

The Official Guide FOR EXTERNAL STUDIES



**External Studies Policies and Procedures and
FAQ's (frequently asked questions).**

2007-2008 STUDENT EDITION

Dear Student:

Welcome to the External Studies Program at Roosevelt University. You are joining thousands of students who have taken external courses since the program was developed in 1974. Last year, the program enrolled over 1,000 students. Most of these students report very positive experiences with their instructors, and many of these students continue to take external courses throughout their academic careers. I'm sure you will have a positive experience as well.

This Official Guide to External Studies is designed to be user friendly and to address most of your concerns. We have written this guide in a question and answer format to make it easier for you to find the specific information you need. I recommend that you read the entire guide over once at the start of your external semester and then use it as a resource as issues arise.

We have provided a self administered true or false quiz at the end of this guide to test your knowledge and understanding of the rules and policies of the program. We encourage you to take a few minutes to review this exercise.

We recognize that no guidebook can answer all questions. Please feel free to call our office or your instructor with any concerns not covered in this book.

Sincerely,

**Army Reichler
Director of External Studies
Roosevelt University**

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THE EXTERNAL STUDIES PLEDGE

The External Studies Program (ESP) and its staff are committed to high quality service. Our commitment is represented in the following pledge:

- **WE PLEDGE** to provide students with a high standard of customer service.
- **WE PLEDGE** to be respectful of the individual academic needs of our students.
- **WE PLEDGE** to treat each student with impartiality and dignity.
- **WE PLEDGE** that we will fill a student's request for modules (course work-study materials) within ten working days of receipt of registration. The student will be notified of any delays.
- **WE PLEDGE** that students who register early will be sent their course material within ten days after the start of the semester in which they are enrolled.
- **WE PLEDGE** to have all copies of modules available for students to review at the Schaumburg and the downtown campus libraries.
- **WE PLEDGE** the faculty will grade assignments within ten working days of receiving them. The exception to this policy will be in the last two weeks of a semester, when materials will be graded within fifteen days after receipt by the instructor.
- **WE PLEDGE** that the faculty will return student calls within five working days from the time of the student's original call to the instructor.

HELP US TO FULFILL THESE GOALS

Please do the following to help the External Studies Program efficiently serve you:

- Carefully read the Official Guide for information about the policies and procedures of the program.
- Direct academic questions such as requests for extensions to your instructor, not to the ESP Office.
- Direct procedural issues to the ESP office directly.
- Be patient. Give the ESP staff ten working days from the beginning of the semester in which you are enrolled to mail out materials for your ESP courses.

It is not necessary to inform the ESP staff that you are sending in an assignment or to check whether an assignment you just mailed was received. However, if you have not received an assignment back within four weeks, please contact us. We will investigate the situation and report back to you on the status of your material.

Arny Reichler, Director, ESP

Jump STARTING THE COURSE



How Do I Begin the Course?

- Students in BGS courses begin at Step I
- Students in all other courses begin at Step II

STEP I

If you are a BGS seminar student, please carefully review the study plan provided for each course. This study plan will instruct you how to start your courses. If the study plan offers a choice of modules, request the ones you want from the ESP Office in writing or by fax at (312) 281-3308. The requested modules will be sent to you within ten working days.

When you request modules, please include the following information as well as any change in name or address:

- Your Name
- Course Number and Title
- Semester of Registration
- Name of Instructor
- Name of Module(s)

STEP II

Direct all inquiries about course content to your assigned instructor.

STEP III

Submit assignments in a timely fashion so that your course is completed on schedule. Submit modules as you complete them; it is usually best not to send in all work at the same time.

STEP IV

Your instructor has up to two weeks to grade your assignments. If your module is not returned within three weeks, contact your instructor. Inform the ESP program only if the instructor fails to respond.

CHANGE OF INFORMATION

What do I need to do if my address or phone number changes?

If your address, phone number or name has changed recently, please let us know so we can change our records. Be sure to include your student ID number when sending this information. You may send the information by email to espinfo@roosevelt.edu or by letter to:

External Studies Program
Room 211 CPA
Roosevelt University
430 S. Michigan Ave.
Chicago, IL 60605

You should also contact the Registrar's Office directly or via the University web site, so they can change your information as well. (Chicago Campus 312-341-3535, Schaumburg Campus 847-619-7950)

SENDING ASSIGNMENTS

Where do I return my assignments?

When you have finished a module, return your assignments to the ESP address given below. Include only the following information on the envelope:

**External Studies Program
Room 211 CPA
Roosevelt University
430 South Michigan Avenue
Chicago, Illinois 60605**

How do I turn in my assignments?

We prefer that assignments be mailed to the office or e-mailed to your instructor. When directly e-mailing your instructor, please send a copy of your email to espinfo@roosevelt.edu for record keeping purposes.

Schaumburg Campus students may drop off their assignments at the Robin Campus mailroom, room 101, after obtaining an inter-office envelope from the information desk.

Are there any special instructions I should follow?

