

Students' Responsibilities

Students must officially register for each course through their faculty adviser. The official class roll may be obtained through Banner on the computer. Any student whose name does not appear on the official class roll is not officially registered for the class. Any discrepancy must be reported to the Registrar immediately. Off-campus instructors should inquire through the off-campus coordinator to the college regarding the status of students whose names do not appear on the roll. If a suitable explanation is not attained in this manner, off-campus instructors must contact their Department Head for clarification.

Students may drop and add classes during the first week of the semester. Following the drop/add period, a student may drop a course by the mid-term date published in the *Schedule of Classes* and receive a grade of **"W"** for the course. The **"W"** is not computed in the student's grade point average, but it will appear on the official student record. Courses dropped after the official mid-term date published in the *Schedule of Classes* will automatically be assigned a grade of **"WF"** (withdrew, failing). In cases of personal hardship or extenuating circumstances, students may appeal the grade of **"WF"** by processing a Student Petition form. Students performing unsatisfactorily who take the final exam should be given a grade of **"F"**. Students who do not take the final exam are given the grade of **"WF"**.

In very rare cases an instructor may approve a grade of Incomplete (**I**) where compelling circumstances prevent a student's completion of a class in a timely manner. Forms for assigning a grade of **"I"** are available in the Department Office.

Regular and punctual attendance at all classes is expected. At the beginning of each semester all instructors will distribute a syllabus and make a clear statement to their students regarding their policies in handling absences, including the effect which excessive absences will have on a student's grade. Each student is responsible for knowing the attendance policy in each class and for complying with it. If a student must be absent, it is the student's responsibility to explain the necessity to the instructor; such explanations are to be made in advance of the absence except in emergencies. A student who simply stops attending classes without notice will receive a grade of **"WF"** in the class.

Students are expected to follow the Code of Conduct stipulated by the Gordon State College Catalog, which includes the following:

- No student shall receive or give assistance not authorized by the instructor in the preparation of any essay, laboratory report, examination or other assignment included in an academic course

- No student shall take or attempt to take, steal, or otherwise procure in an unauthorized manner any material pertaining to the conduct of a class including but not limited to tests, examinations, laboratory equipment, computer software, and roll books.
- No student shall sell, give, lend, or otherwise furnish to any unauthorized person material which can be shown to contain the questions or answers to any examinations scheduled to be given at any subsequent date in any course of study offered by the college, without authorization from the instructor.
- Plagiarism is prohibited. Themes, essays, term papers, tests, and other similar requirements must be the work of the student submitting them. When direct quotations are used, they must be indicated and when the ideas of another are incorporated in the paper, they must be appropriately acknowledged.