Guiding Principles

NCSSM Online Mission Statement
To provide a virtual community in which students will learn to think independently, learn collaboratively, lead intelligently and ethically, and experience the joy of inquiry and discovery through a coherent, cohesive and integrative academic program.

NCSSM Online Vision Statement
To create an innovative and immersive online community that embodies NCSSM’s pioneering spirit and its tradition of academic rigor, and critical and creative thinking, and to expand the residential program’s ability to serve the students and people of North Carolina.

Guiding Standards of Learning at NCSSM Online
The design of all courses and programs at NCSSM Online is guided by the following principles for learning:

I. MASTERY OF APPROPRIATE TECHNOLOGIES FOR LEARNING AND COMMUNICATING

- Students will access information using appropriate technologies.
- Students will communicate in a variety of written, aural and visual formats.

Indicators:
Students are able to:
- Express ideas and information effectively in a variety of formats
- Read, interpret, and analyze texts and other bodies of information
- Identify and solve problems with appropriate technologies
- Derive information through experimentation in laboratory settings

II. CRITICAL THINKING

- Students will demonstrate a conceptual understanding of materials and issues.
- Students will think beyond facts to create conclusions.
- Students will analyze ideas from a variety of perspectives with an awareness of the biases that can impede and skew inquiry.

Indicators:
Students are able to:
- Reach logical conclusions through analysis and synthesis of complex bodies of data
- Evaluate the relevance and validity of data from a reasoned perspective
- Identify new problems and questions from existing bodies of knowledge
- Explore the implications of information and research findings
- Interpret representations (symbolic, scientific, mathematical, etc.) of information in context
III. INTEGRATION AND APPLICATION OF KNOWLEDGE

- Students will collaboratively construct an understanding of information and its implications from a variety of academic disciplines.
- Students will demonstrate an intellectual depth of understanding in a variety of disciplines.
- Students will apply multi-disciplinary contexts to the analysis of problems.

**Indicators:**

Students will:
- Analyze problems and reach conclusions by drawing on information from many areas of learning
- Transfer ideas and information from one area of learning to another in order to analyze problems from a global perspective
- Recognize the diverse and universal aspects of cultural traditions and values

IV. ETHICAL LIVING AND DECISION-MAKING

- Students will be aware of what constitutes ethical decision-making in their public and private lives.
- Students will enhance their ability to responsibly, personally and professionally.
- Students will treat themselves, their colleagues, and their instructors at NCSSM Online with respect and empathy.

**Indicators:**

Students will:
- Take ethical considerations into account when solving problems and making choices
- Anticipate the human benefits and consequences of decisions
Online learning can provide you with new and exciting learning opportunities. It also presents special challenges and requires that you accept a great deal of personal responsibility. You will need to learn to work and think more independently and to develop your ability to communicate in writing with your instructors and classmates. Here are some suggestions that can help ensure your success in the virtual classroom:

- Create a reasonable homework and study schedule and take measures to protect and follow it. Use the NCSSM calendar to map out major assignments, using the course materials and syllabus that your instructors provide. We estimate each course will take students on average 10-12 hours of active participation in studying, communication, and completing assignments.
- Cultivate your ability to read critically, thinking about what you read as you move through the texts. Read all of the relevant sections of your textbook(s) and other materials that are related to the topic(s) you are covering in your classes, even if the instructor doesn’t explicitly assign them.
- Log in to the course frequently. Think of the course site as a class that you can visit any time, and visit it often. By maintaining contact with the course site, you can make sure that you get announcements and other postings as soon as possible.
- Develop and maintain regular contact with your instructor about questions you have regarding material covered in the course. Active communication is critical to your success at NCSSM Online.
- Participate regularly in online discussion forums for each class. Asking questions and sharing ideas help make online learning more exciting and rewarding for you, your fellow students, and your instructors.
- Keep up with all homework assignments. Falling behind is a particular danger in online learning. If you find that you are unable to complete ANY assignment on time, tell your instructor as soon as you know that there is a problem with the deadline. The instructor will work with you, but you MUST communicate with him or her in a timely fashion.
- Complete your homework assignments thoughtfully and carefully. Work to become an active learner. Involve yourself with the material, and work to acquire ownership of it. Immersing yourself in the material will allow you to participate in class discussions in a meaningful way, and will help you keep pace with the course, and maintain lively contact with your online classmates. Participating actively in your course(s) increases your command over the material, and makes cramming before tests and exams unnecessary. Think hard about how you study best and model your schedule around your own needs, and whether, for example, you need to assign yourself small blocks of time for study, or longer ones.
Key Strategies for Success

COMMITMENT
Taking an NCSSM Online course will be a time-consuming, but rewarding experience in preparing you for college. You will need to use the syllabus or pacing guide for the course to set a schedule for your work. While you will have some flexibility in scheduling, you must follow the guidelines indicated by the syllabus or pacing guide that your instructor will provide. You should also keep in mind that there will be technological issues and other problems that will invariably arise from time to time. These can present serious challenges and delays. You should plan to reserve time each day to participate in your online course. You will need to be sure to pace yourself through each assignment to ensure that you will be able to meet deadlines and complete the course successfully.

MANAGING STRESS
Taking an NCSSM Online course does not necessarily increase or reduce the level of stress that you may experience in school. If you don’t like standing in front of the class and delivering presentations, the online format may relieve some of the pressure you currently feel in your courses. If, on the other hand, you tend to worry about using different computer programs and discussing ideas in writing, the online environment may be more stressful than the traditional classroom for you. Strategies for handling difficult situations include the following suggestions:

- Be aware of deadlines.
- Make a plan for doing your work for the class.
- Map out due dates for assignments in a planning book.
- Ask for help when you need it.
- Communicate frequently with your instructor and with other students. If the instructor is unavailable at a critical moment, seek help and/or information from other students.

RESPONSIBILITY
Online learning allows you to have an exciting degree of independence and control over your learning. At the same time, an NCSSM Online course requires a far greater degree of initiative and responsibility than a traditional course does. You will need to be more aware of what you need to know, how you are learning, how well you comprehend and master the course material, and how well your progress matches the instructor’s expectations. You will need to work closely with your instructor(s) and your fellow students to meet requirements, and you will have to initiate most of these contacts. It will be up to you to prove that you understand the subject matter and its applications. Your instructor will provide a syllabus, as well as a list of goals and expectations to guide you. You should read these materials carefully, and mark minor and major assignment deadlines in a planning book or calendar. If you don’t understand an assignment or a concept, ask for clarification rather than waiting for the instructor to get to your concern. The instructor may not always be aware that you are having difficulty. You must communicate explicit concerns, in a timely manner. Never be afraid to ask questions. Your questions may mirror those of other students in the course.
ACTIVE PARTICIPATION
The subject matter in NCSSM Online courses will be presented in the format provided by the Go-Course system. Go Course is a course learning management system, a standard tool used at any college or university and also used by many high schools. Organize the materials you encounter in the course in ways that make sense to you. Make time to read, listen to, and review materials more than once. Take notes, participate in online forums, create your own models and examples, and, if your instructor approves, form online study groups with other students. Remember that memorization is not an effective strategy for success in an online course. Asking questions and developing your own modes of understanding can help you master the material and assess your level of competence.

INITIATIVE AND SELF-DISCIPLINE
Developing the skills for independent learning is an essential part of online learning. You must engage actively with the course materials, and follow the pacing guide with care. Falling behind not only hurts your learning, it can also impede the progress of others in the class if they have to wait for your input on assignments and projects.

ONLINE COMMUNICATION
Clear and concise written communication is critical to success in an NCSSM Online course. Clear communication begins before you start typing. You must read assignments with care and be sure that you understand what is being asked of you. It is probably best to create your response in a word processing program or text editor BEFORE attempting to integrate what you wrote into a formal response within Go-Course. The editing process will allow you to review your material, make corrections, and check spelling and grammar before making a final posting. Remembering a few essentials will help you create better posts, including:

- Keep your sentences and paragraphs short and to the point.
- Clearly separate your paragraphs and ideas.
- Wait a few minutes, re-read and rethink your post before hitting the “submit” button.

