

Capital University

Summer Institute in Science and Mathematics

Student Handbook 2024



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Faculty & Staff Contact Information

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Orientation Agenda

1. Check In – Monday, May 20, 2024- 9:00 AM
In Person: Battelle Hall 218
Scheduled classes start at 10:00 am
2. Welcome- Introductions
3. Important Dates/Times
 - a. Classes begin **TODAY** after orientation
 - b. No class May 27, June 19, or July 4
4. **Session II – starts Tuesday, June 18th**
Session II -Orientation – June 18, 2024 -9:00 AM
*New Session II students only
In Person: Battelle Hall 218
Scheduled classes start at 10:00 am
5. Capital University Policies and Procedures
 - a. Helpful Student Information
 - i. myCAP
 - ii. Library Resources
 - iii. Bookstore
 - iv. Lab requirements
 - b. Payment
 - c. Information on dropping class/tuition refund
 - i. Failure to follow the University’s add/ drop procedure will result in a “FS” on your transcript and no tuition refund.
 - ii. Please see financial policy section of this document for more information.
 - iii. Campus safety
 - d. Student Code of Conduct/Harassment Policies/Academic Integrity
6. Strategies for a Successful Learning Experience in the Institute
7. Final Comments

General Information

CANVAS

Capital University uses CANVAS as the learning management system. The instructor determines usage of CANVAS. Access is available at <https://canvas.capital.edu> with your Capital username and password.

LIBRARY

Monday-Thursday 8:00am-8:00pm

Friday 8:00am-5:00pm

Saturday & Sunday Closed

Closed May 27, June 19 and July 4 for holidays

Borrowing Policy: Students enrolled in courses have full access to the Blackmore Library's electronic books, and databases. To access the library's website:

<http://www.capital.edu/library/>

BOOKSTORE

Capital uses an online bookstore eCampus at <ecampus.capital.edu> Shipping is free to campus and can be picked up at the Gearshop or Mailroom in the Student Union.

INFORMATION TECHNOLOGY

The information technology help desk is located in the Blackmore Library on the first floor across from the circulation desk. The help desk can be reached at 614-236-6508 or helpdesk@capital.edu. To access Capital's wireless network, follow guide found at <http://www.capital.edu/Getting-Connected>

ACCESSIBILITY SERVICES

Capital University is committed to providing reasonable accommodations for students with disabilities. If you are seeking academic accommodations, you are required to register with the Office of Accessibility Services (OAS). To receive academic accommodations, please register with OAS and meet with your instructor at the beginning of the semester. Additional information is available on the website at <https://www.capital.edu/about-capital/accessibility-services/> or by contacting Accessibility Services by email (accessibilityservices@capital.edu) or phone (614-236-6611).

REGISTRAR

The Registrar's Office is located on the first floor of Yochum Hall and can be reached at registrar@capital.edu or <http://www.capital.edu/registrar/> The Registrar's office can assist you in adding/dropping classes and obtaining transcripts. Office hours are 9:00-4:00 Monday-Friday.

SAFETY AND SECURITY

The Public Safety Department is located on the corner of College Avenue and East Mound Street. The office is open from 7:00 am until 3:00 pm Monday-Friday,

Public Safety: 614-236-6504

Evenings, weekends and emergencies: 614-236-6666

Website: <http://www.capital.edu/safety/>

To receive emergency text messages from Cap Alert, you may update your profile using myCAP or by visiting <http://capalert.capital.edu>. You will be prompted to enter your Capital University User Name and Password.

TRANSCRIPTS

Capital University is pleased to provide electronic and postal mail transcript services through its partnership with Parchment Exchange. We encourage you to place your transcript orders online as this is the easiest and most efficient way to order a traditional paper transcript or electronic transcript delivery. Electronic transcripts are \$10.00 per transcript, and paper transcripts are \$12.00 per transcript. More information regarding our transcript services can be found here:

<https://www.capital.edu/academics/office-of-the-registrar/transcripts/>

TRANSFER CREDIT

Policies for credit transfer are set by **your home institution**. Be sure that you are familiar with the transfer policies of your institution in advance, such as course equivalencies and minimum course grade requirements. You may need to show syllabi to your institution prior to taking courses to be sure that the credits obtained will transfer.

