course shall meet the criteria outlined in the Transfer Credit Policy section of the Neumont *Student Handbook*.

2. Prior to registering for courses, the student is advised to confer with the Neumont Registrar to determine the transferability of those courses.
3. No failed courses.

Minimum Financial Aid Commitment

1. The student is current on their financial obligations to Neumont College of Computer Science.

Passage of Time

5. For many students, it is in their best interest to be away from Neumont for six months or longer

Completion of Productive Activities during Absence from School

1. Six months (180 days) of employment prior to the student's application for re-entry, at least 30 hours per week.
2. OR, similar volunteer experience (e.g. community service, caring for a sick or elderly relative)
3. Letter of recommendation from the dismissed student's supervisor, family member, or other service contact person.

General Parameters

1. Students interested in returning to Neumont after dismissal must first re-apply; their application is reviewed by the Acceptance Committee.
2. Students who were Judicially Dismissed must be cleared by the Director of Student Affairs.
3. Student must submit an Appeal for their dismissal. Final re-admission decision is made by the Appeal Committee.
4. Student may return under the *Course Catalog* that is current at the time of re-admission.
5. All credits attempted and earned in their current program while previously at Neumont will be used in calculating cumulative Grade Point Average and Pace as defined in the current Neumont *Course Catalog*.
6. To ensure sufficient time for re-entry and SAP appeal processing, all documents must be completed 21 days before their expected returning start date.

Transfer Credit Policy

Students enrolled in an undergraduate Neumont program, which have academic credit from other colleges or organizations, may transfer those credits to Neumont under the following conditions:

- The coursework must be from an accredited post-secondary school or credit-granting organization
- Derived from courses that are academically focused and non-trade oriented
- Transfer credits may only be granted for specific general education courses
- Come from an official transcript
- Pass/Fail courses are not acceptable

Transfer credits must be presented to the Office of the Registrar prior to the start of the student's second quarter at Neumont. Students, who withdraw from the College and earn credits at another institution while away, may transfer those credits to Neumont upon return. Those credits will count as concurrent enrollment credits. Any student receiving Veterans Administration educational benefits must submit transcripts covering all previous higher education credits.

Neumont College of Computer Science reserves the right to change or modify these evaluations at any time without notice.

Transferable Courses

Courses with a grade “C” or higher may be awarded as transfer credits in one of two categories: in fulfillment of a required course, or as an elective.

General Education courses which may be transferred to Neumont			
Required			
BUS101	Personal Finance	FAC120	Spoken Communications
BUS110	Principles of Finance	HUM205	Ethics
ENG110	Introduction to English Composition	MAT105	College Algebra
ENG210	Persuasive and Professional Writing	MAT250	Calculus
FAC125	Collaborative and Interpersonal Communications	SSC250	Human Relations and Personality Development
Elective Categories			
Fine Arts – 2 credits		Social and Behavioral Science – 2 credits	
Mathematics – 3 credits		Physical and Biological Science – 2 credits	
Humanities – 2 credits		Literature – 2 credits	

Elective transfer credits and final credit determinations are made by the Registrar, upon examination of the course from the issuing school.

International Baccalaureate Policy

Neumont College recognizes the International Baccalaureate (IB) Program and awards credit for scores of a 5, 6, or 7 on Higher Level Exams. To receive credit for Higher Level Exams, students must request the IB Organization to send scores directly to the Registrar at Neumont College of Computer Science.

Neumont may award credits as follows:

IB Exams	Required	Neumont College Category	NU Credits
Biology	5, 6, or 7	General education elective (PSC)	2
Chemistry	5, 6, or 7	General education elective (PSC)	2
Classical Languages	5, 6, or 7	General education elective (HUM)	2
Computer Science	N/A	N/A	N/A
Design Technology	5, 6, or 7	IND150: Tangible Product Design	2
Economics	5, 6, or 7	BUS202: Studies in Economics (BSTM only)	3
English - Language A	5, 6 or 7	ENG110: Introduction to English Composition	4

Environmental Systems	5, 6, or 7	General education elective (PSC)	2
Film	5, 6, or 7	General education elective (FAC)	2
Language A (foreign language)	5, 6, or 7	General education elective (HUM)	2
Mathematics HL	6 or 7	MAT150: Trigonometry	3
Mathematics HL	6 or 7	MAT250: Calculus	3
Music	5, 6, or 7	General education elective (FAC)	2
Physics	5, 6, or 7	PSC226: Introductory Physics	2
Psychology	5, 6, or 7	General education elective (SSC)	2
Theatre	5, 6, or 7	General education elective (FAC)	2
Visual Arts	5, 6, or 7	General education elective (FAC)	2

Military Transfer Credit Policy

Programs at Neumont are approved for veterans training. Neumont evaluates military experience for College credit, based upon the Joint Services Transcript (JST) and Air Force transcripts.

The Joint Services Transcript (JST) has replaced the Coast Guard Institute Transcript, the Army/American Council on Education Registry Transcript System (AARTS) and the Sailor/Marine American Council on Education Registry Transcript (SMART). JST is an academically accepted document approved by the American Council on Education (ACE) to validate a service member's military occupational experience and training along with the corresponding ACE college credit recommendations. ACE supplies data that populates the JST and performs quality checks on the transcript.

Only courses, training or military experience that fulfill Neumont's general education requirement categories are evaluated from official JST or Air Force transcripts. Neumont follows the American Council on Education recommendations for military transfer credits.

Advanced Placement Policy

1. A minimum of a "3" AP grade is required to receive any Neumont transfer credit. Exceptions are indicated in the table below.
2. The following AP examinations, with grades of 3, 4, or 5, meet a required General Education course requirement.

**AP Examination Scores 3 / 4 / 5
Equivalent to the following Neumont courses / categories**

Updated 8/24/18

Art History
Music Theory
Studio Art Design (2D and 3D)
Studio Art Drawing

Biology
Chemistry
Environmental Science

General education elective

General education elective

Calculus AB (must have 4 or 5) Calculus BC (must have 4 or 5)	MAT250 Calculus or Math Elective
English Language and Composition	ENG110 English Composition
English Literature and Composition	General education elective
Macroeconomics Microeconomics	BUS202 Studies in Economics (for BSTM only) or General education elective
Comparative Government & Politics European History Human Geography Psychology United States Government and Politics United States History World History	General education elective
Physics 1 (must have 4 or 5) Physics 2 (must have 4 or 5)	PSC226 Introductory Physics (for BSGD only) Or General education elective
Physics C: Electricity and Magnetism Physics C: Mechanics	General education elective
Statistics (must have 4 or 5)	MAT260 Statistics (for BSTM only) or Math Elective
Chinese Language and Culture French Language and Culture German Language and Culture Italian Language and Culture Japanese Language and Culture Latin Spanish Language and Culture Spanish Language & Culture	General education elective

Course Equivalency Exam – Policy

Policy

Undergraduate Neumont students (Associates or Bachelors) who possess knowledge and skills related to specific courses are given the opportunity to demonstrate those skills in Course Equivalency Examinations. This allows students to continue with their course of study without taking a course for which they have already mastered the learning objectives. Students wishing to apply for a Course Equivalency Exam should contact the Registrar.

