CLASSROOM CODE OF CONDUCT

As a means of becoming successful and prepared for the professional world, including internships, graduate or professional school and positions of employment, students are expected and required to abide by the following codes.

Individual breaches of codes of conduct or dress codes will be dealt with by the instructor, on a case-by-case basis, based on the severity of the infraction. Punishment can range from being marked "absent for that day to being dismissed from the class. Severe or repeat infractions may be turned over to judiciary.

GENERAL DECORUM
1. Students must be able to present their ID cards for inspection. It is recommended that the card be visibly displayed, whether clipped to a waistband or breast pocket or worn on a lanyard.

2. Students must attend class regularly, missing no more than the allowed number of absences:
   a. Absent 1 hour of class for a 1 credit hour course
   b. Absent 2 hours of class for a 2 credit hour course
   c. Absent 3 hours of class for a 3 credit hour course
   d. Absent 4 hours of class for a 4 credit hour course

   *Students whose absences exceed the above scale will receive a reduction in their final course averages as determined by the faculty member. Exceptions to this policy on point reduction may be granted by the faculty upon presentation of documentation from the Vice President of Academic Affairs that an official excuse has been granted for the student's absence. Conditions warranting such an approval include cases involving death in the family, illness of the student or his/her immediate family members or for military duty. It is the student's responsibility to provide legitimate, official documentation of excused absences to the instructor(s) of the courses involved. Other reasons for absences not covered here must be cleared with the appropriate College Dean.

3. Students must be on time to class and must remain until dismissed.

4. Students must prepare for each class meeting by reading assignments and completing any required written work. It is thus imperative that students purchase their books in a timely manner (i.e., within the first two weeks of the semester).

5. Students must meet all deadlines, including those established by the instructor and those set by the University.

6. Students must never have electronic devices such as cell phones, PDA's, iPods, or similar items in use during class time.

7. Students are expected to act with courtesy and respect to instructors, guests, staff members, and fellow classmates and may not disrupt a classroom or a faculty member's conduct of a class. For example, students should refrain from talking during class while the instructor or another student “has the floor.” Failure to behave with proper courtesy and respect could result
in disciplinary action. A student who disrupts a classroom may be removed or ejected from the class or classroom.

8. Students must not come to class under the influence of drugs or alcohol.

9. Food and drinks are not allowed in the classroom, lecture hall, or lab.

STUDENT DRESS CODE

1. Pajamas, sleep wear and inappropriate exercising clothes (i.e. P.E. uniforms, bicycle shorts, under armor, uncovered spandex) are not allowed in the classroom. Shirts/tops must be worn at all times. Sweat pants are allowed when worn with appropriate undergarments.

2. All students must wear shoes, boots, or other types of footwear made for outside wear: bedroom shoes/slippers, shower shoes, or similar footwear are not allowed in the classroom.

3. Dress and grooming will not disrupt the teaching/learning process or cause undue attention to an individual student; for example, no sunglasses are allowed in the classroom; excessive body piercings, tattoos, and “grillz” are not recommended.

4. Hats, hoods, caps, stocking caps, wave caps, do-rags, and other head coverings are not to be worn in the classroom; no hair curlers whether covered or uncovered are allowed in classrooms. Head coverings designed for religious, cultural, or medical/illness purposes are allowed.

5. Attire must not display language and/or images which are derogatory, profane, or sexually explicit, or abusive, or which “advertise” drugs or alcohol.

6. Dress must be modest and appropriate for a professional or serious setting; no midriff tops, halter tops, sports bras, strapless tops or dresses, camisole tops with spaghetti straps, see-through blouses or shirts, or extremely short or revealing shorts or skirts will be allowed in the classroom. If a student chooses to wear a midriff top, halter top, sports bra, camisole with spaghetti straps, or a tank top or sundress with straps less than 2 inches wide (male or female), the student must wear a shirt or jacket over it.

7. Clothing which allows undergarments to be visually observed is not permitted: NO SAGGING PANTS will be allowed. No undergarments should be visible at any time.

8. It is assumed that students will practice personal cleanliness. Additionally, clothing should not carry excessive odors, i.e., tobacco, body sprays, or colognes.