

# Student Handbook



## Course Policies

# Attendance Policy

## Attendance Policy

Enrolled students are expected to complete the entire course, and even unavoidable absences do not relieve them from being responsible for work assigned during the course. Students may not attend classes until they have officially registered for the course through FAES's online registration portal or by submitting a complete Enrollment Form to FAES.

# Enrollment Options

## Enrollment Options

### Credit

One credit corresponds to 15 standard classroom hours. A standard classroom hour is defined as 50 minutes of instruction time and 10 minutes break. Students registered for credit must complete all coursework as required by the instructor.

### Audit

An auditor must pay the same tuition fee and meet the same prerequisites as a credit student. S/he receives full privileges of class participation, if s/he chooses to exercise them. An auditor does not receive a grade or credit; s/he receives a grade of "AUD."

## Enrollment Status Changes

Students may request status change from credit to audit, or vice versa, provided the request is submitted in writing to the FAES Academic Programs at registrar@faes.org and in accordance with the published timeline. Reporting a credit- audit change to the instructor does not constitute an official change. Students who have been sponsored by their home institutions or employers to take FAES courses must submit written approval from their Administrative Officers when requesting a change from credit to audit.

# Certificates and Badges

## Certificates and Badges

### Certificate of Completion

Students who complete the required curriculum in either of the two Advanced Studies programs will earn a certificate of completion. A physical copy of the certificate will be mailed to the student's address at no cost.

## The 'Dean's Seal of Excellence' Badge

Students may be eligible for the 'Dean's Seal of Excellence', a digital badge issued by the FAES Academic Programs that signifies successful completion of a specific series of courses and/or outstanding performance during coursework.

## The 'Prevailing Science' Badge

To earn the interdisciplinary badge, 'Prevailing Science' students have to successfully complete a minimum of 10 credits by taking designated courses within at least 3 different departments over one academic year. To qualify for the badge, students must receive a B or better in all courses related to the badge. View the list of courses in the 2020 Fall term that can apply to the Prevailing Science: A Pandemic World badge.

# Course Levels and Grading Policy

## Course Levels and Grading Policy

The FAES Academic Programs at NIH offers courses at the following levels:

1 to 99 | general adult education (*may not be at undergraduate level*)

100 to 199 | lower-college level (*Freshman/Sophomore*)

200 to 299 | upper-college level (*Junior/Senior*)

300 to 399 | senior and graduate levels

400 to 499 | graduate students and qualified seniors

500 to 600 | graduate and/or professional level

600 to 700 | Board Examination subspecialty courses

FAES Academic Programs at NIH courses are graded as follows:

A+	
<b>A</b>	<b>Excellent</b>
A-	
B+	
<b>B</b>	<b>Good</b>
B-	
C+	
<b>C</b>	<b>Adequate</b>
C-	
D+	
<b>D</b>	<b>Minimum Passing</b>
D-	
<b>F</b>	<b>Failure</b>
<b>I</b>	<b>Incomplete*</b>
<b>AUD</b>	<b>Auditor</b>
Pass/Fail	

*\*\*I\*\* indicates that the required coursework has not been completed. "I" may be changed to another grade if the student provides the instructor with a satisfactory explanation and arranges to complete the work within a reasonable time. As of 7/1/2020, an incomplete (I) received must be resolved by the end of the following semester or grade automatically converts to a failing (F) grade.*

# Course Materials

## Course Materials

### Textbooks

Required and recommended textbooks can be added to a purchase at the time of registration. Book orders are fulfilled by the FAES Bookstore within 1-2 business days pending availability. The textbooks will be shipped for a flat fee (\$10.00) or in-store pick-up is available at no cost.

### Textbook Returns

A full refund will be given for textbooks unopened and in original condition returned prior to one week from the first day of class. Textbooks purchased after the first week of class (but before the final week of class) must be returned within 2 business days of purchase. Textbooks purchased during the last week of classes or final exams are not returnable/refundable. Any textbooks returned via mail, will be at the customer's expense.

