



## COURSE POLICIES

Unless the course professor has specified an alternate policy or exception, students taking courses in the Pamplin College of Arts, Humanities, and Social Sciences are expected to know and abide by the following policies.

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- Course Information At the start of the term, your professor should provide you with the following:
- The professor's name, e-mail, phone number, office hours, and office location
  - The title and description of the course, including the expected learning outcomes
  - A list of all materials required for the course
  - The maximum number of absences allowed, with a brief description of any applicable consequences for excessive absences, unpreparedness, tardiness, or leaving early
  - A policy for late/missed work and extra credit, if offered
  - An explanation of how final grades will be calculated
  - A schedule of day-to-day activities and important deadlines for the term
  - A list and description of any exceptions to the Pamplin Course Policies below
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Email "All students at Augusta University are expected to check their email account on a daily basis for important University announcements and other pertinent information."  
(AU policy on Use of Email as Official Means of Notification to Students)

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Academic Honesty "Violations of academic honesty include cheating of all kinds, plagiarism, fraudulent research activity and/or scholarship, collusion, and false statements made to avoid negative academic consequences" (AU policy on Academic Honesty).

It is always assumed that any work you submit for review or evaluation represents your independent thought and effort, except where it has been clearly and accurately credited to another source. Accordingly, you must never:

- possess, solicit, use, or exchange improperly acquired information in the preparation of any assignment (written or oral), or in preparing for any examination in a course.
- use or paraphrase another person's words, ideas, opinions, theories, facts, or illustrative materials without giving obvious, proper credit to the source.
- copy, accept assistance from, or collaborate with another person in the preparation of any assignment without prior approval from your professor.
- consult resources or use devices or tools that your professor has explicitly asked you not to use.
- falsify or omit data to misrepresent the data collection process or any claims or findings based on that data.
- resubmit work you originally produced for another course without first seeking your professor's approval and guidance about how much revision must occur.
- engage in any other acts of academic dishonesty (see AU policy on Academic Honesty)

If you have any doubt how to obtain or use information properly, or which forms of assistance are permitted, consult your professor before you proceed. It is your responsibility to get sufficiently informed to avoid even unintentional violations.

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Attendance	<p>Students are allowed “a reasonable number of absences without penalty for extraordinary personal reasons or for officially representing the university.” (AU policy on Attendance)</p> <p>“An instructor may withdraw a student for excessive absences (more than 10 percent of class time).” (AU policy on Adding, Dropping, and Withdrawing)</p> <p>Your professor will specify the maximum number of absences allowed and a description of any consequences for excessive absences, unpreparedness, tardiness, or early departure. It is your responsibility to track your attendance to ensure you do not exceed the limit.</p> <p><i>If you are unable to attend class during the first week of the term, contact your professor immediately; otherwise, you may be dropped due to federal financial aid regulations. The same is true if you do not participate in an online course at the start of the term.</i></p> <p><i>If you stop attending or never attend class, you are subject to receiving a grade of WF or F. Never assume you will be withdrawn automatically. (See “Withdrawals” below.)</i></p>
Accommodations for Disabilities	<p>If you believe you may need academic accommodations for a disability, contact Testing and Disability Services as soon as possible to initiate the process and have the required Accommodation Form sent to your professor. Contact (706) 737-1469 or <a href="mailto:tds@augusta.edu">tds@augusta.edu</a>.</p>
Disruptive Behavior	<p>Faculty members have the right and responsibility to maintain classroom order and to make public or private requests that a student refrain from disruptive behavior.</p> <p>If you disrupt class, your professor may ask you to leave, mark you absent, and penalize you for work missed as a result of that absence. This includes disruptions caused by devices such as laptops, tablets, and cell phones. Ask permission before using such devices in class, use them only in class-appropriate ways, and silence them while class is in session.</p>
Withdrawals	<p>“Initiating a withdrawal is the responsibility of the student... A student who registers for a course and stops attending class (or never attends class) is not automatically withdrawn by the instructor and is subject to receiving a grade of W (before midterm), WF, or F for the course.” (AU policy on Adding, Dropping, and Withdrawing)</p> <p><i>If you withdraw before midterm, a W will appear on your transcript and will not affect your GPA. If you withdraw after midterm, a WF will appear on your transcript and will affect your GPA the same as an F.</i></p>
Repeated Courses	<p>“Only specifically designated AU courses may be repeated for credit toward graduation and/or program completion. For any other undergraduate course, a student taking a repeated course forfeits the credit/grade earned in any previous attempt in the course or the equivalent course, and is granted only the credit/grade earned in the latest attempt.” (AU policy on Undergraduate Repeated Courses)</p>
Changes to the Syllabus/Schedule	<p>The course syllabus and schedule are subject to change. When such changes occur, your professor will notify you as far in advance as practical and, when applicable, will explain how the changes will affect the calculation of your final grade.</p> <p>If you miss class time, it is your responsibility to find out if you missed any announced changes to the syllabus or important deadlines while you were away.</p>
Student Rights & Responsibilities	<p>For detailed descriptions of your rights and responsibilities, consult the AU Policy Library (<a href="http://www.augusta.edu/compliance/policyinfo/policies.php">www.augusta.edu/compliance/policyinfo/policies.php</a>) and the Student Manual (<a href="http://www.augusta.edu/students/conduct/index.php">www.augusta.edu/students/conduct/index.php</a>).</p>

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