

# ADMINISTRATIVE OFFICE TECHNOLOGY DEPARTMENT CLASS/COURSE POLICIES

## General Information:

There is no eating, drinking, or smoking in any building at NETC as indicated by posted signs; this includes all hallways and restrooms. Students are not allowed to have chewing tobacco products in the classroom. Students should familiarize themselves with the safety procedures for tornadoes and fire drills as posted in classrooms and/or discussed in class. Each student must wear his or her student ID at all times when on campus. Use of cell phones/beepers is not permitted. This includes all types, including headsets. Please turn off all cell phones before entering the classroom!

## Academic Honesty:

As stated in the college catalog, any student that plagiarizes or is caught cheating on any assignment in a course will receive a zero for that assignment. The documentation will be collected and reported to the Vice-President for Student Services. Each student is required to do their own work and not assist another student with any assignments.

## Classroom Etiquette:

An integral part of an education is developing a sense of integrity and responsibility toward faculty and other students. Arriving late to class, being unprepared, inappropriate talking while class is in session, using cell phones, etc., negatively reflects on you and your fellow students. Please be considerate to them and mature in your behavior. Profanity will not be tolerated in the classroom or outside the classroom. No hats are allowed to be worn in the classroom; this goes for male and female students.

## Drops/Withdrawals:

In the event a student misses more than the allowable absences, he/she will be dropped by the Instructor, who will complete a Drop/Add Form, with a grade of "F". If the student wishes to withdraw from the class, the student must complete a Drop/Add Form. Drop/Add Forms can be found in the Student Development Office of the College. The student will receive a grade of "W" if the work completed to date is acceptable; a

grade of "WF" will

be assigned if the work is unacceptable. A student will only receive the grades of "W" or "WF" if they, the student, complete the Drop/Add Form.

### **Incompletes:**

Students should remember that they will not automatically be given an Incomplete for the course if they do not complete the required assignments. An Incomplete is left entirely up to the discretion of the instructor.

### **Electronic Devices in Classrooms:**

To minimize classroom disruptions and to protect the integrity of testing, activated electronic communication devices such as pagers, telephones are not permitted in classrooms at NETC. The only exception is for on-call emergency personnel (police, fire, EMS); these students are required to notify the instructor of their need for such devices with documentation verifying employment. This information must be provided at the beginning of the term or at the beginning of each applicable class session. On-call emergency personnel may not leave a test, communicate with these devices and return to complete the test. In this situation, the student will be required to make arrangements for re-testing.

### **Disabilities Statement:**

Students with disabilities are encouraged to contact the Vice-President for Student Services to discuss needs or concerns as they pursue an academic program and participate in campus life. The Vice-President for Student Services will provide guidance regarding official documentation of disabilities and/or accommodation of needs. (See College Catalog, page 14).