- **Be sure to keep copies of all your work.** This will prove invaluable as insurance against materials being lost in the mail or as reference in case your instructor has a question about your assignment.
- **Send only the assignments.** Please do not enclose the assignments in binders.
- When you have completed your course, **return only loaned materials.** (They are clearly marked).

Please remember to provide the following information on all course work submitted:

Print Name: _____
Course #: _____
Registered: SP 2006 SU 2006 FA 2006
SP 2007 SU 2007 FA 2007
Instructor: _____
Specific Module/Assignment: _____

How long will it take to have my assignment processed and returned?

- ESP staffers will forward your assignments to your instructor within five working days after receipt by the office.
- ESP staffers will mail assignments to you within five working days of receipt from the instructor. During peak mailing and processing periods it may take up to ten days. (Please allow two weeks for the instructor to grade your assignment and another week for the U.S. mail to deliver the assignment).
- Do not contact the ESP Office regarding your assignments until you are certain there is a problem with the transmittal of the assignment.

TEXTBOOKS

What books will I need?

Required textbooks are listed in the front of each module.

How do I buy my books?

Texts may be purchased at:

Roosevelt University Bookstore
431 South Wabash
Chicago, Illinois 60605
312-341-3592

Or

Schaumburg Campus Bookstore
1400 North Roosevelt Blvd.
Schaumburg, IL 60173
847-619-8660

Be sure to specify that you need External Studies textbooks when contacting the bookstore. For your convenience the bookstore has set aside a special section with the External Studies books. (Quick tip – bring your module with you when purchasing textbooks for ease in locating correct text.)

What if I can't come to a bookstore?

If you are unable to purchase texts in person, you may contact the bookstore by phone or on-line at: www.whywaitforbooks.com .

- They will inform you of the total cost of your order including the price of the book(s), shipping costs, and sales tax. You can pay by credit card, money order or personal check. Personal checks are accepted with driver's license and phone numbers.
- Make money orders or checks payable to the **ROOSEVELT UNIVERSITY BOOKSTORE**.
- Your book(s) should arrive by United Parcel Service (UPS) no later than 14 days after receipt of your money order.
- If your book hasn't arrived after this period of time, contact the bookstore directly.

How do I get my money back if I drop the courses?

Refunds for textbooks are handled by the RU bookstore.

External Studies students will have 30 days from their ESP Registration Date to obtain a full refund. The bookstore requires you to provide proof of your External Studies start date (located in the back of "The Official Guide for External Students"), a copy of your drop slip and your original sales receipt.

TIME LIMITS AND GRADES

How long do I have to work on a course?

Up to six months.

What if I want to finish my course in less time?

Many students complete their courses in less time. It is up to you how to pace your work for an external course.

What if I don't complete my course in six months and I have not made arrangements for an extension?

The letter grade of "F" will be issued and you will get no refund for the course.

How will I be graded for my ESP course?

A temporary grade of "IP", in progress, will be issued if a course is not completed by the end of the semester of registration. It will be replaced by a permanent letter grade when the course ends. IP grades do not change your G. P. A., but may impact your financial aid eligibility. Instructors will generally submit "F" grades if no work has been completed at the end of the six-month semester or if an extension has not been granted. IP grades automatically convert to an "F" after one year if no grade has been submitted by your instructor; so it is important to complete your work within the 6-month time frame.

Can I take an external course pass/fail?

ESP students have four weeks from the start of the semester to select the pass/fail option. If you wish to take an external course pass/fail you need the permission of your instructor and your academic advisor. A pass/fail grade option form must be submitted to the registrar.

When will I get my final grade?

Your grade will be posted on the RU Access system located on the RU website (www.roosevelt.edu) as soon as the grade is submitted by the teacher and processed by the ESP office. If you do not have access to the internet call the Registrar's Office at (312) 341-3526 in Chicago or at 847-619-7950 in Schaumburg for assistance.

Does the External grading system differ from the one on campus?

External students are graded according to the same standards that apply to students enrolled in on-campus courses.

Can I take my full six months to complete an external course even if I am a ROOSTR student?

The policy of the External Studies Program allows students six months to complete their courses. For information on rules regarding special payment plans for students or company sponsored tuition plans, check with the Office of Student Accounts. Students on financial aid probation should not take External Studies Courses. Check with your Financial Aid counselor for more information.

EXTENSIONS

What is an extension?

An extension allows a student to take longer than six months to complete an external course. Extensions may impact future financial aid eligibility. Check with your financial aid counselor whenever you request a course extension.

Is my instructor obligated to give me an extension?

Except in cases where essential materials required for the course have been unavailable to you, the instructor is under no obligation to grant an extension.

How long can an extension be granted?

An instructor can extend a course from one day up to three months beyond the original end date for a course.

How do I request an extension?

All requests for extensions are to be made directly to your instructor. It is recommended that extension requests be made in writing and transmitted via the ESP office to your instructor at least 3 weeks prior to your original course expiration date. You may also e-mail an extension request directly to the instructor.

