

## Chapter 2 – General Policies

This chapter defines the general policies governing the following matters:

- your rights and responsibilities as a student
- academic honesty
- student records
- student classification
- right of appeal

Additional information on these policies is available in the Southern Utah University Student Handbook and the Southern Utah University Policies and Procedures Manual. The Southern Utah University Policies and Procedures Manual is available for inspection at various administrative offices (including the Provost's Office, Administration Building 304), and from the web at <http://www.suu.edu>.

### Your Rights and Responsibilities

Southern Utah University challenges its students to reach their highest levels of performance, encourages them to excel in academics and sports, and invites them to participate in the many cultural and social activities available at the university. At the same time, Southern Utah University expects students to conduct themselves in a manner compatible with the university's function as an institution of higher learning. Therefore, we have published this catalog and the Southern Utah University Student Handbook to acquaint you with your rights and responsibilities as a student. In the Southern Utah University Student Handbook, for instance, you will find the Constitution of the University Student Association, Notification of Rights, Intellectual Property Policy, Process for Student Complaints, Student Responsibilities and Rights, and Drug-Free School and Communities Act Amendments, 1989. Each student is expected to be familiar with the information in the Student Handbook and in this catalog.

- fees
- health insurance
- services for students
- student organizations
- university committees
- civic and cultural events
- academic regulations
- university policies and procedures governing sanctions, judicial procedures, and hearing boards.

### Academic Honesty

The university's goal is to foster an intellectual atmosphere that produces educated, literate people. Because cheating and plagiarism are at odds with that goal, they shall not be tolerated in any form. Therefore, all work submitted by a student must represent that student's own ideas and effort; when the work does not represent the student's own work, the student has engaged in academic dishonesty. Cheating, forgery, plagiarism, or other use of work belonging to another; falsification of records, including knowingly furnishing false or misleading information to university officials or on university records or altering or tampering with such records (including official identification cards).

Plagiarism occurs when a person passes in another person's work as his or her own or borrows directly from another person's work without proper documentation. For example, academic dishonesty occurs whenever a student:

- buys a paper or other project, then seeks to receive credit for the paper or project
- copies from another student's exam, either before, during, or after the exam

- uses "crib notes" while taking an exam or uses information stored in a computer or calculator (if prohibited from doing so)
- allows another person to take an exam in his or her place or takes an exam for another person
- collaborates on take-home exams when such collaboration is forbidden
- copies the work of another person and attempts to receive credit for that work
- fails to properly document source material in a paper or project

NOTE: The list above is intended only to provide general guidelines in recognizing and avoiding common types of academic dishonesty. It is in no way an exhaustive or comprehensive list of all the types of academic dishonesty.

Except in cases of major offenses, responding to academic dishonesty is the responsibility of the instructor of the course in which the dishonesty occurs. If a student is guilty of academic dishonesty, the student may be dismissed from the class and may receive a failing grade. Other penalties may include suspension or expulsion from school.

For more information about academic honesty, see the following publications:

*Southern Utah University Student Handbook and Southern Utah University Policies and Procedures.*

### Student Records

Universities routinely collect, store, and maintain many kinds of information about prospective, current, and former students. Southern Utah University is no exception. For instance, the Admissions Office maintains a file for each student who has applied for admission to the university. Your file is likely to contain such items as your application for admission and any correspondence related to that application. Other files at the Registrar's Office contain your permanent transcript and all materials that document that transcript. And, of course faculty members maintain files containing advising records, grades sheets, and correspondence.

In general, you have the right to review the documents that constitute your official record, and you have the right to request copies of those documents. If you request copies, Southern Utah University will provide them in a timely and efficient manner.

The following sections provide more detail about your official record at Southern Utah University, about your rights and responsibilities regarding that record, and about policies and procedures governing the information that your record contains. Publications discussing these matters include the Southern Utah University Policies and Procedures Manual and the University Student Handbook.

### Transcript Records

The Registrar's Office makes every effort to ensure that transcript records are up to date, accurate, and true. You have the right to appeal any information on your transcript that inaccurately reflects your academic history. However, information on a transcript is changed only in extraordinary or extenuating circumstances.

If there is an error or omission on your transcript, send a detailed description of the error or omission, along with copies of the relevant documents, to the Registrar's Office, Sharwan Smith Center Building, Room 166C, 435-586-7715.