TUTORING SERVICES

FREE peer tutoring is available through the Academic Success Office at <https://www.capital.edu/peer-tutoring/>.

myCAP

[myCAP](https://mycap.capital.edu/) allows you to see your schedule and grades, and manage your account information. This information can be found at: <https://mycap.capital.edu/> Use your Capital User Name and Password to login.

Policies and Procedures

Summer Institute in Science and Mathematics at Capital University

ADD/DROP PROCEDURE

May 20 = Session I Begins

May 22 = last day to drop with no grade on academic record

May 23 = last day to add with Assoc. Provost approval

May 24 = final roster verified by instructors

May 27 = University holiday- no-classes

June 7 = last day to withdraw from a Session I course

June 18 = Grades posted via myCAP

June 18 = Session II Begins

June 19 = University holiday-no classes

June 20 = last day to drop with no grade on academic record

June 21 = last day to add with Assoc. Provost approval

June 22 = final roster verified by instructors

July 4 = University holiday-no classes

July 8 = last day to withdraw from a Session II course

July 20 = Grades posted via myCAP

Any course dropped after the conclusion of the course withdrawal period **results in failure of the course unless approved by the Provost's Office**. Any refund is based on the specific date as stated in the Financial Policies section.

Summer Institute in Science and Mathematics courses follow the guidelines and academic procedures listed in the [Undergraduate Bulletin](#) and the [Capital University Student Handbook](#)

FINANCIAL POLICIES

Finance Office Location	Yochum Hall, Room 103
Phone	(614) 236-6123
Website	http://www.capital.edu/student-accounts
E-mail	studentaccounts@capital.edu

The Student Accounts Office is responsible for billing and collecting tuition, room and board charges, and university fees. Your tuition charges will be \$559.00 per credit hour. Your tuition balance must be paid by the due date or your classes will be cancelled. Please take advantage of the online payment option for web checks or credit card payments. There is a 2.75% convenience fee for all credit card payments, web checks are free.

All billing information will be issued electronically (eBill). **An eBill will only be issued to your Capital University email account.** Account information and payment are available through the Student Finance block in myCAP <https://mycap.capital.edu/> Students have the opportunity to set up parents or other individuals as an authorized user to view or pay their student account. Students must make arrangements needed for prompt payment by the dates specified in the billing.

Tuition Deadlines

Term I payment deadline: May 20, 2024

Term II payment deadline: June 18, 2024

Additional Student Account Information

1. The Student Accounts Office will issue an eBill to your Capital University email account for viewing. We will update/issue the eBill process each week for newly registered students. Changes in tuition charges,

financial aid and other adjustments will be made as received by the Student Accounts Office. You can view any changes to your account by logging into myCAP <https://mycap.capital.edu/> and selecting the Student Finance block.

Frequently Asked Questions (FAQ's) and/or additional information can be accessed at the Student Accounts website <http://www.capital.edu/student-accounts/>

2. All financial obligations for each session must be settled with the Student Accounts Office by the stated due date to avoid cancellation. Once a student is cancelled for nonpayment, your course registration will not be re-entered and no credit will be received for courses. Ebills will be sent to the student's Capital email account and to any authorized user that has been set up by the student through the eBillprocess.
3. Students receiving financial aid in the form of grants or loans from their home institutions **must have a consortium agreement completed and must turn in a copy of their financial aid awards for the summer semester**. Any balance not covered by summer aid must be paid by the tuition payment deadline as outlined in the aforementioned paragraphs. All financial aid must be received prior to the start of the SSII. Students will not be permitted to begin SSII without the receipt of said aid.

Students whose accounts are delinquent because of aid not being received will have a financial hold placed on their account and will not be permitted to attend additional courses, receive transcripts or diplomas. A student who wishes to transfer credits to another institution must pay in full all indebtedness to Capital University before a transcript will be released.