### Copyright

All course materials are the property of FAES (or the publisher) and are to be used for the student's individual academic purpose only. Any dissemination, copying, reproducing, modification, displaying, or transmitting of any course material for any other purpose is prohibited, will be considered misconduct, and may be cause for disciplinary action. In addition, encouraging academic dishonesty by distributing information about course materials or assignments which would give an unfair advantage to others may violate the FAES Academic Integrity policy. Course materials may not be exchanged or distributed for commercial purposes, for compensation, or for any purpose other than use by students enrolled in the course. Distributions of course materials may be subject to disciplinary action.

# Course Withdrawal Policy

## Course Withdrawal Policy

### Drop Policy

Students may drop courses through self-service by logging into the Student Portal until the 2nd week of the term.

Alternatively, the intent to drop a course at the FAES Academic Programs **must be made in writing** to the Academic Programs at registrar@faes.org. **Reporting a course withdrawal to the instructor is not considered official.**

The dropped course will not appear on students' academic transcript.

## Sponsored Students

Students whose courses will be paid for by their employers need to coordinate in advance with their Administrative Officers or HR departments to determine whether they are liable to pay the prorated portion of the tuition in cases when they wish to drop a course.

Students who are recipients of an FAES scholarship will have the prorated tuition withheld when refunds are to be paid due to dropping a course.

## Involuntary Withdrawals

Students are allowed to drop a course involuntarily for the following reasons:

- Illness of student or immediate family member (child, parent, spouse, or member of household)
- Death of student or immediate family member (see above)
- Called to active military duty via enlistment, activation, or deployment (**Note:** Fees are non-refundable.)

In all cases, appropriate written documents of substantiation must accompany the request for withdrawal. Examples include: physician's note specifying the dates of treatment and that the illness made it impossible for student to continue enrollment in classes; notice, newspaper article, or funeral program; copies of military orders signed by an appropriate official, etc.

# Refund Policy

## Refund Policy

### Tuition Refunds

To obtain a refund, a course must be officially dropped by the refund deadline, as indicated in the academic calendar. The intent to drop (withdraw from) a course must be made in writing to the FAES Academic Programs at **registrar@faes.org**. Reporting a course withdrawal to the instructor is not considered official.

Refund of tuition fees will be granted only in cases when the FAES Academic Programs is notified in writing and in accordance with the published schedule for full-semester courses. For a refund schedule for courses of shorter duration, please contact the FAES Academic Programs at registrar@faes.org.

Refunds will be computed as of the date the written intent to drop is received in the FAES Academic Programs Office. In no case will tuition be reduced or refunded because of lack of attendance in classes or because students failed to consult with the instructor in advance of registration, in cases when the course description indicates that students must email the instructor for permission to enroll in the class.

**A week before the start of term** 100% tuition refund  
**During the 1st week** 80% tuition refund  
**During the 2nd week** 50% of tuition refund  
**After the 2nd week** no refund and no withdrawal will be granted

**Note: All refunds are subject to a \$25 refund/withdrawal fee per course.** Refunds will not be granted to students who do not have a clear financial record with FAES.

**Note:** Fees are non-refundable.

## Textbook Returns

A full refund will be given for textbooks unopened and in original condition returned prior to one week from the first day of class. Textbooks purchased after the first week of class (but before the final week of class) must be returned within 2 business days of purchase. Textbooks purchased during the last week of classes or final exams are not returnable/refundable. Any textbooks returned via mail, will be at the customer's expense.

## Courses Canceled by FAES Academic Programs at NIH

FAES reserves the right to cancel a course due to insufficient enrollment. In such cases, students will receive a 100% refund of tuition and fees. Further, FAES reserves the right to limit registration, and to cancel, combine, terminate, or postpone courses, and to require the withdrawal of any student at any time for any reason that FAES deems sufficient.