A Request for an extension to the instructor should include:

- A statement of work you have completed
- A schedule for completing the remaining work
- An explanation and documentation as to why your work was not completed on time.

At least 1/3 of the required course work must be submitted before an extension can be granted.

What are valid reasons for being granted an extension?

- Essential materials required for the course were not available; e.g. modules or text were unavailable to you.
- A significant illness, either yours or an immediate family member's, is preventing you from working on the course. If you are able to complete other courses during the time you or your family member is ill, this will invalidate your excuse. You must provide verification from a doctor or health care provider.

Will I be penalized if I am granted an extension?

The instructor decides if there will be any penalties. Students may be subject to a full grade penalty for work submitted after their original external studies semester has been completed. You may also be in jeopardy of losing your financial aid. Check with your financial aid counselor.

LIBRARY PRIVILEGES

Do I have library privileges?

Yes, you are entitled to library privileges for the time you are enrolled in an external course. Your Roosevelt ID is your library card. You can obtain an ID in the Registrar's Office or if you live out of the area, contact Army Reichler, Director of External Studies at 312-281-3165 or Carol Rogowski, Program Coordinator at 312-281-3166 and we will help you get a Roosevelt ID.

The Roosevelt University Library web page is your gateway to information.

www.roosevelt.edu/library

What does the library offer?

The Roosevelt Library web page provides access to Roosevelt's online book catalog and links you to over 100 online resources that contain citations to scholarly journals, magazines, newspapers and reference works. Many of the RU Library's journal databases provide articles with the complete text and graphics from the journal. For articles without the full content, the library offers an interlibrary loan service. Interlibrary loaned articles may be picked up at the campus of your choosing and some may be available to be emailed to you.

Can all library databases be accessed remotely?

Most of the databases to which the library subscribes can be accessed remotely. The library is using a software program called EZProxy to provide you with remote access to the majority of our databases. This software authenticates users as registered students. Enter the number on your Roosevelt ID card; it should begin with the numbers 23311, followed by a 9-digit number that begins with 9. If it does not accept this number, call one of the Circulation Desks listed below and explain the situation to them. They will check the library's patron database to see if you are listed. If you are not in this database, they will check the university's Banner database to verify your status as a student. They can then enter you into the library's patron database.

Chicago Campus – Circulation Desk
312-341-3639/49

Schaumburg Campus – Circulation Desk
847-619-7980

How do I get a book?

ILLINET Online, RU's online book catalog, includes the holdings of the Roosevelt University Library and 64 other Illinois academic libraries. Books can be ordered from any library in ILLINET Online with your Roosevelt I.D. number. Students living outside the state of Illinois can link to WorldCat at the "Online Resources A-Z link" found on the library home page. Be sure to click on "Display All Libraries" to select a library in your state.

Roosevelt's Reference Librarians provide assistance in person, on the telephone or via e-mail. In addition to the more traditional reference services such as locating specific information or assisting with research papers, the reference staff offers guidance in computer database selection, searching and other online services. Reference Librarians can help with your research and assignments on a broad range of subjects.

To contact the libraries:

Chicago/Auditorium Library 312-341-3643 E-mail: refdt@roosevelt.edu

Chicago/CPA Electronic Reference Library 312-281-3198

Schaumburg Campus Library 847-619-7980 E-mail: rbnlib@roosevelt.edu

TRANSFERRING BETWEEN COURSES

What are the policies on transferring between internal and external courses?

- Check the RU Schedules or Registrar's office for the last day to register for an ESP course for the current semester.
- All transfers must be for the original semester of registration.

Below is the transfer policy regarding External Studies Courses:

- You may transfer from one external course to another external course up to eight weeks into the semester of registration.
- You may transfer from an external course to an on-campus or on-line course during the first week of class, with the permission of the instructor and or advisor.
- Any course transfer requires a change of program (drop/add form), approved by your academic advisor.
- You may also add or drop an external course on the web after you have received the consent from your advisor.

WITHDRAWING FROM AN ESP COURSE

How do I withdraw from an ESP course?

If you officially withdraw from an ESP course within **fifteen weeks** from the date of your ESP registration, you will receive a grade of “W”. To be issued a “W” (withdrawal grade):

1. You must fill out a change of program form with the Registrar. (Your ESP official date of registration is located on the back cover of this guide.)
2. The change of program form must be signed by your academic advisor, submitted to the Registrar’s Office and certified by the Office of Student Accounts.

What happens if I am past the fifteen weeks limit?

- If you make your request after fifteen weeks and little or no work has been submitted, you will receive a grade of “F”. If you have completed a significant amount of work, your instructor will determine the grade.
- Appeals for a grade of “W” after fifteen weeks must be made to the Registrar’s Office by first obtaining the tuition/petitions forms from the Registrar and following their instructions.

REFUNDS

How is the amount of the refund determined?

