

**North Dakota State College of Science**  
**Liberal Arts Program and General Education**  
**Student Expectations and Responsibilities 2017-2018**

All NDSCS Liberal Arts Students and General Education Students are members of the broader NDSCS community and are expected to follow all college policies that apply to them (including but not limited to the College Catalog, Student Rights and Responsibilities, Campus Organization By-laws, program expectations, campus communications, etc). Additionally, local, state, and federal laws govern us all.

The Liberal Arts and Academic Services faculty want to provide all students in a Liberal Arts Program or taking a General Education course with an environment conducive to academic success. With this goal in mind, we have developed the following expectations centered on the NDSCS LIFE Values.

The rights and responsibilities set forth in this document are a minimum standard of expectation and they apply to all students in any Liberal Arts, ASC, or General Education course at NDSCS-Fargo, NDSCS-Online, and NDSCS-Fargo. Instructors may have higher expectations or additional course policies outlined in their course syllabi.

## **LEARNING**

Learning can only take place when each of us is actively engaged in the process. This includes participation in class, communication outside of class, and preparation for class. To encourage a healthy learning environment we expect the following of our students:

### **Classroom Expectations**

1. *Show up for class.* Routine attendance is key for your success in any endeavor.
  - a. Excused absences include jury duty, military related duties, and school sponsored activities including, but not limited to athletics, drama, music, student government, etc. When you are gone for any of these reasons:
    - Communicate with your instructor before the absence.
    - Make arrangements to make-up any missed work as soon as possible. It is generally recommended that when possible your missed work be completed prior to your absence.
  - b. There may be times when you are ill, you experience a family emergency, a death of someone close to you, you need to attend to legal matters, etc. At these times you may need to be away from class.
    - When possible communicate with your instructor prior to your absence. Otherwise, let your instructor know as close to the missed class time as possible.
    - There may be work done during your absence that you will not be able to make up. The graded recorded for this work will be a zero.
    - If you are allowed to make up work, please do so in the time allowed by your instructor, as extensions are not possible.
  - c. After 3 or more consecutive unexcused absences, students will be reported to Student Success.
  - d. Students with excessive absences may:
    - be asked to drop the course
    - be administratively withdrawn from the course
    - receive a reduced grade, including the possibility of an F.
2. *Show up on time for class.* If you are late, you may be counted absent. Speak to your instructor after class to explain extenuating circumstances. Late arrivals:
  - disrupt the learning environment.

- are disrespectful to the entire class.
- miss valuable information and then at times expect to get caught up by the instructor or other students in the class. This further disrupts the class.

We can all be late from time to time, but routine lateness is unacceptable and may result in administrative withdrawal from a course.

3. *Be prepared for class*, which means:

- have an appropriate writing utensil or digital equivalent.
- have paper or a digital equivalent.
- have any required textbooks.
- have materials ready at the start of class.

4. *Be present in class and positively participate*. This means:

- avoid napping during class.
- cell phones (or similar devices), headphones/ear buds, or other forms of electronics are not used or visible during class.
- extraneous talking is limited during class
- avoid listening to non-class related music, watching non-class related movies/videos, utilizing social media, playing games, etc during class time. It is disrespectful and disruptive to the class.

Any of the above during class, may have one or more of the following responses:

- You will be asked to cease the behavior. In the case of digital devices, you may be asked to turn device off and put it away, or you may be asked to check the device with your instructor until the end of class.
- You may be asked to leave the class for the day and be counted absent for the day.
- Your academic advisor, coach, club advisor, or other interested party may be informed of your behavior. Additionally, this may be recorded electronically.

As stated previously, attendance in class is important to your success. If you are physically present, but not actively engaged in class, you are not positively gaining from your attendance in class. More importantly, you are likely disrupting the educational experience of your classmates, many of whom are paying for the class and would like to learn in the class.

### **Exam Expectations**

- Students are expected to take exams on time* during the class period the exam is being given. This also applies to students with testing accommodations. On the rare occasion that a student misses an exam:
  - Make-up exams are at the discretion of the instructor, and will only be given in accordance with his or her course policies.
  - Make-up exams may differ from the original exam in the format of the questions and in the specific questions asked.
  - Make-up exams may only be available during a specific window of time.
  - When missing an exam for an excused absence it is preferable to complete the exam prior to the absence.
- Arrive to the exam on time* to avoid disrupting the class. Instructors may lock the door to prevent disruptions. Do not try and enter the classroom if you arrive at class on an exam day and the door is locked.
- Bring required exam materials* (pencil, pen, calculator, Scantron, Blue Book, etc)

4. *Leaving a room during an exam* indicates that you have completed the exam. Please bring tissues to class with you, if you might need them. Please get a drink and use the restroom prior to exam or after the exam.
5. *Cell phone (or other electronic device) use during an exam is strictly prohibited* and will be considered a violation of the integrity policy.
6. Other exam policies may exist for your specific courses.