LISTENING
Listening actively to your fellow students and to your instructor in the online format is essential. It is perhaps even more important than in the face-to-face classroom. The following are some reminders of guidelines you should follow:

- Read postings more than once.
- Use a word processor to take notes on postings.
- Try to express the guiding ideas and concepts from each class into your own words.
- Give credit to all sources to avoid plagiarizing the work of others.
- Always ask for clarification and comments.

RESPONDING
You will be required to respond to class discussions and postings throughout NCSSM Online courses. Be sure to carefully think about your responses. Do not send carelessly constructed responses. Think about what you are saying, and be sure that what you are saying is what you want and need to say. Re-reading often provides the opportunity for you to organize your thoughts for a response more effectively.
ONLINE CONVERSATIONS

While the students and staff of NCSSM Online will have the opportunity to get to know each other through events on the residential NCSSM campus, it should always be remembered that much of the communication within NCSSM Online will take place online. Writing to people, whether through messages or more formal posts, differs from speaking in that there are no gestures or intonations to lend texture and to enhance the meaning of what is being said. Online communication is notoriously subject to misinterpretation. Be careful that what you are saying is what you intend to say, remembering always that the recipient/audience will only have your words, and that you will not be able, in most cases, to lend the nuances of gesture and vocal inflection to them. You should also keep in mind that messages and postings can be saved and forwarded by their recipients.

In the interests of clarity, students should communicate in Standard English, and pay attention to spelling and grammar. Take the time to re-read everything you write BEFORE you post it for individuals or groups. Make sure that what you are communicating is factually accurate, and that your interpretations or findings are backed by evidence. Finally, keep in mind that you have ultimate authority over what you write and are responsible for everything you post.
ACADEMIC POLICIES

Program Enrollment
Students are admitted to NCSSM Online based on the admissions process outlined in the Residential Student Handbook. Only students who apply to NCSSM are considered for an invitation to NCSSM Online.

Minimum and Maximum Course Requirements
A junior student must be enrolled in and complete a minimum of one course per school year to be eligible for the senior year of the program. Junior and senior students may complete one course per semester (two courses per year), based on space, eligibility, and admissions criteria. All junior students may only take one class their fall semester. Junior and senior students may take more than one course per semester only if they specifically petition the Vice Chancellor for Distance Education and Extended Programs and arrangements are made with the local school to complete course work during the school day.

Eligibility for Senior Year Enrollment
Students are invited to enroll in NCSSM Online as juniors. Juniors eligible to enroll for their senior year must have met academic eligibility requirements; additionally, they must have on file at the School, (1) a completed and signed form declaring the Intent To Re-enroll for the senior year; (2) a completed and signed form declaring a commitment to abide by the Code of Student Conduct, Policy on Substance Abuse, and Acceptable Use Policy, as published in the NCSSM Student Handbook; and (3) a completed and signed Confidential Parent/Guardian Form. To be academically eligible to return for the senior year, NCSSM juniors must have completed for credit and earned a “C” or above in all NCSSM Online courses.

Eligibility for Continued Enrollment at NCSSM Online and North Carolina Residency Requirement
It is the policy of the North Carolina School of Science and Mathematics to enroll only students whose custodial parent or legal guardian has either established permanent legal residency in North Carolina, or is an active duty member of the armed services who is abiding in North Carolina incident to active military duty, provided the student shares the abode of that parent, by December 1 of the school year in which the student applies for admission (the tenth grade year), and has otherwise meet the admissions criteria of the school. Students may enroll at the opening of the school year if their parents or guardians have maintained legal residency or abode in North Carolina. Eligibility to remain enrolled in the School shall terminate at the end of any school year during which the student’s parent/guardian no longer maintains legal residency or abode. Questions concerning the effect of a change from North Carolina residency status by parents or guardians should be referred to the Vice Chancellor for Distance Education and Extended Programs.
COURSE REGISTRATION
Students are offered courses based on their completion of prerequisites and a review of their application packet by the NCSSM Online Advisory Committee. Students are registered on a first-come, first-served basis each school year. Students must provide a final sophomore year transcript to NCSSM Online to confirm satisfactory completion of their sophomore year and completion of any prerequisite courses. Ability to enroll in certain courses with laboratory components may be limited by the resources available at the student’s local school or community. Changes in course registration prior to the start of class must be approved by the NCSSM Online Counselor and are dependent on space and availability.

COURSE ADD POLICY
Students who wish to add a class may do so within the first week of the semester, provided they meet all prerequisites and qualifications for the course. After the one-week grace period, students may only add a class with the permission of both the instructor and NCSSM Online Counselor. Students using resources at their local school (such as school time during the day or laboratories) must also coordinate this add with their local school counselor, which the NCSSM Online Counselor can assist in coordinating.

COURSE CHANGE POLICY
Within the first week of the semester, a student may request to change to another course without grade penalty. Such students must submit a formal, written request for a course change to the NCSSM Online Counselor. After the one-week grace period, students may not initiate a course change.

COURSE DROP POLICY
If a student drops a class within the first three weeks of the semester, there will be no record of the course on the student’s transcript. If a student drops a class after three weeks, he or she will receive a “WP” for “Withdrawn Passing” or a “WF” for “Withdrawn Failing,” based on the student’s performance in the course, up to the time of the withdrawal. If a student remains enrolled in the class at the time of administration of the final exam, the student will receive the grade earned in the course. Students who are using school time during the day at their local school must also coordinate the drop with their local school counselor and understand the potential impact on their local school schedule. In all cases, the student’s local school will be informed of all such changes.

If an instructor requests that a student be dropped from a class due to poor performance, there will be a conference including the student, parent(s) /guardian(s), instructor, and any other school staff that the Vice Chancellor for Distance Education and Extended Programs regards as essential to such decisions. The conference may be in-person or by teleconference. The outcome of this conference will determine whether the student will be removed from the class.

PROCEDURES FOR STUDENT WITHDRAWAL FROM NCSSM ONLINE
There are three types of student withdrawals: (1) Academic, for students who are required to withdraw for failure to meet academic expectations (see section on Academic Probation and Review); (2) Judicial, for students who fail to meet disciplinary requirements or leave NCSSM with a pending judicial hearing or with a judicial hearing decision under appeal; and (3)
Voluntary, for students who feel that their academic and personal needs and interests would best be met in another learning environment.

Students are permitted to withdraw from NCSSM Online upon completing the withdrawal procedure. Students planning to withdraw should consult the NCSSM Online Counselor who will explain the withdrawal procedure, provide a withdrawal form, and schedule an exit interview. The withdrawing student will be required to return library materials and textbooks, along with their school materials and equipment to NCSSM Distance Education and Extended Programs. In the case of a judicial withdrawal, the student may be restricted from returning to the campus or participating in online activities. A reason for withdrawal will be indicated on the withdrawal form.

The student, parent or guardian, and Vice Chancellor of Distance Education and Extended Programs will sign the withdrawal form, which constitutes a final decision. The form is filed in the student’s permanent record in the NCSSM Distance Education and Extended Programs Office. An official copy of the NCSSM transcript, grades-in-progress, and other appropriate records will be sent to the school in which the student seeks or intends to enroll, upon request of the parent/guardian.

**Evaluation and Grading**

**Student Schedules**
Students should be aware of three important facts regarding their course schedules and subsequent responsibilities:
1. The official printed schedule from the NCSSM Online Counselor is the only class schedule the student should follow;
2. No credit is given for attending a class for which the student is not registered; and
3. No partial credit is given for any course, regardless of the time at which it was dropped, except as specified for certain withdrawals from NCSSM (see Procedures for Student Withdrawal from NCSSM).

**Course Expectations**
All instructors will distribute a syllabus and expectations along with NCSSM Online’s policies regarding academic honesty, attendance, participation, grading, and any other information that the instructor considers to be relevant.

