

# NTU Academic Honesty

## Section 6: Academic Regulations

### **Academic Integrity**

The integrity of an academic program rests on the principle that the grades awarded to students reflect only their own individual efforts and achievement. Students are required to perform the work specified by the instructor and are responsible for the content of work submitted such as papers, reports, and examinations. The use of another person's ideas or work claimed as your own without acknowledging the original source is known as plagiarism and is prohibited. A student reported for plagiarism or cheating will be referred to the Dean of Instruction and will be subject to disciplinary action, including possible expulsion from NTU.

### **Plagiarism**

Students are expected to assume the responsibility for providing original work in their courses without plagiarizing. According to the fifth edition of the MLA Handbook for Writers of Research Papers, "to use another person's ideas or expressions in your writing without acknowledging the source is to plagiarize. A writer who fails to give appropriate acknowledgment when repeating another's wording or particularly apt term, paraphrasing another's argument, or presenting another's line of thinking is guilty of plagiarism". The academic writing assignments that require the use of outside sources generally are not intended to teach students to assemble a collection of ideas and quotes, but rather to synthesize the ideas they find elsewhere in order to construct new knowledge for themselves.

Different disciplines use different documentation methods; therefore, students should consult instructors about the correct use of the appropriate documentation style. Additional resources and guidance in the correct use of sources can be obtained from the English faculty at NTU.

### **Attendance Policy – Online Participation is required for Online Courses.**

Students are expected to regularly attend all classes for which they are registered. A percentage of the student's grade will be based on class attendance and participation. In certain courses, the weight placed on attendance may be considerably more due to the nature of the course work and required assignments. Absence from class, regardless of the reason, does not relieve the student of his/her responsibility to complete all course work by the required deadlines. Furthermore, it is the student's responsibility to obtain notes, handouts, and any other information covered when absent from class and to arrange to make up any in-class assignments or tests if permitted by the instructor. Incomplete or missing assignments will affect the student's grades. In some programs, instructors may drop students from the class after three (3) absences unless prior arrangements are made with the instructor to make up work and the instructor deems any excuse acceptable. Drops can only occur, however, if this policy is reflected in the course syllabus.

### **Credit Hour Allocation - 2:1, 3:1, and 4:1 Rule for Face-to-Face, Blended, and Online Courses**

A. For every credit hour spent in a class, a student is expected to spend two (2) hours outside of class studying the course materials.

B. For a hybrid or blended course of one (1) credit hour, a student is expected to spend three (3) hours per week studying the course materials.

**C. For an online course of one (1) credit hour, a student is expected to spend four (4) hours per week studying the course materials.**

### **Early Alert Program**

The Early Alert Program is overseen by the Counseling department and coordinates with the Faculty. The Early Alert Program focuses on students who are experiencing difficulties such as excessive absences and/or tardiness, low test/quiz and assignment scores, incomplete homework or make-up exams, at risk of being dropped from class, inappropriate placement at course level, and need of basic skills. Faculty will identify students and submit a referral notice to the academic counselor. The academic counselor will consult with the student to provide appropriate early intervention and reasonable accommodation to help the student. 20 Early Alert procedures for absences and other academic referrals:

1. Instructor will make the referral on the Early Alert Referral form directly to the Counselor.
2. The Counselor will notify and meet with the student concerning the referral and appropriate intervention. At times the counselor will schedule a meeting with the student and the instructor to address any issues.
3. In the case of absences, the student will complete the Student Absence Report form and obtain the instructor(s) signature to resume class attendance. It will be the decision of the instructor as to whether the absence is excused or not for his/her class.
4. Excessive Absences (excessive absence without notification by the student):
  - a. A counselor is notified by the Instructor of the excessive absence. Student is officially notified by the Counselor's office to respond by the deadline. If the student does not respond, the Instructor will be asked to submit an Instructor Initiated Withdrawal form on the student and indicate last day of attendance. A grade will be given in accordance to the withdrawal deadlines on the calendar. This grade will be on the transcript.
  - b. If the student responds, a meeting is held with the student, a counselor, and the instructor or the Dean of Instruction to make an appropriate decision.
  - c. Decisions may consist of dismissal or voluntary withdrawal from class/NTU or require a signed attendance contract with stipulation to resume enrollment.

### **Copyright Guidelines**

Introduction It is the policy of the Navajo Technical University to respect the rights of copyright owners and to follow the Copyright Act, 17 U.S.C. §101 et seq. The NTU copyright guidelines present the University's position regarding use of copyrighted works. Copyright law is complex and still unsettled on many issues, especially in the educational arena. The guidelines should keep the students within the law, but NTU is not responsible for any individual's compliance or lack thereof with the law. Every person who uses NTU resources should abide by these guidelines. Failure to follow the guidelines may create individual liability for copyright infringement (Resolution CIT-FEB-605-05).

#### *Guidelines in a Nutshell*

The guidelines are designed to help NTU faculty, staff and students abide by copyright laws and to inform them of their rights and responsibilities under copyright law. The guidelines provide direction for using potentially copyrighted materials in general and in specific media. The guidelines, in a nutshell, teach:

Not all educational uses are "fair uses." Whether a proposed use qualifies as a fair use depends upon the facts of the case. Fair use is discussed in detail in the Fair Use section of the Guidelines. Public domain works are available for all to use without restriction.

Public domain works include older works or works created by the Federal Government. Unless a work was published before 1923, you should presume it is copyrighted. If it was published after March 1, 1989, it is almost certainly copyrighted. A detailed description of public domain works is set forth in the Public Domain section of the Guidelines.

If the material is copyrighted and the use is not a fair use, you must obtain permission to use the material. Some contact information and a form for obtaining permission are set forth below.