Procedure

- CEE assessments are taken during Freshmen Orientation Week. Designated times and locations will be given to students to take the Course Equivalency Examinations (CEE). Additional CEE opportunities will be communicated to students regularly. This will give students time to plan their schedules accordingly. These assessments are usually completed during the first year.
- Students will not be allowed to take their exam outside of the date(s) and time(s) allowed. Confirmation of testing date and time is sent to the student's Neumont email.
- Students who successfully pass the CEE will be given full credit for the course, but no grade is given. A CEE does not affect the students' grade point average but does count toward pace.
- Students may take a CEE if they have not previously attempted that course at the College. Attending a course after the end of the Add-Drop or Course Adjustment Period constitutes having taken the course for purposes of the CEE.
- Students must score a certain percent to have successfully completed the following Neumont College CEE's:
 - CSC110 Introduction to Computer Science
 - CSC210 Introduction to Web Presentation and Development
 - MAT105 College Algebra
 - MAT110 Sets, Probability, and Number Systems
 - MAT250 Calculus
 - MAT150 Trigonometry

Basic Course Exemption

Students who have earned an Associate's, Bachelor's or Master's degree prior to enrolling at Neumont College will receive transfer credit, but no grade, for NEU100 College Success Strategies.

INFORMATION TECHNOLOGY

Your Neumont Computer

Lenovo ThinkPad

While you are here at Neumont, you will use a Lenovo ThinkPad. This laptop computer is among the best of its kind available. It is widely used within the industry, durable, and loaded with software to make your job as a student easier.

Wireless

While at Neumont, you are wirelessly connected to the Internet, your Neumont student account, and other important student resources. Most of your assignments, projects, and exams will come to you through the Learning Management System (LMS).

Optimum Operation

The best way to keep your Neumont computer running effectively is by following operational guidelines established by our Information Technology (IT) department.

Acceptable Use Policy

As with any professional organization, there are things you can and cannot do with your Neumont laptop. As a Neumont student, you signed a *Neumont College Acceptable Use Policy* acknowledgement that specifies conduct relating to the Neumont computer. The complete *Neumont College Acceptable Use Policy* is available as Appendix One of the *Student Handbook*, which is available below

Network Files / Folders Limits

Each student is assigned 700 MB file storage space on the STUDENTFILES server at Neumont. This server is on the NUSTUDENT domain. When a student reaches 90% of storage capacity, a warning will be issued to allow the student to manage their storage space.

The 700 MB per user quota is valid even when a student places files in a general location for all students to use. In other words, a student who creates a folder for their team and populates the folder with 100 MB of files will have used 100 MB towards their quota. Therefore, it is best to have all members of the team contribute files to a shared folder.

Folder Access

To access an individual user folder, please type the location into a browser or Windows(TM) file Explorer using the following syntax:

\\SERVERNAME\user\cohortx\full student name. An example would be:
\\STUDENTFILES\user\cohort1\john.doe. Only the folder's owner has access to the folder.

General Storage Space

Additionally, general file storage space (for student groups and teams) is available in the following location: \\STUDENTFILES\files\. Utilities such as SDK's and drivers may be found in the following location:

\\STUDENTFILES\files\utilities.

Access to the LMS

Students must have a login and password to access the Learning Management System.

- The username to access the LMS is the student's Neumont College ID (also known as a student's *NUID*)
- The student's NUID (username and password) is provided during student orientation.
- If a password has not been assigned (or if there are difficulties logging in), please send an e-mail request to support@neumont.edu and assistance will be provided.
- The URL for the LMS is <http://lms.neumont.edu>.

Web Access for E-mail

College e-mail may be accessed through a web-browser at the following address:
<https://mail.student.neumont.edu>.

- Students will use the NUID (username and password) given to them during new student orientation.
- Use the “remember password” feature found in most web browsers with caution. If your computer is left unattended, someone may be able to use your credentials to access your personal information.

Technical Support

Please send all questions / comments to support@neumont.edu.

If you have a problem with your Neumont laptop, please visit the Neumont IT Frequently Asked Question web page. This can be found by visiting <http://faq.neumont.edu>. If you are unable to find an answer to your questions on this site, send an e-mail to support@neumont.edu. Most likely, the IT department will have encountered the issue before and will give you recommendations via e-mail how to fix it.

If the instructions are unable to help, please make arrangements to visit the IT department to have the computer looked at more closely. The IT Department is located in the Student Center on the first floor. The Student IT help window (room 112B) is across the hall from the bike storage room (room 116).

Please contact IT services **via e-mail before** visiting the IT office.

Hours of Operation: Monday – Friday / 8 a.m. – 5 p.m., or as posted at the IT Support Office (Room 303).

Printers

Additional printers may be added to a student's list of available printers.

- Use the "Add Printer Wizard" from the "Printers and Faxes" menu.
- Please choose "A Network Printer" from the list of printers available
- Select "Find a printer..." followed by "Find Now" in order to locate all printers available for the student domain.
- Select a printer from the list by double-clicking the name of the printer and then follow the instructions for completing installation.

Local Internet Service Providers (ISPs)

- Comcast Cable and Broadband: 1-888-266-2278
 - Availability: <https://www.comcast.com/Localization/default.asp?Referer=/Buyflow/default.ashx>
- Earthlink DSL: 1-888-829-8466
 - Availability: <http://www.earthlink.com/highspeed/>
- Qwest DSL: 1-800-244-1111
 - Availability: <http://www.qwest.com/residential/internet/index.html>
- XMission DSL: 1-877-964-7746
 - Info: <http://www.xmission.com/personal/index.html>
- Ygnition DSL: 1-866-876-3278

- Info: <http://www.ygnition.com/residential-serviceplans.htm>

STUDENT INTELLECTUAL PROPERTY – OWNERSHIP

Intellectual Property is artifacts independently created by students including: code, designs, artwork, models, writing, components of, and complete projects, etc., whether assigned as a part of a degree program or created independently while enrolled at Neumont College.

Students at Neumont College are encouraged to build a portfolio from their independent and assigned projects and completed coursework. Portfolios are a valuable asset for students in their employment search and professional careers. Neumont student work product and project submissions remain the property of the students who create them as explained below.

