

# OTHER ACADEMIC POLICIES

## Towson University Policies

### Privacy Rights of Parents and Students

Towson University is in compliance with Section 513 (protection of the rights and privacy of parents and students) and Section 514 (protection of pupil rights) of Title V Education Administration of the Education Amendments of 1974. University policies on this issue are spelled out in detail in Appendix B.

### Nondiscrimination in Education and Employment

Towson University policies, programs, and activities comply with federal and state laws and University System of Maryland regulations prohibiting discrimination on the basis of race, color, religion, age, national origin, sex, gender identity or expression, disability, and sexual orientation. For further information, contact the TU Office of Diversity and Equal Opportunity, 410-704-2360, [www.towson.edu/odeo](http://www.towson.edu/odeo).

### Maintenance and Disposition of Records

Students who do not register within one year of admission must submit a new application and appropriate admission credentials if they wish to take courses. All student records, including academic records from other institutions, are part of the official file and are retained subject to stated policies. They cannot be returned or duplicated for any purpose. Students should obtain their own copies of official credentials for advisory purposes and other personal uses.

### Confidentiality of Records

In keeping with the Family Educational Rights and Privacy Act of 1974, Towson University respects the confidential relationship between TU and its students by preserving, to the maximum extent possible, the privacy of all records relating to its students. Records are kept only on matters relevant to the academic admission process and to the student's progress toward a degree. The records will not be disclosed except upon student's written request, written consent, under legal compulsion, or in carefully circumscribed instances based on clearly defined policies of the university (see Appendix B).

### Substance Abuse Policy

Each student is expected to read and abide by the policies and regulations of Towson University concerning drug and alcohol abuse. The substance abuse policy is found in Appendix D.

### University E-mail Policy

All students, faculty and staff members are issued a TU email address and must establish their TU email account. This account must be used for any and all communication to and among students, faculty and staff as well as departments, offices and units on TU matters or business. It is the responsibility of each account holder to monitor email on a regular basis.

## Graduate Policies

### Student Responsibility

It is the responsibility of the student to become knowledgeable of and to observe all TU policies, regulations and procedures. In no case will a waiver of requirements or an exception be granted because a student pleads ignorance of policy or regulation or asserts that information

of specific requirements was not provided by an adviser or other TU authority. The student should become especially familiar with:

1. the regulations in this catalog,
2. the section presenting requirements for the degree sought, and
3. the offerings and requirements of the student's major department.

Policy for graduate study, as stated in this current catalog, is in effect for all students admitted to a program for the current academic year, and under which the student operates through the term of their study toward completion of degree requirements (subject to the disclaimer in the next paragraph).

While the provisions of this catalog will ordinarily be applied as stated, the catalog and the information contained herein do not constitute a contract. Towson University reserves the right to change any provision listed in this catalog, including but not limited to academic requirements for graduation, without actual notice to individual students. Every effort will be made to keep students advised of any such changes. Information on changes will be available from advisers and in the dean's office. It is especially important to note that it is the individual student's responsibility to keep apprised of current graduation requirements for the particular degree program.

### Academic Integrity

Students are expected to maintain a high standard of academic integrity. Inappropriate classroom conduct and violations of academic integrity may result in course-related sanction. See Appendix F (<http://catalog.towson.edu/graduate/appendices/appendix-f-student-responsibilities-rights>) for the Towson University Academic Integrity Policy.

### Academic Standards, Appeals, Hearings and Grievances

Students are expected to abide by all policies and procedures of their academic program and department, and of Towson University. Policies and procedures for appeals, hearings and grievances are found in Appendix F (<http://catalog.towson.edu/graduate/appendices/appendix-f-student-responsibilities-rights>) of this catalog. In all cases involving disciplinary action or other charges, procedures of due process are followed.

### Exceptions to Academic Policies, Regulations or Requirements

Exceptions to academic policies, regulations or requirements, as stated in this catalog or elsewhere, are rarely made, and then only for truly extenuating circumstances. Students who believe an exception is justified are to follow procedures outlined in Appendix F (<http://catalog.towson.edu/graduate/appendices/appendix-f-student-responsibilities-rights>).