## Inclement Weather Policy

FAES Academic Programs courses are held in federal government facilities. Consequently, FAES follows the snow and dismissal procedures of the Office of Personnel Management (OPM). When government offices are opened late or closed early or all day due to hazardous weather conditions, or when hazardous weather conditions are probable for the daytime workshops or evening academic courses, classes will not be held.

FAES will notify students and faculty in advance of any delayed start or cancellation due to inclement weather. If in doubt, students are welcome to send inquiries to [registrar@faes.org](mailto:registrar@faes.org) or call 301-496-7976.

## Degree Partnerships

## Degree Partnerships

## Credit Transfers to Accredited Institutions

Students who wish to transfer FAES academic credits to other institutions in the U.S. or worldwide should not assume that courses taken at FAES will be automatically accepted in transfer, although FAES courses may be accepted in transfer by U.S. colleges or universities. Students who wish to work for an undergraduate, graduate, or higher degree should consult, in advance, with the institution from which they expect to receive their future degree, and, if applicable, receive approval for any courses at FAES at NIH that they plan to use toward their degree.

## Transfer of Credits and Advanced Standing Agreements With Higher Education Institutions in Area

FAES has partnered with area universities to offer FAES students unique academic opportunities and pathways of study toward degree completion.

## Harrisburg University

FAES students who successfully complete the FAES Advanced Studies in Technology Transfer or Advanced Studies in Bioinformatics, Harrisburg University will award six credits towards its Master of Science in Biotechnology.

## Hood College

FAES students who have completed certain courses at FAES in bioinformatics, public health, statistics, and technology transfer may waive up to nine credits, if accepted, into the following Hood academic programs: Bioinformatics Master's in Science degree or Certificate program; Master's in Biomedical Science; and, Master's of Business Administration.

## University of Maryland, Baltimore County (UMBC)

FAES students who have completed certain courses in bioinformatics and data science may waive up to fifteen credits if accepted into UMBC's Master of Professional Studies (MPS) in Data Science. Students admitted to the MPS in Data Science who choose to concentrate in bioinformatics may take up to 50% of their courses from FAES. Qualified UMBC data science students may take up to nine credits from certain FAES bioinformatics and data science courses, to be transferred as pathway courses into UMBC's MPS in Data Science. An additional six credits may be transferred in to fulfill core program requirements within the UMBC MPS.

## University of Maryland Global Campus (UMGC)

FAES students who have completed certain courses at FAES in bioinformatics and technology transfer may waive up to six credits if accepted into the following UMGc graduate programs: Master's in Biotechnology with a specialization in Bioinformatics; Master's in Biotechnology with a specialization in Regulatory Affairs; Master's in Data Analytics; and, Certificate in Bioinformatics.

To learn more about credit transfer opportunities at area universities, please email [registrar@faes.org](mailto:registrar@faes.org).

# Transfer and Advanced Standing Agreements

FAES has partnered with area universities to offer FAES students unique academic opportunities and pathways of study toward degree completion.

## Harrisburg University

FAES students who successfully complete the FAES Advanced Studies in Technology Transfer or Advanced Studies in Bioinformatics, Harrisburg University will award six credits towards its Master of Science in Biotechnology.

## Hood College

FAES students who have completed certain courses at FAES in bioinformatics, public health, statistics, and technology transfer may waive up to nine credits, if accepted, into the following Hood academic programs: Bioinformatics Master's in Science degree or Certificate program; Master's in Biomedical Science; and, Master's of Business Administration.

## University of Maryland, Baltimore County (UMBC)

FAES students who have completed certain courses in bioinformatics and data science may waive up to fifteen credits if accepted into UMBC's Master of Professional Studies (MPS) in Data Science. Conversely, qualified UMBC data science students may take up to nine credits from certain FAES bioinformatics and data science courses, to be transferred as pathway courses into UMBC's MPS in Data Science. An additional six credits may be transferred in to fulfill core program requirements within the UMBC MPS. This means that students in the MPS in Data Science with a pathway in bioinformatics, may transfer up to five of the FAES courses into the 10 course master's degree.

