COMMUNICATION PROGRAM COURSE POLICIES

Faculty members in the Communication Program have adopted some common course policies to foster good work habits and to facilitate well-ordered classrooms. We are confident that these policies will improve the quality of education in our program.

ATTENDANCE / PUNCTUALITY

We take attendance seriously in the Communication Program. We want you to learn. We want you to develop good work habits. We want you to succeed in the workplace. You can’t succeed without being determined to show up for work on a regular basis. With that in mind, we have developed a fair and easy-to-understand policy on attendance and punctuality. We will begin taking attendance the first day of class.

University attendance policy

“Students are admitted to the university upon the assumption that their purpose is to profit fully from the courses in which they enroll each semester. Therefore, students are expected to attend all regularly scheduled class meetings and all examinations from the beginning of the semester. Class attendance takes precedence over all other activities or obligations…. Failure to attend classes may be grounds for suspension.” (Central State University Catalog, 2006-2008, p. 59)

Unexcused absences

Under university policy: “Each student is allowed only as many unexcused absences per semester as the class meets per week…. Faculty members have the right to assign a grade of ‘F’ to any student who has more unexcused absences during a semester than the number of times the class meets per week…. ” (Central State University Catalog, 2006-2008, p. 59)

Excused absences

Each student is allowed only as many excused absences per semester as the class meets per week. Faculty members have the right to assign a grade of ‘F’ to any student who has more excused absences during the semester than the number of times the class meets per week.

Excused absences defined/evidence required

We will consider “excusing” reasonable absences related to personal illness, serious illness of an immediate family member, death of a family member, required military service, required school trips and activities, job interviews for graduating seniors, and required court appearances.

You must document your absence for us to excuse it. You must turn in supporting documentation explaining the absence within a week of your return to class. We will not excuse an absence — even if you have a legitimate excuse — if you do not document the absence within a week. Here is what you should do:

• In the case of illness, you should submit a letter signed by your doctor, on the doctor’s stationary, with your name on it as a patient, with dates of illness, description of illness, treatment prescribed, phone number and address of doctor. (In the case of a sick family member, the doctor should give the same information on the patient, while stating your relationship to the patient.)
• In the case of a family member’s death, you should submit a copy of the person’s death certificate, a newspaper obituary, or a note from the funeral parlor. Whatever document you provide should establish when the person died and and/or when the funeral service was held.
• In the case of military service, you should submit a copy of your military orders signed by the appropriate officer and indicating the date and place of your off-campus assignment.
• In the case of required field trip or other school activity, you should submit a signed letter from your professor, coach or other school official stating the date and time of the trip, its purpose and duration,
• In the case of a job interview, you should submit a signed letter from your interviewer stating the date, time and place of the interview, the letter should be printed on company letterhead and state that there was no other time available — other than class time — to arrange the interview.
• In the case of a court appearance, you should submit an appropriate court record showing the date and time of the court appearance.

Please provide your documentation within a week. Submit a copy of the document if you need to keep the original.
Punctuality

The mass media and other professions operate on deadline. You must be on time for class. We WILL ALLOW A FIVE-MINUTE GRACE PERIOD, which means that we will lock the door five minutes after the start of class. You will not be permitted to enter after that time, and you will be marked absent. If you have a reasonable excuse for being late, you should present documentation within a week. We will consider excusing the absence assuming that you can provide this documentation. Please remember:

• We will use the classroom clock to determine when to start class and when to close the door of the classroom. Please synchronize your watches to the clock. If the classroom clock indicates 9:36 a.m., you are late, and you will not be permitted in the classroom.
• You must be in the classroom to be considered “present.” Please do not drop off your book bag or other personal items during the grace period and then leave the classroom. Once the door closes, you will not be permitted into the classroom.

CONDUCT

“Central State students are encouraged to maintain a high standard of personal integrity and honesty at all times and to respect the rights of others.” (Central State Student Handbook, pg. 46)

Academic misconduct.

The communications program does not tolerate academic misconduct. This behavior may include but is not limited to plagiarism, cheating, helping other students cheat, failing to report academic misconduct, and submitting identical or nearly identical work to fulfill requirements in more than one course.

“A faculty member has the authority to grant a failing grade in cases of academic misconduct, as well as to refer the case to the university judiciary system.” (Student Handbook, pg. 48. Plagiarism is explained in some detail on the same page.)