Neumont College:

1. does not accrue any ownership rights in student-created work unless that ownership is covered by a separate, written, executed agreement
2. does not restrict what students may do with their code outside of class (subject to Acceptable Use Provisions)
3. retains the right to publicize portions of student work for the purpose of explaining Neumont programs. This includes the right to publicize screenshots, selected code, artwork, models, designs, recorded video, application data, etc. Neumont does not publicly distribute or publicize student work in its entirety without the written consent of the student.
4. retains ownership of all Neumont-generated pedagogical principles, publications, tests and assessments, assignments, and instructional methods used in our programs
5. does not acquire rights (beyond those in point #3 and #9) to student work entered into any Neumont contest or event including Project Showcase
6. prohibits the miss-use or inclusion of third party software in student projects without authorization from the third party creator / publisher
7. recognizes individual contributions to team projects but not ownership of project components. Neumont assumes that all team work is created jointly and severally, projects are the work of team members in equal proportions
8. reminds students and employer partners that all student IP rights outlined in this policy relate to student work product created in internal project courses. IP rights to all Enterprise Project work product are retained by sponsoring companies as outlined in the Enterprise Project Student Agreement. Certain IP rights exceptions are described in the course syllabus in advance when student-created course work may be assigned to Neumont, specific faculty members, or other parties.
9. owns any work created for Neumont while employed and/or remunerated by Neumont. This “work for hire” is, and remains, the property of Neumont College LLC (see NU inventions agreement)

FINANCIAL AID

Federal Funding Sources

- Federal Pell Grant – Awarded to students with financial need as determined by the Estimated Family Contribute (EFC) on the FAFSA.
- Supplemental Educational Opportunity Grant (SEOG) – Awarded to students with exceptional financial need. Funds are limited and available on a first-come, first-served basis.
- Federal Direct Loans – Federal loans include subsidized and unsubsidized options. Interest rates are fixed. Repayment begins six months after graduation or withdrawal.
- Federal Direct PLUS Loan – Federal loan are borrowed by the parent on behalf of the student. Interest rates are fixed. Certain credit requirements apply. Repayment may begin while in school or six months after graduation or withdrawal.

Additional Funding Sources

- Private Student Loans – A co-borrower is required. Approval is based on credit worthiness. No origination fees.
 - Sallie Mae SMART Option Loan – Multiple payment options with fixed and variable interest rates available.
 - Wells Fargo Career and Community College Loan – \$20,000 max per academic year. Fixed and variable interest rates available. Payments may be deferred until six months after graduation or withdrawal.
 - Mountain America Credit Union Education Line of Credit – Interest only payments are required while in school. A progress report must be provided every six months.
- Tuition Options (TO) – Available for certain students after exhausting all other funding options. Requires a co-borrower. Monthly payments begin immediately. Approval on an individual basis.

Award Years

An award year is three quarters (9 months). Students must reapply for funding at the end of every award year.

Receipt of Funds

All funds are first received by the school and used to cover allowable charges. Funds in excess of allowable charges are distributed to students during the seventh week of the quarter (exceptions may apply).

QUARTERLY EVENTS

Week One Done Celebration

This event takes place during the first week after the start of each quarter. Food, games and fun are organized for you to meet your instructors, advisors, advocates, and colleagues.

Unplug and Play weekly events in the Spring and Summer

Once a week an event is organized with the goal of getting students outside and away from their computers. Past events include things such as: Bike rides, city hikes, bocce and other park games, dodgeball, kickball and other grade school games.

Culinary Series events in the Fall and Winter

Once a week an event is organized to teach students how to create cheap, well balanced meals. These cooking sessions rotate to different housing facilities and apartments.

RA Programming Activities

Each Resident Advisor facilitates one programming event for their specific residents per quarter.

One school wide event is planned for every week by the student activity committee. Planning is facilitated by one of the Student Life Coordinators. Students on the committee and the ASLC try to plan a variety of different types of activities. Events include things like: Talent shows, LAN Parties, LARP events, board game nights, trips to sporting events and concerts, camping and hiking events, art shows, etc.

APPENDIX ONE / ACCEPTABLE USE POLICY

As an institution founded to acquire and disseminate knowledge, Neumont College strongly encourages the free exchange of ideas and information among all members of its community and with members of other communities. The tools of communication can be a means of intellectual, social, cultural, emotional and moral growth. The College as a whole finds a compelling need not only to facilitate the free flow of information, but also to encourage civility, to obey legal strictures and to enforce its own policies and standards. Consequently, all students in the Neumont College community are expected to exercise responsibility, use computing resources ethically, respect the rights and privacy of others, and operate within the bounds of the law and of College policy and standards.

The College provides computer facilities and access to its computer networks only for purposes directly connected with the work of the College and with the normal academic activities of its members.

The College reserves the right to restrict the use of its computer facilities and limit access to its networks when faced with evidence of violations of College policies or standards, of contractual obligations, or, of federal or state laws. The College has the right to remove or limit access to material posted or transmitted by its computers. In matters not controlled by law or institutional policy, the College requires students to exhibit ethical conduct in the use of computing resources.

Electronic communication is ubiquitous and less personal in nature than other forms of interaction. Students are required to engage in such communication within the bounds of reasonable civility.

Communication and Privacy

In accord with federal and state law, the College reserves the right to examine material stored on or transmitted through its facilities. Students should be aware that privacy cannot be guaranteed in electronic communications, even for communications that have been "deleted."

Users of the College's computer facilities assume full responsibility for their experiences. The College cannot and will not protect individuals against the existence or receipt of material that may be offensive to them except in cases of violation of the law or of College policy or standards, and then only where technically feasible. Individuals making use of electronic communications are warned that they may willingly or unwillingly receive or discover material they find offensive.

The College will not set standards for discussion or language in electronic communication forums and assumes no responsibility for the initiation or transmission of such material, whether or not such material originates inside or outside of the College. Similarly, individual users assume full responsibility and accountability for their actions.

Computers offer powerful tools for communication but also offer the potential to infringe on the rights of others. Individuals should consider carefully how their actions affect other users, and whether their behavior is prohibited under College policy and standards or under federal or state law. Violations of the law will be reported to the appropriate authorities, while violations of College policy and standards will result in intervention by College Student Services.

Such interventions do not preclude initiation of disciplinary action. Temporary restrictive actions may be taken by systems or network administrators during educational or remedial interventions or pending disciplinary adjudication or final outcome of such adjudication. Access to computer facilities may be restricted or denied as the result of disciplinary action.

Programming and Systems Use

Computer programming and use of College computer systems provides advanced and prolific opportunities for research and education. Failure to observe these policies disadvantages other systems users and may result in disciplinary action.