## University of Maryland Global Campus (UMGC)

FAES students who have completed certain courses at FAES in bioinformatics and technology transfer may waive up to six credits if accepted into the following UMGC graduate programs: Master's in Biotechnology with a specialization in Bioinformatics; Master's in Biotechnology with a specialization in Regulatory Affairs; Master's in Data Analytics; and, Certificate in Bioinformatics.

To learn more about credit transfer opportunities at area universities, please email [registrar@faes.org](mailto:registrar@faes.org).

## Transcripts

# Transcripts

### Official Transcripts

Official transcripts can be requested online at FAES's Parchment transcript ordering service.

*Official transcripts are \$10.00 per transcript (electronic), and \$10.00 per transcript, plus applicable mailing fees (paper).*

Transcripts are typically processed within one–three business days of receipt.

### Unofficial Transcripts

Unofficial transcripts are available through self-service in the Student Portal OR they can be requested by filling out the Unofficial Transcript Request Form on the FAES website.

Unofficial transcripts are available at no cost.

# Tuition and Fees

## Tuition Rates

### Tuition Rates

FAES Academic Programs at NIH offers great value and unparalleled cost-effectiveness. Tuition for credit-bearing courses is \$250.00 per credit, unless otherwise noted. Courses are typically 1-4 credits, thus the tuition for most courses is between \$250.00–\$1,000.00. Please consult the course description section to determine the credit hours for each course.

**Members of the NIH Community are eligible for 25% reduced tuition (\$186.00 per credit).**

*Students 65 years and over are eligible for 50% reduced tuition (\$125.00 per credit).*

*Discounts cannot be combined or applied to already discounted courses.*

## Payment Policies

### Payment Policies

FAES is a non-profit organization dedicated to providing an affordable and high-quality educational experience to the biomedical research community at the NIH and the general public. In order to continuously provide exceptional services, payments for classes must be received in a timely manner.

Self-funded students must pay for courses at the time of registration.

Students sponsored by their NIH labs or employers can enroll in the desired course online while waiting for authorization of payment. Receiving institutional approval for payment does NOT constitute enrollment in FAES courses. It is fully the responsibility of the student to either pay for their course registration or secure proper authorization for payment with their employer **PRIOR TO ATTENDING THE CLASS.**

**Third-party sponsors**, such as employers or **Administrative Officers at NIH institutes**, should submit payment prior to the course start date. In the event that an institute needs time beyond the course start date to process the request for training funds, please email us at registrar@faes.org for written permission to continue the course.

## Payment Options

### Payment Options

#### Payment Made by Credit Card

Self-funded students can make a payment through the Student Portal or alternatively via our secure Payment Portal.

**Third-party sponsors** should make a payment through our secure Payment Portal.

# Payment Made by SF-182 Training Nomination Form

FAES accepts the SF182 **VENDOR COPY** as payment for courses. If the course will be paid for with an SF-182 Government Training Voucher, please contact your Administrative Officer for guidance on your institution's internal process for requesting training funds. The VENDOR COPY - Training Nomination - SF182' document must be sent to [registrar@faes.org](mailto:registrar@faes.org) to ensure continued course enrollment.

## Fees

### Fees

#### Course Fees

**Technology Fee** | \$60.00 per course

**Late Registration Fee** | \$10.00 per course

**Tuition Refund/Withdrawal Fee** | \$25.00 per course

**Note:** Fees are non-refundable.

#### Transcript Fees

**Official Transcript Request (electronic)** | \$10.00 per transcript

**Official Transcript Request (paper)** | \$10.00 per transcript, plus applicable mailing cost

**Expedited Official Transcript (FedEx Next Day Delivery)** | \$35.00 per transcript

## Refund Policy

### Refund Policy

#### Tuition Refunds

To obtain a refund, a course must be officially dropped by the refund deadline, as indicated in the academic calendar. The intent to drop (withdraw from) a course must be made in writing to the FAES Academic Programs at [registrar@faes.org](mailto:registrar@faes.org). Reporting a course withdrawal to the instructor is not considered official.