## Confidentiality and Privacy

Following the guidelines established by the Family Rights and Privacy Act (FERPA) of 1974, the university strives to protect your personal privacy and the confidentiality of your official student record. This section generally describes Southern Utah University's policy on confidentiality and privacy, as defined by the university's Policies and Procedures Manual.

Most of the information in your student record is considered confidential, with the following exceptions:

- your local address
- your e-mail address
- your local telephone number
- your major field of study
- the dates you attended Southern Utah University
- your student classification
- your enrollment status (full-time or part-time)
- the type of any degree you have earned from Southern Utah University and the date on which you received it

The information listed above is considered public information; however, the university does not sell lists of students or name-and-address labels to businesses or agencies outside the university. If you wish to limit access to this information, you should notify the Registrar's Office that you want the information treated as confidential. You can do so by completing a privacy request form, available at the Registrar's Office, Sharwan Smith Center, Room 166C.

In discharging their official duties, Southern Utah University employees may read, review, photocopy, and distribute to appropriate persons within the university any information contained in your student record. However, before distributing confidential information outside the university—even to members of your family—Southern Utah University faculty and staff must first secure your written permission to do so. For detailed information on FERPA see Appendix C.

## Verification of Your Enrollment Status

Every day, Southern Utah University fields phone calls or letters from people wanting to verify an individual's enrollment status. Requests for verification often come from such businesses as employment agencies, insurance companies, and lending agencies. For example, a lending agency may request verification of your enrollment status to determine if you are enrolled at least half-time and therefore are eligible for continued deferment of a student loan.

Your enrollment status is public information unless you have notified the university that you want it to be treated as confidential (see "Confidentiality and Privacy," above). In responding to inquiries from outside the university, Southern Utah University calculates your enrollment status according to Table 2.1.

	Number of Credits (currently enrolled)	Enrollment Status
Undergraduate	12 and over	Full-time
	fewer than 12	Part-time
Graduate	9 and over	Full-time
	fewer than 9	Part-time

Note: To qualify for full benefits of the department of veterans' affairs, or to be eligible for an SUU scholarship, students must be full-time. Occasionally, other agencies outside the University, in order to qualify students for certain benefits, may require a different level of enrollment than that which is defined above.

## Address Changes

Whenever Southern Utah University policies or procedures call for the Registrar's Office to send written notification to a student, that obligation is fulfilled when the Registrar's Office mails the notification to the student's last address on record. Therefore, you must immediately inform the Registrar's Office, Sharwan Smith Center, Room 166C, of any change in your address. Past students may do so in person, by telephone, or by sending in a change-of-address form from the Registrar's Office. Currently enrolled students must update address information via <http://www.suu.edu/curstu/> and select on-line registration.

## Name Changes

Currently enrolled students should promptly report a change of name to the Registrar's Office, Sharwan Smith Center, Room 166C. You may do so by completing a Student Information Update form and return the form to the Registrar's Office, Sharwan Smith Center, Room 166C. You must provide evidence showing that your name has officially changed, such as a certified copy of a court order, a marriage certificate, or a dissolution decree reflecting the new name in full. If you are also an employee of the University you must report your name change to the Department of Human Resources, Administration Building, Room 106 and documentation requirements may differ.

## Student Classification

The university classifies each student according to the definitions provided in Table 2.2, below.

Classification	Definition
Freshman	Has earned 0-29 credits
Sophomore	Has earned 30 to 59 credits
Junior	Has earned 60 to 89 credits
Senior	Has earned 90 or more credits or is pursuing a second baccalaureate degree
Graduate	Has earned a baccalaureate degree, has been admitted to the Graduate College, and is pursuing a graduate degree

## Right of Appeal

You have the right to appeal any academic policy or requirement if either of the following conditions are present:

- Extenuating circumstances make it impossible for you to comply with the policy or requirement
- An undue hardship would result from a strict application or interpretation of the policy or requirement.

Please note, however, that extenuating circumstances must be beyond your control and that undue hardship must be a condition far more serious than simple inconvenience. Documentation will be required and the timeliness of the appeal will be taken into consideration.

If you appeal an academic policy or requirement, that appeal will most likely be reviewed by the dean of the college/school responsible for your major or the University Appeals Committee. For more information about appeals and grievances, see the Southern Utah University Student Handbook and the Southern Utah University Policies and Procedures Handbook.

## Questions About These Policies?

If you have questions about these policies, contact the Registrar's Office, Sharwan Smith Center, Room 166C, 435-586-7715.