It is based on the date that external studies materials were issued to you. See the table below

Refund Table

Before first module is issued	100% refund
1-30 days from date of issue	90% refund
31-45 days from date of issue	60% refund
46-60 days from date of issue	30% refund
60+ days from date of issue	0% refund

Do I get a refund if I have done no work in the class?

- The refund policy applies, even if you have done no work in the class.
- If one credit hour has been completed and then graded, there will be no refund.

EXAMINATIONS

Are there exams in external studies courses?

Yes. The number and nature of exams are determined by the author/instructor of the course.

How do I arrange to take an exam?

On campus

You can schedule an exam, to be taken at either campus, by calling the External Studies Office at 312-281-3196 or 3195, at least one week in advance of your test date. You will need to provide the External Studies staff with the course name and number along with the test you need to take. If there is no answer, please leave your name, student ID and phone number and someone will call you back

Exam Schedule

(subject to change without notice)

Chicago Campus:

Wednesday 4:30 p.m.

Thursday 4:30 p.m.

Saturday 10:00 a.m.

Schaumburg Campus:

Monday 4:30 p.m.

Wednesday 4:30 p.m.

Off Campus

You must submit the name, address, phone number, title and institutional affiliation of your proposed proctor to the Director of External Studies or to the ESP Program Coordinator at the Schaumburg campus at least two weeks before an exam is to be taken. You will then be informed if the proposed proctor is acceptable.

If the Proctor is approved, you will need to contact both the ESP Office and the proctor to make arrangements to take the examination at least one week in advance. You are responsible for paying any charges imposed on you by an outside proctor for administering an exam.

Proctors should be:

- Personnel officers of corporations or the military
- Librarians
- Faculty or administrators of other educational institutions
- Embassy personnel for students out of the country
- Other professionals approved by the Director of the ESP

What are the procedures for taking exams?

- Students can only take one exam per course per week, without the consent of their instructors or the Director of the External Studies Program.
- Students must present a photo ID, such as a valid Roosevelt University ID, driver's license, passport or official document to the proctor.
- A student cannot handle an exam after it has been completed and submitted to the proctor.
- Students cannot bring cellular phones or laptop computers into a test area.
- All exams must be completed in one sitting. Leaving the test site after an exam has begun invalidates the exam. Take care of your personal needs before the exam starts.
- Exams must be completed in the time frame indicated. If you exceed the time limit for your exam, the test will be invalidated.

How do I review exam results?

Students will be informed of their exam grades by mail. For security reasons the ESP Office will retain all exams.

Students may review their exams at the Chicago or Schaumburg campus by making arrangements with a chief clerk of the ESP Office at 312-281-3196.

No copies of exams are given to students to keep without the approval of the course instructor.

ACADEMIC INTEGRITY GUIDELINES

What is the program's policy on Academic Integrity?

It is the same policy used in all university courses. The policy is fully stated below.

1. The Importance of Academic Integrity

Roosevelt University students are responsible for following the Standards of Conduct published in the Student Handbook. This includes the standard of academic integrity, which refers to honesty and responsibility in representing your own work and acknowledging the contribution of others.

Academic dishonesty includes cheating and unauthorized material on examinations, recycling of your own work without acknowledgment (e.g. submitting the same paper for different classes); the fabrication of information or making up sources; improper collaboration; and plagiarism.

All acts of academic dishonesty violate the very spirit of the university: They undermine the perpetrator's own learning; they are unfair to other students who do their own work; they violate the trust between professor and student; and they diminish the value of the degree for all students.

For these reasons academic dishonesty is taken very seriously at Roosevelt University, with consequences ranging from failing the assignment or the course to being expelled by the University.

2. Definition of Academic Dishonesty

There are many forms of academic dishonesty. In the broadest sense, it is any act that enhances a student's grade unethically and unfairly. This may be done by submitting someone else's work as one's own, in whole or in part; by failing to acknowledge assistance received; or by using unauthorized assistance in exams including notes or unauthorized advance knowledge of the test.

It is important that Roosevelt University students become familiar with these materials, as ignorance of the rules will not be accepted as an excuse when a student is caught in an act of academic dishonesty. Here, we will briefly define a few types of academic dishonesty, and then focus in greater detail on the act of plagiarism and how to avoid it.

Cheating

These actions are considered cheating:

1. Copying other students' work or allowing your own work to be copied.
2. Using unauthorized notes or sources when taking tests.
3. Using unattributed passages or phrases from sources, including textbooks, on tests.
4. Stealing or otherwise obtaining test materials before tests.

Recycling

Instructors expect that work submitted in a course is original work done for that course. While some instructors may allow you to revise an assignment done for another course or for a job, students must not assume that this is an acceptable practice.

These are examples of recycling:

1. Submitting your own work, which has been submitted and graded for an earlier course, for a second course.

Although the work is yours, you have not produced it for this particular course. That means you are attempting to pass your assignment off as original work when it is not.

