Humanities Department Student Behavior Policies

Students are expected to behave professionally and to treat classmates and instructors with courtesy and respect. Instructors have the right to ask disruptive students to leave class upon the first offense of such behaviors. Subsequent offenses will require the student to meet with Mr. Hart Hayden (822-3441), Campus Life, or Mary Holloway (822-3529), Assistant Vice President of SDS, and may lead to disciplinary actions including dismissal from the course. Instructors will not tolerate disruptive behavior, which includes but is not limited to:

- Making disrespectful, threatening, or derogatory comments to peers or instructors
- Speaking out of turn or interrupting the instructor
- Being tardy or leaving class repeatedly
- Refusing to participate in assigned class activities
- Working on any material not related to the class
- Failing to bring necessary materials to class
- Sleeping in class
- Bringing children to class
- **Failing to turn off a cell phone or any other handheld electronic device before entering the classroom (Merely changing the ring to vibrate is not adequate).** Students can leave the number(s) for Campus Security with someone who can call them in the case of emergency. The numbers for Campus Security are 738-7850 and 73-7440 (Emergency).

> **When a cell phone rings, the student may voluntarily leave the classroom or the instructor will ask the student to leave. In either case, the student will receive an absence for the day.**

In the case of an online or hybrid class, disruptive behavior is considered to be any bad online behavior. Respectful behavior towards both instructor and peers is expected.

Tips for Online Etiquette (http://arc.academyart.edu/online/etiquette.asp)

- Even though you are not face-to-face with classmates and instructors in online classes, the communication that takes place is still among real people. Just as courteous behavior is necessary in person, it is necessary online. Here are a few guidelines to help you communicate effectively and respectfully in your online class:
- **Write in a calm voice and avoid using all capital letters.**
  THIS IS YELLING IN ONLINE COMMUNICATION.
- **Use inoffensive language.**
  Cursing, racial slurs, and other types of language that would not be appropriate in an onsite class are also inappropriate online.
- **Avoid using humor and sarcasm.**
  Humor and sarcasm often rely on facial expressions, tone of voice, and cultural understanding to be effective. In written form, humor and sarcasm could be interpreted as offensive.
- **Contribute without dominating the discussion.**
  While it's important to write thoughtful responses on the discussion board, writing too much is like talking too much in onsite classes. If you're unsure about how much to write, ask your instructor.
- **Keep writing style formal.**
  Not all online instructors will penalize your grade because of a few grammatical errors. However, abbreviations and informal language should be avoided. "CU L8R" or "I'll send it 2 U".