**Academic Probation and Review**
The Vice Chancellor for Distance Education and Extended Programs reviews the academic status of all students at the end of each semester and determines whether it is in the best interest of the student to continue at NCSSM Online or whether NCSSM should facilitate a smooth transition to another learning environment. A student receives written notice to withdraw if s/he:
- receives a D as a semester-ending grade, or
- does not meet requirements to be eligible to attend NCSSM Online for the senior year, as described earlier in this document;
A student who is required to withdraw may appeal by submitting a written appeal petition to the Vice Chancellor for Distance Education and Extended Programs within three days. If the appeal is upheld, there may be an Academic Support Plan developed that the student is required to follow in order to continue enrollment. If the appeal is not upheld, the student must either withdraw within three days, or request a review by the Chancellor. The request for review must be received in writing within three days of receiving the decision. The student may continue to participate in classes during the review process. The Chancellor may meet with the student and parents/guardian or request additional information prior to rendering a decision in writing. The Chancellor’s decision is final.

**Attendance Guidelines and Procedures**

Guidelines and procedures governing mandatory attendance administered by the Academic Programs Office will be included in the course materials that instructors make available and discuss with students at the beginning of each course.

**Class Absences and Tardies**

It is the responsibility of every NCSSM Online student to follow the guidelines for participation in each course. Students must familiarize themselves with all relevant requirements for each course. In general, students are expected to attend (participate in) class and in scheduled synchronous class sessions, meetings, or other required activities on each designated day for the entire required amount of time. It is imperative that students be both present and on time to synchronous sessions to avoid disrupting other students and to fully benefit from the learning opportunities afforded. A student who is tardy is dealt with by the instructor in accordance with his/her published course expectations.

Students who are dually enrolled in a course in NCSSM Online and their local school, or are using time during their school day to complete NCSSM Online courses, must also adhere to the attendance guidelines at their local school.

Absences are coded as “M” (medical), “E” (excused), “A” (approved), or “U” (unexcused) by the NCSSM Online Program Office. Absences caused by illness are generally coded as medical, but the illness must be verified by NCSSM Online staff. Instructors are obligated to provide students an opportunity to make up work missed as a result of absences coded either medical or excused. It is expected that students, with their parent/guardian’s assistance, will make every effort to avoid scheduling any outside activities (e.g. family events, college visits, off-campus medical appointments) that conflict with required class meetings or activities. Thus, NCSSM Online allows a student no more than two non-school-related approved absences in a semester course. Exceeding this maximum number of non-school-related absences will result in the denial of a request for approval of further absences, or an unexcused absence. **The student is responsible for arranging make-up work for approved absences at the convenience of the instructor.**

Students who will be absent from one or more scheduled class sessions for any reason (except a verified illness or emergency) must request approval by submitting a completed “Prior Approval of School Absence” form to the NCSSM Online Office at least two academic days before the date of the absence. Parental permission must be faxed to the office for requests that are not school related. Absences about which instructors express reservations may be coded as
unexcused. Class absences that are not caused by illness or an emergency situation, or are not specified and approved by appropriate NCSSM personnel on a Prior Approval of School Absence form, are coded as unexcused. Instructors are not required to provide an opportunity to make up work missed during an unexcused absence. Notice of any absence coded unexcused is provided to students by e-mail two academic days from the date of notification. Teachers should also be notified of unexcused absences. If applicable, students must fax written documentation to the NCSSM Online Administrator showing the coding of unexcused to be incorrect. As NCSSM places a high priority on learning opportunities in the classroom, a student who for any reason misses ten classes in the same course during a single semester will not be granted academic credit without the specific permission of the Vice Chancellor for Distance Education and Extended Programs.

Student Records

TRANSCRIPTS
Students may request an official transcript of their work at NCSSM Online by submitting a transcript request to the NCSSM Online Counselor.

CHANGE OF ADDRESS
Permanent
NCSSM Online requires that parents or guardians make current addresses and telephone numbers available at all times. This information is essential for use in emergency situations and for compliance with the North Carolina residency requirement. Changes to this contact information should be made by the parent in the NCSSM Online student information system or by contacting the NCSSM Online Counselor.

Temporary
The School requires that parents or guardians make current addresses and telephone numbers available at all times. Changes to this contact information should be made by the parent in the NCSSM Online student information system or by contacting the NCSSM Online Counselor. This is essential for use in emergency situations and for compliance with the North Carolina residency requirement. This includes times when a family might need to use a temporary address due to a temporary travel or job-related move out-of-state. In such circumstances, the parents or guardians must also identify a contact person in North Carolina and provide the School with the name, address and telephone number(s) of the contact person for use in emergency and unusual circumstances. Students and parents/guardians are expected to take the initiative in giving this information to the NCSSM Online Counselor either in writing or by telephone.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974
STUDENTS’ EDUCATIONAL RECORDS AT THE NORTH CAROLINA SCHOOL OF SCIENCE AND MATHEMATICS: ANNUAL NOTIFICATION OF RIGHTS
Certain personally identifiable information about students (“education records”) may be maintained at the North Carolina School of Science and Mathematics (NCSSM). Education records maintained at NCSSM are subject to the federal Family Educational Rights and Privacy Act of 1974 (FERPA). FERPA provides that a parent or eligible student may inspect his or her
education records. If the parent or eligible student finds the records to be inaccurate, misleading, or otherwise in violation of the student’s privacy rights, the parent or eligible student may request amendment to the record by submitting a written request to the NCSSM Office of the Registrar. FERPA also provides that a student’s personally identifiable information may not be released to someone else unless (1) the parent/student has given a proper consent for disclosure or (2) provisions of FERPA or federal regulations issued pursuant to FERPA permit the information to be released without the parent/student’s consent. Such provisions are listed in the North Carolina School of Science and Mathematics Policies and Procedures under the Family Educational Rights and Privacy Act of 1974, copies of which are available from NCSSM.

One exception which permits disclosure without consent is disclosure to NCSSM school officials who have a legitimate educational interest in the information. An NCSSM school official is a person employed by NCSSM as an administrator, supervisor, instructor, or support staff member (including health or medical staff and Campus Resources Personnel); a person serving on the NCSSM Board of Trustees; a person or company with whom NCSSM has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official duty (including Residential Life Assistant, selection committees and disciplinary or grievance committees) or assisting another NCSSM official in performing his or her tasks. Such officials are deemed to have a “legitimate educational interest” in the information if it is necessary or desirable for them to obtain the information in order to carry out their official duties and/or to implement the policies of NCSSM. As provided by FERPA, parents/students are hereby notified that it is the policy of NCSSM to forward education records to officials of another school in which the student seeks or intends to enroll, without notifying the parent or student of such transfer of records.

FERPA also provides that NCSSM may define certain information from the education record as “directory information” which may be released without prior consent of the parent/student. NCSSM defines the following as “directory information”: student’s name, name(s) of parents, address, telephone listing, county, participation in officially recognized activities and sports, weight and height of members of athletic teams, photograph, video and/or audio recordings made by NCSSM or made by others authorized by NCSSM, dates of attendance, date of graduation, awards received, and the most recent previous school attended by the student. A parent or eligible student who objects to the release of any or all of this information without prior consent must notify, in writing, the Vice Chancellor for Distance Education and Extended Programs by September 10 of each school year. Such a request to not release directory information means that no information about the student will be released except to NCSSM officials, as described in paragraph 3, except with the express written consent of the parent or student or as required by law. If no objection is received by September 10, the information will be classified as directory information until the beginning of the next academic year.

To request to review records, request an amendment to records, request the North Carolina School of Science and Mathematics Policies and Procedures under the Family Educational Rights and Privacy Act of 1974, or to file an appeal, contact the Vice Chancellor for Distance Education and Extended Programs, P.O. Box 2418, Durham, NC 27715-2418. Telephone: 919-416-2977. Complaints alleging violations by NCSSM of the provisions of FERPA or the

STUDENTS’ EDUCATIONAL RECORDS AT THE UNIVERSITY OF NORTH CAROLINA GENERAL ADMINISTRATION: ANNUAL NOTIFICATION OF RIGHTS

Certain personally identifiable information about students (“education records”) may be maintained at the University of North Carolina General Administration, which serves the Board of Governors of the University system. This student information may be the same as, or derivative of, information maintained by a constituent institution of the University; or it may be additional information. Whatever their origins, education records maintained at General Administration are subject to the federal Family Educational Rights and Privacy Act of 1974 (FERPA).

