

NewU Student Code of Conduct

Student Information and Services

In this section, you will find the Student Bill of Rights and policies governing student conduct, disciplinary actions, and appeals. This section also covers the Family Educational Rights and Privacy Act, directory information, and university services.

Student Bill of Rights

The responsibility to respect and protect the learning environment at the University is shared by all members of the academic community and administration. The freedom and effectiveness of the educational process at the University depends on maintaining an environment that is supportive of diversity and the uniqueness of ideas, cultures, and student characteristics. This diversity and uniqueness is the essence of academic freedom.

1. You have the right to clarity of information. This includes clarity about (A) the impartial, objective evaluation of your academic performance; (B) the method of evaluating progress toward, and achievement of, course goals and objectives, including the method by which the final grade is determined; (C) the requirements for completing your degree; and (D) fees and other financial obligations to the University.
2. You have the right to freedom from unlawful discrimination on the basis of race, sex, religion, color, age, national origin or ancestry, disability, marital status, parental status, sexual orientation, genetic information, gender identity, and gender expression, or status as a military veteran.
3. You have the right to due process. Disciplinary sanctions will not be imposed without proper regard for due process. Formal procedures have been instituted to ensure adequate notice and response for all students subjected to disciplinary proceedings.
4. You have the right to certain indisputable rights to freedom of inquiry, freedom of thought, and freedom of expression. The University encourages the search for truth and knowledge and does not abridge searchers' rights to reveal their findings, by both spoken and written word, even if in so doing they might find themselves at variance with their peers, as well as the lay community. To dissent, to disagree with generally accepted truth and knowledge, is acceptable, and in many ways is essential to free debate and inquiry. Accordingly, you are responsible for learning the academic content of the course, but are free to discuss and express any view relevant to the subject matter presented by the instructor or other class members. However, in exercising this freedom, you may not interfere with the academic process of the class by speaking to or behaving towards others in a manner constituting unwelcome, targeted conduct that is so severe, pervasive, and objectively offensive, and that so undermines and detracts from the educational experience of those to whom the speech or behavior is targeted, that the targeted person is effectively denied equal access to the University's resources and opportunities.
5. You have the right to participate in course and instructor evaluations to give constructive criticism regarding the instruction, learning environment, and curriculum, and regarding the services provided by the University.

6. You have the right to develop personally through opportunities such as formal education, work and volunteer experiences, extracurricular activities, and involvement with others.

Code of Student Conduct

You are expected and required to abide by the laws of the United States and the rules and regulations of Kaplan University, to conduct your academic and scholarly pursuits with the highest levels of ethical and honest behavior, to conduct yourself in accordance with accepted standards of social behavior, to respect the rights of others, and to refrain from any conduct that tends to obstruct the work of the University or to be injurious to the welfare of the University. By violating these general standards of conduct you may be subject to informal actions. If the violation falls within one of the categories of conduct listed below, you may also be subject to disciplinary sanctions.

The following actions constitute conduct for which you may be subject to informal action or disciplinary sanctions.

1. Dishonesty in connection with any University activity. The expectation to uphold the standards of academic integrity and honesty is a responsibility of every member of the University community. Cheating, plagiarism, or knowingly furnishing false information to the University are examples of dishonesty. Accordingly, the following behaviors will be considered violations of these standards and are subject to disciplinary action as set forth in these procedures.
 - a. Cheating: You are expected to adhere to the guidelines provided by instructors for academic work so that you do not gain an unfair advantage. Using or attempting to use unauthorized materials, information, study aids, notes, or any other device in any academic exercise will not be tolerated. Unauthorized materials may include anything that or anyone who gives assistance that has not been approved by the instructor in advance.
 - b. Plagiarism:
 - i. Using another person's words, ideas, results, or images without giving appropriate credit to that person; giving the impression that it is your own work.
 - ii. Copying work, written text, or images from another student, the Internet, or any document without giving due credit to the source of the information.
 - iii. Purchasing or contracting another person or company to complete coursework, including obtaining a paper from the Internet, from a term paper company, or from another student, and submitting it as your original work.
 - c. Fabrication: Intentional and/or unauthorized falsification or invention of any information or citation in any academic exercise. This includes but is not limited to (A) the changing and/or manipulation of research data, results, processes, or research record; (B) the omission of results from the research record; and (C) the alteration and resubmission of a graded academic exercise, except as permitted by the Coursework Reuse Policy.
 - d. Multiple Submissions: The submission of substantial portions of the same academic work for credit more than once without authorization from the instructor as described in the Coursework Reuse Policy.
 - e. Collusion: Intentionally or knowingly helping or attempting to help another to violate any regulation governing the standards of academic integrity described in these regulations. You may only collaborate on academic work within the limits prescribed by the instructor.