The University reserves the right to assess collection costs and legal expenses on delinquent accounts.

Summer Institute Refund Policy

<u>Tuition Refund</u>	<u>Summer Session I</u>	<u>Summer Session II</u>
100% Refund	May 20 & 21	June 18 & 19
75% Refund	May 22 & 23	June 20 & 21
50% Refund	May 24 - 27	June 22 - 24
0% Refund	May 28 or later	June 25 or later

Academic Integrity Policy

From the Student Handbook

All members of the Capital community – students, faculty, and staff – have a role in upholding academic integrity. For undergraduate students, the Academic Integrity Policy is overseen by the Academic Integrity Board and its Director under the auspices of the Provost’s office. The framework for Capital’s academic integrity policy and the Academic Integrity Board were created by the Undergraduate Faculty. This policy balances the autonomy of the faculty and the consistency and fairness necessary for the student body.

The policy is academic in nature and thus encourages education on issues of academic integrity in addition to insuring that the policy is followed throughout the community. The Board’s responsibilities include education, assistance, deterrence, and imposition of sanctions; however, the Board’s ultimate goal is compliance, not punishment.

The Academic Integrity Board membership includes students and faculty representing all of the schools and colleges at Capital. Students make up the majority of the board membership, and there is a minimum of one faculty member from each school with the exception of the College of Arts and Sciences which has a minimum of two members. The director of the Board and the faculty will be appointed by the Provost in consultation with the deans. Students will be appointed by the director in consultation with faculty and student representatives. A subset of the academic integrity board, the Academic Judiciary Panel, will hear cases of academic integrity violations (see Academic Judiciary Process below).

What is Academic Integrity?

“The National Center for Academic Integrity (CAI) defines academic integrity as a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action.

”These values are encompassed in the mission of Capital University which works for “transforming lives through higher education,...provides for personal growth by encouraging, enabling, and celebrating learning, ...(and) inspires individuals to be morally reflective, spiritually alive, and civically engaged through our Lutheran heritage of free inquiry.” As the Center for Academic Integrity notes, “academic integrity policies and procedures, with faculty and student support, promote the learning process and the pursuit of truth. This also helps create a stronger civic culture for society as a whole.”

Academic integrity engenders trust that the work that students submit to faculty or University personnel for academic evaluation will be his/her own. In many cases, students will utilize the intellectual ideas of others to support their academic work. Capital students are expected to be honest in their interactions with University personnel and in their academic endeavors ***providing credit to the originator or author of any information utilized to support academic work.*** On occasion, faculty and instructors provide opportunities for certain types of collaboration. **It is the expectation that faculty and instructors outline their class policy regarding collaboration in the course syllabus, in instructions for course assignments, or during introductions at the beginning of any course.**

A **non-exhaustive** list of behaviors that constitute academic misconduct and subject one to sanctions includes:

Cheating

Using or attempting to use unauthorized assistance in any academic exercise, including:

- Deceiving/misrepresenting information submitted on a paper/test/project
- Copying from another's test or allowing another to copy your work
- Using materials/notes not permitted by the instructor during an examination
- Collaborating on a test/project when not authorized to do so by the instructor
- Receiving, giving or stealing parts of, or an entire test, or impeding the fair process of examination
- Substitution of one student for another during an examination

Collusion

Unauthorized collaboration with another person in preparing any academic work offered for credit.

Fabrication/Falsification

Using "invented" information or falsifying research, data, or findings with the intent to deceive such as:

- Citing information not taken from the source indicated: misleading documentation of secondary source materials
- Listing sources in a bibliography not directly used in the academic exercise
- Submitting lab reports or clinical data which contain fictitious/falsified information; concealing/distorting the true nature, origin, function of such data

Misrepresentation

Misrepresenting or misusing one's relationship with the University, including:

- Falsifying, misusing, omitting, or tampering with information such as test scores, transcripts, or letters of recommendation
- Altering, changing, forging, or misusing academic records regarding oneself or others
- Failing to be fully cooperative and truthful if one has direct knowledge of an alleged violation of academic integrity
- Reporting an academic integrity violation known to be false

Plagiarism

Plagiarism occurs when you represent the work or ideas of another person as your own. Some examples of plagiarism include:

- Quoting verbatim another person's words (published or unpublished) without acknowledgement of the source.
- Paraphrasing another person's idea(s), opinions, or theory (ies) without giving reference.
- Including facts, statistics, or other illustrative materials that are not common knowledge, without acknowledgement of the source. Students are expected to clarify with their instructor appropriate criteria for "common knowledge."
- Submitting another person's term paper, essay test answer, computer program, and/or project as one's own.