FERPA provides that a student may inspect his or her education records. If the student finds the records to be inaccurate, misleading, or otherwise in violation of the student’s privacy rights, the student may request amendment to the record. FERPA also provides that a student’s personally identifiable information may not be released to someone else unless (1) the student has given a proper consent for disclosure or (2) provisions of FERPA or federal regulations issued pursuant to FERPA permit the information to be released without the student’s consent. A student may file with the U.S. Department of Education a complaint concerning failure of General Administration or an institution to comply with FERPA.

The policies of the University of North Carolina General Administration concerning FERPA may be inspected in the office at each constituent institution designated to maintain the FERPA policies of the institution. Policies of General Administration may also be accessed in the office of the secretary of the University of North Carolina, General Administration, 910 Raleigh Road, Chapel Hill, North Carolina. Further details about FERPA and FERPA procedures at General Administration are to be found in the policies that have been referenced here. Questions about the policies may be directed to the Division of Legal Affairs, University of North Carolina General Administration, Annex Building, 910 Raleigh Road, Chapel Hill, North Carolina (mailing address Post Office Box 2688, Chapel Hill, NC 27515-2688; telephone: 919-962-4588). Edition 5/95

PROCEDURES REGARDING SENSITIVE MATERIALS

NCSSM Online is involved in educating some of North Carolina’s most academically promising students and is developing innovative curricula that will not only serve its students, but, potentially, all students in North Carolina. NCSSM Online courses are designed to help students think analytically and independently about ideas and issues. These courses also help students develop multiple approaches to problem-solving. At times, the effort to think deeply and carefully about complex issues can lead instructors and students into controversial areas of inquiry. When a lesson includes controversial subject matter, or educational materials that may be upsetting or offensive to some students in the class, instructors follow NCSSM’s residential program’s procedures for securing permission to include the material from the Vice Chancellor for Distance Education and Extended Programs. In some cases, the instructor may edit materials to exclude potentially offensive components, while at the same time seeking to protect the
educational value of the material. At other times, the instructor may give notice to students and provide sufficient information about the materials in question, well in advance of the lesson. Students may determine whether the material may upset or offend them, and may then choose an alternate assignment, which will be provided by the instructor. Instructors will attempt to handle such student preferences in a manner that does not cause embarrassment or undue stress to the students.

**Grading Policy**

Grading policy varies depending upon the nature of the course. Each instructor distributes policies on assessment and grading at the beginning of each course. Students are responsible for familiarizing themselves with the policies of each instructor. For the most part, grading is not competitive, but rather is based on the individual student’s mastery of the main skills and content articulated in the course syllabus. Some Advanced Placement (AP) instructors may use competitive models of grading so that students will have a sense of how well they are mastering the skills necessary for taking the AP exam. Students should refer to their course syllabi or pacing guides to determine specific course requirements. Each course has policies on distinct assessments, such as papers, quizzes, exams, oral reports and group projects. Instructors may also assign credit for participation in course discussion sections.

The minimum passing grade is a “C-.” However, students who receive a “C-“ may be encouraged to repeat a course if the instructor feels that they have not mastered the material to the extent required for success in the next course in the sequence.

**Evaluation and Grading**

Progress will be recorded using letter grades with the majority of courses using:

- A = Outstanding achievement
- B = Superior, meeting all course requirements
- C = Acceptable, minimally meeting requirements of course
- D = Unsatisfactory, no NCSSM credit

A“+” or “-” may be added to grades of A, B, and C.

Students with a quarter grade of C- or D will be on probation. *A course grade of “D” is a failing grade at NCSSM Online.*

Instructors will include an explanation of how final grades will be determined in the course description, expectations and syllabus that will be given students at the beginning of each course. This explanation will include a breakdown of the components of the final grade, such as the weight that will be given to major versus minor assignments and major tests as opposed to quizzes and major papers. Instructor comments on each student’s general performance and the specific reasons for his or her grade will accompany grades with the grade report at the end of each semester.
A copy of each student’s semester grade report will be sent to the student, parent(s)/guardian(s), and local school counselor, and are placed in the student’s file in the NCSSM Online Office. When an instructor believes there is sufficient reason for additional reporting of a student’s progress, a report called a supplementary evaluation may be distributed.

Letter grades are recorded on student grade reports and on transcripts. Transcripts sent to colleges or to other organizations upon the student’s request are accompanied by the NCSSM Online Profile, which includes information on the demographics of the NCSSM population, average SAT scores, and other relevant data.

After grades have been reported at the end of each semester, instructors will release an electronic copy of their grade book to the NCSSM Distance Education and Extended Programs Office. Grade books for all courses will be retained by the school for one year following the end of the semester in which each course is taught.

**Midterm Progress Reports**
During each semester, there are two nine-week quarter reporting periods. At the end of the first nine weeks, students will receive a Midterm Progress Report. These are not intended to be precise grades, but they do reflect the instructor’s assessment of the student’s progress in the class. The report will include a letter grade indicative of the student’s current progress in the course.

Reports are compiled for each student by the NCSSM Distance Education and Extended Programs Office; issued to the student, parent(s)/guardian(s), and counselor, and placed in the student’s file in the Division office. Instructor concerns about student performance may also be reported each term by Supplementary Student Evaluations.

**Exam Policy**

**Proctoring Exam Requirements**
All exams must be proctored by one of the following:
- A high school teacher, administrator, counselor, or principal’s designee
- A public library administrator
- An administrative officer or designee of an accredited college or university
- A military education officer
- A professional proctoring service provider
- A person of similar professional standing to those listed above

All proctors must be approved by the NCSSM Online Counselor. Parents, guardians, and other relatives cannot serve as proctors for exams. Students are responsible for working with NCSSM Online staff to secure a proctor and must have the proctor approved by the counselor.

Once a date and testing site have been approved, the exam will be sent to the designated proctor along with detailed instructions for administering and collecting the exam. Proctors need to return the exam in the prepaid return envelope provided by NCSSM within 24 hours of the
testing date. Additionally, instructors may also request that exams be faxed to expedite the grading process.

**Late or Incomplete Work**

Students are expected to complete and submit all coursework, exams, quizzes, and labs by the deadlines established by the instructor. Consequently, it is very important that students either complete each assignment on time, or contact their instructor in advance to arrange for an extension. Penalties for late work (i.e. failure to complete a course assignment by the announced deadline) are determined by the instructor and are included in the course expectations that are distributed at the beginning of the course. However, no such work (except a semester examination) may be accepted after the last class day in each grading period. Semester examinations must be completed no later than the examination period scheduled for that course.

**Incomplete Grades**

When unusual circumstances (e.g. extended or sudden illness of the student, death or other crisis in the student’s family, or accommodations pursuant to a documented disability) prevent the student from completing or submitting assigned work or tests within these guidelines, the instructor may request permission to report a grade of INCOMPLETE. The instructor sends an e-mail to the NCSSM Online Counselor and Vice Chancellor for Distance Education and Extended Programs as soon as the instructor becomes aware of the possible need for a grade of INCOMPLETE. The instructor then completes a “Request for Permission to Report a Grade of INCOMPLETE” form and submits it to the Vice Chancellor for Distance Education and Extended Programs with the grade roll. On the form, the instructor specifies what the student’s grade would be if no credit were earned for the incomplete work. The Vice Chancellor researches the circumstances related to the request. If approved, the INCOMPLETE is recorded and a copy of the form is included in the student’s report card. If not approved, the instructor is notified and the grade specified by the instructor if no credit were earned for the incomplete work is recorded instead.