2. Theft of, attempted theft of, unauthorized use or possession of, unauthorized exertion of control over, or causing damage to property of any kind belonging to the University, a member of the University community, a campus visitor, or a person or agency participating in a University activity.
3. Any conduct that substantially threatens or interferes with the maintenance of appropriate order and discipline in the operation of the University, or any conduct on University property or in connection with a University activity that invades the rights of others. Examples include, but are not limited to:
 - Inappropriate or profane behavior that causes a disruption of teaching, research, administration, disciplinary proceedings, or other Kaplan University activities.
 - The use of tobacco/vaping/related products in University buildings, and eating or drinking in the classrooms or any location other than designated areas.
 - Bringing animals onto Kaplan University property unless they are assisting the physically impaired or are being used as classroom subjects.
 - Bringing children into Kaplan University teaching areas.
 - Failure to comply with all emergency evacuation procedures, disregarding safety practices, tampering with fire protection equipment, or violation of any other health and safety rules or regulations.
 - Disruptive use of mobile phones or other electronic devices. All personal electronic devices must be in the "off" position while in the classroom.
4. Failure to conduct yourself in a professional manner with University staff and faculty, peers, or clients in an institutional, clinical, externship, or lab setting.
5. Failure to comply with directions of University officials acting in the performance of their duties, including but not limited to failing to present identification upon request of a University official acting in the official capacity of his/her position.
6. Violation of any Kaplan University regulations. This includes, for example, regulations contained in official University publications or announced as administrative policy for a University official or other person authorized by the President of the University.
7. Physical abuse of any person or conduct that threatens or endangers the health or safety of any other person, whether or not such conduct occurs on University property.
8. Unauthorized entry or access to, or unauthorized use or occupancy of, any University property, including without limitation lands, buildings, structures, telecommunications, computer or data processing equipment, programs, systems, software, or other facilities or services connected with a University activity. See [Responsible Use of University Technology](#) for further details on prohibited activities with respect to University technology.
9. The use, possession, sale, manufacturing, or distribution of alcohol, illegal drugs, narcotic or prescription drugs, except as expressly permitted by law. Intentionally or recklessly inhaling or ingesting any substance (e.g., nitrous oxide, glue, paint, etc.) for the purpose or effect of altering your mental state also is prohibited.

10. The possession, use, or distribution of any explosives, guns, or other deadly or dangerous weapons reasonably calculated to cause bodily injury on University property or in connection with a University activity, unless specifically authorized by the University.

University Violence Prevention

Kaplan University views the health, safety, and security of its students, faculty, staff, campus community, and visitors as its highest priority. To foster an atmosphere that promotes Kaplan University's educational mission, the University is committed to maintaining a safe and healthy environment free from violence and threats of violence on campus, other work sites, and other places where members of the University community are engaged in University-sponsored activities.

Any behavior that is threatening, harassing, intimidating, or in any way dangerous or violent is strictly prohibited, will not be tolerated, and will result in swift remedial action. Any individual who is found to have engaged in such behavior will be subject to discipline, expulsion from Kaplan University, and/or referral to law enforcement authorities.