When dealing with issues of attribution, destruction or other changes to works of visual arts, the artist's moral rights may also need to be cleared.

### **Use of NTU Resources**

NTU resources may only be used to reproduce or otherwise use copyrighted material as permitted under the guidelines and in accordance with the Navajo Technical University Computer and Network Usage Policy, a copy of which is attached to this Handbook. NTU resources are broadly defined to include photocopiers, computer terminals and servers. Examples of uses that may fall outside the guidelines include copying software without permission, file swapping over the Internet, and photocopying. NTU specifically prohibits the use of NTU computing resources to infringe copyrights or other intellectual property rights.

### **What is copyright?**

Copyright is a protection afforded under federal law for various types of creative works. A work is copyrightable if it is an original work of authorship fixed in a tangible medium of expression. Copyrightable works include literary, musical or dramatic works; motion pictures and other audiovisual works; choreographic works and pantomimes; sound recordings; and architectural works.

The owner of a copyright in a particular work has the exclusive right to copy, display, perform, distribute, and create a derivative version of the work. Generally, then, this means that you may not do things like duplicate, show or perform a copyrighted work unless it is expressly allowed under the Copyright Act or you have the prior permission of the copyright holder.

A copyright exists in a work at the time it becomes fixed in some tangible medium of expression. Neither registration of the copyright with the federal government nor a copyright notice on the work itself is required for copyright protection.

### **What is copyright infringement?**

Generally, copyright infringement occurs when you copy, display, perform, distribute or create a derivative version of a copyrightable work either without the permission of the copyright holder or when such activity is not otherwise allowed under an exception provided by federal copyright law. The penalties for infringement include significant damages potentially in excess of \$100,000 for each work infringed.

**How does copyright law affect information I obtain off the Internet?**

Copyright law covers works in both traditional and new media, including digital media. Copyrightable materials are often available on the Internet without any indication of their copyrighted status. As a rule of thumb, you should assume that everything you find on the Internet is copyrighted, unless otherwise labeled. Even popular activities, such as file swapping or copying software or pictures from the Internet, may be copyright infringement and should be avoided.

The Digital Millennium Copyright Act, which Congress enacted in 2000, affords greater protection for copyright holders of digital works. Generally, then, even if a work appears solely in a digital form, it is likely subject to copyright law protections.

New technology has made many creative works widely available through the Internet. For example, the technology known as Peer to Peer (P2P) allows for the transmission of music, videos, movies, software, video games and other materials, most of which is subject to copyright protection.

Remember that a copyright exists in a work at the time it becomes fixed in some tangible medium of expression. That means that an image you have downloaded from the Internet, as well as a video or musical performance, is almost certainly subject to copyright protection. When you download these works, transfer them to a disk or other medium, or send them to a friend, you are infringing on the rights of the copyright holder. Trafficking in such material without the permission of the copyright holder, then, violates copyright law. This includes unauthorized music file sharing over the Internet.

According to a statement recently issued by representatives of the motion picture, recording and songwriting industries, uploading and downloading copyrighted works over the Internet is theft: "It is no different from walking into the campus bookstore and in a clandestine manner walking out with a textbook without paying for it."

**Why is it important for a student to be aware of copyright law?**

The Copyright infringement is expressly prohibited by the US Copyright Act. Anyone who infringes another's copyright in a creative work is subject to liability and could be required to pay large sums in damages. In addition, as the law clearly prohibits copyright infringement, using any University resources- such as photocopiers, desktop and laptop computers, printers, central computing facilities, local-area or University- wide networks, Internet access, or electronic mail- for the purpose of infringing a copyright in any work may be grounds for student discipline. The Board of Regents of the Navajo Technical University all students, faculty and staff to comply with the provisions of the Copyright Act of 1976 pertaining to photocopying of printed materials, copying of computer software and videotaping. Moreover, the NTU Board of Regents prohibits students, faculty and staff from the use of software, graphics, photographs, or any other tangible form of expression that would violate or infringe any copyright or similar legally recognized protection of intellectual property rights. The Board also prohibits transmitting, storing, or receiving data, or otherwise using computing resources in a manner that would constitute a violation of state or federal law.

A member of the NTU administration, faculty, staff or student body who violates these policies can be disciplined by the NTU Board of Regents or its designated administrative officers. This discipline could include failure to pass an assignment or a course, suspension, expulsion or dismissal.

**Does copyright law allow me to download files from a University web site?**

Thanks to recent changes to copyright law, University and universities are allowed to transmit copyrighted images, recordings, and other materials over the Internet in connection with distance learning offerings. These changes allow for the performance of non-dramatic 23 literary works or musical works, as well as the display of "reasonable and limited portions" of any work, in an amount comparable to that typically displayed in a live classroom setting. Use of the works must, however, be "an integral part" of the distance- learning class session, and available solely to students enrolled in the class. In addition, the transmission of the copyrighted works must be under the direction or actual supervision of an instructor. Even though the University does not hold the copyright to these works, or even have the express permission of the copyright holder, they may be delivered over the Internet to students in distance learning classes. The fact that the law authorizes such use of copyrighted materials, though, does not allow a student in these classes to freely download, copy, or re- transmit the works. They are intended solely for use by the institution in connection with distance instruction; any other use would likely constitute a violation of copyright law.

If you have any questions about these guidelines, feel free to discuss them with your instructor, your department chair, and the NTU Information Technology staff or with the Dean of Instruction.

Approved by the Board of Regents August 16, 2014

Source: <http://www.navajotech.edu/images/about/publicDocs/ntuPolicies/ntuStudentHandbook.pdf>