Except for special circumstances verified by the Vice Chancellor for Distance Education and Extended Programs, all grades of INCOMPLETE must be removed within ten school days after the close of the semester grading period. Students are responsible for completing their obligations in the course and earning a permanent grade before the end of the ten-day period. Instructors are responsible for reporting the new grade to the Vice Chancellor for Distance Education and Extended Programs by that deadline.

**Procedures for Requesting Review of a Grade**

Maintenance of student records and transcripts is a paramount legal and ethical responsibility for the NCSSM Online community. It is vital that records be accurate and that the process used in their development reflects and fulfills this obligation. To protect students against those rare circumstances that result in a student’s receiving an incorrect grade from computation or clerical errors or inconsistent application of published grading practices as part of a course syllabus or inconsistent application of school policies, the following procedures are established to permit a review and change of grade.

After verified grades are signed and submitted to the Vice Chancellor for Distance Education and Extended Programs, an instructor who agrees that a grade has been incorrectly assigned due to
computation error, clerical error, or inconsistent application of grading practices as distributed in the course syllabus may submit a “Request for Permission to Change Grade” form to the Vice Chancellor’s office. The Vice Chancellor will review the circumstances surrounding the request, act on the recommendation and notify the appropriate individuals.

In instances where the instructor is unavailable to students after the close of the year or does not agree that a grade change is appropriate, a student may contact the Vice Chancellor’s office directly for a review of the grade. The Vice Chancellor will review the circumstances surrounding the request and act on it as stated above. All requests for review of a grade must be made within 15 calendar days of when report cards are distributed. The Vice Chancellor’s decision will be final.
Student Resources

One part-time online counselor staffs the counseling service area of NCSSM Online. With the assistance of trained students, Peer College Counselors, the counselor communicates informational newsletters for students, parents, and NCSSM staff. PCC’s also communicate with students in the online program to connect and network the online community to the residential community.

The counselor for NCSSM Online works closely with each online student’s local school and counseling staff to ensure an appropriate plan to support his/her participation in the NCSSM Online program—including coordination of online coursework and participation in onsite activities.

Counseling Services

The purpose of NCSSM Online Counseling Services is to facilitate the success of the students in their adjustment to the NCSSM online community and to assist students in their individual growth, academic endeavors, and transition to college. Personal counseling is the primary approach by which the counselor supports students as they address various areas of adjustment. In addition, group and individual programming assists students as they encounter the changes that often accompany development, especially as students face the challenges unique to the NCSSM Online community.

Parent/Guardian Input

A cooperative and supportive relationship between a student’s home and the NCSSM Online community is vital to the success and well-being of each student. In order to initiate the relationship in an informative and trusting manner, parents/guardians need to complete the Parent/Guardian Comment Form and return it to the NCSSM Online Counselor prior to the orientation weekend. A completed form is necessary for participation in orientation weekend and for participation in all on-campus activities. This form provides pertinent information regarding the student’s family, medical, psychological, academic and social history, along with information regarding any specific physical and learning needs.

Throughout the year, it is the responsibility of parents/guardians to provide updated information to NCSSM Online Counseling Services regarding specific needs, problems, or relevant family situations that relate to the well-being of their children. Failure to provide pertinent updated information could result in a student being unable to continue enrollment in the online program. A parent must notify the counselor if the student is prescribed psychotropic medications prior to staying on campus for orientation weekend or research experience weekends. The counselor will review NCSSM procedures with the parent and the student. NCSSM Online’s counseling program is committed to informing parents or guardians in situations where parental involvement is needed to provide the most appropriate support for the student.

Psychological Emergencies

The protocol for students with psychiatric crises is as follows: Every reasonable effort is made to contact the parents/guardians or a formal designee. It is the parent/guardian or designee’s
responsibility to come immediately to the NCSSM campus to assist in the student’s care. Following such an emergency, the student is required to remain in the care of his/her family.

**Student Life Programs**

NCSSM Online students are encouraged to participate in clubs and activities in their local school district. It is not automatic that NCSSM Online students may participate in the clubs or activities for NCSSM residential students. NCSSM Online students will be able to work with the NCSSM Online Counselor to sponsor online clubs or activities separate from the NCSSM residential program. However, NCSSM Online students may be able to participate in some events or special on-campus programs that are open to everyone in the NCSSM Community. The NCSSM Online Counselor or faculty members will inform students of these activities.

**Parent Programs**

Parents/Guardians of NCSSM Online students are offered an introduction to the program during the opening orientation. Students enrolled in the online program are most successful when all parents or guardians are engaged in the student’s learning. The NCSSM Online Counselor will facilitate communication among parents in the program. NCSSM Online uses a web-based student information system which allows the faculty members, parent(s)/guardian(s), and counselors to communicate with each other and be notified of a student’s grade in a course.

**Students with Disabilities (ADA)**

Students requesting accommodation for a disability can follow the Policy for Qualified Individuals with Disabilities. This policy is explained in the “Board-Approved Policies and Procedures.”

**Communication Guidelines**

**Parent – Instructor**

Students benefit if their parents/guardians stay informed about their progress. To this end, we provide access to student progress reports. Progress reports may be viewed from our online student information system. These progress reports include the ability for teachers and the students’ counselor to post comments on a student in one location, and for parents and students to look up their current course grades.

NCSSM recommends that parents provide students with encouragement and positive reinforcement. In cases where a student expresses persistent frustration with the program, we do not recommend forcing the student to continue with the program.

Parents are encouraged to discuss student performance with their student’s instructor. Parents should recognize that our instructors are trained professionals who should be treated with respect and courtesy.

**Student – Instructor**

Students should take responsibility for communicating difficulties or confusion in a timely fashion. Instructors expect students to spend time trying to work through challenges and
difficulties independently before going to the instructor. Additionally, students need to carefully identify and articulate the specific points that are causing difficulty. Defining the problem in advance of contacting the instructor will make discussions with the instructor more productive. Students should make every effort to contact their instructors during office hours and discussion periods.

**Textbooks/Software/Equipment**

Students will be loaned any required textbook or software tool needed to complete the NCSSM Online program. However, students will need to provide a computer at home that meets the NCSSM Online technology requirements and at least a dial-up internet connection at home. For more information on the computer requirement and financial assistance, see the Information Technology Services section. As with any instructional program, students may need to purchase some optional/consumable equipment/resources to aid their learning (e.g., office supplies, peripherals). For certain courses, some laboratory equipment may be required to be provided by local schools. In such situations, students can only complete the course if the local school has these resources available.

**Textbook Procedures**

Textbooks for every course at NCSSM are issued to students by mail from the NCSSM Distance Education and Extended Programs Office. Although textbooks at NCSSM are provided free of charge for student use, lost, damaged, or stolen books are each student’s financial responsibility. At the end of each semester, students are expected to return all textbooks immediately following their course exam. For continuing courses, textbooks may be checked out for multiple semesters or renewed. If books that are due are not returned, the student is placed on a “hold” status. They will be prohibited from checking out any further textbooks or NCSSM library materials and will not be allowed to enroll in another course or receive a transcript until their delinquent status in accounting for textbooks has been resolved. Students and parents will be notified of missing books via U.S. mail. If the books are not returned within five academic days, after notification has been sent, missing materials will be marked as lost. The student who checked out the book will be charged for the loss.

**Information Technology Services**

NCSSM Online students must have and maintain a computer at home that meets the program’s technology requirements and have regular access to dial-up internet connection. While students may have access to computing resources before, during, or after the school day at their local school, the workload of the NCSSM Online requires students to have computing access at home. NCSSM supports students in using course/program software and properly installing and using the software on their computer; however, NCSSM is limited in providing hardware/software support beyond the scope of the course/program software.

Students who meet our financial need eligibility requirements are loaned a computer while they are enrolled in the program. The requirements to receive the loaned computer include a $100
refundable deposit and completion of an agreement signed by a parent or guardian. The computer must be returned immediately once the student completes the program.

