

Course-Specific Policies

Fall 2024

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Academic Integrity

Completing your own work is essential to learning. Copying work of others is not learning. You are expected to do your own work and not submit as yours something that is done by other entities.

Collaborative work has clear instructions regarding the nature of collaboration. Grading is based on your individual contribution to the collaborative work. Team members are required to properly and accurately indicate authorship for their own contributions. If unclear, you must consult with the course instructor on what is allowed. It is your responsibility to get such clarification.

Whether done individually or in collaboration, submitted coursework must ALWAYS give clear attribution to the source(s) of content included or integrated in your work. The instructor may reduce your grade for work that does not include attribution. Giving attribution has many forms, depending on how content which is NOT yours is used in your work. Thus, you may need to:

- Cite the content that originates from other sources or has been modified and integrated in your work.
- Reference the source(s) you used:
 - Articles, forum or blog posts, GitHub repos, tutorials, and other accessible materials, regardless of modality (written, audio or video streaming)
 - Generated content obtained from AI tools, such as Generative Pretrained Transformers (GPTs) and the like.
- Give credit to individuals who have helped you, whether peers, tutors, lab/tech assistants, course instructor, or any other person (friend, relative, etc.)

Do not work on behalf of someone else and do not provide your work products to others. If you do, you commit an act of academic integrity misconduct. There is no way to know whether those who get

your work products intend to submit them as theirs. Equally important, this is NOT how you help someone learn.

There are consequences if you deviate from the course and university academic integrity policy. For academic integrity misconduct, you may receive **no credit** for the assignment in question. Persistent academic integrity misconduct will result in you **failing the course**.

You will receive notice of the academic misconduct allegation from the course instructor. The course instructor will meet with you and give you the opportunity to respond. If the violation stands, the course instructor will report it to the Office of Community Standards.

Bottom line, **do not cheat, plagiarize, or facilitate academic dishonesty**. It is very important that you review the University's [Academic Integrity policy](#).

Attendance

Class meeting attendance is important for your learning. Attendance is taken every class. **You are responsible for attending all class meetings**. See the UNH Attendance policy at <https://catalog.unh.edu/undergraduate/academic-policies-procedures/attendance/> for more information.

If you need to miss class for a planned activity or need accommodation for a religious or cultural holiday/observance, **email the course instructor using the Canvas Inbox tool** as early in the semester as possible.

If you miss a class meeting, you take the responsibility to do the following:

- **Email course instructor** using **Canvas Inbox** tool about the circumstances for missing the class either BEFORE your absence OR no later than within 3 days AFTER your absence.
- **Contact your peers** to find out what you've missed.
- **Make up the absence** by doing the work assigned that week. By NOT taking this responsibility, your final grade will be lowered by **5%** for each missed class.

If your absence is because you are dealing with unexpected and extenuating circumstances, please see the policy on **Temporary Academic Supports for Extended Absences with Letter**.

If your absence might cause a **late submission**, see policy on **Late Submissions** policy below.

Course Workload and Credit Hour

This syllabus reflects the federal definition of 1 credit hour, that is:

1 credit hour = minimum 3 hours of engaged time per week per 1 credit over a 15-week semester.

This means that

- **3-cr course** requires **9 hours of engaged time each week**, including class meeting time.
- **4-cr course** requires **12 hours of engaged time each week**, including class meeting time.
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Student engaged time includes the following:

- Attendance of class meetings and participation in in-class learning activities
- Completing weekly labs, readings, and assignments

- Participation in collaborative learning experiences, such as working with peers on labs or the course team project
- Participation in scheduled study groups
- Seeking tutoring help and other academic supports from the Library and CAE
- Consultation with and assistance from the course instructor and classroom assistants
- One-on-one check-ins with class instructor to evaluate your progress.

Student academic work reflects the development of competencies facilitated by this course and is demonstrated through the evidence of student achievement.

Curtailed Operations

If the University curtails operations due to weather, we will not hold in-person class meeting for our safety and the safety of others. As soon as possible, the instructor will post an **announcement on Canvas** about possible remote class meeting, due dates, any make-up work. Please make sure you have access to the UNH Alert RAVE system. If needed, sign up for RAVE Alerts [here](#).

Early Alerts Report

The University is invested in your academic success. If a faculty member is concerned about your academic behavior or performance, they may submit an academic alert – particularly around Week 5 (Feb. 19 – Feb. 25). Academic alerts are not punitive. The goal is to provide you with support and resources to support your success. They act as an important check-in point and, if you receive an academic alert, you will receive an email to your UNH email address. It is strongly recommended that you meet with a professional advisor (or your faculty advisor, if graduate student) and connect with your instructor to discuss the reason for the alert.

Late Submissions

No assignment will be accepted after the deadline and a 0 grade will be entered in the Canvas Grades.

If you are in the situation of missing a deadline, you take the responsibility to **request approval for a time extension**. This means that you **MUST** do the following:

- **Email course instructor** using **Canvas Inbox tool BEFORE the deadline**. - In your email, include these TWO IMPORTANT things:
- **Explain circumstances** that prevented you from meeting the submission deadline.
- **Outline SPECIFIC plans** for making up the missed requirements, including the EXACT time when you'll submit your work, **no later than FIVE days** after the submission deadline.

You will receive an email confirmation from the course instructor with the approval or denial of your request.

If missing a deadline is because you are dealing with unexpected and extenuating circumstances, please see the policy on **Temporary Academic Supports for Extended Absences with Letter**.

Online Communication Guidelines

We are all expected to communicate professionally when using online communication tools with peers and instructor. See guidelines at <https://www.unh.edu/it/academic-technology>.

Student Accessibility Services

According to the Americans with Disabilities Act (as amended, 2008), each student with a disability has the right to request services from UNH to accommodate his/her/their disability. If you are a student with a documented disability or believe you may have a disability that requires accommodations, please contact **Student Accessibility Services (SAS)** located on the Manchester campus, room 417.

Accommodation letters are created by SAS with the student. Please follow-up with your instructor as soon as possible to ensure timely implementation of the identified accommodations in the letter. Faculty have an obligation to respond once they receive official notice of accommodations from SAS but are under no obligation to provide retroactive accommodations.

For more information refer to www.unh.edu/sas or contact SAS at 603.862.2607, 711 (Relay NH) or sas.office@unh.edu.

Temporary Academic Supports for Extended Absences with Letter

If you are dealing with an unexpected, extenuating circumstance that will keep you out of class or affect your performance for more than a day or two, reach out to **Lisa Enright Assistant Dean of Student Success**, at lisa.enright@unh.edu to request a letter be sent to all your faculty.

If you are required to miss significant class, you will be provided **temporary academic support** so that you can continue to make satisfactory progress in this course. Please **email the instructor (using Canvas Inbox email)** to schedule a virtual meeting, if possible, and catch up on missed content. If not, email communication will help to determine the supports that work for you, such as course materials that are available on the website, notes from a peer, or one-on-one meeting with a student tech consultant or classroom assistant.