Citing Sources

Capital University requires all students to cite or reference the source of any work or ideas being represented in their work to avoid being charged with academic misconduct. The guiding principles of citing sources include:

1. **Honesty:** Acknowledging that the words or ideas are not originally yours, as well as giving credit to the originator;
2. **Critical Thinking:** To encourage students to clearly represent their thoughts, ideas, and opinions with supporting evidence from the recognized work of others.
3. **Evidence:** To provide support from other sources for your thoughts; and

4. Guidance: To enable the interested reader to locate the information in question. Plagiarism occurs when a person neglects to cite sources. When any person fails to cite their sources, the person is taking credit for the original thoughts and ideas of another person (a type of fraud) and at the same time preventing the reader(s) from gaining access to the original sources. Many people either misunderstand or do not care to exercise the effort to cite in their writing all quotations, paraphrases, informational claims, and concepts. While common knowledge does not have to be cited, you must be very careful about labeling something “common knowledge.”

The requirement to cite each instance of each idea or informational claim entails that if you use a source with ideas or information on various pages (particularly if the information is not all in one continuous passage), then she/he must include as many citations as there are passages to which you refer. Sources may include books, articles, pamphlets, films, television, radio programs, e-mail messages, conversations and/or the Internet.

Conversations and information from lectures and textbooks must also be cited. Papers or other work prepared for previous courses are in fact sources and students should check with instructors about the use of such materials.

Citations can appear as follows:

- Footnotes: Appearing at the bottom of the page where the citation occurs;
 - Endnotes: Appearing all together at the end of the paper; or
 - Parenthetical format: Modern Language Association and American Psychological Association styles.
- Students should check with their instructors to determine which style is required or preferred.

Consequences of Academic Misconduct

All members of the Capital community – students, faculty, and staff – have a role in upholding academic integrity, and may report a

violation to the Director of the Academic Integrity Board. Faculty members are responsible for awarding grades for academic performance (up to a grade of F for the course) and shall report all cases of academic integrity violations to the Academic Integrity Board. The AI Board is responsible for imposing penalties for integrity violations.

Minor Unintentional Violations

A faculty member may choose to work directly with a student to resolve what the faculty member believes is a minor unintentional integrity violation. However, the faculty member must still report such a violation to the Director of the Academic Integrity Board, using the AI Report Form. The report should provide: the name(s) of the student(s), the date and a description of the alleged violation, facts surrounding the alleged violation(s), and any documentation of the violation.

The Director will review the records within 24 hours to insure that this is a first time offense. If this is a first time offense, the faculty member will resolve the academic issue with the student and the Director will issue the student a warning for violation of the academic integrity policy. Such warning will provide written notice to the student that continuation or repetition of a violation of the academic integrity policy will result in more severe disciplinary action, and the student will be required to review the AI policy with the Director or attend an Academic Integrity seminar. If this is not a first time offense, the faculty member may resolve the academic issue with the student and the Director will initiate the Academic Judiciary Process of the Board.

Substantial or Intentional Violations

All substantial and all intentional violations of the integrity policy must be reported to the Director of the Academic Integrity Board, using the AI Report Form. The report should provide: the name(s) of the student(s), the date and a description of the alleged violation, detailed facts surrounding the alleged violation(s), the names of any witnesses (if available), and detailed factual information or documentation useful in determining the truth of

the charge(s).The Director will initiate the Academic Judiciary Process when a report of a substantial or intentional integrity violation is received.