Refund of tuition fees will be granted only in cases when the FAES Academic Programs is notified in writing and in accordance with the published schedule for full-semester courses. For a refund schedule for courses of shorter duration, please contact the FAES Academic Programs at [registrar@faes.org](mailto:registrar@faes.org).

Refunds will be computed as of the date the written intent to drop is received in the FAES Academic Programs Office. In no case will tuition be reduced or refunded because of lack of attendance in classes or because students failed to consult with the instructor in advance of registration, in cases when the course description indicates that students must email the instructor for permission to enroll in the class.

**A week before the start of term** 100% tuition refund  
**During the 1st week** 80% tuition refund  
**During the 2nd week** 50% of tuition refund  
**After the 2nd week** no refund and no withdrawal will be granted

**Note: All refunds are subject to a \$25 refund/withdrawal fee per course.** Refunds will not be granted to students who do not have a clear financial record with FAES.

**Note:** Fees are non-refundable.

## Textbook Returns

A full refund will be given for textbooks unopened and in original condition returned prior to one week from the first day of class. Textbooks purchased after the first week of class (but before the final week of class) must be returned within 2 business days of purchase. Textbooks purchased during the last week of classes or final exams are not returnable/refundable. Any textbooks returned via mail, will be at the customer's expense.

## Scholarship and Funding

# Scholarship and Funding

## Funding

FAES's core mission is to provide affordable academic courses that remain accessible to working professionals and researchers who are interested in furthering their education and career goals and meet the applicable prerequisites for the course.

FAES provides limited partial scholarships, offering up to 50% tuition discount per credit, to eligible students in need of financial assistance and who can make a short and compelling justification as to how the respective FAES course would help them in their career or professional development. The award of a scholarship is contingent upon the recipient taking the course for credit and completing the course satisfactorily, which is determined as "C" or above, or "Pass," when the course is graded on a Pass/Fail basis.

The **FAES Student Scholarship Fund** provides partial scholarships to postbac, graduate, and postdoctoral Fellows as well as NIH, non-NIH government or non-profit employees with limited income working in the research, practice, or education of health sciences.

## How to Apply

To apply, students should complete the Scholarship Application Form and submit the form electronically, including a current C.V./resume, to registrar@faes.org, with SUBJECT LINE: FAES Scholarship Application\_(insert last name here).

Only complete applications will be considered. All applicants, please be sure to first register for the course online. If you do not register, and the course fills up by the time the scholarships are determined, you will not be granted a seat in the course.

**All applicants will be notified of the outcome of their application during the last week of the regular registration period.**

## Deadline for Applications

**Fall 2020** | August 28, 2020

**Spring 2021** | January 22, 2021

**Summer 2021** | June 4, 2021

## Terms and Conditions

FAES will only consider applications for one course per semester. Expenses for textbooks are not covered.

The award of a scholarship is contingent upon the recipient taking the course for credit and completing the course satisfactorily, which is determined as "C" or above, or "Pass," when the course is graded on a Pass/Fail basis.

The application form is available on our website at [www.faes.org/ap](http://www.faes.org/ap).

## Student Resources

# Student Privacy Rights

## 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

### 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).

#### Guidelines for Disability Accommodations

FAES is committed to providing reasonable and appropriate accommodations to students with disabilities. Students with documented disabilities should contact Dr. Mindy Maris, Assistant Dean of Academic Programs.

## Harassment

### Harassment

FAES adheres to the NIH's harassment policies, which can be found at the following link: <https://hr.nih.gov/working-nih/civil/statement-workplace-harassment>.

Faculty and students in FAES courses are responsible for being familiar with the NIH's harassment policies and adhering to them.