EMAIL
NCSSM Online students receive an NCSSM e-mail account. The use of this e-mail account is governed by the NCSSM “Acceptable Use” Policy.

ONLINE COURSE MATERIALS
NCSSM Online uses a variety of web-based software tools that enable students to receive and use learning materials. The main program is a learning management system, a software tool that allows students to use their learning materials both online and offline. The online program works on any internet-connected computer, while the offline component of the program only works on computers that have installed our software and requires a periodic connection to the internet. Additional software programs are provided to students on CD, flash drive, or by internet download. Students also use a variety of web-based tools to facilitate communication or complete homework assignments as needed. The web-based tools require a constant internet connection in order to work. These tools vary from course to course.

ON-CAMPUS/NETWORK RESOURCES
NCSSM maintains a hybrid-switched, Ethernet network consisting of both wired (100/1000Mb cat5, gigabit fiber) and 802.11g wireless standards. All areas of the campus, including residential halls, classrooms, offices, and external grounds are under the wireless umbrella. All campus buildings are included in the wired backbone. Building-to-building communication is carried by multi-mode, fiber optic cable. Access to Internet gateway services is provided by the North Carolina Research and Education Network (NCREN) at Research Triangle Park. NCSSM Online software access and storage is provided by NCREN, on-campus servers that are managed by NCSSM ITS, and third-party providers.

NETWORK USAGE AGREEMENT POLICY
Internet access is required for students taking courses through NCSSM Online, as Internet access is an essential learning tool that offers valuable, diverse, and unique resources to both students and instructors. Access must be used in a responsible, safe, efficient, ethical, and legal manner.

Access to computers and people from around the world brings with it access to material that may not be considered to be of educational value in the context of the school setting. Families should be warned that some material available on the Internet may contain items that are potentially illegal, defamatory, inaccurate, or offensive. On a global network it is impossible to control all materials, and an industrious user may discover controversial information, either by accident or deliberately.

NCSSM ONLINE DOES NOT WARRANT, AND SPECIFICALLY DISCLAIMS, ALL WARRANTIES OF ANY KIND, EITHER EXPRESSED OR IMPLIED, INCLUDING BUT NOT LIMITED TO, THE IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR NON-INFRINGEMENT, RELATING TO THE USE OF, AND/OR MATERIALS OBTAINED VIA, THE INTERNET.
ACCEPTABLE USE POLICY

All students must sign the “NCSSM Acceptable Use Policy” prior to using campus and NCSSM Online computing resources. Each user agrees to make appropriate use of computing resources including, but not limited to:

1. Respecting the intended purposes of computing resources, facilities, and equipment (for scholarly, research, academic, administrative and NCSSM Online-sponsored community service purposes);
2. Respecting the stated purpose of computer accounts (for scholarly, research, academic, administrative, and NCSSM Online-sponsored community service purposes) and to use computer accounts only for the specified purposes;
3. Respecting the dignity and privacy of other users;
4. Respecting the integrity of the systems;
5. Maintaining secure network connections (locking computers or logging off when absent);
6. Respecting the resource controls of the systems and managing appropriately use of disk space.

FORBIDDEN PROGRAMS

NCSSM explicitly forbids the use of the following programs:

Kazaa/Kazaa Lite, Morpheus, AOL/AOL Instant Messenger, LimeWire/LimeShare, Bear Share, Galaxy, iMesh, Grokster, NeoNapster/Napster, Down Load Ware, Del Fin Media Viewer, WinMX, Gozilla, and all other file-sharing programs.

Students must remove file-sharing programs and make sure that they have dealt with any effects that may have resulted from the use of these programs. The use of such programs in violation of the intellectual property rights of others is a violation of NCSSM’s stated Acceptable Use Policy and may violate federal and state laws, as well as NCSSM and UNC System regulations. Violations can result in the dismissal of students from NCSSM Online, as well as criminal prosecution. Failure to remove these programs may result in the inability to access courses and complete assignments.
Technical Requirements

Microsoft Office 2000 or higher, including Word, Excel, and PowerPoint
- A current antivirus application
- 2MB RAM (2x1 GB)
- 80 GB hard drive or larger
- Super VGA (800x600) or higher resolution video adapter and monitor, 1024x768 resolution strongly recommended
- Sound card with speakers
- Optical Drive: DVD Player
- DSL or cable Internet service provider (ISP) account including a valid email address
- Microsoft Internet Explorer Version 6.0 or greater, Firefox 1.x, Netscape Communicator 7.1 or greater, or Safari 1.2 or greater* 
- Java 2 Runtime Environment (free download www.java.com)
- Flash Player 9 or latest version (free download at www.macromedia.com)
- Adobe Acrobat Reader 7.0 or greater (free download at www.adobe.com)
- Shockwave Player 10 (free download at www.macromedia.com)
- Windows Media Player 10 or greater (www.microsoft.com)
- Browser Settings:
  - Pop-up Blocking Disabled
  - Java Script Enabled
- Some courses will have specific software requirements. Please review the syllabus for each course.
- Review your Handbook regarding free downloads and file sharing practices that are discouraged because they can interfere with the smooth performance of your computer.

*Internet Explorer Version 6.0 or greater for Windows is required to run Math Player, which is required for most math and science classes

NCSSM has no relationship with the hardware manufacturers, software publishers, or Web sites that are listed here. These are provided only as a convenience for students. NCSSM is not responsible for the availability or content of marketing or other materials on the above third-party Web sites. The providers of the Web sites may discontinue their free programs at any time at their discretion.
NCSSM Online is a virtual community. However, a component of the program brings its students to campus to meet their instructors and participate in an orientation program during the summer prior to their NCSSM Online program and on designated weekends during the school year. Access to the NCSSM campus at other times is restricted. Other than the orientation and designated weekends, students may only visit the NCSSM campus when a particular instructor makes and documents special arrangements for their arrival.

**Alcohol, Firearms, Tobacco, Illegal Drugs**
NCSSM has a strict, zero-tolerance policy on the use or possession of alcohol, firearms, tobacco, and illegal drugs. Any violation of this policy is outlined in the Code of Student Conduct and includes removal from the program.

**On-Campus Components**
NCSSM Online students are part of the NCSSM community. A unique part of NCSSM Online is its residential component. Students who enroll in the NCSSM Online program will be asked to attend an orientation program on the residential campus. The purpose of this orientation is to meet with instructors and other students and to become familiar with NCSSM’s facilities and the online environment.

In addition to the orientation program, NCSSM Online students will come to the residential campus at scheduled times so that they can meet and exchange ideas, and participate in hands-on laboratory and other experiences. When students are on the NCSSM campus for these scheduled activities, they must abide by the NCSSM Code of Student Conduct for residential students and must follow other rules that are outlined below. Except for these scheduled visits, NCSSM Online students must follow the visitation policy that is outlined later in this document.

**ID Cards**
Students are issued an NCSSM Online ID card at orientation. Students must wear this card any time they are on-campus, both for scheduled on-campus components or visitation. Lost ID Cards must immediately be replaced for a nominal fee. The ID card is the property of NCSSM. It can only be used by the student to whom the card is issued.

**Security Deposit/Replacement Costs**
Students will be given electronic access fobs and keys when they arrive on campus for residential events. If keys or access fobs are lost, students will be charged a $5 fee for a replacement key or a $10 fee for a replacement key fob. Students should be aware that they will incur charges for losses or damages of instructional or other school property, including textbooks. Individual students, roommates, and/or hall mates will be held responsible for damages to residence rooms and/or common areas of residence halls, including unreported maintenance problems. No student who has any unpaid debts to NCSSM is eligible to enroll for the next school year or to receive a final transcript. NCSSM reserves the right to delay or withhold certain non-medical, state-funded services to persons who refuse to pay their debts until full payment is received by the Business Office. After 90 days, debts may be referred to the State of North Carolina for collection.
Campus Resources
The Office of Campus Resources and Security provides 24-hour campus security coverage to promote a safe environment. Unauthorized visitors and unsafe or suspicious conditions should be reported immediately to the Office of Campus Resources and Security (919-416-2711). The following areas fall under the aegis of the Office of Campus Resources and Security:

Emergency Procedures
The Emergency Procedures Plan is designed to ensure the safety of all staff, students, and visitors. Following it is a top priority. All students and staff members are encouraged to become familiar with the plan before an emergency situation occurs. The plan is posted on NCSSM’s At a Glance Web site (www.ncssm.edu/ataglance).