The College expects students to respect intellectual property that resides on or is accessed through college computer systems, and to refrain from misusing the intellectual property of others. Illegitimate use of such property includes, but is not limited to, unauthorized reproduction or posting of copyrighted materials, unauthorized use of trademarks or other protected symbols, and the use of programs and written materials, or parts thereof, as one's own without acknowledgment of the owner/author.

A copyright is a form of intellectual protection that is provided to the authors of "original works of authorship." The Copyright Act (codified at Title 17 of the United States Code) states that an original work of authorship that is entitled to copyright protection includes literary, dramatic, musical, artistic, and certain other intellectual works, regardless of whether they are published and unpublished.

Generally speaking, a copyright gives the copyright owner the exclusive right to reproduce the copyrighted work, to prepare derivative works, to distribute copies of the copyrighted work, to perform the copyrighted work publicly, or to display the copyrighted work publicly. As of 1988, copyright is immediately granted to the author of all original works; it is no longer necessary to file for or assert copyright. For more information on US intellectual property law, visit the site: www.ipwatchdog.com.

All materials should be considered to be copyrighted unless specific release to the public domain or using individual has been granted in writing by the owner of the copyright.

If the owner cannot be contacted or does not provide release for any reason, the materials cannot be reused.

Student computer system users are responsible for knowing and abiding by policies concerning access to accounts, fraudulent or unauthorized use of systems, and limitations on access and use of files and systems. A description of some of the more common prohibited uses of computer systems and access at Neumont College includes:

Prohibited Behavior

The following are examples of behaviors that are considered to violate College policy with respect to computer systems and use:

- Sending harassing, demeaning, intimidating and/or threatening messages through electronic mail or other means;
- Sending any email or message that does not correctly identify the sender of that email or message or that attempts to disguise the identity of the computer from which it was sent;
- Sending any message appearing to originate from another person, or otherwise attempting to impersonate another person;

- Transmitting, without proper authorization, email to a large number of recipients, unless those recipients have indicated an interest in receiving such email, or the sending or forwarding of email which is intended to encourage the propagation of copies of itself.
- Initiating or encouraging the promulgation of chain letters, unauthorized automated or mass postings, or other unauthorized large scale distribution;
- Intentionally intercepting, disclosing or using any electronic communication to which authorized access is not explicitly provided.
- Providing others with access to one's personal computer account(s), or gaining or attempting to gain access to the personal computer accounts, files, or electronic information of others or to accounts, files or systems to which authorized access has not been granted;
- "Hacking" or related behavior attempting to compromise College computer security or the security of remote systems accessed through College equipment or systems;
- Creating or releasing computer viruses or engaging in other destructive or potentially destructive programming activities;
- Disruption of timeshare functions or network traffic by recklessly or intentionally overloading the system or otherwise denying or restricting the access of others; otherwise interfering with the normal operations of computers, systems or peripherals;
- Modifying, altering or otherwise tampering with systems hardware or software.
- Copying for oneself or distributing to others commercial or other copyrighted software or proprietary data which has not been placed in the public domain or been distributed as freeware;
- Use of College computers, systems and/or services to perpetrate fraud, illegal activity; or misrepresentation
- Use of College computers, systems and/or services for commercial purposes or unauthorized financial gain;
- Violation of user room policies, disruption of user room activities, or misuse of computer hardware, software or computing time; and
- Any act chargeable as a violation of local, state or federal law, whether or not charges are brought by civil authorities.
- Loaning, selling or removing from service any Neumont software, storage media, documentation and manuals or equipment without the express written permission of the Director of Information Technology.
- Participating in:
 - Online gambling
 - Online pornography
 - Sharing copyrighted or patented software, audio or video files
 - Online chat rooms not associated with college activities or materials
- Installing any software that is not properly licensed to the individual or to Neumont and for which license has not been registered to the individual or to the College by way of floating or site licensure.
- Installing evaluation software, shareware, etc. for use beyond the terms of the licensing agency in the attempt to avoid payment of licensing and maintenance fees.

- Displaying or causing to be displayed offensive materials in publicly visible locations such as on screen savers, in projected materials, etc. It is the intent of Neumont to maintain a non-threatening environment in which to work and learn. To this end, Neumont administration reserves the right to determine what materials will be considered to be offensive or threatening.
- The creation, transmission, storage, downloading, or display of any offensive, obscene, indecent, or menacing images, data, or other material, or any data capable of being resolved into such images or material.
- Using peer-to-peer software such as BitTorrent, Kazaa, Limewire, etc. that has not been approved by the college for use on the college network.

Any of the above behaviors, or any other act that violates the Acceptable Use Policy or other College policies or standards, is subject to disciplinary action.

Neumont will provide basic support for recovery from hardware failures of student-owned laptops that were purchased through Neumont during the enrollment process. Students must back up their data regularly. The College is not responsible for lost data, work, project, or project materials.

Neumont support will not be offered on products not provided by the College and directly required by students or faculty.

Guidelines for Civility in Electronic Communications

As with all interactions within the College community, engaging in electronic communications brings with it the obligation to do so with respect to the recipients of the message. While the College encourages the exchange and debate of values and ideas, it is expected that this exchange will reflect the high ethical standards of the academic community, mutual respect and civility.

New and Emerging Technologies

All technologies that are not currently in use and operated through the College (or covered by this document) must be approved by the Neumont College of Information Technology Department before they can be used on College resources. This includes all forms of video conferencing, reflector software, newsgroups, bulletin boards, and mailing lists. Failure to adhere to this policy will result in immediate removal of the system and disciplinary action.

Use of College Hardware

Equipment provided for student use (service loaner laptops, projectors, etc.) are the property of Neumont College of Computer Science. College equipment cannot be loaned, sold, or removed from service by students. Students will be financially responsible for any damage to Neumont-owned equipment arising from misuse or neglect.

Student Laptops

During the enrollment process, students must purchase a Neumont-specific laptop. The computer model and configuration are determined by Neumont to ensure a consistent learning environment and to ensure timely hardware support. Serial numbers are attached to student-owned laptops by the hardware manufacturer. If the serial number is altered or removed, the college will not perform warranty work on the system.

Use of College Software

The College has many software programs that are licensed for specific uses. Copying software to any machine, whether owned by the College or not, is prohibited.

Internet Use

Use of the Internet by the College students is a reflection of the College. Consequently, College computer systems should be used only for appropriate purposes. The College has the right to monitor College computer systems, including websites, chat rooms, and news groups visited by users. Searched, uploaded or downloaded material from the Internet, emails, and attachments sent and received by users may be reviewed by the College. See the policy on Information stored on College hardware for further details.

Employees and students should presuppose that all materials on the Internet are copyright and/or patented unless specific notices state otherwise.

