

# Student Resources

## Student Privacy Rights

FAES Academic Programs at NIH protects each student's education record following the Family Educational Rights and Privacy Act (FERPA) of 1974 of the federal government.

Students at the FAES Academic Programs at NIH have the following rights:

- The right to inspect and review one's own education records within 45 days of the day FAES receives a request for access
- The right to request to amend one's own education records if a student believes they are inaccurate or misleading
- The right to limit the disclosure of personally identifiable information designated by FAES as directory information

## Policy on Academic Integrity

The FAES Academic Programs at NIH prides itself on providing quality educational experiences and upholds the highest level of honesty, integrity, and mutual respect. It is our policy that cheating, fabrication or plagiarism by students is not acceptable in any form.

If a student is found to be in violation of any, or all of the below, his/her credits will be forfeited, and he/she may not be allowed to enroll in future courses or education programs administered by FAES.

- Cheating is defined as an attempt to give or obtain inappropriate/unauthorized assistance during any academic exercise, such as during examination, homework assignment, and class presentation.
- Fabrication is defined as the falsification of data, information or citations in any academic materials.
- Plagiarism is defined as using the ideas, methods, or written words of another, without proper acknowledgment and with the intention that they be taken as the work of the deceiver. These include, but are not limited to, the use of published articles, paraphrasing, copying someone else's homework and turning it in as one's own, and failing to reference footnotes. Procuring information from online sources without proper attribution also constitutes plagiarism.

Grade Disputes:

If a student does not agree with the grade an instructor assigned in a given course, the student must contact the instructor first to attempt to resolve the disputed grade. The initial dispute should be made within 30 days of the final grade being posted. If the instructor and the student are unable to reach an agreement, the student may present his/her argument to the Assistant Dean of Education in writing with supporting facts and documents. Facts considered during a grade dispute include but are not limited to:

1. Whether there was an arithmetic error;
2. Whether the faculty member applied consistent standards in assigning grades; and
3. Whether the grade was a result of a faculty member's failure to follow the syllabus for assigning grades.

The Assistant Dean may solicit the instructor's evaluation in writing. The Assistant Dean then determines whether the disputed grade should be changed or retained and promptly informs the student and the instructor of its decision. The Assistant Dean's decision is final. Limited appeals to the Executive Dean are possible only regarding the Grade Dispute process, procedures or if new evidence is made available. This appeal must be made within 10 days of the receipt of the Assistant Dean's decision and include all supporting documentation.

# Inclusion and Accessibility

FAES does not discriminate on the basis of race, color, religion, sex, age, handicap, national or ethnic origin or veteran status, in the administration of its educational policies, admissions policies, scholarship programs, and other educational programs.

FAES is an equal opportunity provider and employer. Individuals with disabilities who need reasonable accommodation to participate in our classes should contact FAES in advance either through email at [registrar@faes.org](mailto:registrar@faes.org).