2. Submitting your own published work as original work for a course.

Again, an instructor may be willing to negotiate with you on such reuse of work for a class, depending on how relevant the work is to the new assignment and how much editing of your original article was done before publication. You must consult your instructor before submitting such work.

If you want to reuse a paper you have written for another course, or one that you have had published, discuss this with your instructor. The instructor may recommend additions or revisions of this paper, or may recommend not using it at all. If you do rely on a previously written paper, be sure to cite it as though someone else wrote it, unless you have a different arrangement with the instructor.

Fabrication

Fabrication is simply "making things up." Clearly, manufacturing sources, information, quotes, situations, anecdotes, composite interviews, or anything else has no place in articles or papers based on reporting, review, analysis, or research.

Unauthorized Collaboration

Unless the instructor specifies otherwise, it is assumed that all work submitted for a grade is the student's own work. Work submitted as part of an authorized collaboration must properly cite the contributions of each individual. When working with a partner or a group on an individual assignment, it is easy to transgress the line between legitimate cooperation and plagiarism. Unless otherwise specified, the work you turn in is expected to be your own, based on your own research and understanding. When two assignments handed in by different students are very similar, an instructor may assume plagiarism has occurred.

Plagiarism

Plagiarism means using the work of someone else, in whole or in part, without giving credit. This includes all types of works, including music, computer code, works of art, and writing. Here, we will limit the discussion to the written word. You can plagiarize by obtaining a paper (free or for purchase) from a “paper mill”; by copying a paper from another student; by recycling one of your own papers from another class; by copying a published paper (even if it is your own); or by using ideas or words from any source (written or oral) without proper attribution.

Plagiarism may be committed with the intention to defraud (as in the first few examples), but may sometimes be committed unintentionally (as in the last example). This is why it is important for students to learn to recognize and avoid plagiarism. Ignorance of the rules will not be accepted as an excuse at Roosevelt University.

3. Definition of Plagiarism

Roosevelt University has adopted guidelines on academic dishonesty that are intended to help students avoid questions about the integrity of their work in university courses. These guidelines are based on two principles:

- Assignments turned in for a course are expected to be original work done specifically for that course.
- Information gathered from published sources (including Internet sources) and used in class assignments must be properly attributed.

Submitting a Paper or Assignment not Written by You

The most flagrant act of plagiarism consists of fraudulently handing in a paper as your own that was written, either entirely or in the most part, by somebody else. Regardless of the source of such a paper – whether borrowed from a friend, from the Internet, or from a published source – turning in a “stolen” paper or assignment results, at the very least, in failing the course for which the assignment was written (Section 8, Consequences of Plagiarism).

Cut-and-Paste Plagiarism

A little more work than simply handing in a copied paper, cut-and-paste plagiarists take paragraphs from different sources and cobble them together, perhaps connecting them with lines of their own for coherence. Unless these copied sections are properly identified and attributed as described below, this is a serious act of plagiarism. It also probably does not result in a good paper, even when proper attribution is used.

Lack of Citation or Improper Citation

In most academic papers, students are expected to use the ideas of others. Learning consists of using those ideas, combining them with those of others, and incorporating them into your own system of thinking. But it is necessary to properly identify and attribute words, ideas and facts you have learned while reading.

Students must learn the rules of proper citation and attribution, or they are likely to commit unintentional acts of plagiarism. Such violations of academic integrity will lead to failing grades or failing courses. It is your responsibility to understand how to properly cite information you have gathered for a specific assignment.

Examples

A few examples of plagiarism due to lack of or improper citation of sources are listed below. Guidelines for writing papers that avoid this type of plagiarism are provided in the next section.

a. Copying Without Citation

Any wording copied from another text must be clearly identified by quotation marks or as indented text, and the source must be precisely specified so that the reader is able to locate the text of such a direct citation.

Unique or distinctive phrases (the “apt phrase”), even if consisting of only a few words, must also be attributed to the author who coined them, by being placed in quotation marks and by referring to the exact source where those words can be found.

b. Improper Paraphrasing – Using the Ideas of Others without Attribution

When using someone else’s ideas, it is important do more than go to the thesaurus and change a few words. It is better to just cite the words directly. When paraphrasing, the original author’s ideas must be reproduced correctly, but in your own words, not duplicating the structure of sentences and paragraphs in the original. Any ideas, thoughts, arguments or reasoning you have learned from a specific source must be attributed to that source, no matter how much rewriting you did. You must specify the original source or be guilty of plagiarism.

c. Citing Facts

Individual facts, charts and figures, or information gained from charts and figures, must be attributed to the source where you obtained the information. If you find conflicting facts or numbers, cite both with the respective source.

d. Common Knowledge

You do not have to refer to a specific source when you are citing “common knowledge” or “commonly known” facts. What is “commonly known” is, of course, debatable, and may differ from discipline to discipline and from place to place. So the safe way to handle “common knowledge” is to cite it if you found out about it in a specific source, especially if you didn’t know about it before.

e. Copyright

You need to properly cite and attribute material, whether it is still under copyright protection or already in the common domain. However, you need to be more careful when citing large sections of copyrighted materials to avoid violating the “fair use” clause of the copyright statute. It is also good writing practice not to cite excessively from one source, so a well-written paper (with proper citations) is not likely to violate copyright law.

