

STUDENT PROCEDURES AND EXPECTATIONS

Arts and Humanities Division

Students in all Arts and Humanities courses should be aware of the following:

1. ATTENDANCE EXPECTATIONS FOR HYBRID AND IN-PERSON CLASSES:

Students are expected to attend all scheduled class meetings whenever possible. While attendance requirements are up to individual faculty members in the Arts & Humanities Division, active participation and regular attendance are essential to students' success.

Unless students have accommodations regarding attendance that have been approved through the Disability Resource Center, they should not be absent more than 20% of the total class time scheduled. When absences go beyond 20%, instructors' policies may result in one of the following:

- Students may earn a grade of "F" for the course.
- Students may earn a lower final grade.

Students should carefully review each instructor's syllabus to make sure they understand the attendance policy and the consequences for missing class. In some classes, even a small number of absences (less than 20%) can affect students' grades, undermine their progress, and make it difficult to catch up. In cases of legitimate hardship, students may also request that instructors grant a "HW" (hardship withdrawal), which is a non-credit grade.

Students with accommodations regarding attendance must actively communicate with the instructor (and consult with the DRC) about each absence to determine if the accommodation applies.

PARTICIPATION IN ONLINE COURSES:

Students taking online courses should carefully review each instructor's syllabus regarding expectations for course participation. Most online courses require regular, meaningful participation from students, starting on the first day of each quarter.

2. DROPPING A COURSE:

If you decide to drop a course, you are responsible for doing the required paperwork at the Student Services Center. Should you fail to do so, your name will appear on the final roster and your instructor will be required to assign a grade for you—in most cases, that will be an "F." Many instructors, in fact, feel strongly that students who take up seats in this unproductive way are keeping more serious students from getting an education, so they use "F" grades for "phantoms."

3. CLASSROOM ENVIRONMENT:

The college's "Affirmation of Inclusion" is posted in each classroom and sets forth the expectation that we will all treat one another with respect and dignity regardless of whether or not we agree philosophically. This expectation is in line with the principle of free speech in a free society: we have the right to express unpopular ideas as long as we don't show disrespect for reasonable people who might believe otherwise. In an on-line course, you will be expressing ideas through the medium of the course site rather than face to face in the classroom. In that case, these expectations refer to the courtesy with which you communicate with one another through e-mails and e-discussions.

Part of this respect involves professional behavior toward the instructor, colleagues, and the class itself. Disruptive behavior is disrespectful behavior. The Arts and Humanities Division honors the right of its faculty to define "disruptive behavior," which often involves such things as arriving late, leaving early, leaving class and then returning, talking while others are trying to hear the instructor or their group members, doing other homework in class, wearing earphones in class, bringing activated beepers, alarm watches, or cellular phones into class, inappropriate comments or gestures, etc. In on-line courses, "flaming" anyone in the class is also considered disruptive behavior. Such behavior interrupts the educational process. When you are in doubt about any behavior, consult your instructor during office hours: we recognize the judgment of the instructor as the final authority in these matters.

When disruptive behavior occurs, instructors will speak to or e-mail the students concerned. Those students are then responsible for ending the disruptions at once. Failure to do so may result in removal of the students from class.

4. VALUES CONFLICTS:

Essential to a liberal arts education is an open-minded tolerance for ideas and modes of expression which might conflict with one's personal values. By being exposed to such ideas or expressions, students are not expected to endorse or adopt them but rather to understand that they are part of the free flow of information upon which higher education depends.

TO THIS END, you may find that class requirements may include engaging certain materials, such as books, films, and art work, which may, in whole or in part, offend you. These materials are equivalent to required texts and are essential to the course content. If you decline to engage the required material by not reading, viewing, or performing material you consider offensive, you will still be required to meet class requirements in order to earn credit. This may require responding to the content of the material, and you may not be able to fully participate in required class discussions, exams, or assignments. Consult the syllabus and discuss such issues with the instructor.

5. ACADEMIC HONESTY:

The principle of academic honesty underlies all that we do and applies to all courses at Bellevue College. One kind of academic dishonesty is plagiarism, which may take many forms, including, but not limited to, using a paper written by someone else, using printed sources word-for-word without proper documentation, and paraphrasing or summarizing the ideas of others without acknowledging the source. Plagiarism can also occur when non-written ideas are taken without documentation--using someone else's design or performance idea, for example. In short, plagiarism is passing off someone else's ideas, words, or images as your own; it amounts to intellectual theft--whether or not it was your intention to steal. Bellevue College instructors have access to commercial plagiarism detection software, so please be advised that any work you submit may be tested for plagiarism.

