



**NEUMONT**  
**COLLEGE OF COMPUTER SCIENCE**  
**STUDENT HANDBOOK**

Updated 11/01/2021

## Table of Contents

<b><i>DIRECTORY</i></b> .....	<b>9</b>
<b>In Class</b> .....	<b>9</b>
<b>General Academic Issues</b> .....	<b>9</b>
<b>Student Issues</b> .....	<b>9</b>
<b>Housing and Residence Life</b> .....	<b>9</b>
<b>Financial Aid</b> .....	<b>10</b>
<b>Learning Center Administration</b> .....	<b>10</b>
<b>Career Services/Corporate Relations</b> .....	<b>10</b>
<b>IT</b> .....	<b>10</b>
<b>Location</b> .....	<b>10</b>
<b>Security</b> .....	<b>10</b>
<b>Emergency Alert Notifications</b> .....	<b>10</b>
<b>Neumont ID / Security Badge</b> .....	<b>11</b>
<b>Liability Policy</b> .....	<b>11</b>
<b>Ill or Injured</b> .....	<b>11</b>
<b>Student Code</b> .....	<b>11</b>
<b>Dress Code and Hygiene Policy</b> .....	<b>12</b>
<b>Smoking</b> .....	<b>12</b>
<b>Chewing Tobacco</b> .....	<b>12</b>
<b>Sexual Harassment</b> .....	<b>12</b>
 <b><i>General</i></b> .....	 <b>13</b>
<b>Activities</b> .....	<b>13</b>
<b>Student Government</b> .....	<b>13</b>
<b>Neumont Virtual Bookstore</b> .....	<b>13</b>
<b>Educational Accommodations</b> .....	<b>14</b>
<b>Student Enrollment Verification Self-Service</b> .....	<b>14</b>
<b>Third Party Verification Request</b> .....	<b>14</b>
<b>Legal Name on Neumont Records</b> .....	<b>15</b>

<b>Name / Gender Preference .....</b>	<b>15</b>
<b>Northern Utah Activities .....</b>	<b>15</b>
<b>Student Employment – On Campus .....</b>	<b>15</b>
<b>Student Employment – Off Campus .....</b>	<b>16</b>
<b>Bicycles on Campus .....</b>	<b>16</b>
<b>Visitors on Campus .....</b>	<b>16</b>
<b>Classrooms are Academic Work Zones.....</b>	<b>16</b>
<b>Student Commons.....</b>	<b>17</b>
<b>Mail/Packages .....</b>	<b>17</b>
<b>Neumont Market .....</b>	<b>17</b>
<b>Restrooms .....</b>	<b>17</b>
<b>Local Health Care Providers .....</b>	<b>17</b>
<b>UTA Bus/Train Pass .....</b>	<b>18</b>
<b>Fitness - Recreation .....</b>	<b>18</b>
<b>Student Lockers.....</b>	<b>19</b>
<b>College Policies.....</b>	<b>19</b>
<b><i>Counseling Services.....</i></b>	<b><i>19</i></b>
<b><i>Prevention of Imminent Risks and Withdrawal from School.....</i></b>	<b><i>19</i></b>
<b><i>Residential Program .....</i></b>	<b><i>21</i></b>
<b>Resident Advisor On-Call Phone Number.....</b>	<b>22</b>
<b>Roommate Issues .....</b>	<b>22</b>
<b>Parking .....</b>	<b>22</b>
<b>Checking Out .....</b>	<b>22</b>
<b><i>ACADEMIC ADVISING .....</i></b>	<b><i>22</i></b>
<b><i>Academic Advisement.....</i></b>	<b><i>22</i></b>
<b>Student Responsibilities .....</b>	<b>22</b>
<b>Course Availability .....</b>	<b>23</b>
<b>Repeat Courses.....</b>	<b>23</b>
<b>Support for Students on Financial Aid Warning and Probation.....</b>	<b>24</b>

<b>Problems / Challenges.....</b>	<b>24</b>
<b>Grades / Classes.....</b>	<b>24</b>
<b>Academic Coaches .....</b>	<b>24</b>
<b><i>Academic Resources.....</i></b>	<b><i>24</i></b>
<b>Equipment Rental .....</b>	<b>24</b>
<b>Online Student Resources.....</b>	<b>25</b>
<b>Learning Center Administration .....</b>	<b>25</b>
<b>Learning Management System (LMS).....</b>	<b>25</b>
<b>My.neumont.edu .....</b>	<b>25</b>
<b>Neumont Degree website .....</b>	<b>26</b>
<b>Student Portal .....</b>	<b>26</b>
<b><i>In-Class Laptop Usage Policy .....</i></b>	<b><i>26</i></b>
<b>Policy.....</b>	<b>26</b>
<b>Rationale .....</b>	<b>26</b>
<b>Implementation.....</b>	<b>26</b>
<b>Possible Penalty .....</b>	<b>26</b>
<b>Example.....</b>	<b>27</b>
<b><i>Add-Drop / Course Adjustment deadline .....</i></b>	<b><i>27</i></b>
<b>Purpose .....</b>	<b>27</b>
<b>Procedures .....</b>	<b>27</b>
<b>Late Registration Fees .....</b>	<b>28</b>
<b>Wait list .....</b>	<b>28</b>
<b><i>Credit Range.....</i></b>	<b><i>28</i></b>
<b><i>Program .....</i></b>	<b><i>28</i></b>
<b><i>Academic Events .....</i></b>	<b><i>28</i></b>
<b>Attendance Policy .....</b>	<b>28</b>
<b>Attendance During Add/Drop and Course Adjustment Periods .....</b>	<b>29</b>
<b>Class Emergency Cancellations .....</b>	<b>29</b>

<b>Academic Honesty .....</b>	<b>30</b>
<b>Grade Appeal.....</b>	<b>30</b>
Policy.....	30
Process.....	30
<b>Program Transfer .....</b>	<b>30</b>
Policy.....	30
Process.....	31
Transfer Requirements .....	31
Scholarship Guidelines.....	32
<b>Overview of Enterprise Projects .....</b>	<b>32</b>
Selecting Enterprise Project Partners .....	32
Eligibility for Enterprise .....	33
Enterprise Project Application .....	33
Student Enrollment Agreement and Professionalism Policy .....	33
Timeline for Eligibility.....	33
Project Logistics .....	34
Enterprise Project Course Requirements .....	34
Failing Enterprise Project .....	40
<b>Academic Assessment .....</b>	<b>40</b>
Grading System .....	40
Honors per term .....	40
Calculating your Grade Point Average (GPA) .....	40
Satisfactory Academic Progress (SAP).....	40
Graduation Analysis.....	41
<b>Graduation .....</b>	<b>41</b>
Policy.....	41
Valedictorian and Salutatorian.....	41
Valedictorian Student Speaker Criteria .....	41
Commencement.....	42

<b>Graduation with Honors.....</b>	<b>42</b>
<b><i>Withdrawal.....</i></b>	<b>42</b>
<b>Official Withdrawal .....</b>	<b>43</b>
<b>Unofficial Withdrawal .....</b>	<b>43</b>
<b>Special Circumstances Withdrawal .....</b>	<b>43</b>
<b>Late Withdrawal .....</b>	<b>43</b>
<b><i>Re-entry Students – Steps to Enroll.....</i></b>	<b>44</b>
<b>Policy.....</b>	<b>44</b>
<b>Procedure .....</b>	<b>44</b>
<b><i>Returning from SAP Dismissal/Judicial Dismissal .....</i></b>	<b>46</b>
<b>General Parameters .....</b>	<b>46</b>
<b><i>Transfer Credit Policy .....</i></b>	<b>47</b>
<b>Criteria for Assessment .....</b>	<b>48</b>
<b>International Baccalaureate Policy .....</b>	<b>49</b>
<b>Military Transfer Credit Policy.....</b>	<b>49</b>
<b>Foreign education credential and non-English transcripts .....</b>	<b>50</b>
<b>Certification/Portfolio/etc.....</b>	<b>50</b>
<b>College Level Examination Program (CLEP/DSST).....</b>	<b>50</b>
<b>Advanced Placement Policy .....</b>	<b>51</b>
<b><i>Course Equivalency Exam Policy.....</i></b>	<b>51</b>
<b>Policy.....</b>	<b>51</b>
<b>Procedure .....</b>	<b>51</b>
<b>Basic Course Exemption.....</b>	<b>52</b>
<b><i>INFORMATION TECHNOLOGY .....</i></b>	<b>52</b>
<b><i>Your Neumont Computer .....</i></b>	<b>52</b>
<b>Laptop .....</b>	<b>52</b>
<b>Wireless.....</b>	<b>52</b>
<b>Optimum Operation .....</b>	<b>52</b>