There are different reference styles that are used to identify and properly attribute copied text, paraphrased ideas, and the sources of facts cited in papers. At Roosevelt, the two most common citation styles are those recommended by the American Psychological Association (APA) and the Modern Language Association (MLA). APA style is used primarily in the social sciences and in education; MLA style is used in the liberal arts and humanities. Students must ask instructors which particular citation style they prefer.

Materials obtained from the Internet must include all relevant information that is provided in other publications: author (if available), title, the exact URL where the citation was found to enable readers to find your source, date of publication (if available).

4. Guidelines for Avoiding Plagiarism in Writing

Taking Notes

Avoiding plagiarism starts with careful note taking. Be sure to clearly mark exact quotes with quotation marks, even if it is just a few words; note the page number and the necessary bibliographic information. Copy citations exactly, marking any deletions you have made.

When paraphrasing in your notes, do not stick too closely to the wording in your source, but rewrite in your own words, always making sure you are not altering the original author's meaning. Develop a clear system for distinguishing between paraphrased and copied sections of your notes.

When using Internet sources, print them out to avoid too much cutting and pasting, which either leads to poorly written papers or to the temptation of plagiarizing by minimal rewriting.

Writing Your Paper

When writing your paper, always start with an outline (or a very short draft) that provides you with a guide of where you are going. Develop this outline by using your own reasoning, so that paragraphs and sections of your paper follow each other logically in your own mind. This way, your own ideas are more likely to guide what you are writing, though you are integrating the ideas of others in your text.

You should use your own language in most of the paper, using direct citations sparingly and only when they make a point that is difficult to rephrase or particularly well worded, and that fits well into your own reasoning. When using direct quotes, be sure they are well integrated with your own argument and interpreted in your text. A string of undigested quotations makes a very poor paper.

Write without looking at the original source when paraphrasing to insure you are not copying the language and structure of the original too closely. Go back to make sure that you have not changed the author's basic ideas. And be sure to cite the source of any ideas or information you use in your paper.

Communicating With Your Instructor

Get information on what reference style you are to use, and follow any guidelines for the assignment provided by your instructor. Be sure to communicate with your instructor concerning questions or problems with your paper. Your instructor may also be helpful in finding useful sources on your topic. Some instructors may be willing to read a rough draft of your paper and provide feedback before the final draft is due.

Saving Your Drafts and Your Notes

A series of rough drafts may be useful documentation to convince an instructor who suspects you of plagiarism. Also keep your notes.

5. Consequences of Academic Dishonesty at Roosevelt University

Penalties Imposed by Instructors

The penalty of blatant plagiarism with the clear intent to defraud at Roosevelt is, at a minimum, failure of the course involved. The instructor must also file a complaint with the Assistant Vice President for Student Services, where the complaint is kept in the student's file. Individual colleges and department may also have their own rules for reporting plagiarism.

If the instructor feels that the plagiarism was less serious, the student may fail the plagiarized paper or assignment or receive a lower grade in the course. In this case, it is up to the instructor to decide whether to file a complaint with the Vice President for Student Services to be placed in the student's folder.

Students may grieve the decision of the instructor by following the academic grievance procedure outlined in the Student Manual. However, a student may only grieve the instructor's judgment regarding guilt of plagiarism, not the instructor's choice of penalty or grade.

The Vice President of Student Services removes all records of academic dishonesty from student files if they are found innocent.

Penalties Imposed by the University

When plagiarism cases are referred to the Assistant Vice President for Student Services, instructors may recommend dismissal of the student. The Assistant Vice President for Student Services will also seek the dismissal of students who are repeat offenders.

The Assistant Vice President for Student Services handles these complaint as outlined in the Student Handbook in the sections titled "Disciplinary Violations," "Administrative Disposition of Policy Violations," and "Student Review Board Procedures."

6. Useful References

The two major styles supported by Roosevelt University are those of the APA and the MLA. Students may use the following publications as references for these styles:

American Psychological Association. (1998). *Publication Manual of the American Psychological Association* (4th ed.). Washington, DC: Author.

Gibaldi, J. (1998). *MLA Style Manual* (2nd ed.). New York: The Modern Language Association of America.

Gibaldi, J. (1999). *MLA Handbook for Writers of Research Papers* (5th ed.). New York: The Modern Language Association of America.

An instructor in a specific discipline (e.g. chemistry) may recommend another style and reference manual.

Information on Academic Integrity and Plagiarism is also available on the Roosevelt University web site at the following URL: <http://www.roosevelt.edu/plagiarism/default.htm>

This Roosevelt publication has used parts of a policy originally developed by Linda Jones for the School of Communication in the College of Arts and Sciences.