Dishonesty

Students are expected to be honest and to represent themselves honestly. Forging another person’s name on any document or providing false information to a teacher is prohibited.

Alcohol and drug use / smoking

Students must be sober in class. Students who appear disoriented or who smell of alcohol or drugs will be asked to leave the class and may be reported for disciplinary proceedings.

All university buildings are smoke free.

Classroom decorum

It is important to maintain proper classroom decorum. The classroom is a place of learning. It is not a place to socialize, sleep, eat, or take phone calls. There will be no eating, drinking, smoking, or gum chewing during class. You must stay awake. Yawning in class is a sign of disrespect. You must not be disruptive or unruly. Obscene or vulgar speech is prohibited in the Cosby Center. The public display of pornographic material is also prohibited. Students who disregard basic manners will be instructed to leave the class and will be marked absent for the day.

Please see page 54 of the student handbook for a full explanation of “disorderly conduct.”

Cell phones

“The use of cell phones and pagers is expressly prohibited in academic classrooms and laboratories. All such telephones and pagers, audible or silent, must be kept in the “Off” position while students attend classes. Students in non-compliance will be asked to leave the classroom.” (Page 51 of the student handbook.)

Students who leave class will be marked absent for the day. Students have the option of surrendering their phone to the course instructor to be returned to the student by 4 p.m. (If the offense occurs after 4 p.m., the phone will be available the following morning.)

Harassment / intimidation / menacing / bodily harm / weapons

Students must exhibit a healthy respect for each other, staff members and faculty. “Harassment related to race, sex, religion, ancestry, ethnicity, age, sexual orientation, disabling condition, political
affiliation, veteran states, or marital status, is inconsistent with (the university’s mission” and a violation of
the student’s code of conduct. Harassment means to “annoy or torment repeatedly and persistently.” (Page
56 of the Student Handbook.) Students are prohibited from intimidating, menacing, or inflicting bodily harm on any person.
Weapons are prohibited on campus.

Vandalism / use of equipment and facility
We take pride in our facility and expect you to do the same. Any student who abuses, misuses, or
fails to return university equipment may be subject to sanction. Students must reimburse the university for
equipment that is damaged, lost, or unreturned. Failure to provide reimbursement may result in a hold being
placed on the student’s enrollment and may delay the student’s expected graduation.

Unless given special permission by a faculty member, students are prohibited from using the
Cosby Center after hours in the absence of staff and/or faculty. Students are expected to park in unassigned
parking spaces. Reserved spaces must be left to students or faculty members who paid for them.
Minor children of students are not permitted in classrooms, the computer laboratory, or the
television studio (including the control room and edit suite).
Please see page 52 of Student Handbook for rules governing the use of university computers. See
page 58 of the Handbook for more information on vandalism.

Dress Code / Professional Attire Wednesday
The university requires students to wear “neat, modest, casual or dressy attire” inside classrooms
(The Student Handbook, pg. 12). The dress code means:
- Do-rags, stocking caps, skullcaps, and bandanas are prohibited at all times on campus (except in
  the privacy of the students’ living quarters).
- Men are prohibited from wearing head coverings and baseball caps inside buildings (except for
  religious reasons). Men and women are prohibited from wearing hoods inside buildings.
- Students are prohibited from wearing midriffs or halters; mesh, netted shirts, tube tops or cutoff
  tee shirts in classrooms.
- Bare feet, short shorts, and clothing with derogatory, offensive and/or lewd messages (in words or
  pictures) are prohibited. Women should not show cleavage.

Every Wednesday is professional attire day and dress standards are stricter. Sneakers, jeans, and
all tee shirts are prohibited. If you come to class, and you are not dressed appropriately, you will be sent
home.

GRADES
Incomplete grades
Under university policy, “A grade of Incomplete is a temporary grade assigned to students who lack final
assignments, or who, for some extenuating circumstances, were unable to complete the requirements of the course
within the semester.” (Central State University catalog, p. 39)
The incomplete grade requires the signature of the instructor and the student with a brief description of the
requirements necessary to receive a grade. It is your responsibility to request an incomplete grade. If you do not ask
for one, you will not receive one. Students have six weeks from the start of the next semester of enrollment to
submit the assigned course work. If the student does not submit the work, the Incomplete grade will automatically
be converted to an ‘F’ grade. Once an “I” grade has been converted to an “F” grade, no further change is possible.

Make-ups
The professor will grant make-ups at his or her discretion.