<b>Acceptable Use Policy .....</b>	<b>53</b>
<b>Network Files / Folders Limits.....</b>	<b>53</b>
<b>Folder Access.....</b>	<b>53</b>
<b>General Storage Space.....</b>	<b>53</b>
<b>Access to the Online Student Self-Services.....</b>	<b>53</b>
<b>Web Access for E-mail .....</b>	<b>53</b>
<b>Technical Support.....</b>	<b>54</b>
<b>Printers.....</b>	<b>54</b>
<b>Local Internet Service Providers (ISPs).....</b>	<b>54</b>
<b><i>STUDENT INTELLECTUAL PROPERTY OWNERSHIP.....</i></b>	<b><i>55</i></b>
<b><i>COPYRIGHT INFRINGEMENT POLICY.....</i></b>	<b><i>56</i></b>
<b><i>FINANCIAL AID .....</i></b>	<b><i>56</i></b>
<b>Federal Funding Sources.....</b>	<b>56</b>
<b>Additional Funding Sources .....</b>	<b>57</b>
<b>Award Years .....</b>	<b>57</b>
<b>Receipt of Funds .....</b>	<b>57</b>
<b><i>QUARTERLY EVENTS .....</i></b>	<b><i>57</i></b>
<b>RA Programming Activities .....</b>	<b>57</b>
<b><i>APPENDIX ONE / ACCEPTABLE USE POLICY.....</i></b>	<b><i>58</i></b>
<b>Scope.....</b>	<b>58</b>
<b>Purpose .....</b>	<b>58</b>
<b>Unacceptable Use .....</b>	<b>58</b>
<b>Additional Provisions .....</b>	<b>60</b>
<b><i>APPENDIX TWO / STUDENT CODE OF CONDUCT .....</i></b>	<b><i>61</i></b>
<b>Article I: Definitions.....</b>	<b>61</b>
<b>Article II: Student Code Authority.....</b>	<b>63</b>
<b>Article III: Proscribed Conduct .....</b>	<b>63</b>
<b>Article IV: Student Conduct Code Procedures.....</b>	<b>68</b>

**Article V: Interpretation and Revision..... 73**

***APPENDIX THREE / ALCOHOL AND SUBSTANCE ABUSE..... 75***



## 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 any student:

#### In Class

Instructor

#### General Academic Issues

Office of Registrar

Room 211 or 212 / [registrar@neumont.edu](mailto:registrar@neumont.edu) / 801-302-2896

Jeremiah Harrison

Room 317 / [jharrison@neumont.edu](mailto:jharrison@neumont.edu) / 801-302-2936

#### Student Issues

Janet Head-Parrish – VP of Student Affairs

Room 103 / [jheadparrish@neumont.edu](mailto:jheadparrish@neumont.edu) / 801-302-2898

Chiara Lane – Associate Director of Student Affairs

Room 104 / [clane@neumont.edu](mailto:clane@neumont.edu) / 801-302-2824

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

Room 107 / [jpeppinger@neumont.edu](mailto:jpeppinger@neumont.edu) / 801-302-2841

Jordyn Sharpe – Academic and Student Life Coordinator (ASLC)

Room 105 / [jsharp@neumont.edu](mailto:jsharp@neumont.edu) / 801-302-2728

Ellie Adle – Academic and Student Life Coordinator (ASLC)

Room 106 / [eadle@neumont.edu](mailto:eadle@neumont.edu) / 801-302-2809

#### Housing and Residence Life

Ariel Garcia –Residence Life Coordinator

Room 108 / [agarcia@neumont.edu](mailto:agarcia@neumont.edu) / 801-302-2912

### Financial Aid

Kasie Hadley – Director of Financial Aid  
Room 109 / [khadley@neumont.edu](mailto:khadley@neumont.edu) / 801-302-2813

Kylee Chalk – Associate Director of Financial Aid  
Room 113 / [kchalk@neumont.edu](mailto:kchalk@neumont.edu) / 801-302-2982

Maureen Ranks – Financial Aid Advisor  
Room 114 / [mranks@neumont.edu](mailto:mranks@neumont.edu) / 801-302-2874

Leslie Tippetts – Financial Aid Advisor  
Room 115 / [ltippetts@neumont.edu](mailto:ltippetts@neumont.edu) / 801-302-2823

### Learning Center Administration

Crystal Hanley – Learning Center Director (librarian)  
[chanley@neumont.edu](mailto:chanley@neumont.edu)

### Career Services/Corporate Relations

Adam Magistri – Director of Corporate Relations  
Room 213 / [amagistri@neumont.edu](mailto:amagistri@neumont.edu) / 801-302-2805

Amy Whittaker – Career Services Manager  
Room 215 / [awhittaker@neumont.edu](mailto:awhittaker@neumont.edu) / 801-302-2911

### IT

IT Help Desk  
Room 112 / [support@neumont.edu](mailto:support@neumont.edu)

### 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. Please contact the VP of Student Affairs at 801-302-2898 if you have any concerns.

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.

### Emergency Alert Notifications

The Neumont College of Computer Science emergency alert notification service (Blackboard Connect) allows Neumont personnel to communicate emergency alerts and crime bulletins to

students and staff in a timely manner. Each student's Neumont e-mail address is automatically added to the notification system database. If the student would like to receive voice and text messaging alerts on their mobile phone, they must provide contact information for this opt-in service. Students can enroll or update personal contact information here: <https://neumontcollege.bbcportal.com/>.

### 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 access badge while on campus. For lost badge, a \$10.00 charge will be posted for a replacement. It is recommended to develop a routine to know where your badge is at all times. Never lend the Neumont badge or borrow one from another individual (student or not).

The Tower residential floors may only be accessed with an ID badge. Only students who reside in "the Tower" and necessary staff will have badge access.

Never allow a stranger to enter the building. Ensure the doors are latched. Under no conditions should anyone allow any stranger to shelter in the building. If unauthorized individuals are on the campus, please notify the Reception area or the Security desk immediately. Individuals who are not students cannot attend classes and must always be in the student's company.

### 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 a student becomes 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, students 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 expel 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 always wear footwear. 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. 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.

### Smoking

Smoking, including the use of electronic cigarettes is not permitted in public buildings, apartments and within 25 feet of a building entryway in the state of Utah. In the state of Utah, vaping and e-cigarettes fall under smoking laws. The Utah Indoor Clean Air Act (UICAA) is law under Utah Code Title 26, Chapter 38 and Rule R392-510. The UICAA prohibits:

- Smoking or using e-cigarettes (vaping) in all enclosed indoor places that allow public access
- Smoking or using e-cigarettes (vaping) within 25 feet of any entrance, exit, open window, or air intake of a building where smoking is prohibited.

### Chewing Tobacco

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

### Sexual Harassment

The institution strives to provide and maintain an environment free of all forms of harassment, including sexual harassment. The following guidelines legally define sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment,
- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such an individual, or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's

academic or work performance or creating an intimidating, hostile, or offensive working environment.

The institution 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 will result in disciplinary action up to and including termination or dismissal. The sexual harassment of any employee or student of Neumont is forbidden. The Office of Student Affairs is responsible for receiving and investigating complaints of sexual harassment involving a student(s). Any employee, student, or administrator who becomes aware of an alleged incident of sexual harassment involving an employee should take immediate action by bringing the matter to the attention of the Office of the President.

## General

### Activities

Every student organization is open to all students. Activities are open to the Neumont community and Neumont alumni.

### Student Government

The Unified Student Government (USG) meets regularly while school is in session. Check the Neumont announcements email for notification on when and where the meetings are held or see the USG Advisor. USG representatives are responsible for some 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 the textbooks that 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 courses.

All students are expected to purchase their own textbook. Making copies of textbooks or other copyrighted material is a violation of the school's Copyright Infringement Policy.

Matriculated students receive an email notification about their login information (including their login and financial aid voucher number) each quarter. They may use a financial aid voucher to purchase their textbooks. Students may retrieve their student ID on the Student Portal.

### 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 ([jpeppinger@neumont.edu](mailto:jpeppinger@neumont.edu)) for a copy of the *Handbook for Students with Disabilities*.

### Student Enrollment Verification Self-Service

Enrollment verifications are usually used to verify enrollment status, cumulative GPA, credit load information. Current Neumont students may request their own enrollment verification through a direct link in the Neumont website or [my.neumon.edu](http://my.neumon.edu). Students are encouraged to obtain enrollment verification via the [National Student Clearinghouse](#) (NSC). Students may also come in person to ASLC to request their enrollment verification. The form only verifies enrollment for the term(s) in which a student has been or currently is enrolled (registered for courses). Verification forms include a student's legal name, current enrollment status, and the valid dates of that status. Enrollment reporting is updated regularly during the academic term.

Current students may use the unofficial transcript available on their Neumont Degree website. All official transcripts must be requested using NSC. Official transcripts will not be released until all financial obligations to the school have been paid.

OFFICIAL transcripts are produced on special, watermarked paper. Official paper transcripts are sent in a sealed, signature-stamped envelope. An electronic transcript is considered Official if the intended party is the direct email recipient. If emailed to the requestor, then forwarded, it is then considered UNOFFICIAL. An electronic transcript which is printed then re-scanned in an email is considered unofficial. The diploma is not the official record of graduation from Neumont.

If enrollment verification is required before a quarter starts, the College may produce a provisional letter stating that a student is expected to enroll for the upcoming term, provided that the student has been admitted to and accepted admission to Neumont College of Computer Science for the upcoming year.

### Third Party Verification Request

Enrollment verification via NSC should be accepted as official and can be used for insurance companies, scholarships, military IDs, employment, and all other services that require proof of enrollment at Neumont College of Computer Science. Visit the National Student Clearinghouse website to obtain this information quickly, securely, and legally.

Neumont College of Computer Science does not provide any information over phone, email, or fax. Neumont does not provide unofficial transcripts.