In addition, accessing or storing any of the following content is prohibited on College equipment and subject to disciplinary action, up to and including expulsion:

- Illegally shared copyrighted content (for example, MP3 files)
- Sites promoting illegal activities
- Pornography
- Gambling

The College is very sensitive to the growing burden of unwanted electronic communication ("spam") and does not allow College resources to be used to:

- Create and/or send "spam"
- Perpetuate chain email letter or their equivalents
- Engage in any activity designed to deny the availability of communications resources (such as "letter bombs" or denial of service attacks).

Information Stored On College Hardware

All data stored on College equipment becomes the property of the College. The College can and does review any material stored or accessed on College equipment, including email, attachments, Web sites, chat rooms or any other files.

Student Website Usage

Neumont-hosted (websites provided by Neumont to students or staff, using Neumont-owned server space) personal web pages created by faculty, staff, or students are the responsibility of their authors. Neumont College is not responsible for, and does not monitor the content of, these pages. Neumont reserves the right to investigate complaints, and may remove or limit access to web pages that are deemed in violation of the Acceptable Use Policy. The following rules apply to student, faculty, and staff web pages hosted by Neumont:

- Student web pages are subject to all existing laws and college policies, and may not be used to promote businesses, goods, or services; for advertising; or to provide financial gain for any individual or organization.
- Student web pages shall not endanger the security of any College computer, system, or network facility.
- Student web pages must not convey the impression that the author is representing, giving opinions, or otherwise making statements on behalf of the college. An obvious disclaimer should be included unless it is clear from the context that the author is not representing the college.
- Do not post pages on behalf of individuals and organizations that are not affiliated with the college. Students' personal sites may not host pages for organizations other than student groups approved by Neumont Student Services.
- Student web pages may not contain or display illegal, offensive, harassing or obscene messages and/or materials. Further, materials of this type may not be stored on College websites even if they are not displayed.
- Student web pages may not contain any private information about students other than the author. They also may not contain private or confidential information about any other person or organization.
- Data backups of web spaces are the sole responsibility of the assigned individual. Student web data is not regularly backed up by Neumont College. Students/faculty/staff using Neumont assigned web space should backup the website data regularly.

APPENDIX TWO / STUDENT CODE OF CONDUCT

Article I: Definitions

- The term College means Neumont College of Computer Science.
- The term “student” includes all persons taking courses at the College, either full-time or part-time, pursuing undergraduate or graduate studies. Persons who withdraw after allegedly violating the *Student Code*, who are not officially enrolled for a particular term but who have a continuing relationship with the College or who have been notified of their acceptance for admission are considered “students” as are persons who are living in Neumont’s coordinated housing program, although not enrolled in the institution. The *Student Code* does apply at all College premises, including facilities and premises used by Neumont to house students.
- The term “faculty member” means any person hired by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty.
- The term “college official” includes any person employed by the college, performing assigned administrative or professional responsibilities.
- The term “member of the college community” includes any person who is a student, faculty member, college official or any other person employed by the College. A person’s status in a particular situation shall be determined by the Director of Student Affairs or his/her designee.
- The term “college premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the college, including facilities and premises used by Neumont to house students.
- The term “organization” means any number of persons who have complied with the formal requirements for college recognition.
- The term “Student Conduct Administrator” means a college official authorized on a case-by-case basis by the Director of Students to impose sanctions upon any student(s) found to have violated the *Student Code*. The Director of Student Affairs may authorize a Student Conduct Administrator to serve simultaneously as a Student Conduct Administrator and the sole member of what is referred herein as the “conduct board.” The Director of Students may authorize the same Student Conduct Administrator to impose sanctions in all cases. The Director of Student Affairs may solely serve as the Student Conduct Administrator and the Student Conduct Board. Student Conduct Board does not imply that this is a process that necessarily involves more than one hearing officer. The hearing officer may himself or herself be the entire board.
- The term “Appeal Committee” means any person or persons authorized by the Director of Student Affairs to consider an appeal from a Student Conduct

Administrator's determination as to whether a student has violated the *Student Code* or from the sanctions imposed by the Student Conduct Administrator.

- The term "shall" is used in the imperative sense.
- The term "may" is used in the permissive sense.
- The Director of Student Affairs is that person designated by the college president to be responsible for the administration of the *Student Code*.
- The term "policy" means the written regulations of the college as found in, but not limited to, the *Student Code*, *Housing Rules and Regulations*, the college web page and computer use policy, (*Neumont College Acceptable Use Policy*), instructions given by an instructor in writing or verbally, and in a *Course Catalog*.

The term "cheating" includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff; (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion; (5) unauthorized file sharing (authorized file sharing guidelines for a class are defined by the instructor); copying work or allowing work to be copied in whole or in part through any means (electronic copy, printed copy, manually-created copy, etc.); (6) collaboration beyond the scope that is allowed by the instructor; (7) using deceit to gain academic credit; plagiarism.

Although it is useful to discuss possible solutions with others, it is critical that everyone do their own work and write their own code so they can come to a full understanding of course topics. Each student is responsible for doing each assignment on their own unless the assignment is specifically given as group work. Students may not share solutions or source code in any way, including (but not limited to) the following examples:

- Writing code for another student
- Submitting someone else's work as their own
- Copying another's work or allowing their work to be copied by anyone else
- Showing a completed solution to other students as a tutoring tool

The preceding list is not exhaustive. Assignments should be considered individual work and be completed entirely on one's own unless the instructor explicitly permits collaboration.

Academic misconduct also includes submitting a partially complete or complete Canvas/Learning Management System quiz/exam from any location other than the designated classroom, unless the instructor has given permission to do so. Submitting or resubmitting a quiz/exam after the designated time period will be considered academic misconduct.

- The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. While students may reference code created by others as a learning tool, they may not copy code in their assignments. Identical or essentially identical submissions of code will be considered the product of academic misconduct (unless the assignment is explicitly defined as a group assignment for which identical submissions are permissible).
- The term “work” includes, but is not limited to, class assignments, exams, project team original documents, and code.
- The term “Complainant” means any person who submits a charge alleging that a student violated this *Student Code*. When a student believes that s/he has been a victim of another student’s misconduct, the student who believes s/he has been a victim will have the same rights under this *Student Code* as are provided to the Complainant, even if another member of the college community submitted the charge itself.
- The term “Accused Student” means any student accused of violating this *Student Code*.

