

College of Science Academic Course Policies

Registration/Withdrawal: All students must be officially registered to attend and participate in courses in the College. Absence from a course does not translate into withdrawal from the course. To withdraw, you must complete and submit the appropriate paperwork within the period set aside by NU Registrar's Office. See the catalog for the last day to drop without a W (generally in week three for spring/fall semesters) and the last day to drop with a W (near finals). Finally, any student who does not withdraw formally from the course and who has an unexcused absence for the final examination will receive an F grade for the course.

Attendance: To be successful in science courses, regular attendance in lecture is essential. Please arrive promptly to each class and take your seat. If you must arrive late to lecture, please respect your course instructor and your classmates — seat yourself quietly and wait until the end of the lecture to obtain any handouts or other materials. If you must miss a lecture, it is your responsibility to obtain lecture notes and assignments from a classmate whether the absence is allowed or not. The instructor is not responsible for providing students with make-up lectures.

Submission of Coursework: Students are responsible for submitting all work in hardcopy or electronically, as directed by their instructor. Electronic submission of work that the instructor has requested be submitted in hardcopy will only be accepted if this has been agreed to by the instructor in advance. Course instructors are not responsible for printing papers that students send electronically.

Illness: Instructors may ask students to provide documentation that the class absence is warranted. Note that University Health and Counseling Service does not provide sick notes or medical excuses except for long-term illness. According to Northeastern's Academic Integrity Policy, documentation of short-term illness can be drafted and signed by the student. Students should understand that their course instructors can file a complaint against them with OSCCR if they submit false documentation of illness.

Missed work, Late work, and Makeup policy: Faculty members may penalize late papers and assignments whether the student's absence is authorized or not. Students are responsible for obtaining lecture notes, information on all announcements, assignments, etc. from their classmates if they are absent from lecture. Faculty members are not required to give students make-up examinations.

Expectations for class and lab participation: Students are expected to come to class and/or laboratory prepared to contribute their perspectives and opinions, to be open to engaging in hands-on learning, and to be prepared to listen respectfully to others. This includes being sensitive to the opinions and observations of others, and everyone's right to participate: participants should not dominate class time or engage in disruptive behaviors such as chatting with a neighbor.

Telephone and Email Communications: The typically expected response time for telephone and emails is 24 hours during the workday week (Monday – Friday).

Incompletes: To get an incomplete in the course, students must fill out an incomplete grade contract form with their instructor AND have a passing grade in lecture for the work completed to date. The form is available at <http://www.northeastern.edu/registrar/form-inc-grade.pdf>. Completed forms are submitted to the Registrar’s Office. Incompletes are at the discretion of the instructor and are typically warranted for long-term documented medical conditions or personal emergencies that prevent students from completing unfinished coursework in a timely fashion. Uncompleted work must be finished within one year to remove the “I” grade from their record.

Laboratory safety: Appropriate information will be supplied covering any specific hazards (radiation, toxic chemicals, biological hazards, high voltages, etc.) in student labs and it is each student’s responsibility to know and follow the recommended practices at all times. If you are unsure of a procedure, ask your instructor or teaching assistant how to proceed. Be aware of yourself and your surroundings. Report all accidents and injuries to your lab instructor or teaching assistant promptly regardless of how minor the accident/injury may seem.

University Academic Integrity Policy (<http://www.northeastern.edu/osccr/academic-integrity-policy>): The University policy covers in detail the definitions of the following violations and possible sanctions when they occur:

- Cheating – using or attempting to use unauthorized materials, information, or study aids in any academic exercise
- Fabrication – falsification, misrepresentation, or invention of any information, data, or citation in an academic exercise
- Plagiarism – using as one’s own the words, ideas, data, code, or other original academic material of another without providing proper citation or attribution
- Unauthorized collaboration – instances when students submit individual academic works that are substantially similar to one another. While several students may have the same source material, any analysis, interpretation, or reporting of data required by an assignment must be each individual’s independent work unless the instructor has explicitly granted permission for group work.
- Participation in academically dishonest activities – any action taken by a student with the intention of gaining an unfair advantage over other students
- Facilitating academic dishonesty – intentionally or knowingly helping or contributing to the violation of any provision of the University Academic Integrity Policy

Students with Disabilities: Students who have disabilities may wish to consult the Disability Resource Center (<http://www.northeastern.edu/drc/getting-started-with-the-drc>) for aid with resources and

accommodation. Those who wish to receive academic services and accommodations must present their accommodation letters from the DRC at the beginning of the semester so that accommodations can be arranged in a timely manner.

Title IX: The University strictly prohibits sex or gender discrimination in all university programs and activities. Information on how to report an incident of such discrimination (which includes sexual harassment and sexual assault) is located at <http://www.northeastern.edu/titleix>.

Tutoring and other resources: The University and the College operate many free centers in support of student learning. The University operates a College Reading and Learning Association certified peer-tutoring center (see URL: <http://www.northeastern.edu/csastutoring/> for more information).