### Legal Name on Neumont Records

Student's information system (login, email, etc.), transcript, diploma, and degree verifications reflect an individual's legal name, which will be reflected on all official documents related to student records. A Legal name identifies an individual on official government records such as U.S. social security cards, state licenses, passports, and marriage or divorce decrees.

A student who has completed a legal name change may update the name on their Neumont student record by submitting a Name Change form and a valid photo identification, a copy of an official name change document. Documentation of the legal name change must be submitted to the Office of Registrar or Office of Financial Aid. Upon receipt of this form and documentation, the legal name will be updated on the official student records.

### Name / Gender Preference

Some Neumont students use names that are different from their legal names to identify themselves. Students may change their preferred name as often as they wish or remove their preferred name at any time. Only the first name may be designated to appear as a preferred name, in systems which can accommodate it. The last name must remain the same as the full legal last name in the system. As long as the use of this preferred name is not for the purpose of misrepresentation, Neumont acknowledges that a preferred name will be used whenever possible. The use of the legal name is used for business and legal requirements by the College.

Neumont reserves the right to ensure names:

Are following other institutional policies such as the Student Conduct Code which prohibits providing false and misleading information.

- Are not being used to avoid legal obligations; and
- Do not include highly offensive or derogatory language.

A student should give serious consideration to the request to use a preferred name, as this choice will be part of their educational records. The College reserves the right to remove a preferred name if it is used inappropriately.

Students who would like to be known on campus by a name other than their legal name/gender are invited to submit a request to the Office of Registrar. The use of a preferred name does not constitute a legal name change.

If a student chooses to utilize the preferred first name, their Neumont ID card can no longer be used as proof of legal identity. They can obtain a new Neumont ID with the preferred name after receiving notification of approval and upon request to the Reception area.

### 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/>, and <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, provide IT help, provide tutoring, and grade classwork.

### **Student Employment – Off Campus**

Local newspapers, online recruiting companies, etc. have the largest listing of local employment opportunities in this area.

### **Bicycles on Campus**

Students and staff need to register their bicycle at the Reception area. 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. Bicycles must be brought into the building through the back entrance only. 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 Security 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 an occasional brief visit. These guests must be always in the company of a Neumont student 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 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 any other cause.

### **Classrooms are Academic Work Zones**

During regular business hours (Monday through Friday), classrooms and project rooms are solely intended for academic work. When not in use for class, classrooms are open for students to use for 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 schoolwork and focus on the most important task at hand: classes. The Commons, Bunker, and study nooks are still available for non-class work.

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, prospective graduate employers, 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, loud 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 area.

### 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 can 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. If 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

Often a health care or urgent care provider can assist. 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). If you lose your UTA pass, there is a \$5.00 fee for replacement. Questions can be directed to Student Affairs.

### Fitness - Recreation

#### Workout Facilities

Being healthy helps work better, be more alert, and learn faster. Elevate on 5th, Essex and Mercer 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 the Residence Life Coordinator.

#### 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

There are a limited number of lockers available for student' use. Contact Student Affairs for more information. Unregistered lockers will have the lock removed and the contents confiscated.

### College Policies

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

## Counseling Services

In addition to the support services provided on-site by Student Affairs, Neumont offers a Student Assistance Program, free of charge, to all students through Blomquist Hale Consulting.

Blomquist Hale is an independent provider of solution-focused counseling for school, work or personal problems. Counseling is available 24 hours a day, 7 days a week and is always 100% confidential and free of charge. Their extensive network of experienced therapists will work with each student and provide tools and strategies to resolve troublesome situations regarding well-being and mental health. These include:

- Stress, anxiety, or depression
- Relationship and family problems
- Grief or loss
- Work and school related issues
- Personal and emotional challenges
- Substance abuse or addictions
- Financial or legal challenges

If more specialized services are needed, the counselor will refer to an appropriate external resource. Counseling sessions can be conducted in person, over the phone or via video chat. Call (801) 262-9619 for making an appointment. For immediate assistance, call their 24/7 hotline at 1-(800) 926-9619 or contact 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.

## Prevention of Imminent Risks and Withdrawal from School

Neumont promotes a safe and healthy learning environment for the Neumont community. 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 considering 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 acting under this policy, the student shall be notified of the college's decision to act 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).
    - 4. The student submitting periodic reports of the student's treatment 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 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. For more information, please review the *Housing Rules and Regulations* (available on the Neumont website and through Student Affairs).

Neumont College of Computer Science provides on-campus housing most suitable for traditional

age college students (ages 17-24). However, new students who are outside of this age range may apply for on-campus housing and the college may request an interview to find the best available housing option.

By offering a variety of options ranging from single-gender units to mixed-gender housing, we hope to allow students to live in an environment that is most comfortable for them.

- Single-gender: Units for students of the same gender, where rooms are shared by roommates of the same gender.
- Mixed-gender: Units for students of any gender, where rooms are shared by roommates of the any gender.

Student Affairs employs Resident Advisors (RAs) to ensure that their stay in housing is pleasant. The RAs communicate with the apartment complex management to make 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

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

### Parking

Parking is limited and should be requested via the Residence Life Coordinator. Parking, if available is \$50 per month.

### Checking Out

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

Consistent with the signed housing agreement, students must stay in the housing program for four terms or will lose their entire deposit

## 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 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, or reschedules a course.
- Maintain a current and accurate mailing address and phone number.
- Read and respond promptly to all communications from the College.
- Be familiar with and adhere 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 your ASLC.

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

### Course Availability

All bachelor's degree programs can be completed in 12 quarters 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.

When 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 Pluralsight.com), completion of all readings and homework assignments, focusing in class, taking comprehensive class notes, and notifying the instructor when course content is not understood.

### Repeat Courses

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

For NEU100, students will be advised to take that course concurrently at another institution, and they must provide evidence of successful completion of college-level credit in the subject area they failed at Neumont. Contact the Office of Registrar for more assistance.

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.

### **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**

When struggling in a class or have a concern, talk with the instructor first. Contact ASLC for more assistance.

### **Grades / Classes**

For questions about which classes to take next quarter, Grade Point Average (GPA), contact the Office of Registrar or ASLC.

### **Academic Coaches**

In certain courses, Academic Coaches are available to provide tutoring to students with homework assignments or with general course information. Refer to Neumont announcements and flyers every quarter.

## **Academic Resources**

### **Equipment Rental**

All Neumont owned resources must be used for academic purposes only and not for personal use and must be approved by a designated faculty. This service is available for current students only. All academic equipment is first and foremost available to individuals in specific courses and designated term, in which the equipment is essential for learning purposes.

There is no cost for renting equipment. But the individual checking out this property assumes all responsibility for said property until it is returned to Neumont. All liability resides with the individual checking out the asset. The individual checking out the asset agrees to return the item(s) in the same condition as it was in at the time of check-out, including all parts and pieces. Students who fail to return the equipment by the designated due date will have their registration on-hold and may need to



compensate for the damaged/stolen equipment.

## 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 current, scholarly, and premium content in every subject area, with most resources in the business and information technology fields.

Access to online databases is controlled by the College, 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 (librarian) 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.

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 assignments can be uploaded as files to the LMS, eliminating the need for handing in paper copies. The LMS also allows to view grades and instructor feedback on many assignments.

The LMS (<http://lms.neumont.edu>) can be accessed from any computer with an internet connection, on or off campus. Log in using student's campus login name and password. Students are given their username and password at Orientation.

Neumont provides all students with access to LinkedIn Learning. LinkedIn Learning is an education company that hosts an online learning library comprised of video tutorials on subject matter related to technology and more.

For help, contact [support@neumont.edu](mailto:support@neumont.edu).

### My.neumont.edu

My.neumont.edu is an internal online hub with student self-service. It is only available for matriculated students. It is used for access to online student forms, online services, etc.

#### **Neumont Degree website**

The Neumont Degree website is an internal online academic advising tool. It is only available for matriculated students to check on their course schedule, academic progression, graduation audit, unofficial college transcripts, and more.

#### **Student Portal**

The Student Portal website is an internal self-service for matriculated students. Students can check their financial aid, pay fees, access 1098T form, and more.

## **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 daily. Improper use of student laptops in a class can detract from this philosophy and negatively impact 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 each course is up to the individual instructor and may be severe.

### **Possible Penalty**

- 1<sup>st</sup> Offense: 5% overall grade drop
- 2<sup>nd</sup> Offense: 15% overall grade drop
- 3<sup>rd</sup> 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

Neumont students are responsible for registering themselves for the courses they need to graduate. 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.

The add/drop period is the first three business day of each sprint. It is the responsibility of the student to add or drop courses. Assistance may be 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 Open 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 may also available for academic advising. During those periods, students may add and/or drop courses. Email requests will not be processed.
- 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 or drop a quarter long course during Course Adjustment Period.
- Add-Drop is processed in real-time, and works on a first come, first serve basis.
- Courses that are dropped will no longer appear on a student's transcript.

- The form is available online (Neumont.edu and/or my.neumont.edu).

### Late Registration Fees

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. The use of the electronic Course Add-Drop process ensures that students to be registered 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 Office of Registrar will register the student for the course. It is based on first comes, first serves as stamped on the electronic Course Add-Drop form.

### 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 Office of Registrar prior to the conclusion of the open registration period for the quarter in question. The Office of Registrar reviews all requests by the end of the Course Add-Drop Period and notifies the student via email.

### Program

Students are not able to enroll in two bachelor's degrees at that same time. Students seeking a second undergraduate degree must complete all courses required for each degree.

