

Department Standardized Class Policies

Attendance Policy

Class attendance is mandatory. A student will be permitted one unexcused absence per credit hour of the course he or she is attending. A student exceeding the number of unexcused absences may be assigned the grade of "F." Except for emergency situations, students should email or call the course professor prior to an expected absence. In the case of an emergency, the email should arrive as soon as possible thereafter. To obtain an official University excuse for a class absence, a student must submit relevant documentation to his/her academic Dean. The original Dean's excuse must be presented as soon as possible following the absence.

Make up / Missed Work Policy

Missed assignments and make-up work must be completed and submitted within a reasonable time-frame (3 days) of the original due date. The original Dean's excuse, explaining the absence is to be submitted with the work. If the student must wait on the excuse, the assignment must still be submitted within 3 days with a note attached that the excuse will follow. Submit the official university excuse as soon as you receive it. Students should not expect to complete/submit make-up or missed work more than 2 weeks after the original due date.

Lateness Policy

Students should arrive to class on time. Each professor has the right to set time limits on lateness, which can range from 5 to 15 minutes. Lateness may result in students being recorded as absent and/or not being admitted into the class.

Exam Policy

Students must come prepared with writing implements and/or paper if required. No cell phones, laptops, iPads, or electronic devices are to be used or seen on display during an exam without the permission of the course professor. Students seen using any such device may receive a grade of "0" on the exam. Preferably, all electronic devices should be kept in a safe place at home, purse or backpack. At the professor's discretion, late entrants may be denied the opportunity to take the exam.

Course Documents and Materials

The course documents and materials (i.e. syllabus, assignment sheets, rubrics, readings, papers, discussion questions, etc.) provided by your professor should not be uploaded to or shared via content sharing websites. These materials are the intellectual property of your professor and/or the university.

Cell Phone Policy

Cell phone use is not permitted. Please turn off or place your phone on vibrate/mute for the duration of the course period. Each professor has the right to establish penalties for in-class cell phone use. In case of an emergency and where you must take a call or respond to a text, you are to quietly leave the classroom for a limited time and provide a verbal excuse to the professor at the end of the class period.

Food Policy

No food is allowed in classrooms. Drinks, with sealable lids are acceptable. If you spill liquids, clean them up promptly. Please respect your colleagues and FAMU and help us keep a clean and healthy environment.