Article II: Student Code Authority

- The Student Conduct Administrator shall determine the composition of the Appeal Committee and determine which Student Conduct Board, Student Conduct Administrator and Appeal Committee shall be authorized to hear each matter.
- The Director of Student Affairs shall develop policies for the administration of the student conduct system and procedural rules for the conduct of Student Conduct Administrator Hearings that are not inconsistent with provisions of the *Student Code*.
- Decisions made by a Student Conduct Administrator and/or Student Conduct Administrator shall be final, pending the normal appeal process.

Article III: Prescribed Conduct

A. Jurisdiction of the College *Student Code*

The College *Student Code* shall apply to conduct that occurs on college premises, at college-sponsored activities, facilities and premises used by Neumont to house students, and to off-campus conduct that adversely affects the college community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The *Student Code* shall apply to a student’s conduct even if the student withdraws from school while a disciplinary matter is pending. The Director of Students shall decide whether the *Student Code* shall be applied to conduct occurring off campus, on a case by case basis, in his/her sole discretion.

B. Conduct—Rules and Regulations

Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in Articles III and IV:

- I. Acts of academic dishonesty
 - a. Cheating, plagiarism, or other forms of academic dishonesty (see definitions in Article I, Sections N through P).
 - b. Pre-determined (prescribed) sanctions for acts of academic dishonesty typically are:
 - i. 1st Violation:
 1. Score of 0 on assessment
 2. Judicial probation until graduation
 3. 10 hours of community service
 - ii. 2nd Violation:
 1. Student is removed from all current courses for the remainder of the quarter with F grades.
 2. Student must have interview and be cleared by the Provost to be able to return to normal class schedule for the next quarter.
 3. 20 hours of community service
 4. In the event a student is assigned a failing course grade as a result of academic misconduct, a notation or “XF” grade may be added to the student’s permanent academic transcript to identify the source of the failing grade.
 - iii. 3rd Violation:
 1. Student is permanently dismissed from school.
 - c. Each act of academic dishonesty will be considered a separate violation, regardless of the date of the occurrence. In the event of multiple violations, the violations will be considered separate, regardless of other proceedings. A student may receive consequences for a first, second, and third violation in immediate succession if held responsible for three violations. This *Student Code* is the official notification to students of the prescribed sanctions for committing acts of academic dishonesty.
 - d. Community service hours may be reduced or waived for Accused Students who admit responsibility for acts of academic dishonesty.
 - e. Sanctions other than those outlined above may be imposed at the discretion of the Student Conduct Administrator.
2. Furnishing false information to any college official, faculty member, or office.
3. Forgery, alteration, or misuse of any college document, record, or instrument of identification.
4. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other college activities, including its public service functions on or off campus, or of other authorized non-college activities when the conduct occurs on college premises.
5. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the mental and/or physical health or safety of any person. “Bullying” will be met with severe punishment. Apathy or acquiescence on the part of witnesses in the presence of abuse, harassment, “bullying,” threats, and/or coercion is not a neutral act; it is a violation of this rule. Witnesses should immediately report incidents to Student Affairs.

6. Discrimination of a person or persons based on race/ethnicity, color, national origin, sex, sexual orientation, disability, veteran status, religion or age.
7. Sexual misconduct, which includes, but is not limited to:
 - a. Any sexual act that occurs without the consent of an individual, or when an individual is unable to give consent.
 - b. Obscene or indecent behavior, which includes, but is not limited to, exposure of one's sexual organs or the display of sexual behavior or images that would reasonably be offensive to others.
 - c. Conduct of a sexual nature that creates an intimidating, hostile, or offensive campus, educational, or working environment for another person(s). This includes unwanted, unwelcome, inappropriate or irrelevant sexual or gender-based activities or comments.
8. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property, or of an item from the Neumont Market or bicycle storage room, on or off campus.
9. Hazing, defined as an act which endangers the mental and/or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence on the part of witnesses in the presence of hazing is not a neutral act; it is a violation of this rule. Witnesses should immediately report incidents to Student Affairs.
10. Failure to comply with directions of college officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
11. Unauthorized possession, duplication or use of keys to any college premises, including the facilities or premises used by Neumont to house students, or unauthorized entry to or use of college premises, including the facilities or premises used by Neumont to house students.
12. Violation of any college policy, rule, or regulation published in hard copy or available electronically on the college website.
13. Violation of any federal, state or local law.
14. Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law. In response to violations of this policy, Neumont may notify parents of any person under the age of twenty-one (21) years of age or the parents of any person where allowed by the Family Education Rights and Privacy Act (FERPA).
15. Use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly permitted by college regulations), or public intoxication, on college premises, including the facilities or premises used by Neumont to house students. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age. In response to violations of this policy, Neumont may notify parents of any person under the age of twenty-one (21) years of age or the parents of any person where allowed by the Family Education Rights and Privacy Act (FERPA). Violations may result in the following sanctions:
 - a. A fine in the amount of \$25, \$50, or \$100. The amount of the fine is based on

- the severity of the violation, previous violations, and other circumstances, and is determined by the Student Conduct Administrator. The fine may be waived in exchange for unpaid community service performed by the student, under the direction of the Director of Students, traded at the rate of two hours of service per \$5.00.
- b. Mandatory attendance at an alcohol/drug awareness workshop. The cost of the workshop is \$10 and is separate from the aforementioned fine. The cost of the workshop may be waived in exchange for four hours of unpaid community service performed by the student under the direction of the Director of Students.
 - c. Completion of community service and/or an essay that addresses topics relevant to the violation.
16. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others. Violations may result in the following sanctions:
- a. A fine in the amount of \$25, \$50, or \$100. The amount of the fine is based on the severity of the violation, previous violations, and other circumstances, and is determined by the Student Conduct Administrator. The fine may be waived in exchange for unpaid community service performed by the student, under the direction of the Director of Students, traded at the rate of two hours of service per \$5.00.
17. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the college and/or infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
18. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college sponsored or supervised functions.
19. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on college premises or at functions sponsored by, or participated in by, the college or members of the academic community. Disorderly Conduct includes but is not limited to: Any unauthorized use of electronic or other devices to make an audio or video record of any person while on college premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a restroom.
20. Violations of the *Housing Rules and Regulations* (available in Student Affairs).
21. Failure to provide accurate information on the Neumont College Application for Admission.
22. Copyright infringement:
- a. The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or reproductions of copyrighted material; the person using a copy machine or other tool on college premises is liable for any infringement.
 - b. Under this law, unlawful copying of text books, music, software or other copyrighted material is prohibited. Neumont College expects students, faculty and staff to abide by this law.