### Academic Events

#### Attendance Policy

Students are expected to be present, on time and remain for the entire session in all of their regularly scheduled class or on-line sessions. Participation is particularly important at Neumont since many of the courses require collaborative learning activities. The College recognizes the correlation between student attendance and student retention, achievement, and success. The

official attendance policy in each class is left to the discretion of the individual faculty. Instructors will announce their attendance policy at the beginning of each course and include it in the syllabus.

No person may attend a class unless officially enrolled on a credit or non-credit basis without the permission of a designated school official. Students must pay all required fees for participation in the course.

In some situations, school administration may temporarily designate a specific time period where attendance taking is mandatory. While a mandatory attendance taking policy is in effect, a student who does not attend any of their classes in 14 consecutive days will be withdrawn from school. Students will be informed in advance of temporary changes to the attendance policy.

### Attendance During Add/Drop and Course Adjustment Periods

Students who do not attend or contact the instructor during the add/drop and course adjustment periods may be subject to removal from a course. For online classes, students are required to participate in an academically related activity within the first three days of the sprint. An academically related activity is any event that demonstrates a student is engaged, such as contributing to an online discussion, submitting an assignment, or initiating contact with a faculty member. Simply logging into an online class without active participation does not constitute an academically related activity.

Academically related activities include but are not limited to:

1. Physically attending a class where there is an opportunity for direct interaction between the instructor and students.
2. Submitting an academic assignment.
3. Taking an exam, an interactive tutorial or computer-assisted instruction.
4. Attending a supplemental learning activity and/or study group that is assigned by the instructor.
5. Participating in an online discussion about academic matters; and
6. Initiating contact with the instructor of record to ask a question about the academic subject studied in the course.
7. Academically related activities do not include activities where a student may be present but not academically engaged, such as:
  - Logging into an online class without active participation; or
  - Participating in academic counseling or advisement

### Class Emergency Cancellations

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 sent out at the earliest possible time.

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.

## Academic Honesty

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

## Grade Appeal

### Policy

Students may only appeal the final grade for a course. The burden of proof is on the student:

- to demonstrate that an inappropriate grade was assigned as a result of prejudice, caprice, or other improper conditions.
- to challenge the reduction of a grade for alleged scholastic dishonesty.

The appeal process is not applicable:

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

### Process

#### Informal Attempt

1. Contact the 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 before the first day of the next quarter after the disputed grade was awarded to the Office of Registrar.
2. It is critical to give ample time and attention to the written appeal by presenting thorough and accurate information. The decision by the Appeal Committee will be made based only on the written documentation submitted.
3. It will be reviewed by the Appeal Committee.
4. The Office of 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.

For a student who transfers to a different Neumont program before completing the program in which the student was enrolled, Neumont will recalculate SAP based on the credits attempted, credits earned, and grades earned that count toward the student's new program of study. Upon approval of a program transfer, a student may enroll in the prospective program at the start of the next academic quarter. Upon completion of a program transfer, a student's compliance with SAP will be reassessed.

A transfer request may not be approved if the course(s) a student would need in their new program would not be available. Courses with similar names, but different course descriptions may not transfer across programs.

### Process

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

- Schedule a meeting with the Office of 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 from which they are transferring.
- Complete a new *Enrollment Agreement*.

Failing to meet these requirements may delay the student's ability to transfer program at the designated quarter, and as a result may delay their graduation. All documents must be returned to the Office Registrar prior the quarter in which the transfer will take effect. 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 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 Bachelor of Science, Software and Game Development (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.
- Note: when a student does not pass CSC110, CSC150, and/or CSC195 (or its equivalent), the student will not be eligible to apply for BSD.
- 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.

## Overview of Enterprise Projects

Neumont's project-based curriculum culminates in a collaborative work-like environment called, "Enterprise Projects" (EP) where senior year students support companies on responsibilities chosen by the Enterprise Project Partner. Companies can sponsor a team of students to work with their company on specific projects or simply embed our students onto the company's technical teams to offer support as needed (development, QA, IT, and data, etc.).

Enterprise Projects are an important part of a student's academic career at Neumont where they hone their technical skills while learning and applying best practices in professionalism, communication, collaboration, and project and time management. EPs enable students to network with industry professionals and can lead to permanent employment. For Enterprise Project Partners, sponsoring projects provide great opportunities for them to get meaningful work completed while testing out students for future hire.

### Selecting Enterprise Project Partners

Enterprise Project Partner's range from small to large companies with locations locally and nationally. Each EP Partner has different requirements, but all projects have one primary focus: providing experience for students.

Neumont's Corporate Relations Department is engaged in on-going outreach to local and national companies that are seeking the technical skills our seniors from each degree possess. Companies are introduced to recruiting opportunities (Tech Talks, Career Booth Fair, On-Campus Interviews, etc.) and our Enterprise Project Program as means for them to get to know Neumont students.

Our best Enterprise Project Partners will have challenging work for our students to accomplish, a solid team lead/manager that can guide our students through their projects, and full-time employment opportunities. They are also inspired by the opportunity to provide a meaningful real-world work experience for our students. We value repeat partners, while continually seeking new partnerships.



### Eligibility for Enterprise

All potential Enterprise Project students must complete the Enterprise Project Application, Student Enrollment Agreement, and Professionalism Policy before their Enterprise Project quarter starts.

### Enterprise Project Application

Each Enterprise Sponsor has different project needs, culture, and skillset they hope their student team possesses. To best meet our Enterprise Sponsor's needs, students enrolled in Enterprise Projects are required to complete an online profile form each quarter that includes an outline of their technical skill set, rating the respective proficiency and preference for each skill. Students also describe projects they have completed, with the key technologies they used. Students will add to their profile in each subsequent quarter following their first round of Enterprise Projects (i.e. their completed Enterprise Project, additional projects or skills attained, etc.). Failure to do so could disqualify a student from Enterprise Projects for the quarter.

Each application is reviewed by a student's respective Program Chair for accuracy and any additional comments. Based on this information, students will be assigned to projects that best meet the Enterprise Project Sponsor's needs.

Project teams are then formed to meet the needs of each Enterprise Project Partner.

### Student Enrollment Agreement and Professionalism Policy

The Student Enrollment Agreement is an online form that students will sign electronically that governs the terms of the Enterprise Project, including the purpose and overview of the Enterprise Project, the definition of the "Work Product", and terms of Confidentiality. The Professionalism Policy is an online form that students will sign electronically that defines the expectations of professionalism during their Enterprise Project, including adherence to the Neumont Student Code of Conduct.

### Timeline for Eligibility

To ensure there are sufficient projects available each requires accurate projections of students eligible for Enterprise Projects. This requires students to adhere to the following schedule. Please note the timeline for being waitlisted for participation in Enterprise Projects.

	Quarter and Week	Action
<b>Early Registration</b>  (Student receives placement onto an Enterprise Project.)	Quarter and ½ Before Designated EP Quarter  During Weeks 5 - 10	Students register for Enterprise Project Course and complete online Student Enrollment Agreement and Professionalism Policy.

<b>Late Registration</b> (Students are Waitlisted in the order receives)	Quarter Before Designated EP Quarter  By end of Week 1	Students register for Enterprise Project Course and complete online Student Enrollment Agreement and Professionalism Policy.
<b>All Students</b> (Early Registration and Waitlisted)	Quarter Before the Designated EP Quarter  By the end of Week 4	Student submits online Enterprise Project Application
Enterprise Project	START DATE	

## Project Logistics

### Project Worksite

Students will work either onsite at the project sponsor's location or from a designated Enterprise Project room at Neumont. Only with approval from the project sponsor and the Director of College Relations can a student work "remotely" from other locations (such as home) even if your company allows regular full-time employees to do so.

### Student Schedule

#### Enterprise Project Orientation

On the first day of Enterprise Project class, students will meet on the Neumont campus for an introduction to the course, and a review of key components of professionalism in the workplace. During orientation, students will work on their Enterprise Project Guidelines that defines their team's terms of collaboration, communication, and accountability. When they join a sponsor, they will add to the EP Guidelines with input from their sponsor, providing an overview of the project, the sponsor's expectations and key milestones, and any other sponsor guidelines. Additionally, the course syllabus can be shared with sponsor supervisors, if requested.

#### Day 2 and First Week

On Day 2 Students dive into the project. Neumont students will begin working at the sponsor's office, or at a Neumont remote office from this day forward. Sponsors are highly encouraged to be available to orient our students to their company and the project during these first days. If possible, supervisors of remote projects are invited to visit Neumont's campus for the first day(s) of the enterprise project or plan for initial video conferencing to do so. During the first days of the project, we recommend sponsors meet with their students to define expectations (dress code, expected hours, their points of contact, handling absences and tardiness, meeting times, holiday schedule, etc.).

#### Throughout the Project

Employers are encouraged to interact with the students frequently to ensure students are staying on track. Students often participate in company stand-up meetings, code reviews, and coaching sessions. You can utilize messaging systems such as Slack, project tracking tools like Trello, or anything that allows you to monitor and assess their progress.

## Enterprise Project Course Requirements

## **Enterprise Project Sponsor and Team Guidelines**

During the first week of the quarter, each team is required to submit the Enterprise Project Sponsor and Team Guidelines template as housed in the LMS. This will help guide you and your team through the project and will govern tight-scope management and includes information about project purpose, success criteria, requirements, milestone schedule, and success criteria, and outlines the ground rules for a project team.