It also relied on many different policies published by other universities on the Internet. These will also be useful to the student, and some contain detailed examples of how to commit and avoid committing plagiarism. They are listed below:

<http://www.indiana.edu/~wts/wts/plagiarism.html>

Indiana University, Writing Tutorial Services: Plagiarism: What it is and How to Recognize and Avoid It

<http://alexia.lis.uiuc.edu/~janicke/plagiary.htm>

Lisa Hinchliff. (May 1998). Cut-and-Paste Plagiarism: Preventing, Detecting and Tracking Online Plagiarism.

<http://sja.ucdavis.edu/SJA/plagiarism.html>

Student Judicial Affairs, University of California, Davis. (October 1999). Avoiding Plagiarism: Mastering The Art Of Scholarship.

<http://www.csuabak.edu/ssric/Modules/Other/plagiarism.htm>

Earl Babbie. (October 26, 1999). Other Teaching Tools: Plagiarism. Social Sciences Research and Instructional Council, Teaching Resources Depository.

<http://www.georgetown.edu/honor/plagiarism.html>

Georgetown University Honor Council. (July 1, 1999). What Is Plagiarism?

<http://www.ou.edu/provost/integrity/>

University of Oklahoma. A Student's guide to Academic Integrity at the University of Oklahoma.

<http://www.northwestern.edu/uacc/plagiar.html>

Northwestern University. Plagiarism. Note: This is an excellent source of detailed examples of proper attribution for students.

http://owl.english.purdue.edu/handouts/research/r_plagiar.html

Purdue University Online Writing Lab. Avoiding Plagiarism.

<http://ed.oc.edu/writersblock/avoidplag/>

Longman Publishers Avoiding Plagiarism site – an interactive tutorial for students.

Internet Style References:

<http://www.apa.org/journals/acorner.html#pubmanual>

American Psychological Association, Author's Corner. Click especially on "Electronic Reference Format" and "Frequently Asked Questions."

<http://www.mla.org/>

Click on "MLA Style."

ACADEMIC HELP OR ASSISTANCE

Where can I get academic help or support for my studies in addition to my instructor?

ESP students can get academic help at the Academic Success Center. The Academic Success Center understands that ESP students are faced with unique needs and they can provide individualized academic support and tutoring across a wide spectrum of subject areas. Students can work on specific writing problems or use the center as a place to go to discuss special projects, paper topics, and /or ideas.

The Academic Success Center is located at both campuses. Please feel free to contact them:

Chicago Campus
Herman Crown Center Room 310
312-341-3810
jhelgeso@roosevelt.edu

Schaumburg Campus
Room 125
847-619-8846
tmccain@roosevelt.edu

ESP AND GRADUATION

If I am graduating, when should work be submitted?

If you are taking an External Studies course in the semester you plan to graduate, **all course work must be turned in three weeks before final grades are due.** Work submitted after that date will probably not appear on the Final Grade Roster and may prevent you from graduating with your class.

Can I take six months to complete an External Studies course if I am a graduating senior?

You need to conform to the rules of the Graduation Office. These rules are independent of the time limits for an external course.

EXTERNAL STUDIES AND FINANCIAL AID

If I am a financial aid recipient can I take External Studies courses?

Yes. External Studies courses can give you the flexibility you need to complete your degree program without interruption but you must complete the course(s) in a timely manner.

Roosevelt University complies with the federal law requiring financial aid students to meet minimum Satisfactory Academic Progress Standards. This law applies to you if you are receiving federal, state, or institutional funds including grants, scholarships, work-study, and loans.

This regulation concerns how many courses you complete in a given semester. It assumes that you are maintaining a minimum of a 2.0 RU cumulative GPA. Financial aid regulations require a 75% course completion ratio to remain in good standing for the end of each semester-fall, spring, and summer. **However, even if your cumulative grade point average is 2.0 or better, if you complete fewer than $\frac{3}{4}$ of the courses you registered for in a traditional semester (NOT in the six-month semester allowed by the External Studies Program) your financial aid will be affected.**

How does this regulation work?

Each semester, you register for classes. Some classes may be on campus, some may be online, and some may be the External Studies courses. You have to complete 75% of all of these courses by the end of the semester of registration.

PART-TIME STUDENTS

If you're a part-time student, you might take a 3-semester hour course on campus and 3-semester hour External Studies (ESP) course in the fall. If you complete the on-campus course but do not complete the ESP course by the end of the fall semester, you have completed half your courses or 50% even though you are within the 6-month ESP course time frame. Since you have less than 75% course completion ratio, you will be put on financial aid –not academic-probation. If you complete less than 75% of your courses in another semester, you will lose your financial aid eligibility and have to contact the Financial Aid Office to discuss your options.

FULL-TIME STUDENTS

If you are a full-time student, you might take 12 semester-hours in the fall, 9 on campus and 3 ESP. If you complete all but the ESP course by the end of the fall semester, you have completed 75% of your semester course load, and you remain in good financial aid standing. If, however, you take an Incomplete in an on-campus course, you have now completed only 6 of your 12-semester hour course load or 50%, and you will be placed on financial aid probation.

