

Rules and Regulations

Student Rights

All students are urged to carefully read this discussion of The NHU student's rights, freedoms, and responsibilities. Failure to be familiar does not excuse a student from the obligation to comply with all the described regulations.

Student Obligations

All students have an obligation to exhibit honesty and to respect the NHU's ethical, academic, and professional standards in carrying out their academic assignments. Without the application of this principle, students may be found to have violated this obligation if they:

- Refer during an academic evaluation to materials or sources or employs devices not authorized by the instructor.
- Provide assistance during an academic evaluation to another person in a manner not authorized by the instructor.
- Receive assistance during an academic evaluation from another person in a manner not authorized by the instructor.
- Possess, buy, sell, obtain, or use a copy of any materials intended to be used as an instrument of academic evaluation in advance of its administration.
- Act as a substitute for another person in any academic evaluation process.
- Use a substitute in any academic evaluation proceeding.
- Practice any form of deceit in an academic evaluation proceeding.
- Depend on the aid of another person, knowing such aid is expressly prohibited by the instructor in the research, preparation, creation, writing, performing, or publication of work to be submitted for academic credit or evaluation.
- Provide aid to another person, knowing such aid is expressly prohibited by the instructor, in the research, preparation, creation, writing, performing, or publication of work to be submitted for academic credit or evaluation.
- Present as their own, for academic evaluation, the ideas, representation of persons without customary and proper acknowledgment of sources.
- Submit the work of another person, in a manner which represents the work to be their own.
- Knowingly permit their work to be submitted by another person without the instructor's authorization.
- Attempt to influence or change their academic evaluation or record for reasons other than achievement or merit.
- Indulge in conduct in a classroom or examination which is so disruptive as to infringe on the rights of the instructor or fellow students.
- Disrupt class--problems relating to classroom disruption will be handled immediately through the Office of the Provost.
- Fail to cooperate, if called upon, in the investigation or deposition of any allegation of dishonesty pertaining to a fellow student.

Academic Freedom

In the classroom, students are free to take reasoned exception to the data or views offered and to reserve judgment about matters of opinion. While students are protected against prejudiced or capricious academic evaluation, they are also responsible for fulfilling standards of academic performance for each course in which they are enrolled.

Freedom of Association

Students are free to organize and to join associations that have goals that are consistent with the NHU's mission. Such associations provide an opportunity for students to promote their common interests, to learn organizational skills, and to develop maturity through self-management of their own group activity. Student organizations are expected to observe the same standards of conduct as individuals.

Freedom of Expression

In a free society, the right to express oneself freely and the right to have access to divergent views are cornerstones of our social institutions. The time, place, and manner of exercising these rights shall not interfere with NHU functions. This policy in no way constitutes prohibitions on the right to express political views by any individual in the university community. NHU recognizes, supports, and shall not abridge the constitutional rights of faculty, students, or staff to participate, either as individuals or as members of groups, in the political process of supporting candidates for public offices or any other political activity.

Privacy

The Family Educational Rights and Privacy Act of 1974 (FERPA) (20 USC 1232g) and regulations adopted hereunder (34 CFR 99) grant students significant rights to access their educational records. This act also protects the privacy of student records and requires the university to inform students of all their rights and safeguards. The following summarizes the various sections of the act. Students may gain access to any written records directly concerning them by asking the official holding the records. A list of record holders and the contents of student files can be obtained from the Office of the Registrar. Where a record contains information on more than one student, the student requesting inspection must be informed only about the information pertaining to him or her. The student does not have the right to inspect such records personally because this would violate the privacy of another student. The student has no right of access to some records. These are:

- Financial records of parents
- Confidential letters and recommendations written prior to January 1, 1975
- Confidential letters and recommendations, for which a waiver of right to access has been signed, provided the student is given the names of those writing letters

Students have the right to the interpretation and explanation of all records. Furthermore, the subject matter of the files can be challenged directly with the official holding them. If students are not satisfied with the explanation or reach an impasse with the record holder, they have the right to appeal the case to the record holder's supervisor.

Students have the right to copies of their records. They may be charged for this service, but the amount cannot exceed the actual cost of producing them. The act entitles students to the privacy of their records. Only material classified as "directory" information can be released without student consent. This information includes directory name, school of enrollment, credit hour load (full-time, part-time), periods of enrollment, degree awarded, honors, major and minor fields, President's Honors list, and

date and place of birth. (If they give reasonable notice, students can have any or all of the information withheld.) The act does, however, allow persons serving in official capacities to have access to student records. These include:

- NHU officials performing their official duties
- Officials of other universities in which the student seeks enrollment, provided the student is given notice and the opportunity to review the records sought
- Government officials acting in their legitimate functions
- Those persons needing them in connection with a student's application for or receipt of financial aid
- Organizations conducting surveys, provided that the information will not reveal the student's name and will be destroyed when it is no longer needed
- Accrediting organizations
- Those persons named in a judicial order

Students may agree to have others review their files. To protect students, a record will be kept of those granted access, other than NHU officials. Such records will be maintained for each file reviewed.

Tuition Recovery Fund

(Section 94342 of the Education Code)

All officially enrolled NHU students who prepaid tuition will be notified within 30 days of the University's closure and receive instructions on how to apply for payment. The amount of the payment will include all student loan debt incurred by the student while attending NHU.

Non-Discrimination Policy

Complaints by students or employees on matters pertaining to NHU non-discrimination policy should be directed to NHU Executive Director of Student Outreach and Support Services. NHU does not discriminate on the basis of age, marital status, religion, citizenship, medical condition, veteran status, sexual orientation, or any other characteristic protected by law in the administration of its educational policies, admissions policies, scholarships, and other school administered programs.

Disabled Student Rights

NHU does not discriminate on the basis of disability in admission, access to, or treatment of employment in its programs and activities. This is in accordance with Section 504 of the Rehabilitation Act of 1973, as amended, and the American with Disabilities Act (ADA), and the regulations adopted there under prohibit such discrimination.

Race, Color or National Origin

NHU complies with the requirements of Title VI of the Civil Rights Act of 1964 and the regulations adopted thereunder. No person shall, on the grounds of race, color, or national origin be excluded from participation in, or be denied the benefits of, or be otherwise subjected to discrimination under any program at NHU.

Gender

NHU does not discriminate on the basis of gender in the educational programs or activities it conducts. Title IX of the Education Amendments of 1972, as amended, and the administrative regulations adopted there under, prohibit discrimination on the basis of gender in education programs and activities operated by NHU. Such programs and activities include admission of students and employment.

Inquiries concerning the application of Title IX to NHU programs and activities may be referred to NHU Executive Director of Student Outreach and Support Services or to the Regional Director of the Office for Civil Rights, US Department of Education, Old Federal Building, 50 United Nations Plaza, Room 239, San Francisco, California 94102- 4102, (415) 556-4275.

Student Appeals

At times, situations or incidents may arise that affect students' academic success and progress toward their degree. Students are advised to attempt to address any issues with their Academic Advisor or Department Chair/Coordinator first. Students who feel that these channels do not offer satisfactory solutions can appeal to the Appeals Committee. All appeals must in writing and include any and all material pertinent to the appeal. The Committee meets periodically to review and deliberate on academic and non-academic issues. The Committee is responsible for reviewing all materials presented by the student. Decisions rendered by this Committee are final.