In this assignment, the team, in tandem with their Enterprise Project Sponsor, will complete the Enterprise Project Sponsor and Team Guidelines document, filling in each required field, and each team member will electronically sign their document, and each team member will upload a copy of the completed and signed document to their individual assignment.

The Team Lead is responsible for maintaining and reporting on the project guidelines when asked. This includes but is not limited to 1) knowing the status of the project always, 2) ensuring deadlines are met, 3) acting as the team advocate, and 4) assisting the sponsor as needed.

## **Attendance and Participation, Project Tracking**

The goal of the Enterprise Projects courses is to prepare students to work in the IT business world by immersing them into the world itself. Students will learn to demonstrate a high standard of professionalism, to work with different departments, deal with challenging deadlines, deal with modified scope, etc. A student in Enterprise Projects is placed on a project to simulate working for the sponsoring company and is treated as such. If a student conducts himself or herself in a manner that jeopardizes the relationship that has been simulated, it will affect the student's grade. Students will be held to ambitious standards.

To ensure participation in the project meets these standards, students will be responsible for providing updates on their attendance and participation on their projects accordingly:

- **Project Tracking**

Students will track progress, contributions, and team collaboration via a online tracking system (Trello template provided, or Enterprise Project Partner's online project tracking), to track the individual contributions and/or tasks assignments collaboration mechanisms, and timelines, of each team member.

By developing and implementing a tracking mechanism, teams will have a clear vision of how they and other team members contribute. A tracking mechanism allows for monitoring productivity of project phases, and accomplishments of the team and its individual members. Weekly project tracking is essential to proving the usefulness and validity of your project and efforts. Timely detailed tracking also helps your program advisor, project sponsor, and program chair know if additional support, coaching, training, etc., are needed.

The tracking mechanism utilized must be completed each week and will include the cumulative contributions of each team member. Instructions and requirements can be found in the LMS for the EP course under the Project Tracking & Attendance assignments.

### **Attendance Guidelines:**

Enterprise project work will take place between 1PM and 4:50PM as listed in the Course Schedule, or as revised per the Attendance and Participation sections detailed within this syllabus.

Approved Enterprise Project locations are the project sponsor worksite and/or designated Neumont Enterprise Project rooms.

Working "remotely" from any other location is not allowed in other Neumont courses and will not be allowed in Enterprise courses.

Exceptions may be made on a case-by-case basis.

Possible reasons for requesting exceptions might include minor adjustments to arrival and departure time for groups with projects located in Sandy or further South or conflicting job interview appointments.

- **Neumont-Excused Absences-** These absences have been cleared by the Project Sponsor and Course Instructor. They are normally only granted in cases of documented illness or personal emergency (such as death of a close relative). You will not be penalized for these types of absences.

Typically, a doctor's note will be requested for 3 consecutive sick days.

Other than the Career Booth Fairs, career search related activities are not excused absences, unless approved by the Course Advisor. Students must request approval from the Course Advisor for any absences related to a career search activity, i.e., interview.

- **Unexcused Absences-** These absences have not been excused by the instructor. As in any real-world working situation, excessive absences or tardiness will cause you to fail the course or severely affect your final grade.

Absences related to career search related activities without prior approval by the Course Advisor are unexcused.

### **To request an attendance exception**

The project sponsor and course advisor must be notified by the student, via email, of the absence, with as much advanced notice as possible for approval to be attained. When possible, please request exceptions at least 5 business days in advance, but **MUST** be made within 4 hours of the Enterprise project. Students should ask the sponsor how they can make up missed hours, and follow the plan, in a timely manner, that was outlined by the project sponsor.

### **Attendance impacts to grades**

The course advisor will review the attendance tracking log, correspondence from student regarding absences, and will check in regarding the status of student absences during update calls with the sponsor. Failure to attend and/or participate without an approved exception will result in a grade reduction, and in the case of multiple infractions dismissal from and/or failure of the course. Requesting an exception under false pretenses is also grounds for immediate dismissal from the course. Any student helping another student falsify attendance records or helping to validate false reasons for the other student's absence will receive the same points reduction as the absent student.

- Up to 3 Excused absences – No loss of points
- 3 or more Excused absences – each absence is a 3-point loss
- Any unexcused absence – 10 points loss

Any unexcused absences will result in a grade reduction per occurrence and can be increased in varying amounts depending on the circumstances of the absence, and/or, in the case of multiple infractions dismissal from and/or failure of the course.

Because students work in teams in the sponsor company's environment, a high level of collaboration is expected between students and between students and sponsors. The following assignment will measure collaboration skills:

### **Sponsor and Student Evaluation Regarding Technical Expertise, Professionalism, Teamwork and Collaboration, Participation**

Twice during the quarter, mid and end, the instructor is required to score each team member on sponsor and student feedback. This score will be based on a compilation of sponsor and student feedback, and instructor input regarding: 1) technical execution and capabilities 2) communication and responsiveness, 3) professionalism, 4) ability to hit deadlines, 5) contributions and participation 6) areas of improvement, and 7) overall satisfaction of the sponsor(s).

Employer feedback is important because it provides input regarding a student's on-the- job performance. Progress may be measured, accomplishments may be recognized, and suggestions for improvement are identified.

Instructor input will be dependent on any observations obtained during; site visits, weekly check-in calls with sponsors and/or in concert with feedback from sponsor company personnel via additional means. Observations or feedback that results in grade deductions will be addressed with the individual student. Severe infractions may result in dismissal from the course.

Professionalism is important because it establishes boundaries for what is and is not appropriate in the workplace. Professionalism also inspires improvement, drives accountability, fosters respect, and curtails conflict.

Non-professional behaviors or activities include but are not limited to; trolling, watching movies/videos/tv, absences, leaving projects early, deviating from enterprise project scheduling protocols without prior written approval from the course advisor, tardiness, gaming, web surfing, violating acceptable use policy, inappropriate communications, poor hygiene, stealing, violation of non-disclosure or other forms of agreements, sleeping, angry outbursts, arguing with sponsor supervisors, isolating or persecuting other team members, complaining about Neumont to sponsors or sponsor company team members, making only minimal effort, failure to be proactive in seeking additional responsibilities if duties are completed before new duties are assigned.

If a student performs in such a way that the sponsoring company would have theoretically fired him/her had the student been a full-time employee, the student will fail the course immediately and will not continue with the team until the end of the term.

### **Interview and Discussion with Enterprise Project Partner**

Students are expected to organize and implement a meeting with their Enterprise as an opportunity to discuss their performance over the course of the quarter, as well as to practice their interview skills in a real environment with your Enterprise Sponsor.

The purpose of this meeting is:

- Gain an understanding of the sponsor's experience working with the student, including their perceptions of the student's technical skills, professionalism, and communication and collaboration skills. Through this meeting, the student should have feedback that is valuable to apply to future professional experiences.

- Create a simulation of a real interview experience to expose strengths and areas for improvement.
- Receive direct and/or indirect feedback via provided evaluation form from the interview.
- Provide an opportunity for the student to reflect on their areas for improvement.

For this assignment, students will select a leader at their Enterprise Project, and ask the individual to hold a meeting with them, indicating the goals of the meeting. In preparation for the interview segment of the discussion, the student will determine what role they are interviewing for (i.e., software developer, network admin, etc.) and find a company and job that is reflective of a job they will actually be seeking. In advance of the interview, students will provide their interviewer with a copy of the job description/opportunity, a cover letter, and their resume, as well as the Evaluation Rubrics – Mock Interview that is in the LMS. During the interview, both will engage in the interview as if the interviewer were the actual hiring manager/contact for the position the student has applied for, as if it were a real interview, including professional attire. After the interview process is complete, students will request a copy of the completed Evaluation Rubrics to upload to the LMS assignment and write a one-page reflection on the process, summarizing what went well and identifying at least three places for improvement and enter into the LMS.

### **Career Services activities during Enterprise Projects**

Neumont's robust Career Services offerings are focused on introducing our students to new companies and industry professionals, and teaching job search best practices, so each student has the opportunity to find a job at a company they are excited to join and apply their technical expertise to. While students are encouraged to participate in these events throughout their academic career, it is participation from our seniors that is so important as they approach graduation. Activities during each quarter students have the opportunity to engage in are:

- Tech Talks
- Career Booth Fair (depending on quarter)
- LinkedIn and Resume Building Lunch and Learns
- Engaging their Enterprise Project Sponsor in their job search, including mock/actual interviews, discussions about job opportunities at the company, etc.
- Engaging Neumont alumni in their job search
- Engaging Neumont faculty and staff in career coaching
- Implementing job-search best practices for searching for and applying for jobs

This Career Services assignments are graded on the level of punctuality, participation, follow-up and reflection a student exhibits relative to Career Services activities. These assignments include:

#### **a. Resume**

Each quarter, students will create and update their resume to be included in the quarterly Resume Books. Students should include details about all their Enterprise Projects, both completed and current projects, new school, or personal projects, and updated technical skills. Following submission of the assignment to the LMS, the Career Services Manager and/or EP Course Instructor will review the resume. If there are areas for improvement, we will contact the student to discuss these areas for improvement. The grade for this assignment is based on both the initial submission as well as the student's responsiveness and follow through on making updates and improvements as recommended.