No individual will be subject to retaliation for making a good-faith report of real or perceived violence or threats of violence. All such behavior must be immediately reported to local law enforcement services and to the Office of Student Relations via studentrelations@kaplan.edu.

Coursework Resubmission Policy

If you are retaking the same University course following an unsuccessful attempt you may resubmit coursework and papers in their entirety without penalty. You must notify the instructor prior to submission and cite the original date of submission on the work itself. It is your responsibility to ensure that the previously submitted course materials meet current course requirements.

Citation Example: "This assignment was originally submitted on [date] for [course and instructor]."

Reuse of coursework is only allowed when retaking a Kaplan University course. Repurposing coursework or reusing parts of an assignment or papers for subsequent courses, or using work submitted to another institution has different requirements. See the Code of Student Conduct above and the [Kaplan University Student Reuse Policy Resource](#) for additional information. The Reuse Policy is not applicable to Concord Law students.

Responsible Use of University Technology

Kaplan University values freedom of expression and encourages diverse viewpoints endemic to an academic institution. At the same time, the University expects you to act in a responsible, ethical, and legal manner when using the University's school facilities, equipment, websites, and systems (Sites). Sites include, but are not limited to, the online classroom, online seminars, the virtual campus, discussion boards, and the internal email system.

To facilitate social networking and to establish a sense of community, some Kaplan University Sites allow you to post your own content or communicate with others. When you use any Sites to post or transmit text, video, audio, or other material (User Content) for social networking purposes, you agree to accept sole responsibility for your User Content.

Kaplan University Sites are intended to be used for business and educational purposes only. You must agree that your User Content, which includes information posted or communicated that is not considered an educational record under the Family Educational Rights and Privacy Act of 1974 (FERPA), may not:

1. Infringe on the intellectual property, trade secret, privacy, or publicity rights of others or contain copyright-protected material without the written permission of the copyright owner;
2. Contain any material that conflicts with any article of the Student Bill of Rights and/or Code of Conduct;
3. Be posted in a false name or the name of another person, or include impersonations of any person, except where such impersonations are obvious and are included exclusively for the purpose of parody;
4. Include illegal material or encourage, solicit, or glorify illegal activity;
5. Contain false statements or misrepresentations;
6. Include commercial advertisements or solicitations, except if the University has specifically authorized their inclusion; or
7. Include material that is otherwise objectionable to the University.

The University does not have control over and cannot censor all User Content students submit to its Sites nor prevent students from uploading or adding inappropriate User Content to its Sites. The University does, however, monitor its Sites to the best of its ability to ensure that students do not submit, upload, add, or exchange any inappropriate User Content to or on its Sites.

If you see or hear inappropriate User Content on Kaplan University Sites, you must promptly report it pursuant to the procedures set forth in the Problem Resolution and Grievance Procedures section.

All Kaplan University Sites and computer equipment, email accounts, facsimile equipment, Internet access, instant messaging, voicemail, and supplies, if provided, are done so exclusively to assist you in your educational activities. You should not expect that computer files, email, voicemail, Internet bookmarks, or any of your User Content are confidential or private, and, therefore, should have no expectation of privacy whatsoever related to your usage of these Sites, to the extent that the information is not considered an educational record under FERPA.

Even when content, such as a message or file, is erased, it may still be possible to recover the message or file. Therefore, the University cannot ensure the privacy of content that is not considered an educational record. Messages sent through the University's email or instant messaging accounts and Kaplan University-owned facsimile equipment, the contents of the hard drives of any computer that is the property of the University, any User Content, and any voicemail messages saved on telephones that are the property of the University may be used in administrative, judicial, or other proceedings, such as those resulting from student grievances, even where the information is considered an educational record.

In addition, the University licenses software to support its educational processes. Without express written consent of the University, you are not permitted to copy, remove, alter, or install software on equipment owned by the University. By using the University's computer equipment, software, and communication devices, you knowingly and voluntarily consent to your use of these systems being monitored and acknowledge the University's right to conduct such monitoring.

