

RULES AND REGULATIONS

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**THE RULES OF THIS CLASSROOM** The purpose of this information is to assist students in understanding proper classroom behavior. The classroom should be a learning centered environment in which faculty and students are unhindered by disruptive behavior. Students are expected to maintain proper decorum in the classroom. LeMoyne-Owen College is an institution of higher education that promotes the free exchange of ideas. However, students must adhere to the rules set forth by the Instructor. Failure to comply with classroom rules may result in dismissal from the class and/or the College. Faculty have the authority to manage their classrooms to ensure an environment conducive to learning (see LOC Student Handbook).

**Take responsibility for your education** - There is a common myth among some students that because they pay tuition they deserve to receive credit for the class. This is not true. In fact, most students pay only a portion of the cost of their education; taxpayers pay the rest. Instructors are here to create a learning environment. Whether you learn depends on your willingness to listen, ask appropriate questions, and do the work necessary to pass the course. If your academic preparation from high school is weak or if you have been out of school for a period of time, you may have to work harder and seek more help in order to succeed.

**Attend every class** - You will find that students who attend every class, listen to the instructor and take good notes will be more likely to pass (with a higher grade). If you have an emergency or illness, contact your instructor ahead of time to let me know that you will be absent. Important note: if you miss a class it is your responsibility to meet with the instructor, outside of regular class time, to determine a plan to make up the missed work.

The classroom is the temple of learning at Lemoyne-Owen College, Princeton, Yale, or at any academic institution. Before learning takes place there must be discipline in the classroom. I am a stern believer that each student in the classroom and the instructor must exercise common courtesies and exhibit a sense of civility. As a result, a certain degree of decorum is expected from all students in the classroom.

Being an LOC student requires appropriate adult behavior and respect for others. The Instructor can set classroom rules of conduct, require adherence to standards of civility appropriate to learning, and have the right to remove anyone for disruption or obstruction of those standards, or for violation of any law or College policy. Please refer

to the Student Handbook. The following is a sample of the list of behaviors and activities that will not be tolerated in the classroom during the class session. This list is not inclusive of all the activities that are prohibited in the classroom. If you have a question about actions or behaviors that are not listed, please ask me!

**1. NO ATTITUDES!!** (Please eliminate any immature attitudes) Please be sure that your decorum reflects expected typical decorum and civility of a college Senior. Being courteous in class does not mean that you have to agree with everything that is being said. However, your point will be much more credible if conveyed without rudeness, aggression, or hostility. If you strongly disagree with your professor, it is a good idea to speak with him after class. NON-COMPLIANCE PENALTY - Participation points penalty or dismissal from class

**2. NO ATTITUDES!!** (Please eliminate any immature attitudes) Please be sure that your decorum reflects expected typical decorum and civility of a college Senior. Being courteous in class does not mean that you have to agree with everything that is being said. However, your point will be much more credible if conveyed without rudeness, aggression, or hostility. If you strongly disagree with your professor, it is a good idea to speak with him after class. NON-COMPLIANCE PENALTY - Participation points penalty or dismissal from class

**3. No smoking, eating, or drinking.** NON-COMPLIANCE PENALTY - Participation points penalty or dismissal from class

**4. Telephones or electronic devices should be visible to you or the Instructor.** NON-COMPLIANCE PENALTY - Participation points penalty or dismissal from class

**5. Plagiarism & Cheating** Cheating is obtaining or intentionally giving unauthorized information to create an unfair advantage in an examination, assignment, or classroom situation. Plagiarism is the act of presenting and claiming words, ideas, data, programming code or creations of others as one's own. Plagiarism may be intentional - as in a false claim of authorship - or unintentional - as in a failure to document information sources using APA (American Psychological Association) or other style sheets or manuals adopted by the Instructor. Presenting ideas in the exact or near exact wording as found in source material constitutes plagiarism, as does patching together paraphrased statements without in-text citation. Disciplinary action may include a failing grade on an assignment or test, a failing grade for the course, suspension or expulsion from the college, as described in the Code of Conduct. NON-COMPLIANCE PENALTY - Lowering of final grade by one or two letters/failing grade/or dismissal from class.

**6. No hats, caps, bandanas, scarfs, bonnets, sombreros, fedoras, lids or headgear of any kind on your head during class time for Men or Women.** NON-COMPLIANCE PENALTY - Participation points penalty or dismissal from class

**7. Come to class prepared** - Students who forget common classroom supplies such as a pen, paper, books, etc. usually waste class time. NON-COMPLIANCE PENALTY - Participation points penalty or dismissal from class

**8. Take notes!**

**9. Your professor expects your full attention for the entire class period.**

**10. Do not sleep in class!** Laying your head on the desk or sleeping in class is rude, and it is distracting to others. No laying your head on the desk unless you inform the Instructor that you are encountering physical distress. NON-COMPLIANCE PENALTY - Participation points penalty or dismissal from class

**11. No slouching posture, or propping your foot in another chair** NON-COMPLIANCE PENALTY - Participation points penalty or dismissal from class

12. **No profanity.** NON-COMPLIANCE PENALTY - Participation points penalty or dismissal from class

13. **No excessive talking during class sessions that will disturb your fellow classmates or the instructor.** NON-COMPLIANCE PENALTY - Participation points penalty or dismissal from class

14. **No excessive tardiness for class.** NON-COMPLIANCE PENALTY - Participation points penalty or dismissal from class

15. **No tardiness for exams** (You will not be permitted to take an exam if you arrive after someone has finished the exam or after someone has left the classroom during the exam for any reason). NON-COMPLIANCE PENALTY - Participation points penalty or NO EXAM

16. **Please take care of your personal needs before the class session begins** (i.e., water breaks, restroom breaks, personal conversations with other students, etc.) NON-COMPLIANCE PENALTY - Participation points penalty or dismissal from class

17. **All excuses submitted by the student for unexcused absences must be from legitimate sources (e.g., physician/dentist excuse, court appointment, accident report).** Please do not submit any handwritten excuses! NON-COMPLIANCE PENALTY - Participation points penalty or dismissal from class

18. **No cheating on exams, quizzes, etc.** NON-COMPLIANCE PENALTY - Lowering of final grade by one or two letters/failing grade/or dismissal from class.

19. **Please be sure that your beepers/pagers/cellular phones do not disturb your classmates.** All electronic devices **MUST NOT** be visible to you, other students or the Instructor. NON-COMPLIANCE PENALTY - Participation points penalty or dismissal from class

20. **No late assignments.** NON-COMPLIANCE PENALTY - Penalty Points

21. If an emergency arises that requires an absence from a session, it is your responsibility to get the notes and all other information that was covered in class from a colleague you trust.

22. **Avoid Signaling, Sending Signs That Class Time is Up.** It is distracting when students attempt to signal that class is over by shutting their books loudly, unzipping and zipping their backpacks, and otherwise making noises that class time is complete. Most instructors know how to tell time -- and most of us have a watch or other way to tell time.

23. **Contact the Professor when you have to miss class.** When you have to miss class for legitimate/authorized reasons or when you miss class because of illness, try to contact the professor and inform him of your absence. And when alerting the professor about having to miss a class, do not begin the conversation with the question, "are we doing anything important in the next class because I have to miss it." (If the professor was not planning to do anything, the class would probably be canceled, right?)



I acknowledge that I have read the entire Classroom Rules and Regulations.  
(Check the box)

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STUDENT'S SIGNATURE

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DATE