#### **b. Career Services Appointment**

Students will be responsible for setting up and holding one unique virtual appointment with the Career

Services Manager within the first Sprint (students are welcome to hold more meetings as needed). This meeting(s) may be used to discuss any specific area or concerns related to the job search, including:

- Resume building
- LinkedIn
- Cover letters
- Networking
- Interviewing skill/techniques

**c. Job Alerts**

To support students in finding access to available job opportunities, students will utilize key job search sites (links are provided in the LMS) and set up daily job alerts from these sites relative to the key job titles for their degree. With job alerts set up, students can view, explore and apply to career opportunities they become aware of. Students will screen shot their email inbox showing job alerts coming from (at least) 2 different sources. Note: Students should not rely solely on job alerts to learn about job opportunities. Exploring company websites, LinkedIn, Alumni employers, networking events, etc. are additional methods for learning about opportunities..

**d. Job Search Log**

Applying to jobs is a key and necessary component of an effective job search. To encourage on-going engagement in applying to jobs, students are required to apply to multiple jobs per week and submit an updated copy of the Job Search Log each week, utilizing the template in the LMS.

**e. LinkedIn Profile and Connections**

Networking is an essential element to finding employment. A LinkedIn study indicates 85% of jobs are filled via networking, rather than the traditional application process. LinkedIn is currently the most utilized social media platform for professionals to network. For the first assignment, students will create or update their LinkedIn profile to include a professional photo, all key projects, including the current Enterprise Project, and key technologies and skills they possess. For the assignment, students will input the URL to their profile into the LMS.

At week 3 Students will utilize LinkedIn to connect to at least 5 tech professionals, your EP Sponsor, and recruiters. Although connecting with fellow students is important, for this assignment those do not count. Submissions are made via a text entry of the names, company, and title of the connections you made, or screen shot of those you connected with.

**f. Networking Event**

Networking online and networking in person at industry events are a key, and often more effective method for learning about and getting jobs. Networking enables you to:

- Find “hidden” jobs, those that are not posted on any job board site and are typically filled on a referral basis.
- Find jobs with less competition.
- Stand out from the competition.
- Bypass “screeners”.
- May lead to a job being created for you.
- Start at a higher level and with higher pay.



- Give you more credibility when you start your job.

For this assignment, you are asked to attend an industry-specific networking event and submit a reflection in the LMS that includes the name of the event, what was discussed or covered, and the names of any individuals you met with. You will also indicate whether or not you connected with anyone from the event via LinkedIn following the event. Links to key technology meetup groups are provided in the LMS.

### 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:

- A 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 student's poor performance in class
  - A performance improvement plan to be implemented in the upcoming Enterprise Project.
  - Regular meetings with instructors, advocate, and program chair

## 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)

A 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.

A cumulative GPA (cGPA) is figured the same way, using all the grades from all of student's 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 Office of 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, all student must:

- Complete all graduation requirements specific to enrolled degree program.
- Earn a 2.00 cumulative grade point average.
- Complete a Candidacy for Graduation form.
- Graduates must fulfill all financial obligations, including tuition charges, fees, and other expenses.
- Bachelor and Associate degree students will be charged a graduation fee during their last term.
- Students who do not complete any of these requirements will have their official transcripts and diploma on hold until it is resolved.

### 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 recognized from each 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.

### Valedictorian Student Speaker Criteria

One valedictorian 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 Office of Registrar 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 Office of Registrar.

Participants at Commencement must be graduated, active students, or have a plan for completing their course work. Students who participate in the graduation ceremony 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 Office of Registrar prior to the beginning of the next quarter.

Date of degree completion will reflect 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 associate):

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 verify the last date of attendance or academic event.

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

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. Complete the Re-Entry application (see Returning to Neumont section). If a student currently has a Neumont scholarship and is in good standing, his/her scholarship award will resume upon return to classes, so long as he/she returns during the quarter indicated on their application.
2. Prior to re-enrolling, provide official verification from the service supervisor of completion of term service.
3. Upon return, enroll under the Course Catalog in place at the time of re-enrollment. Please note, program requirements may change during the absence and some credits may not transfer from the previous program.

### Unofficial Withdrawal

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

### Special Circumstances Withdrawal

The College reserves the right to suspend or expel any student at any time when such action is deemed to be in the best interest of the student or the student body (see Student Conduct Appendix for more details).

### 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, VP of Student Affairs, and VP of Academics, or their designee.

### **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 VP of Student Affairs for more details.

## **Re-entry Students – Steps to Enroll**

### **Policy**

Re-entry students are defined as undergraduate students who are resuming their formal education after a break from school. Applicants may apply for re-entry at any time, but this step must be completed one month prior to a start date for due processing time. Incomplete applications will not be processed, and the student may have to re-apply to a future term. 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 must be current on their financial obligations to Neumont College of Computer Science.

The school reserves the right to refuse admittance based upon the attendance, academic, financial, and social conduct history of the student during previous enrollment periods.

### **Procedure**

To ensure enough time for Re-Entry processing, you must complete all required steps one month prior to a start date. If the applicant has not completed all these steps prior to this deadline, the student may be asked to start in a different term. The College does not have any conditional acceptance.

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 the main point of contact for the re-entry process.
3. The Neumont Re-Entry Committee, which is comprised of faculty and staff members, will review the Re-entry application. The committee is looking for the following, so please make this information apparent on the application.
  - a. How returning to Neumont will help further the educational and career goals.
  - b. identify the student's personal or education challenges and found ways to overcome them.
  - c. Demonstrate the resources and skills necessary to succeed.
  - d. Completion of gainful employment, some educational experience, conducted community service, or some other experience since leaving Neumont.
4. The Office of Registrar will communicate the application decision. If approved, the student may proceed to the next steps. The Acceptance Committee may also ask for additional information to add to the application. They may request to take additional action and apply again in the future.
5. Upon acceptance, sign an Enrollment Agreement. Once completed, the form will be sent to all necessary individuals and departments.
6. The Office of Registrar will review any completed courses and any transfer credits. Course availability may determine in which quarter to return. Not all classes are offered every quarter. If completed any college credits, send the official transcripts to the Office of Registrar for evaluation. Students may earn up to nine concurrent enrollment credits toward general education, with a grade of "C" or better. The retake policy does not apply on concurrent enrollment credits.
7. Reach out to the Financial Aid Department to secure funding. This process may take a few weeks, so contact them earlier than the deadline.
8. Student Housing space may be limited; the Residence Life Coordinator will provide information about apartment openings and roommates. A new Housing Deposit may apply, if there is no longer one on file.
9. On the first day back, meet with the following departments to make sure everything is in order:
  - a. Reception area – Pick up Neumont ID Badge and UTA Pass
  - b. Financial Aid – Make sure the funding is in order to pay for classes
  - c. Advocate – Reach out to the 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

## Returning from SAP Dismissal/Judicial Dismissal

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

### General Parameters

1. Students interested in returning to Neumont after SAP dismissal must first re-apply by completing the Re-Entry Application. Student must also submit an appeal for their SAP dismissal. Final re-admission decision is made by the Appeal Committee.
2. Students who were Judicially Dismissed must be cleared by the VP of Student Affairs.
3. Student may return under the *Course Catalog* that is current at the time of re-admission.
4. All credits attempted and earned in their current program while previously at Neumont will be used in calculating cumulative Grade Point Average (cGPA) and Pace as defined in the current Neumont *Course Catalog*.
5. To ensure sufficient time for re-entry and SAP appeal processing, all documents must be completed one month before their expected returning start date.
6. Depending on each student's situation, student may be asked to provide the following:

### Satisfactory Academic Progress (SAP)

If allowed to return to Neumont:

1. The student would be on SAP - Financial Aid Probation status.
2. If a student has concurrent enrollment, these credits will be counted towards pace, not cGPA. The retake policy will not apply.
3. The student must meet any requirements set by the Committee's decision.

### Minimum Academic Achievement during Time Away from Neumont

1. Successful completion of a maximum of nine credits at a college or college with at least a "C" 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 must be current on their financial obligations to Neumont College of Computer Science.

### Passage of Time

1. It is more important that the student identifies how he/she may resolve their challenges prior to returning.

### **Completion of Productive Activities during Absence from School**

1. Similar volunteer experience (e.g., community service, caring for a sick or elderly relative)
2. Possibly letter of recommendation from the student's supervisor, family member, or other service contact person.

## **Transfer Credit Policy**

Students enrolled in an undergraduate (Bachelor and/or Associate) 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.
- Official transcript and/or official test scores must be submitted; remember, students must send an official college transcript sent directly from each institution where you completed the course(s), including dual-enrollment or concurrent enrollment.
- Courses transferred from other academic institutions count for credit hours and requirements only; grades from transfer course work are not calculated into Neumont GPA.

Neumont College of Computer Science does not recognize the following:

- Credits from high school and/or homeschooled are not applicable.
- Derived from courses that are academically focused and non-trade oriented.
- Pass/Fail courses are not acceptable; due to COVID-19 accommodations, the Office of Registrar may evaluate credits earned with a Pass/Fail for transfer credits.
- CR grades are not acceptable.
- Remedial or developmental courses do not transfer.

Transfer credits are not evaluated by the Admissions Office. Official transcripts 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.