Fire Alarm/Fire Drill Evacuation Procedures
When a fire alarm sounds, all persons are required to evacuate the buildings immediately in an orderly manner. They should proceed to and through the nearest exit and should move well away from the building and exits so that others can leave the building. Persons exiting from upper floors should use stairways only. Elevators should never be used in evacuating buildings during an emergency. Staff and students should not reenter the buildings until they are notified to do so by Campus Resources and Security personnel.

Tornado Drill Procedures
When NCSSM personnel are aware of a tornado warning in the area, a message is sent out via an electronic messaging system. The message will advise all staff and students to proceed immediately to the basement corridors of their building. Persons exiting from upper floors should use stairways only. Elevators should never be used in any emergency situation. Staff and students should not leave the lower corridors until they are notified to do so by Campus Resources and Security personnel.

On-Campus Regulations
While the NCSSM Code of Student Conduct includes examples of violations, NCSSM Online operates under a separate set of rules and regulations for scheduled on-campus activities.

Visitation Policy
Except for scheduled visits such as orientation or residential weekends, access to NCSSM’s residential campus must be scheduled and supervised. Other than the orientation and designated weekends, students may only visit the NCSSM campus when a particular instructor or staff member suggests that they come and makes arrangements for their arrival. On these visits, which will be the exception rather than the rule, students must be escorted on all areas of the campus, except the NCSSM School Store and the Library. Local NCSSM Online students who wish to use the library as an area to study or work on projects can sign in/out at the Bryan Lobby during the following hours: 5:00 p.m. to 9:00 p.m. on Monday through Thursday, and 2:00 p.m. to 9:00 p.m. on Sundays. When visiting the library, students cannot visit any other area of campus.
unless they are signed in as visitor for a specific instructor or staff member, who will escort them around campus, following the procedures indicated by NCSSM’s policy on visitors to the residential school.

CARS AND DRIVING
It is policy that no NCSSM student may keep a car on campus. NCSSM Online students must be dropped off for scheduled NCSSM Online events—they may not keep a car on campus. If individual visitation is made by special arrangement (i.e. not a scheduled onsite event for students), NCSSM Online students may drive and park their car in the school’s parking lot. However, students must check their car keys at the front desk in the Bryan Center. Driving is not allowed while students are on campus for the NCSSM Online program. Students collect their keys at the moment of their departure. They are not permitted to drive other students from NCSSM Online to and from campus unless there is written parental permission from both student driver and student passenger. NCSSM Online students are not permitted to drive any other passengers (including residential NCSSM students) to or from the campus or to other destinations.

SIGN OUT
When students are on the NCSSM campus, they will need to follow procedures for signing in and out of their dormitory. There are sign-out sheets placed in the Bryan Center lobby. Students should familiarize themselves with the sign-out sheets on the first day so that they may use them correctly during their visits to the campus for residential events or other scheduled visits.

The sign-out procedure enables the staff to have knowledge of the approximate whereabouts of a student. Students are required to sign-out when leaving the dormitory for on-campus afternoon and evening activities, and for all off-campus activities. Each student must sign-in upon returning to his or her residence hall. To ensure their safety, NCSSM Online students will only be allowed to leave campus for scheduled events. Unless a parent or guardian is present to sign them out, students will not be allowed to leave the campus alone. Staff permission must be obtained before signing out for off-campus activities. Violators of the sign-out regulations will be handled by the Residential Life staff. Attendance will be checked in each class and follow-ups made to determine the whereabouts of students who are absent from a class or scheduled activity. Any absence must be coordinated with the instructor and the Coordinator of NCSSM Online prior to the absence.

OFF-LIMITS
The following areas are off-limits to summer students:

1. Other residence halls on campus
2. All off-campus locations for which authorization has not been granted
3. Campus buildings and areas, other than those designated or used by the program for classes or other scheduled functions and activities

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NCSSM Online 2008-2010 Handbook
CURFEW
Curfews are initiated for a variety of reasons. Not only do they help ensure the safety of all students, they also provide closure at the end of the day and help students manage their time. When on the NCSSM residential campus, NCSSM Online students are expected to observe the following curfews:

IN DORM (check in): 10:00 p.m. DAILY
IN ROOM: 11:00 p.m. DAILY
LIGHTS OUT: Midnight DAILY

Exceptions to these curfews should only occur as a result of attendance or participation in scheduled activities. Curfew violations will result in disciplinary action, as outlined in the Code of Student Conduct.

DRESS CODE
Students dress should be neat, clean and appropriate for the occasion. Students should plan to bring clothing that is suitable for both casual and more formal occasions, as well as that for athletic activities. Dress that attracts negative attention is not acceptable. Bikinis, halter tops, and short shorts are inappropriate as classroom attire. Shoes are required everywhere except in the residence hall. Students must be appropriately dressed when in the following dormitory areas: the Laundry Room, the Office, the Recreation Room, the Lobby, lounge areas, and stairways. When students are housed in mass group settings, appropriate dress codes will be issued and will apply.

VISITATION
Male and female students may socialize at planned functions, or in recreation rooms and public hallways in permitted areas. Visits from friends who are not program participants are prohibited.

Since activities planned by academic and residential life staff leave little time for entertaining guests or for visits from parents/guardians, such visits are discouraged. If parents/guardians need or wish to stop in for a brief visit, prior arrangements must be made with the Residential Life Director.

Overnight guests cannot be accommodated.

HEALTH SERVICE
In case of illness, injury or other emergencies, a residence life counselor or program instructor should be notified immediately. NCSSM health services will typically be closed during NCSSM Online’s residential events, but the staff has contacts with urgent care centers and hospitals. Students who are on medications of any kind are required to list these on their health forms. Students are not allowed to keep prescribed medication in their rooms without approval of the residence life director and their parents. A parental permission form is required in order for a student to receive medical treatment and to participate in recreational/sport activities. In the event that a student requires medical attention, parents or guardians will be notified. All health information is considered confidential and will be available only to staff or health
personnel. The cost for any illnesses that may occur which would require the services of a medical institution are the responsibility of the parents or guardians and their insurers.

MEALS
On-campus meals are provided during scheduled residential campus activities, and are served in the NCSSM cafeteria, unless otherwise indicated. Meal times are posted. If students have special dietary needs or allergies, please communicate those well in advance to the NCSSM Online staff so accommodations can be made.
NCSSM Online Code of Conduct

Like its residential counterpart, NCSSM Online is a unique learning community. Through its courses, its contact with other students, and with NCSSM’s residential campus, it provides exceptional learning opportunities in an innovative, challenging environment. This has been created and will be delivered by an outstanding, experienced and highly-trained faculty. All students enrolling in NCSSM Online will sign a contract to behave as a responsible member of the community. The NCSSM Online Code of Conduct requires agreement with the following principles:

- To treat all persons, property, courses, and ideas with the respect they deserve
- To commit to academic excellence and to work with the goal of reaching one’s personal best performance in all courses
- To contribute to the creation of an online learning community of dedicated scholars

NCSSM Online students are expected to familiarize themselves with the Code of Conduct for NCSSM residential students and must abide by it while they are on the campus. The Student Code of Conduct is available on NCSSM At a Glance (www.ncssm.edu/ataglance).

Appropriate Language and Harassment

NCSSM Online students are expected at all times to use language that is acceptable to the community as a whole. The use of offensive or profane speech is not appropriate. This expectation extends to all electronic communication including, but not limited to, instant messaging, e-mail, and blogs. Additionally, harassment, both in-person or through electronic communication is forbidden as defined by the Student Anti-Harassment Policy. Any student who knows of situations involving harassment is asked to report those circumstances to the NCSSM Online program administration or Director of Student Life following the Student Anti-Harassment Prevention Plan.