- c. All students are expected to purchase their own copy of a text book.
 - d. Anyone found violating this policy may be subject to criminal prosecution in a federal court; additionally, a student's enrollment at the college may be terminated, or lesser sanctions implemented, in response to copyright policy violations.
23. Theft or other abuse of computer facilities and resources. See the Acceptable Use Policy for a more comprehensive list of computer-related requirements. Abuse of computer resources include, but are not limited to:
- a. Unauthorized entry into a file, computer, or network, to use, read, or change the contents, or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Use of another individual's identification and/or password.
 - d. Use of computing facilities and resources to interfere with the work of another student, faculty member or college official.
 - e. Use of computing facilities and resources to send obscene or abusive messages.
 - f. Use of computing facilities and resources to interfere with normal operation of the college computing system.
 - g. Use of computing facilities and resources in violation of copyright laws.
 - h. Any violation of the college Acceptable Use Policy.
24. Abuse of the Student Conduct System, including but not limited to:
- a. Failure to obey the notice from a Student Conduct Administrator or college official to appear for a meeting or hearing as part of the Student Conduct System.
 - b. Falsification, distortion, or misrepresentation of information before a Student Conduct Administrator.
 - c. Disruption or interference with the orderly conduct of a Student Conduct proceeding.
 - d. Institution of a student conduct code proceeding in bad faith.
 - e. Attempting to discourage an individual's proper participation in, or use of, the student conduct system.
 - f. Attempting to influence the impartiality of a member of a Student Conduct Board prior to, and/or during the course of, the Student Conduct proceeding.
 - g. Harassment (verbal or physical) and/or intimidation of a staff member or student who files a complaint or is otherwise involved in the student conduct process, or a Student Conduct Administrator, prior to, during, and/or after a student conduct code proceeding.
 - h. Failure to comply with the sanction(s) imposed by the Student Conduct Administrator.
 - i. Influencing or attempting to influence another person to commit an abuse of the student conduct code system.
25. Students are required to engage in responsible social conduct that reflects credit upon the college community and to model good citizenship in any community.

C. Violation of Law and College Discipline

- 1. College disciplinary proceedings may be instituted against a student charged with

- conduct that potentially violates either criminal law or this *Student Code* (that is, if both possible violations result from the same factual situation), or both, without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this *Student Code* may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Director of Students. Determinations made or sanctions imposed under this *Student Code* shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of College rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.
2. When a student is charged by federal, state, or local authorities with a violation of law, the college will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the *Student Code*, the college may advise off-campus authorities of the existence of the *Student Code* and of how such matters are typically handled within the college community. The college will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus, and facilities and premises used by the college to house students, and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the college community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

Article IV: Student Conduct Code Procedures

- Charges and Student Conduct Administrator Hearings
 - Any member of the college community may file a complaint against a student for violations of the Student Code. A complaint shall be prepared in writing and directed to the Director of Student Affairs.

Any charge should be submitted as soon as possible after the event takes place, preferably within 48 hours.
 - An *Acknowledgement of Complaint Form* will be sent to the Accused Student. This form presents the charge(s) for the Accused Student. The form requires the Accused Student to either admit responsibility for the charge(s) or to deny responsibility for the charge(s) and request a Student Conduct Administrator Hearing. Accused Students who deny responsibility are entitled to a hearing. The form must be completed and returned to the sender no later than 48 hours after it is emailed to the student. This form will be sent to the student's Neumont College email address and other email addresses on file. Failure to return the form within the timeframe specified on the form will result in the loss of the student's right to a hearing.
 - The Director of Students or a Student Conduct Administrator may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Director of Student Affairs. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by mutual consent, the Director of Student Affairs may later serve in the same matter as the Student Conduct Board or a member thereof. If the student admits violating institutional rules, but sanctions are not agreed to, subsequent

processes, including an appeal hearing if necessary, shall be limited to determining the appropriate sanction(s).

- All charges shall be presented to the Accused Student in written form. A time shall be set for a Student Conduct Administrator Hearing, not more than five calendar days after the student has been notified. If notification occurs during a school break, holiday, or other occurrences disrupt the time in which the hearing can be held, the Director of Student Affairs has the discretion to extend the maximum timeframe.
- Student Conduct Administrator Hearings shall be conducted by a Student Conduct Board according to the following guidelines except as provided by article IV(A)(7) below:
 - Student Conduct Administrator Hearings normally shall be conducted in private.
 - The Complainant, Accused Student and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Administrator Hearing at which information is received (excluding deliberations). Admission of any other person to the Student Conduct Administrator Hearing shall be at the discretion of the Student Conduct Administrator and the Director of Students. In the case that the Director of Students is acting as the sole Conduct Hearing Officer, the decision of the Director of Students is still considered final.
 - In Student Conduct Administrator Hearings involving more than one Accused Student, the Director of Students, at his or her discretion, may permit the Student Conduct Administrator Hearings concerning each student to be conducted either separately or jointly.
 - The Complainant and the Accused Student have the right to be assisted by an advisor of their choosing and at their own expense. The advisor must be a member of the college community, family member, or friend, and may not be an attorney. The Complainant and/or the Accused Student is responsible for presenting his or her own information, and, therefore, advisors are not permitted to speak or to participate directly in any Student Hearing before a Student Conduct Administrator. The advisor's sole role is to provide comfort to the Accused Student. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Conduct Administrator Hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.
 - The Complainant, the Accused Student and the Student Conduct Administrator may arrange for witnesses to present pertinent information to the Student Conduct Board. The Director of Students can choose to allow witnesses to present their information only in written form or to present directly to the Student Conduct Board. The college will try to arrange the attendance of possible witnesses who are members of the college community. Witnesses will provide information to and answer questions from the Student Conduct Board. Questions may be suggested by the Accused Student and/or Complainant to be answered by each other or by other witnesses. This will be conducted by the Student Conduct

Administrator with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved in the discretion of the chairperson or the Student Conduct Administrator. In the event the Student Conduct Administrator conducts the proceedings alone, they will be designated chairperson.

- Pertinent records, exhibits, and written statements (including Student Impact Statements) may be accepted as information for consideration by a Student Conduct Administrator at the discretion of the chairperson.
- All procedural questions are subject to the final decision of the chairperson or the Student Conduct Administrator.
- After the portion of the Student Conduct Administrator Hearing concludes in which all pertinent information has been received, the Student Conduct Board shall determine (by majority vote if the Student Conduct Administrator consists of more than one person) whether the Accused Student has violated each section of the *Student Code* which the student is charged with violating.
- The Student Conduct Administrator's determination shall be made on the basis of whether it is more likely than not that the Accused Student violated the *Student Code*.
- Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in *Student Code* proceedings.
- Conduct Board Hearings before a Student Conduct Administrator (not including deliberations) may be tape recorded at the discretion of the Conduct Board. Deliberations shall not be recorded. The record shall be the property of the college.
- If an Accused Student, who has been notified of the proceedings, does not appear before a Student Conduct Board Hearing, the information in support of the charges shall be presented and considered even if the Accused Student is not present.
- The Student Conduct Administrator may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Accused Student, and/or other witnesses during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the Director of Students to be appropriate.
- Students who request a Student Conduct Administrator Hearing, regardless of whether or not they attend as scheduled, and are subsequently held responsible for the charge(s) will be assessed a \$25 administrative hearing fee. In the event a student appeals the Conduct Board's decision, and the appeal is upheld in its entirety, the fee will be reversed. The fee may be waived in exchange for unpaid community service performed by the student, under the direction of the Director of Student Affairs, traded at the rate of two hours of service per \$5.00.
- All correspondence regarding the scheduling of Student Conduct Administrator Hearings and other documentation will be conducted via email (Neumont email addresses will be the primary address) or in person. Students are responsible for

deadlines regardless of when they access their email and view correspondence. Thus, students are encouraged to access their student email account daily.