The student is responsible for:

- sending official transcript(s) to the Neumont Office of Registrar.
- Providing course description(s) or syllabi as needed.
- Completing proper paperwork and meeting deadlines.
- Recommended to list all previously-attended institutions on application.
- Adhering to rules and regulations.
- Understanding that each institution handles transfer differently.

Transfer credit evaluation is specific to the receiving institutions. Students are welcome to appeal transfer credit equivalencies to the Office of the Registrar within 30 days from the date of evaluation. Students must provide a course description and syllabi to support the nature of the appeal.

Neumont College of Computer Science reserves the right to change or modify these evaluations at any time without notice. Transfer credit evaluation is specific to the receiving institutions.

### Criteria for Assessment

Transfer courses fulfill course requirements on a course-by-course basis when the transfer courses are deemed equivalent to the corresponding Neumont 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.

Are you really ready for that next class?

Just because students can use the transfer work as prerequisite does not necessarily mean that they should. As a student, you should consider if you master the material in the prerequisite class well enough to move on, and/or do you remember the course material well enough to be successful in the next class. Neumont curriculum is heavily built on knowledge and technology that will keep students advancing in their future field of expertise.

Students should be evaluated on the catalog year that they are following, including meeting all program and degree requirements. However, credit should be awarded based on content of the course at the time it was taken. As a result, general education courses are not subject to timelines. Credits earned in technology courses are valid for a period of seven years. Technology courses completed more than seven years ago may be considered for transfer at the discretion of the Office of Registrar with substantial on-going technology performance by providing the student’s resume and any other necessary documentation.

The Office of Registrar makes the final determination in accordance with guidelines established by faculty. Here are some general guidelines:

- Elective transfer credits and final credit determinations are made by the Office of Registrar, upon examination of the course from the issuing school.
- Elective Core courses must be equivalent to a subject taught at Neumont College of Computer Science.
- If you successfully completed a college degree (Associates, Bachelor, Masters, etc.), you may be granted NEU100 College Success Strategies (1 credit) as transfer credits.

Most common courses transferable			
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
Categories			



Fine Arts (FAC) – elective	Social and Behavioral Science (SSC) – elective
Foreign Languages (LNG110)	Physical and Biological Science (PSC) – elective
Humanities (HUM) – elective	Literature (LIT) – elective
Core Courses – depend on course	Mathematics – 3 credits

### 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 (HL), students must request the IB Organization to send scores directly to the Registrar at Neumont College of Computer Science. Standard Level (SL) exams are not granted.

IB Exams (HL)	Min. Score	Neumont College Category
Biology	5	PSC115
Chemistry	5	PSC230
Classical Languages	5	LNG110
Computer Science	5	CSC110
Economics	5	BUS202 (BSTM only)
English - Language A	5	ENG110
Environmental Systems	5	PSC elective
Film	5	MTM140
Geography	5	SSC elective
History	5	HUM elective
Language A (foreign language)	5	LNG110
Mathematics: Analysis and Approaches	5	MAT250
Mathematics: Applications and Interpretations	5	MAT105
Music	5	FAC201
Physics	5	PSC226
Psychology	5	SSC150
Social and Cultural Anthropology	5	SSC elective
Theatre	5	FAC elective

### 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.

### Foreign education credential and non-English transcripts

Courses taken at a foreign institution are accepted based on the report of a credential evaluation service. Non-English transcripts and documents must be submitted in their original form, accompanied by a certified English translation. A credential evaluation service must be completed by a member of NACES at the student's own expense.

### Certification/Portfolio/etc.

Certifications do not match up directly with Neumont courses. As a result, transfer credits are not granted based on professional portfolio or certification.

### College Level Examination Program (CLEP/DSST)

CLEP/DSST exams allow degree seekers with prior knowledge of introductory and designated college topics the opportunity to take an exam demonstrating their mastery rather than taking the class itself. They are all proctored exams that are comparable to final or end-of-course examinations.

CLEP Subject Examination	Min. Score	Equivalency
General Biology	50	PSC115
General Chemistry	50	PSC230
American Government	50	SSC272
American Literature	50	LIT elective
Calculus	50	MAT250
College Algebra	50	MAT105
College Composition	50	ENG110
English Literature	50	LIT elective
Financial Accounting	50	BUS130 (BSTM only)
French I, German I, Spanish I	50	LNG110
History of the United States I/II	50	HUM elective
Humanities	50	HUM elective
Introductory Psychology	50	SSC150
Introductory Sociology	50	SSC elective
Natural Sciences	50	PSC elective
Principles of Macroeconomics/Principles of Microeconomics	50	BUS202 (BSTM only)
Western Civilization I/II	50	HUM elective

DSST Subject Examination	Min. Score	Equivalency
Art of the Western World	50 / 400	FAC101
Astronomy	50 / 400	PSC201

General Anthropology	50 / 400	SSC elective
Human/Cultural Geography	50 / 400	SSC elective
Principles of Finances	50 / 400	BUS101
Personal Finances	50 / 400	BUS110
Principles of Public Speaking	50 / 400	FAC120
Principles of Statistics	50 / 400	MAT260

### Advanced Placement Policy

A minimum of a “3” AP grade is required to receive any Neumont transfer credit.

AP Examination Scores	Min. Score	Equivalency
Art History	3	FAC101
Music Theory	3	FAC210
English Language and Composition	3	ENG110
English Literature and Composition	3	LIT elective
Comparative Government and Politics	3	SSC elective
European History	3	HUM elective
Human Geography	3	SSC elective
Macroeconomics	3	BUS202 (BSTM only)
Microeconomics	3	BUS202 (BSTM only)
Psychology	3	SSC150
United States Government and Politics	3	SSC272
United States History	3	HUM elective
World History: Modern	3	HUM elective
Calculus AB/BC	3	MAT250
Computer Science A	3	CSC110
Computer Science Principles	3	CSC electives (2 credits)
Statistics	3	MAT260
Biology	3	PSC115
Chemistry	3	PSC230
Environmental Science	3	PSC elective
Physics 1 – Algebra-based	3	PSC226
Physics 2 – Algebra-based	3	PSSC26 or PSC elective
Foreign Languages	3	LNG110 or HUM elective
Latin	3	LNG110 or HUM 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

- Some 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. No make-up test is 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 (or its equivalency).

## INFORMATION TECHNOLOGY

### Your Neumont Computer

#### Laptop

The Neumont laptop 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 assignments, projects, and exams will come 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 a student can and cannot do with their Neumont laptop. Neumont student sign 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 Online Student Self-Services

Students must have a login and password to access the LMS, Degree website, etc.

- The username to access 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](mailto:support@neumont.edu).
- The URL for the LMS is <http://lms.neumont.edu>.

### Web Access for E-mail

The email system exists for the academic and business purposes of Neumont College. Use of

email should be limited to these purposes whenever possible. The system allows for both on or off campus access via the internet or another e-mail client. It is expected that students will check their accounts on a regular basis. Email users are permitted to access their account any time as long as they are enrolled at the College. IT personnel reserve the right to deactivate accounts for students who are either withdrawn or graduated. Contents of these accounts will not be recoverable after being not enrolled in school.

College e-mail can be accessed through a web-browser (office.com).

- 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.
- Please check the Appendix One for more information.

### Technical Support

Please send all questions / comments to [support@neumont.edu](mailto:support@neumont.edu).

If any problem with the Neumont laptop, please visit the Neumont IT Frequently Asked Question web page. This can be found by visiting <http://faq.neumont.edu>. Most likely, the IT department will have encountered the issue before and will give 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.

Standard Hours of Operation: Monday – Friday / 8 a.m. – 5 p.m., or as posted at the IT Support Office (Room 112).

### 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/>
- Centurylink: 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 any Neumont contest or event including Project Showcase.
6. prohibits the misuse 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 teamwork 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)

## **COPYRIGHT INFRINGEMENT POLICY**

All members of the Neumont community must comply with copyright laws (U.S. Code Title 17) and the institution’s Acceptable Use Policy (AUP).

- The AUP governs use of the institution’s information technology system and is available in Appendix One
- For information about copyright laws, go to <http://www.copyright.com/Services/copyrighthoncampus/>.

Unlawful distribution of copyrighted material, unauthorized peer-to-peer file-sharing or downloads, and other violations of copyright laws and/or Neumont’s AUP may result in criminal and/or civil liabilities. Compensation may be due to the owner of the material, with compensation ranging from \$250-\$150,000, plus attorney’s fees; higher penalties are possible under certain circumstances. Criminal penalties may include jail time of from one to five years, depending on the value of the copyrighted material.

Neumont will investigate reports of possible copyright-law violations. In response to a violation of copyright law or the AUP:

- A student may receive sanctions such as a written warning, community service, a topical research paper, participation in an educational program about copyright law, and, in response to repeated violations or a single case involving a substantial or valuable amount of material, suspension or expulsion from school.
- An employee may receive a written sanction in their employment file, and, in response to repeated violations or a single case involving a substantial or valuable amount of material, have their employment terminated.

### **Alternative Online Sources for Copyrighted Materials**

There are many legal sources for obtaining copyrighted material, including music and movies. The Motion Picture Association of America maintains up-to-date and comprehensive list of legal sources.

<http://www.mpaa.org/contentprotection/get-movies-tv-shows>

EDUCAUSE also maintains a list of legal sources for online music and videos.