Disciplinary Procedures

Any member of the NCSSM Online community who witnesses an incident that violates the principles described above has the right and the responsibility to address that behavior. No written document can provide for all circumstances; therefore, the exercise of discretion and good judgment is expected. The primary consideration in each decision must be, “What is best for the community?”

In relation to students, the NCSSM Code of Student Conduct defines three levels of seriousness of violations, each with an appropriate range of responses. The Code of Student Conduct does not restrict in any way the authority of the Administration to make rules for the governance and operation of the School or the authority of other employees to make rules as are necessary for their respective areas of responsibility.
INFRACTIONS

In any community, there are guidelines which each community member is expected to support and consequences for those who do not do so. Certain rules are necessary to ensure a stable and secure environment for all. The procedures, sanctions, and appeals for infractions are described in the NCSSM Code of Student Conduct, with the exception of the Vice Chancellor for Distance Education and Extended Programs, as the director of the NCSSM Online program, serving as the central contact.

**Among the infractions that may result in warnings, restrictions, loss of privileges, probationary status, room confinement, or dismissal, as outlined in the Code of Conduct (Level II), are:**

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<tr>
<td>Missed curfew</td>
<td>Excessive noise</td>
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<tr>
<td>Failure to sign in and out properly</td>
<td>Entertaining overnight visitors</td>
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<tr>
<td>Falsification: lying, cheating, academic dishonesty</td>
<td>Removal of dorm furniture from one room to another without permission</td>
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<tr>
<td>Moving from one dormitory room to another without permission</td>
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**Infractions that may result in dismissal on the first offense, as outlined in the Code of Conduct (Level III), are:**

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<th>Infraction</th>
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<tr>
<td>Unexcused absences from class</td>
<td>Vandalism or theft</td>
</tr>
<tr>
<td>Leaving the residence hall after hall curfew without permission</td>
<td>Sexual Intimacy</td>
</tr>
<tr>
<td>Riding in cars or leaving the campus without permission</td>
<td>Possession of a weapon</td>
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<tr>
<td>Off limit areas: being in such an area without staff permission</td>
<td>Possession or consumption of alcohol</td>
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<tr>
<td>Inter-visitation: Being in an area reserved for members of the opposite sex, or having a visitor of the opposite sex in such an area without permission of the staff</td>
<td>Possession or use of drugs that are illegal or for which the student has no proper medical prescription</td>
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<tr>
<td></td>
<td>Repeated violations of any nature, or any single gross violation (including, but not limited to criminal activity that results in legal action by law enforcement officials.)</td>
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**Suspension/Expulsion**

A student suspended or expelled from his or her home school may not participate in academic or social activities through NCSSM Online during the period of the suspension or expulsion. Additionally, NCSSM is required to report certain serious violations of NCSSM’s Code of Student Conduct to a student’s local school.

**Academic Honesty**

All work turned in by a student is assumed to be the result of his or her own efforts, unless the student clearly indicates otherwise or unless the assignment in question is clearly designated as a collaborative endeavor. All tests and quizzes are to be taken individually with no help from others. Directions will be given for any assignments that are to be completed with the collaboration of a partner or a group. Instructors are available online to provide help, but it is to the student’s advantage to make a serious attempt at the assignment before seeking help. For essays and research assignments, students must cite all sources for ideas that are not their own. For a guide to citing sources and avoiding plagiarism, see [www.dlt.ncssm.edu/write_prog](http://www.dlt.ncssm.edu/write_prog)

Every student is required to sign the Academic Honesty Statement for each course at the beginning of the semester. The following are considered a breach of academic honesty:

- Giving or receiving help during a test or quiz
- Discussing the contents, length, or level of difficulty of a test or quiz with members of the class, or with other sections of the course who have not yet taken the test or quiz
- Programming information into computers, calculators, or other devices to be used during a test or quiz when not explicitly approved by your instructor
- Completing all or any portion of a graded assignment for other students, which is a violation for both the giver and the recipient of the work
- Collaborating on all or any portion of an assignment that has not been clearly designated as a group project or assignment
- E-mailing, communicating by text or telephone during a test or quiz, or any electronic posting of quiz, test, or laboratory content
- Failing to cite correct sources for ideas and evidence in written and, in some cases, oral work
- Taking credit for more work on an assigned group project than was actually contributed

An instructor who suspects that a student has cheated should discuss the situation with the student and, on the basis of that discussion, decide whether the perception of cheating is accurate or inaccurate. If the instructor believes that cheating has occurred, the procedures stated in the NCSSM Code of Student Conduct should be followed. In keeping with school-wide policies and procedures, all instructors should explicitly articulate the standard for what does and what does not constitute cheating in a specific class.

**Honor Policy and Acceptable Behavior**

**NCSSM Online Honor Statement**

*We, the students, staff, and faculty of NCSSM Online, hold to the highest ethical standards. As a virtual community, we pledge to uphold the values of honor, respect, and accountability to the online program and to one another.*
Honor: I am fair in my dealings with all members of the community. I do not lie, cheat, or steal.

Respect: The NCSSM Online Community depends on trust and mutual respect. I agree to respect all members of the NCSSM Online Community.

Accountability: I agree to be accountable for all my actions and to uphold the core values of honor, respect, and trust. I hold my fellow students accountable for their actions and I expect them to do the same for me.

During the time that I am a member of the North Carolina School of Science and Mathematics, I promise to live by this code in all of my endeavors and I expect others to do the same.

Netiquette
All NCSSM Online students must subscribe to the NCSSM Acceptable Use Policy of technology. Access to the Internet through NCSSM’s facilities is a privilege that NCSSM grants to all of its students. As with all privileges, students take on certain responsibilities with their freedom of access. For the School’s network to operate efficiently and for students to continue to enjoy access, students must adhere to certain basic guidelines which are provided below. The smooth operation of the School network depends upon the proper conduct of the students and faculty, who must adhere to strict guidelines. These guidelines are provided here so that students are aware of the responsibilities they are about to acquire.

RULES OF NETIQUETTE:

- NCSSM maintains a collegial climate that is grounded in mutual respect. Students are expected to remain aware that all of their communications should be couched in professional language that is appropriate to a public setting. Students should be aware that not only school policies, but also state and federal laws, outline the boundaries for appropriate discourse online.
- The use of inappropriate language, whether profane or merely vulgar or disrespectful, will not be tolerated. Repeated offenses can result in termination of the offending student’s privileges and will be subject to disciplinary action, including termination of the student’s relationship with NCSSM Online.
- Students are expected to respect the rights and privacy of others at all times. This means that students must exercise restraint and discretion and NEVER view files they were not meant to see. Violations of privacy rights will be subject to disciplinary action.
- Students must protect their own privacy. Students must never give out private information—credit card or Social Security numbers, street addresses, date of birth, or any other information that could result in identity theft.
- Students are responsible for reporting all security problems and any other irregularities or perceived breaches of security in the School’s computer network to the appropriate network administrator.
- Students must always protect their passwords.
- Students must agree never to reply to suspect e-mail addresses, respond to e-mail from strangers or agree to any kind of personal contact with such sources that might endanger their personal security or that of others.
• Students must agree never to create or knowingly spread computer viruses or other harmful mechanisms.
• Students are responsible for honoring the intellectual property rights of all the Web sites they access and all trademark, software, and content restrictions that are outlined on these sites.
• All work that is not the student’s own must be appropriately acknowledged. This includes all Internet resources. Failure to adhere to this policy will result in charges of plagiarism.

Users are subject to all local, state, and federal laws and agree to abide by all such laws. School administrators will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through Internet access. In the event there is a claim that you have violated this policy, you will be provided with notice of the suspected violation and have an opportunity to present an explanation, unless law enforcement officials direct us otherwise. Any violations may result in removal from NCSSM Online, as well as other disciplinary or legal action.