B. Sanctions

The following sanctions may be imposed upon any student found to have violated the *Student Code*:

- **Warning**—A notice in writing to the student that the student is violating or has violated institutional regulations. The written notice may be included in the student's judicial file.
- **Probation**—A written reprimand for violation of specified regulations.
 1. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
 2. Probation may permanently render a student ineligible for scholarships at Neumont College from the beginning of the quarter in which the violation occurred until such time that the student graduates or otherwise leaves the college.
 3. Students on probation are not eligible for on-campus employment.
- **Loss of Privileges**—Denial of specified privileges for a designated period of time.
- **Fines**—Previously-established and published fines may be imposed.
- **Restitution**—Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- **Discretionary Sanctions**—Work assignments, essays, service to the college, or other related discretionary assignments.
- **Housing Suspension**—Separation of the student from the apartment complex for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- **Housing Expulsion**—Permanent separation of the student from the apartment complexes.
- **College Suspension**—Separation of the student from the college for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- **College Expulsion**—Permanent separation of the student from the college.
- **Revocation of Admission and/or Degree**—Admission to or a degree awarded from the college may be revoked for fraud, misrepresentation, or other violation of college standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- **Withholding Degree**—The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this *Student Code*, including the completion of all sanctions imposed, if any.
- **More than one of the sanctions listed above may be imposed for any single violation.**
 1. Other than college expulsion, college suspension, unresolved judicial matters or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record but shall become part of the student's disciplinary record. Upon graduation, the student's disciplinary record may be expunged of disciplinary actions other than housing expulsion, college suspension, college expulsion, or revocation or withholding of a degree,

upon written application to the Student Conduct Administrator. Cases involving the imposition of sanctions other than housing expulsion, college suspension, college expulsion or revocation or withholding of a degree shall be expunged from the student's confidential record seven years after final disposition of the case. In situations involving both an Accused Student(s) (or group or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, may, at the request of the victim or the Student Conduct Administrator, be considered to be the education records of both the Accused Student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.

- The following sanctions may be imposed upon groups or organizations:
 1. Those sanctions listed above in article IV(E)(a)–(j).
 2. Loss of selected rights and privileges for a specified period of time.
 3. Deactivation. Loss of all privileges, including college recognition, for a specified period of time.
- In each case in which a Student Conduct Administrator determines that a student and/or group or organization has violated the Student Code, the sanction(s) shall be determined and imposed by the Student Conduct Administrator. In cases in which persons other than, or in addition to, the Director of Student Affairs have been authorized to serve as the Student Conduct Administrator, the recommendation of the Student Conduct Administrator shall be considered by the Director of Student Affairs in determining and imposing sanctions. The Student Conduct Administrator is not limited to sanctions recommended by members of the Student Conduct Board. Following the Student Conduct Board Hearing, the Student Conduct Administrator and the Director of Student Affairs shall advise the Accused Student, group and/or organization (and complaining student who believes s/he was the victim of another student's conduct) in writing or verbally of its determination and of the sanction(s) imposed, if any.
- When a student is suspended, expelled, or has an unresolved judicial matter, a permanent notation will be made on their Neumont academic transcript.

C. Interim Suspension

In certain circumstances, the Director of Student Affairs or a designee, may impose a college or housing suspension prior to the Student Conduct Administrator Hearing before a Student Conduct Board.

1. Interim suspension may be imposed only: 1) to ensure the safety and well-being of members of the college community or preservation of college property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the college.
2. During the interim suspension, a student shall be denied access to housing and/or to the campus (including classes) and/or all other college activities or privileges for which the student might otherwise be eligible, as the Director of Student Affairs or a designee may determine to be appropriate.
3. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a Student Conduct Administrator Hearing, if required.

- a. However, the student will be notified in writing of this action and the reasons for the suspension. The notice will include the time, date, and place of a subsequent hearing at which the student may show cause why his or her continued presence on the campus does not constitute a threat [and at which they may contest whether a campus rule was violated].

D. Appeals

- A. A decision reached by the Student Conduct Administrator or a sanction imposed by the Student Conduct Administrator may be appealed by the Accused Student(s) or Complainant(s) to an Appeal Committee within five business days of the decision unless the student admitted responsibility for the violation on the *Acknowledgement of Complaint Form*. Such appeals shall be in writing and shall be delivered to the Registrar.
- B. Except as required to explain the basis of new information, an appeal shall be limited to a review of supporting documents for one or more of the following purposes:
 - a. To determine whether the Student Conduct Administrator Hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the *Student Code* was violated and giving the Accused Student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
 - b. To determine whether the decision reached regarding the Accused Student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the *Student Code* occurred.
 - c. To determine whether the sanction(s) imposed were appropriate for the violation of the *Student Code* which the student was found to have committed.
 - d. To consider new information, sufficient to alter a Student Conduct Board's decision, or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Administrator Hearing.

If an appeal is upheld by the Appeal Committee, the matter shall be returned to the original Student Conduct Administrator(s) for re-opening of Student Conduct Administrator Hearing to allow reconsideration of aspects of the case as directed by the Appeal Committee. If an appeal is not upheld, the matter shall be considered final and binding upon all involved. The committee's proceedings are confidential.

The committee may render one of three decisions:

- Uphold the judicial decision reached by the Student Conduct Administrator
- Overturn the judicial decision reached by the Student Conduct Administrator and expunge the charge and sanctions from the student's record
- Alter the sanctions levied upon the student. This may include a dismissal of the sanctions, or an increase or decrease in the severity of the sanctions.

The student will receive a letter from the committee detailing their decision. The committee's decision is binding and may not be appealed.

Article V: Interpretation and Revision

- Any question of interpretation or application of the *Student Code* shall be referred to the Director of Students or his or her designee for final determination.
- The *Student Code* shall be reviewed every year under the direction of the Director of Student Affairs.