Violations of the Code of Student Conduct, General

You are expected to conduct yourself as a committed member of the Kaplan University academic community, in compliance with both the spirit and letter of the rights and regulations of the institution. When each member of our community adheres to this commitment, the spirit of academic inquiry and discovery is best preserved for each and all.

A violation of the Code of Student Conduct may result in one or more actions, including but not limited to:

- Verbal warning
- Written warning
- Grade reduction
- Suspension
- Dismissal

The University's administration will determine the action(s) to be taken based on the severity of the infraction and your prior disciplinary record.

You may submit a written appeal to the Office of Student Relations within 10 business days of receiving notification of the disciplinary action. All grade-related and plagiarism appeals are to be directed to the Academic Appeals Committee. The appeal must include a General Report/Compliance Form (available from your Education Advisor or a compliance coordinator) and sufficient information to permit fact-finding and investigation.

The Committee will hold a meeting, and you will be notified of the Committee's decision within five business days after the meeting.

Violations of the Code of Student Conduct, Dishonesty

Violations involving academic dishonesty may result in the following sanctions, though this order may not be adhered to, depending on the circumstances of the infraction:

- First offense: Failure of the assignment in which the action occurred
- Second offense: Failure of the class in which the action occurred
- Third offense: Suspension or permanent dismissal from the University

All charges are recorded in Kaplan University's database and remain there permanently. All offenses you accumulate while completing a program will be carried over to any subsequent program, if and when you reenroll.

Procedures for processing an allegation of academic dishonesty are as follows:

1. The instructor notifies you of any charge of academic dishonesty brought against you.
2. The charge is submitted in writing by the instructor to the Office of the Chief Academic Officer.
3. The Office of the Chief Academic Officer sends you a copy of the Code of Student Conduct and notification of the charge.
4. The Office of the Chief Academic Officer, after a full review, sends you and the instructor notification of the findings with regard to the subject charge.
5. The Office of the Chief Academic Officer maintains a database of academic dishonesty charges.
6. Please see the University's Academic Appeals Policy for information on how to appeal a charge of academic dishonesty.

Academic Appeals Policy

Grading and Academic Dishonesty Appeals Procedures

You must follow the procedures below to appeal a grade or an academic dishonesty charge. (See Concord Law School's [Problem Resolution and Grievance Procedures](#) for additional policies regarding academic dishonesty charges at Concord).

Step 1: If you wish to appeal a grade or an academic dishonesty charge (e.g., plagiarism, cheating), you must first discuss the issue with your faculty member within 10 days of receiving the grade or the academic dishonesty charge.

If you are appealing a grade you believe is unfair, a departure from the established grading policy, or a mistake by the School or instructor, you should provide your instructor with a clear explanation of why. Please review the course's grading rubrics and late policies first, as these will often resolve confusion over how a grade was calculated.

If you are appealing an academic dishonesty charge, you should provide your instructor with a clear explanation of why. Please review Kaplan University's Code of Student Conduct first, as it explains the types of actions that are academically dishonest.

If your instructor decides that a change to the grade and/or the withdrawal of an academic dishonesty charge is the correct decision, he or she will work with the Offices of the Chief Academic Officer and Registrar as required to resolve the issue.

Step 2: If the problem has not been resolved, and you wish to pursue an appeal your instructor's decision, you must complete and send the Academic Appeal form to the Office of the Chief Academic Officer, which will forward your appeal to the Academic Appeals Committee to review your case and make a decision. The Academic Appeals Committee consists of faculty and one or more administrators

Step 3: If you disagree with the Academic Appeals Committee's decision, you must send a written letter of appeal to the Office of the Chief Academic Officer within 10 days of the Committee's decision. The Office of the Chief Academic Officer will review the material presented and make a final ruling.

Problem Resolution and Grievance Procedures

Many questions or concerns that you may have can be resolved simply through discussion. In seeking a resolution, you should observe the steps below for your academic site type.

Retaliation against any student using this complaint process is strictly prohibited. A complaint of retaliation will promptly be investigated, will constitute separate charges, and will be handled in the same manner as discrimination and other grievance complaints.

Online

Step 1: Discuss your issue with the appropriate instructor, staff member, or administrative manager.

Step 2: If you are not satisfied with outcome of the discussion, you can request your complaint be filed with an ombudsperson, dean, or designated resolution person.

Step 3: If you remain unsatisfied or the complaint remains unresolved, you can file a grievance with the Office of Student Relations. Grievance forms may be obtained from an ombudsperson, dean, or designated resolution person and emailed to the following email address: studentrelations@kaplan.edu.

Note: If you file a complaint through an outside agency or with a University executive, your complaint will be directed to the Student Relations Department. External agencies generally expect you to have exhausted Kaplan University's complaint resolution process first. If your complaint is the subject of a formal external inquiry or legal action, the application of steps 1 through 3 of Kaplan University's grievance/appeal process will be suspended until the external inquiry or action is completed.

Kaplan University will maintain records of all complaints and their resolutions for a period of no less than three years.

Onsite

Step 1: Communicate with the appropriate instructor, staff member, or administrative manager.

Step 2: Communicate with the Program Coordinator/Department Chair.

Step 3: Communicate with the Campus Academic Dean.

Step 4: Unresolved concerns may be brought to the attention of the University's Student Relations Department by filing a grievance. You may obtain a grievance form from your Academic Dean. The completed form is then submitted to the Student Relations Department at the following email address: studentrelations@kaplan.edu.

Student Relations will serve as an impartial representative of Kaplan University that is not directly involved in the issues of the complaint. A Student Relations representative will investigate the complaint and assist in the response to the complainant. Student Relations will make every effort to complete investigations and provide responses to the complaint within five business days of the date it receives and assigns the complaint, or Student Relations will contact the complainant to report the status of the investigation.

[Multiple state-specific problem resolutions policies follow this.]

Move this to policy portion of the HS program page:

<http://catalog.kaplanuniversity.edu/undergraduate/health-sciences/>

The University may require you to submit to a drug/chemical substance test at any time during the course of the program if there is evidence of impaired behavior that may pose a risk to patients, other students, or the education program. The requirement to submit to a drug/chemical substance test is based on an assessment of behavior that reflects possible drug use and/or impairment, and you will be

required to cover all expenses incurred unless you live in the state of North Dakota, in which case, the University will cover the expenses. If applicable, you must provide a valid, verifiable, current prescription and evidence of appropriate medical supervision for medications that may affect your academic or clinical performance during your educational program. You will not be allowed to return to the externship site or participate in onsite clinical courses until drug testing results are presented to, reviewed, and approved by the program chair. If you refuse the test, the University will assume you are using drugs/alcohol, which is considered a conduct violation and subject to disciplinary action identified in the Disciplinary Actions, Suspensions, and Dismissals section. A positive drug test for a non-prescribed substance will lead to dismissal from a program that includes a clinical component.

Move this to the policy portion of the SON program pages:

<http://catalog.kaplanuniversity.edu/undergraduate/nursing/>

<http://catalog.kaplanuniversity.edu/graduate/nursing/>

The University may require you to submit to a drug/chemical substance test at any time during the course of the program if there is evidence of impaired behavior that may pose a risk to patients, other students, or the education program. The requirement to submit to a drug/chemical substance test is based on an assessment of behavior that reflects possible drug use and/or impairment. You must provide a valid, verifiable, current prescription and evidence of appropriate medical supervision for medications that may affect your academic or clinical performance during the nursing program. If you refuse the test, the University will assume you are using drugs/alcohol, which is considered a conduct violation.

State laws may permit the use of marijuana for medicinal or recreational use; however, federal laws prohibit the use, possession, and/or cultivation of marijuana at educational institutions that are recipients of federal funds. You will be required to undergo drug testing according to the Kaplan University School of Nursing Drug Screening Policy. Any student testing positive for marijuana or derivatives will not be allowed continued enrollment in the nursing program.