Participating in academic dishonesty in any way, including writing a paper or taking a test for someone else, may result in severe penalties. Dishonestly produced papers automatically receive a grade of "F" without the possibility of make-up. The Dean of Student Services will also be notified of such conduct, and repetition of the behavior will result in progressively more serious disciplinary action (for example, an instructor may recommend that the student fail the course for a second offense or even that a student be expelled for a serious offense, such as stealing an exam). Grades lowered for plagiarism or other forms of dishonesty may be appealed through the regular channels, and any further disciplinary action taken by the Dean may also be appealed through existing processes.

STUDENTS IN ENGLISH 201 should note that documentation is a major objective of that course, so failure to scrupulously document supporting material in your papers may result in a failing grade for that entire course. Students in all courses requiring research papers should also note that matters of documentation form go beyond editing; they are closely related to the content of the paper. Improper form in research papers is grounds for failing the paper. Individual instructors will clarify documentation requirements for specific assignments. If you have any doubts as to whether you are documenting properly, do not hesitate to consult your instructor.

6. READING LEVEL:

Reading skills are absolutely essential for your success in any college program. The following reading levels are recommended for our courses.

most 100 level courses: high developmental , or college level 200 level courses: 106 or college level

Our experience shows that students reading three levels below the level of a course text can expect to fail the course.

7. WRITING LEVEL

Writing skills are equally essential for your success in any college program. The following writing levels are recommended for our courses.

most 100 level courses: ENGL& 101 placement

200 level courses: ENGL& 101 completion

Our experience shows that students writing below the level of a course text can expect to work much harder than prepared students and may even still perform poorly on exams and papers.

8. THE FIRST WEEK OF CLASSES:

It is important to attend classes from the very beginning. If you cannot do so, you are responsible for notifying your instructor. Your instructor is in no way responsible for re-teaching material that you missed because of your failure to attend the first classes. Indeed, missing crucial introductory material may affect your performance during the remainder of the course.

9. CLASSROOM MATERIALS:

Students are responsible for consulting the course syllabus daily and bringing to class the appropriate texts and materials. Failure to do so does not constitute an exception from the daily work.

10. LATE WORK:

Individual instructors make their own rules on accepting or grading late work. The Arts and Humanities Division believes strongly that honoring deadlines is essential for student success. Consult your instructor regarding any late work. In general, late work may be a) downgraded as severely as the instructor chooses, b) given no credit, but still be required for passing the course, or c) not accepted at all. The extent to which late work affects grades is up to the instructor. Instructors may also elect not to give feedback to works in progress if required drafts or plans are not turned in on time.

Failure to attend class on the day a paper is due does not constitute an excuse for lateness. Similarly, missing an exam does not oblige the instructor to give a make-up. Your instructors will inform you about their individual penalties for late papers and missed exams.

All lateness or absence on due days or exam days should be arranged with the instructor well in advance.

11. AUDITING:

Auditing a course does not excuse students from doing the work of the course. All auditors need to meet with the instructor during the first week to sign a contract specifying the level of participation that is expected.

12. WAITING LISTS:

Bellevue College uses an automated waitlist process that offers students a fair and consistent method of being enrolled in a full class if openings occur. If a class is full, you can choose to be put on the waitlist; you will automatically be enrolled in the class when a space becomes available and you are first on the list. Students move up on the list as others are enrolled. It is your responsibility to check your schedule daily to find out if you have been enrolled into the class.

After the open enrollment period ends, instructors may admit students using blue "Special Permit to Enroll" cards, at their sole discretion.

13. RETAINING STUDENT WORK:

Your instructor is free to destroy any student work not picked up during the first week of the quarter immediately after your course was offered. If you want work held longer for pick up, you must make arrangements in advance with your instructor.

14. STUDENT RESPONSIBILITY:

Instructors may, at their discretion, agree to accept student work that is submitted in various ways, including in person, to the division office, or via e-mail. It is the student's responsibility to verify that all assignments are actually received by the instructor, whether they are submitted in person or electronically.

It is the student's responsibility, not the instructor's, to initiate communication about progress or concerns with the course. Instructors are under no obligation to inform students that work is overdue, to nag students to complete assignments, or to call students who fail to attend class. Similarly, students need to keep themselves informed about syllabus changes that may have been made in class. We suggest finding a partner the first week of classes and keeping each other up to date if one is absent.

15. STUDENTS WITH SPECIAL NEEDS:

[Please click here to see information at the Disability Resource Center web site](#)

16. STUDENTS OBSERVING RELIGIOUS HOLIDAYS:

Students who expect to miss classes, examinations, or any other assignments as a consequence of their religious observance should be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious holidays on which they will be absent, preferably at the

beginning of the term. Students who are absent on days of examinations or class assignments should be offered an opportunity to make up the work without penalty (if they have previously arranged to be absent), unless it can be demonstrated that a makeup opportunity would constitute an unreasonable burden on a member of the faculty. Should disagreement arise over what constitutes an unreasonable burden or any element of this policy, parties involved should consult the department chair, or Dean.

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