

MA094 Classroom/lab Policies

+ **Student MC-Email Use**

Student e-mail (@montgomerycollege.edu) is an official means of communication for the College. It is expected that you check your student e-mail regularly and frequently, as you are responsible for information and announcements that will be sent to you from the College. Every student at the college has a MyMC account and your MC email account can be found in MyMC at the top right-hand corner. You should check this account **five times per week**. While it is not imperative that you use your MyMC email account for this class it is expected that you choose one during your MathXL registration that you actually use and check regularly.

In accordance with the following Montgomery College General Education Competencies, students are expected to communicate with college faculty and staff in a professional manner. Emails written in “text message language” or with excessively poor punctuation or grammar will not receive a response from the professor, or the student will be asked to resend the email appropriately.

+ **Late policy:** It is expected that you will be on time for every class. If circumstances arise that make it impossible to be on time, **please come to class**, but be aware of the repercussions to your final grade as outlined above in the attendance policy under “Grading”.

+ **Audit Policy:** A student who has registered for AUDIT in this class is just like the student who registered for credit. He or she **MUST** take the quizzes, attend classes and turn in completed homework on time. The only difference between an AUDIT student and a CREDIT student in this class is what grade appears (or does not appear) on the transcript. There is no other way for either one of us to assess if you are acquiring the knowledge.

+ **Academic Honesty:** See the Student Code of Conduct-“Academic Dishonesty and Misconduct.” (Go to MyMC online.) Any cheating which includes any unauthorized cooperation on any graded assignments will be dealt with as severely as college policy allows. The following are a few examples: plagiarism, cheating on examinations. Working together IS NOT okay. Penalty may range from no credit for the assignment up to and including exclusion and/or “F” grade for the course.

+ **Classroom Conduct:** The College seeks to provide an environment where discussion and expression of all views relevant to the subject matter of the class are recognized as necessary to the educational process. However, students do not have the right to interfere with the freedom of the faculty to teach or the rights of other students to learn. If a student behaves disruptively in the classroom, the student may be asked to leave the room for the remainder of the class time.

+ **Cell phones** and other devices that make noise must be turned off. **Any use of a cell phone during a test constitutes academic dishonesty.** If a student is looking at or using a cell phone (or unauthorized website or calculator) at any point during a test for any reason the teacher should hit the “submit” button, the test is over, and the score is a zero. Additional steps may also be taken as prescribed by the student code of conduct that may include failure for the semester and/or dismissal from the college.

+ **Talking** during class that is disruptive and interferes with other students’ ability to hear or concentrate will not be tolerated. Any student who is asked to be quiet more than three times, will be required to meet with the instructor prior to being readmitted to the class. Questions are encouraged and there will be occasions when students are encouraged to work together during class.

+ **Computer** use that is not directly related to the course is not permitted. Inappropriate use of the classroom computers will result in the student being dropped from the course.

+ **Food or drink** is not allowed in a computer-equipped classroom or lab.

+ **Cancellation** of class, due to weather, or any other reason, does not mean we get to cover less material. In fact, since this course is self-paced and all necessary materials are housed online, **you can AND SHOULD continue with all work as usual**, other than taking an exam for which you must be in class. If inclement weather forces the College or any campus or College facility to suspend classes or close, public service announcements will be provided to local radio and television stations as early as possible. Unless you hear an announcement that classes are cancelled or the College is closed, you should assume that classes will be held.

- ❖ If the College opens or closes at a time when more than 50% of a class period will be missed, that class will be cancelled for the day. For example, if the College is closing at 11:30 p.m., a class that runs 11:00 – 12:25 p.m. would not meet. If the college opens at 12:00 p.m. a class that runs 11:00 – 12:25 p.m. would not meet.
- ❖ If less than 50% of a class will be missed, that class will meet for the remaining portion of its regularly scheduled time. For example, if the College opens at 11:30 p.m., a class that runs 11:00 – 12:25 p.m. will meet, starting at 11:30 p.m. If the college closes at 12:00 p.m. a class that runs 11:00 – 12:25 p.m. would meet from 11:00 – 12:00 p.m.

Inclement Weather:

- Check radio and television stations to see if the College is officially closed.
- Call the College's main phone number, 240-567-5000, to hear an updated message, in the event of closures or delays.
- Check the College's Web site at <http://www.montgomerycollege.edu>

If classes are canceled on the day an assignment is due or a test is scheduled, be prepared to take the test or hand in your assignment as soon as our class meets again.

Note that the Montgomery County Public Schools (MCPS) and Montgomery College do not follow the same school closing procedures.

For the most up-to-date information regarding College openings, closings, or emergencies, all students, faculty, and staff are encouraged to sign up for email and text alerts via the Montgomery County MC ALERT at <https://alert.montgomerycountymd.gov/index.php?CCheck=1>

Accommodations for Students with Disabilities Statement:

Any student who may need an accommodation due to a disability, please make an appointment to see me during my office hour. A letter from Disability Support Services authorizing your accommodations will be needed. Any student who may need assistance in the event of an emergency evacuation must identify to the Disability Support Services Office; guidelines for emergency evacuations for individuals with disabilities are found at:

www.montgomerycollege.edu/dss/evacprocedures.htm

Disability Support Services @ Germantown Campus; SA189; 240-567-7767

@ Rockville Campus; CB122; 240-567-5058; 301-294-9672(TTY)

@ Takoma Park/Silver Spring Campus; ST137/138; 240-567-1475

Combat2College:

If you are a veteran or on active or reserve status and you are interested in information regarding opportunities, programs and/or services, please visit the Combat2College website at www.montgomerycollege.edu/combat2college.

