



## English Department Student Responsibilities

### On-Campus Courses

All students are placed in English courses based on test scores or prerequisites, and are required to follow the college's placement policies. Once students are registered for the correct English course, they assume the following responsibilities:

#### I. ATTENDANCE

A. Students are expected to attend **all** classes.

- **There are no excused absences.** All absences are counted, regardless of the reason for the absence.
- Absences are counted from the first day of the semester session.
- Even when absent, students are responsible for all in-class work as well as out-of-class assignments due.
- Absence is not a valid excuse for turning in assignments late.
- Instructors are not obligated to repeat information or allow students to make up missed work.

B. As noted above, there are no excused absences. But in the event of extenuating circumstances, such as illness, students are allowed a certain number of absences, depending on the length of the session:

14-week session	4 absences
10- or 12-week session	3 absences
7- or 5-week session	2 absences
Fast Track session	0 absences

C. Students are expected to be in class for the entire meeting period, with consequences for not doing so as follows:

- Students will be counted absent if they **miss more than 10 minutes of any portion of the class.**
- Students arriving after the class start-time but within the first 10 minutes are TARDY. **3 tardies = 1 absence.**
- If a student arrives after the instructor has taken roll and marked the student absent, but within the first 10 minutes of the period, it is the student's responsibility at the **end** of that class meeting to request that the absence be changed to a tardy. The instructor is not obligated to change the roll at a later date.

**If a student exceeds the allowed absences, he/she will be withdrawn from the course and receive a W or WF.**

#### II. BEHAVIOR

Students are expected to behave professionally and to treat classmates and instructors with courtesy and respect.

**Instructors will not tolerate disruptive behavior, which includes but is not limited to:**

- Making disrespectful, threatening, or derogatory comments (in content or tone) to peers or instructors face-to-face during class meetings or online in a discussion posting, email, or chat room
- Being tardy or leaving class repeatedly
- Sleeping in class, eating in class, or bringing children to class
- Not participating in class activities, working on unrelated materials, or having private conversations during class
- Failing to bring necessary materials to class
- Failing to abide by the Academic Affairs Student Guidelines on disruptive use of portable electronic devices
  - Individual instructors may require students to turn off all electronic devices during class. In such cases, the instructor will be responsible for maintaining access to *MTC Alerts!*
  - If job or family emergency requires access to a cell phone, the student must consult with the instructor.

#### IMPORTANT!

- **At the discretion of instructors charged with maintaining a productive learning environment for all, any student who is disruptive may be asked to leave class and will be held accountable for missed class time in accordance with attendance policies outlined above.**

#### III. PLAGIARISM

Students are responsible for maintaining academic integrity and avoiding academic dishonesty in all its forms, including cheating on tests and plagiarism. **Plagiarism** is defined as:

- Copying someone else's work word for word, in whole or in part, including a classmate's assignment, articles and books from the library, and any electronically-retrieved material

- Paraphrasing someone else's ideas or phrasing/structure without in-text and works cited documentation
- Having someone else proofread and edit so that the meaning, content, or style of the assignment is altered

Once an instructor has detected plagiarism, he/she will notify the student, report the incident to MTC's *Assistant Vice-President of Student Development Services* (SDS), and determine an appropriate penalty. Typical penalties are:

- **First offense:** The student receives no credit for the assignment, and the student may receive further sanctions.
- **Second offense:** The student receives no credit for the assignment, and may fail the course or be suspended from the college for one semester.

**Important!** Beginning with the first offense in any class or semester, plagiarism is reported to the Student Development Services Office, which records offenses across courses and semesters and takes action against repeat offenders.

#### IV. COURSE ASSIGNMENTS & COMPLETION REQUIREMENT

- All written assignments must be **word processed** in the format specified by the instructor. In addition, students should electronically save all assignments so they can be reprinted or revised.
- If a student puts written work in a mailbox or submits it electronically, the student is responsible for insuring that the instructor receives it and that electronic versions are in the required format.
- Any assignment submitted after its due date will be considered **late**. Instructors can impose a variety of penalties for late work, including not awarding credit, not allowing revisions, and deducting points from the final grade for each day the assignment is late. It is the student's responsibility to know the instructor's policy for late work.
- Instructors are not required to permit students to make up **missed work**, such as quizzes, tests, and group activities. It is the student's responsibility to know the instructor's policy regarding missed work.
- Students are required to **save and return all graded work** to the instructor at the end of the semester; the instructor will keep that work for one semester, after which students can request that it be returned.
- COMPLETION REQUIREMENT:** To be eligible for a passing grade in the course, students must submit **all** assignments by the end of the course, even if an assignment is so late that it does not receive any credit.

#### V. SPECIAL ADVICE FOR STUDENTS IN ENGLISH DEPARTMENT COURSES

- Students should spend at least TWO hours outside of class working on reading, writing, and research assignments for every ONE hour in class.** For example, in a three-hour course during the 14-week session, students should spend six hours a week on homework in addition to class attendance. Shorter sessions require more time in class each week and, thus, more time outside of class working on assignments as well.
- Students must read the primary text to complete assignments** (e.g. essays, short stories, poems, plays, novels).
  - Consulting summaries, outlines, notes, or overviews found online or elsewhere as a substitute for reading the assigned text defeats the skill-building purpose of English courses and is considered cheating.
  - Using such sources without documentation constitutes plagiarism, an MTC Honor Code violation incurring serious penalties. (See IIB, above.) Even when documented, such sources are not usually appropriate for use in academic papers or projects requiring secondary research.

#### VI. COURSE GRADES

- Instructors use a variety of methods to calculate grades. It is the student's responsibility to know the instructor's methods for assessing work and calculating the course grade.
- Students who **withdraw** from a course before midterm will receive a grade of W, which does not affect a GPA but can affect continued eligibility for financial aid. Students who withdraw after midterm will receive a grade based on their average on their last day of attendance: W if passing, WF (calculated into a GPA as an F) if not passing.
- Because attendance and academic performance records constitute information protected under the Family Educational Rights and Privacy Act (**FERPA**), the instructor may only discuss these matters with the **students** themselves—not parents, guardians, other family members, friends, or classmates.
- Incompletes** (requiring permission from instructor and department chair) are awarded only when extenuating circumstances affect a student-in-good-standing's ability to complete work near the end of the course.
- When a student has questions or concerns about his/her academic performance or grades, the first step is for the student to contact the course instructor to discuss those issues, outside of regular class meeting time.**

**Students must resolve any issue with grades within one semester of completing the course.**