<http://www.educause.edu/legalcontent>

## **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-serve 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 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. Neumont does not endorse any specific lender and the student is free to borrow from any lender of their choice. Be sure to compare benefits and select the program that best fits your borrowing needs. Below are some options that Neumont Students have used:
  - Sallie Mae SMART Option Loan – Multiple payment options with fixed and variable interest rates available.
  - College Ave – Multiple payment options with fixed and variable interest rates available.
- Institutional Loan Serviced by 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**

A Neumont school wide event is planned for every week during the term. Planning is facilitated by the Office of Student Affairs and student activities workers. Events include things like: Week One Done, cooking classes, talent shows, LAN Parties, LARP events, board game nights, trips to sporting events and concerts, camping and hiking events, art shows, etc.

### **RA Programming Activities**

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

## APPENDIX ONE / ACCEPTABLE USE POLICY

Neumont College ("Neumont") provides invaluable support for higher education learning via computer networks that are open to all employees, faculty, students, guests, alumni, and external visitors on site. To preserve the open network and communication with others on the network, Neumont must regulate the network to better protect the College's employees, students, partners, and others from illegal or damaging actions by individuals, either knowingly or unknowingly.

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, web browsing, and file transfers, are the property of Neumont. These systems are to be used for business purposes in serving the interests of the company, employees, and students during normal operations.

Effective security is a team effort involving the participation and support of every employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

### Scope

The purpose of this policy is to outline the acceptable use of computer equipment at Neumont College. These rules are in place to protect employees, students, and visitors. Inappropriate use exposes users to various risks including but not limited to malware, compromised network security, and legal issues.

### Purpose

This policy applies to the use of information, electronic and computing devices, and network resources to conduct business or interact with internal networks and business systems, whether owned or leased by an employee, student, or a third party. All students, employees, contractors, consultants, temporary, and other workers at Neumont are responsible for exercising good judgment regarding appropriate use of information, electronic devices, and network resources in accordance with Neumont's policies and standards, and local laws and regulations.

This policy applies to employees, students, contractors, consultants, temporaries, and other workers at Neumont, including all personnel affiliated with third parties ("Users"). This policy applies to all equipment that is owned or leased by Neumont.

### Unacceptable Use

The following activities are prohibited. Under no circumstances is a User of Neumont's network authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing Neumont's owned resources. The lists below are by no means exhaustive but attempt to provide a framework for activities which fall into the category of unacceptable use.

#### 4.1 System and Network Activities

4.1.1 Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Neumont College.

4.1.2 Unauthorized copying of copyrighted material including, but not limited to, digitization and

distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which or the end user does not have an active license is strictly prohibited.

4.1.3 Accessing data, servers, or an account for any purpose other than its intended purpose, even if you have authorized access, is prohibited.

4.1.4 Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.

4.1.5 Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).

4.1.6 Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.

4.1.7 Using a computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.

4.1.8 Using a computing asset to actively engage in procuring or transmitting material that can be considered obscene, offensive, indecent, or menacing in nature. The Student Affairs department reserves the right to determine what material can be classified in this way.

4.1.8 Making fraudulent offers of products, items, or services originating from any Neumont account, student, or employee.

4.1.9 Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.

4.1.10 Port scanning or security scanning is expressly prohibited unless prior notification to Neumont's IT department is made.

4.1.11 Executing any form of network monitoring which will intercept data not intended for the User's host.

4.1.12 Circumventing user authentication or security of any host, network, or account.

4.1.13 Introducing honeypots, honeynets, or similar technology on the network.

4.1.14 Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).

4.1.15 Providing information about, or lists of, Neumont's employees or students to parties outside of Neumont.

4.1.16 Using Neumont's network resources to perpetrate fraud; condone illegal activity, partake in pornography or gambling, of any kind.

4.1.17 Using Neumont's network resources for commercial purposes or to facilitate personal economic or political gain.

4.1.18 Installing or using peer-to-peer ("P2P") software.

## **4.2 Email and Communication Activities**

4.2.1 Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).

4.2.2 Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.

4.2.3 Unauthorized use, or forging, of email header information.

4.2.4 Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.

4.2.5 Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.

4.2.6 Use of unsolicited email originating from within Neumont's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by Neumont or connected via Neumont's network.

4.2.7 Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

### **4.3 Social Media**

4.3.1 Employees and students may not attribute personal statements, opinions or beliefs to Neumont when engaged in using social media. If an employee or student is expressing his or her beliefs and/or opinions in blogs, the employee or student may not, expressly or implicitly, represent themselves as an employee, student, or representative of Neumont. Employees and students assume all risk associated with using social media.

4.3.2 Apart from following all laws pertaining to the handling and disclosure of copyrighted or export-controlled materials, Neumont's trademarks, logos and any other intellectual property may also not be used for any social media activity.<sup>5</sup>

4.3.3 Neumont's Confidential Information policy also applies to social media. As such, Employees are prohibited from revealing any confidential or proprietary information, trade secrets or any other material covered by Neumont's Confidential Information policy when engaged in social media.

4.3.4 Employee usage of social media, whether using Neumont's property and systems or personal computer systems, is also subject to the terms and restrictions set forth in this Policy. Limited and occasional use of Neumont's systems to engage in social media is acceptable, if it is done in a professional and responsible manner, does not otherwise violate Neumont's policy, is not detrimental to Neumont's best interests, and does not interfere with an employee's regular work duties. Accessing social media from Neumont's systems is also subject to monitoring.

### **Additional Provisions**

- 5.1 Users of Neumont's network and resources will not condone nor participate in any activity that results in degraded network performance.
- 5.2 Users of Neumont's network will observe and comply with all Neumont's policies and practices, as well as all local, state, and federal legislature.
- 5.3 All Users are expected to respect the privacy and personal rights of other Users.
- 5.4 Neumont normally does not but reserves the right to review any material stored on or transmitted through Neumont's network.
- 5.5 This document is subject to change. By using the Neumont network and its services, the User agrees to abide by the regulations set forth in this document. It is the responsibility of the User to stay up to date with changes to this policy.
- 5.6 Any violation of this policy may result in judicial action by the Department of Human Resources or the Department of Student Affairs, depending upon the signee's status with Neumont.

## 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 VP of Student Affairs or their 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 VP of Student Affairs to impose sanctions upon any student(s) found to have violated the *Student Code*. The VP 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 VP of Student Affairs may authorize the same Student Conduct Administrator to impose sanctions in all cases. The VP 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 VP 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 VP 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 they have been a victim of another student’s misconduct, the student who believes they have 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 VP 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 consistent with provisions of the *Student Code*.
- Decisions made by a designated school official shall be final, pending the normal appeal process.

## **Article III: Proscribed 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 their 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 VP of Student Affairs shall decide whether the *Student Code* shall be applied to conduct occurring off campus, on a case-by-case basis, at their 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 for one term
      3. 10 hours community service
      4. Plagiarism course or assignment
    - ii. 2nd Violation:
      1. Failing grade in course
        - a. A grade of 'XF' is given to any student who is:
          - i. found guilty of academic misconduct in a course, and
          - ii. the student is assigned a failing course grade as a result of the judicial process.
      2. Judicial probation until graduation
      3. 20 hours community service
      4. Interview with VP of Academic Affairs
    - iii. 3rd Violation:
      1. Student is permanently dismissed from school
      2. Student receives failing grade in all courses for current term
        - a. A grade of 'XF' is given to any student who is:
          - i. found guilty of academic misconduct in a course, and
          - ii. the student is assigned a failing course grade as a result of the judicial process.
  - 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, or inappropriate 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, on or off campus. Including theft of an item from the Neumont Market or bicycle storage room,
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. Unlawful 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 VP of Student Affairs, 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 VP of Student Affairs.
  - 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 VP of Student Affairs, 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 their prior knowledge, or without their 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. Violation of the Copyright Infringement Policy

23. Theft or other abuse of computer facilities and resources. See the Acceptable Use Policy for a more comprehensive list of computers- 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. Initiation 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 Vice President of Student Affairs. 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 their 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 VP 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 VP of Student Affairs 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 VP 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 VP 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 VP 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 VP of Student Affairs. In the case that the Director of Student Affairs is acting as the sole Conduct Hearing Officer, the decision of the VP of Student Affairs is still considered final.
  - In Student Conduct Administrator Hearings involving more than one Accused Student, the VP of Student Affairs, at their 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 their 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 VP of Student Affairs 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 Vice President of Student Affairs 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 VP 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 VP 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 VP 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 VP of Student Affairs shall advise the Accused Student, group and/or organization (and complaining student who believes they were 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 VP 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 VP 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 their 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 VP

of Student Affairs or their designee for final determination.

- The *Student Code* shall be reviewed every year under the direction of the VP of Student Affairs.

## **APPENDIX THREE / ALCOHOL AND SUBSTANCE ABUSE**

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), the following policy is in effect:

The College does not permit or condone the unlawful possession, use, or distribution of illicit drugs and alcohol by students or employees while on school premises or as any part of its activities. Alcohol is only permitted in designated areas in the student housing program in compliance with State and local laws. Please refer to the House and Residence Life Rules and Regulations Handbook for more details.

Students and employees who violate this policy are subject to disciplinary sanctions from the school up to and including expulsion or termination of employment and referral for prosecution.

Students and employees must comply with all local, State, and Federal laws. Students and employees should also be aware that the use of illicit drugs and the abuse of alcohol are dangerous to personal health and present an additional risk for pregnant women and their unborn children.

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.