How can you benefit from the flexibility of the External Studies Program without jeopardizing your financial aid status?

The most important thing you can do is to plan your program of study.

- Register only for the External Studies courses you are sure you can complete in the semester of registration.
- Balance your on-campus or online courses with External Studies courses, so you are within the 75% range.
- Work with your academic advisor and your financial aid counselor to plan your academic schedule to coordinate with financial aid regulations.
- Refer to the Roosevelt University Undergraduate Catalog for more specific information on Satisfactory Academic Progress for Financial Aid or contact the Financial Aid Office for additional information.

STUDENTS QUESTIONS AND CONCERNS

Who do I talk to when I have a question or concern?

Academic Questions:

- If it is an academic issue, contact your instructor.
- If the issue is not resolved, contact the Director of the ESP Program, Army Reichler
- If the External Studies Director cannot resolve the issue, you may contact the Academic Department Chair.
- If the Academic Department Chair cannot resolve the issue then you may use the Student Academic Grievance Procedures listed in the RU Undergraduate Catalog on page 272.

ESP Program Questions:

- For other issues and concerns not covered above regarding the External Studies Program, its faculty, and staff, contact the ESP Director, Arny Reichler. If you are based at the Schaumburg Campus, you may contact the Program Coordinator, Carol Rogowski. The phone numbers and e-mails for Arny and Carol are listed at the end of the handbook.
- All concerns and complaints must be made to the Director within six months from the end of your original course expiration date. Your rights to adjudication of these concerns or complaints will expire at the end of that six-month period of time.

Financial Aid Questions:

- For financial aid questions, contact the downtown campus office at 312-341-3566 or the Schaumburg campus office at 847-619-8655.

Graduation Questions:

- For graduation questions and concerns, contact the Graduation office at 312-341-2064.

We are glad that you have chosen to take an External Studies Course and look forward to working with you as you pursue your academic goals. We welcome student feedback on your experiences as an External Studies student and encourage you to contact us with any comments or concerns.

Arny Reichler
 Director, External Studies
 Roosevelt University, Chicago Campus
 (312) 281-3165 or
areichle@roosevelt.edu

Carol Rogowski
 Program Coordinator, External Studies
 Roosevelt University
 (847) 619-8755 Schaumburg Campus
 (312) 281-3166 Chicago Campus
crogowsk@roosevelt.edu

Now that you have read this guide, you may want to see how well you have learned its contents. A perfect score qualifies you as an ESP scholar. Good Luck!

ESP QUIZ

ON POLICIES AND PROCEDURES

(Answer all statements True or False)

The correct responses follow the ESP Quiz



1. External courses are open to all students with their advisor's consent. _____
2. External students study at their own pace but have to get all of their work completed within six months. _____
3. External studies standards are tougher than standards for internal studies. _____
4. The refund for a course is based on the amount of work completed. _____
5. If you have an academic question you should call your instructor directly. _____
6. All modules are to be returned to the instructor. _____
7. The student may be required to purchase textbooks for external courses. _____
8. Students may finish their courses in less than six months.
9. Students can use a lap top computer to take exams.
10. Official grades for external courses are issued only by the Registrar's Office. _____
11. Students enrolled in an external course in one semester are allowed to transfer to an internal course the next semester with their instructor's permission. _____
12. Students must officially withdraw before fifteen weeks in order to get a "W".
13. Students should contact the External Studies Program if they are concerned about how an assignment is graded. _____
14. Students taking external courses must inform the office at least a week in advance to take an exam. _____
15. Students are provided with the date their courses are to be completed in their Official Guide for External Studies handbook. _____

16. A student must have completed at least 1/3 of the course work before an extension may be granted. _____
17. Having too much work to do in an internal class is an acceptable reason for being granted an extension. _____
18. External Studies Courses are equivalent to internal classes in terms of grades and financial aid. _____
19. A student who drops an external course after the module is issued is entitled to no refund. _____
20. A student expecting to graduate should complete all course and exams at least three weeks before final exams are due. _____

ANSWERS TO THE ESP QUIZ

1.T 2.T 3.F 4.F 5.T 6.F 7.T 8.T 9.F 10.T 11.F 12.T 13.F
14.T 15.T 16.T 17.F 18.T 19.F 20.T

COURSE TIME LIMIT NOTICE

This notice provides you with the essential information needed for your external studies course(s). Please pay special attention to the course expiration deadline, since you are expected to have all of your course work completed by then. Please keep this sheet handy for quick reference.

ESP REGISTRATION DATE IS:

Students who do not complete the course by the course expiration date may be given a grade of **F** at the instructor's discretion.

SEMESTER: SPRING_____ SUMMER _____ FALL_____

Course Expiration Date is:

Course 1:

Instructor 1:

Course Expiration Date is:

Course 2:

Instructor 2:
