Policies:


These policies hold across all courses taught in the College.

College of Science Academic Course Policies:

Registration/Withdrawal: All students must be officially registered in order 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 time period set aside by NU Registrar's Office. After the second week of the semester, withdrawal results in a W grade on your transcript. After the eighth week of the semester, no withdrawals are allowed. 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 sit down. 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 a student 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 you have communicated with 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 OSCRR 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, texting, surfing the web, etc.

**Electronic Devices:** Prior to the start of class, students are expected to turn off or silence all cell phones and laptops. Students who repeatedly violate this policy may be asked to leave the classroom.

**Telephone and E-mail Communications:** The typically expected response time for telephone and emails is 24-h during the workday week (Monday –Friday). Please do not call or send emails in the evenings or on weekends as COS faculty members are not expected to respond to emails in the evenings after 5 pm or on weekends.

**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 here: [http://www.northeastern.edu/registrar/form-inc-grade.pdf](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 in order to remove the “I” grade from their record.

**Laboratory safety:** All students must obey the following rules in College of Science Teaching and Research laboratories:

1. No food or drink is permitted in the teaching labs. Throw it away in a hallway trashcan, not in the lab.

2. No open toed shoes or sandals. If you wear them, you will not be able to enter the lab.

3. No cell phones may be used in the teaching labs. Turn your cell phone off before entering the teaching lab.

4. Students are responsible for knowing the location and proper use of the following safety equipment in their teaching or research laboratory:
   - A. All exits
   - B. Safety shower
   - C. Eyewash
   - D. First aid kit
   - E. Sharps container
   - F. Fire blanket
D. Gloves

5. Report all accidents and injuries to your lab instructor or teaching assistant promptly regardless of how minor the accident/injury may seem.

6. Be aware that you are in a laboratory with potentially hazardous materials. Be alert and cautious at all times. If you are unsure of a procedure or how to handle a reagent, ask your instructor or teaching assistant first.

Use of Social Media: TBD

Academic Integrity (adapted from CPS): The University considers academic dishonesty one of the most serious offenses that a student can commit while in college and consequently imposes appropriate punitive sanctions on violators. Below are some examples of academic dishonesty. While this is not an all-inclusive list, it is offered in the hope this will help you to understand some of the issues that your faculty member look for. Please be sure to review the Academic Integrity Policy in the Student Handbook for more information on Academic Integrity, including examples. The handbook is available at URL:

Cheating – intentionally using or attempting to use unauthorized materials, information or study aids in an academic exercise

Fabrication – intentional and unauthorized falsification, misrepresentation, or invention of any data, or citation in an academic exercise

Plagiarism – intentionally representing the words, ideas, or data of another as one’s own in any academic exercise without providing proper citation

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, the analysis, interpretation, and reporting of the data must be each individual’s independent work.

Participation in academically dishonest activities – any action taken by a student with the intent of gaining an unfair advantage

Facilitating academic dishonesty – intentionally or knowingly helping or attempting to violate any provision of this policy

Students with Disabilities: Students who have disabilities who wish to receive academic services and accommodations must present their Disability Resource Center (DRC) accommodation letters at the beginning of the semester so that accommodations can be arranged in a timely manner. Students with disabilities who do not have accommodation letters should visit the DRC located at 20 Dodge Hall (x2675) and complete the intake process as soon as possible.
**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).