

ELIZABETH CITY STATE UNIVERSITY
Academic Responsibility Policy

Preamble

This policy governs class attendance requirements, course material requirements and expectations relative to academic conduct at Elizabeth City State University.

A. Student Conduct

Students enrolled at ECSU are expected to maintain high standards of honor both scholastically and morally. To this end, students are bound by ECSU's policies, rules and regulations as included in the Student Handbook and other publications. Students are also expected to respect the rights and privileges of others and to abide by city ordinances as well as state and federal laws.

Academic dishonesty, including but not limited to plagiarism, collusion, cheating, impersonation, lying and academic theft, shall result in an appropriate sanction. Sanctions for academic dishonesty may range from the issuance of a grade of "F" for a course to expulsion from ECSU. Charges of academic dishonesty are to be reported to the Academic Standards and Credits Committee. If the Committee affirms a charge of academic dishonesty, a sanction will be imposed by the Provost and Vice Chancellor for Academic Affairs considering the factors involved. The following are examples of the type of conduct that constitutes academic dishonesty:

- 1. PLAGIARISM.** Copies work, word for word, or in substance, from the writings of others and presented as one's written work for credit. It is always assumed that the written work offered for credit is the student's own unless proper credit is given the original author.
- 2. COLLUSION.** Working with another person in the preparation of notes, themes, reports, or other written work offered for credit unless collaborations are specially approved in advance by the instructor.
- 3. CHEATING ON EXAMINATION OR QUIZ.** Giving or receiving offering or solicitation information or using prepared material on an examination or a quiz. When taking an examination or quiz, students are expected to refrain from talking bringing notes and books and to remain in the room until the examination is finished unless the instructor approves students leaving after finishing an examination or quiz.
- 4. IMPERSONATION.** Allowing another person to attend classes, take an examination or do grade assignments for an enrolled student under his or her name is strictly forbidden.

5. **LYING.** Making a statement that one knows is false with the intent to deceive.
6. **ACADEMIC THEFT.** Removal of academic materials depriving or preventing others from having equal learning opportunities.

B. Syllabi and Textbooks

- i. A course syllabus and textbooks or an equivalent are required for all courses. Instructors must distribute course syllabi to all enrolled students, the department chair, and the dean by the end of the first week of each semester or summer session.

Students are expected to obtain textbooks and other necessary course equipment and/or supplies by the end of the second week of a semester or summer session.

- ii. An instructor may reserve the right to require every student enrolled in his or her course to possess textbooks, equipment, supplies, and uniforms necessary for the work of the course.

C. Second Bachelor's Degree

- i. Students already possessing a bachelor's degree from ECSU or other institutions, who are accepted to work toward another undergraduate degree at ECSU, must meet the university's regular graduation requirements in the discipline area beyond the General Studies requirement for that major.
- ii. Students must earn a minimum of 30 semester hours in accordance with the residence requirement by regular enrollment at ECSU.
- iii. Students must maintain a minimum grade point average of 2.0.
- iv. Students must meet requirements in their respective major(s) as specified by the Department Chair.

D. Double Major

- i. Students have the option of pursuing a double major. The double major may be obtained from two related areas or two separate disciplines.
- ii. To achieve this goal, students must fulfill course requirements for each respective major.
- iii. Students must be advised in both majors by faculty advisors from the respective departments.

E. Independent Study

- i. Independent study is permitted at ECSU. Independent study is comparatively the pursuit of a regularly listed course by a student not attending classes on a regular basis.
- ii. Instruction must have the final approval of the Dean of the appropriate school Provost and Vice Chancellor for Academic Affairs before the course work begins.
- iii. Independent Study must have final approval of the Dean of the appropriate school Provost and Vice Chancellor for Academic Affairs before course work begins.

F. Indebtedness

- i. All indebtedness to ECSU must be satisfactorily settled before a degree or transcript shall be issued, including but not limited to charges on student accounts such as parking fines, library dues, room fees, university postal service.
- ii. Students must show proof that all financial obligations have been met.

G. Change of Major/Advisor Procedures

- i. During matriculation, if at any time a student decides to change his/her major, ECSU will honor this decision.
- ii. The new major field will appear on the student's record after the process has been completed and the Registrar's Office has received notification.