### **Final Exams**

1. Will only be given during the assigned Final Exam period. Exceptions will not be made for travel arrangements for a student to go home early. Please plan your vacations, returns home, etc. accordingly.
2. 16 week face-to-face classes are each assigned a final exam period during finals week. The final exam schedule is available at [www.NDSCS.edu](http://www.NDSCS.edu). NDSCS-Fargo has a different final exam schedule so make sure you are viewing the correct schedule.
3. All other face-to-face classes typically give their final during the last regular class period or during the last regular week of the class.
4. NDSCS ONLINE STUDENTS who use the NDSCS-Wahpeton Test Center for proctoring and testing services should schedule their finals to be completed no later than Noon on the Friday of finals week. Contact the Test Center if you have questions.
5. Examinations will be held in the room where the class was scheduled during the semester unless stipulated in class.
6. If a student has more than two final exams scheduled for the same day, the student may request from an instructor to take the additional exam(s) on a different day during Final Exam Week.

### **Homework Expectations**

Homework is intended to assist you in your learning process. It may be intended for one or more of the following reasons: skill building, covering content not presented in class, assisting your grade. Homework can only do these things effectively if you:

- personally complete the work.
- completed the work on time.
- submit the assignment in the proper format to the proper location.

Homework has deadlines. If you fail to complete assignments at the time they are assigned it is unlikely that your instructor will allow you to complete them late or at the end of the term. Refer to each course's late work policy for specific information.

## **INTEGRITY**

### **Academic Integrity**

In all aspects of our lives integrity is a cornerstone of our interactions with one another. A lack of integrity in business can result in failed businesses or legal actions. In medicine, a lack of integrity can result in the loss of a license to practice medicine or legal actions. In sports, a lack of integrity can result in penalties (in the game or towards playoff eligibility) or suspension from the sport. Academics is no different than any other field. Each student is expected to do his or her own work in an ethical manner. Doing otherwise is a violation of academic integrity.

1. Violations of academic integrity include but are not limited to:
  - **Cheating:** Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.\*

- **Facilitating academic dishonesty:** Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty. \*
- **Fabrication:** Intentionally and unauthorized falsification of any information or citation in an academic exercise. \*
- **Plagiarism:** Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise. This includes copying from the textbook.\*

\* Brown, C. 2016. Microbiology 202 Online Syllabus. Used with permission

2. The nature of the integrity violation will determine the response to the violation. Violations of academic integrity may be responded to in one or more of the following:
  - a. Student may fail that test or activity with a grade of zero percent.
    - Often for a first course offense
  - b. Student may fail the course
    - May happen with the first or second course offense
    - May happen even if the grade book reflects a passing grade.
  - c. Student may be asked to withdraw from a course or may be administratively withdrawn from the course.
  - d. Student may be denied admittance to a program or may be withdrawn from a program based on questionable integrity.
    - Some programs have zero tolerance for academic integrity issues, and a single integrity violation in any class, including a general education course, can result in dismissal from a program.
  - e. Student may be suspended from this institution.
    - May occur for students with academic integrity violations in multiple courses.
3. Your academic advisor, coach, club advisor, or other interested party may be informed of your behavior. Additionally, this may be recorded electronically.

## Final Grades

The student earns the final grade in each of his or her classes. The earned grade in a class is calculated on the work submitted and graded over the course of the entire term.

1. You will not be able to go back and make-up the entire term of work at the end of the term because you need to pass or you want a higher grade.
2. You will not be able to get extra credit at the end of the term to reach a passing grade or a higher grade.
3. Trying to harass or coerce an instructor into giving you a better grade is not acceptable and may result in disciplinary action.
4. The grade total in the online grade book may not reflect your final grade, as:
  - a. The available online grade book formulas do not match your instructor's grading procedure.
  - b. Your instructor may have miss-entered your transcript grade.
  - c. Your grade may have been negatively impacted by academic integrity issues, class participation, or attendance.

If your final grade is other than you expected it to be you are encouraged to communicate with your instructor for clarification.

## Respect

Being respectful of each other inside the classroom, around campus, in the community, and in all forms of communication is necessary to provide a safe and constructive learning environment. Disrespect to the instructor or a classmate; harassment of any kind; and threatening behavior of any kind, including but not limited to bullying, physical violence (perceived threat or actual violence), verbal argument or disagreement, etc. will not be tolerated. Students engaging in any of these behaviors may:

1. Be asked to stop immediately.
2. Be asked to leave the class for the day and be counted absent for the day.
3. Be withdrawn from the course, their program, the college, and/or removed from student housing.
  - a. There are times when even a first offense may warrant this option.
  - b. There are also times where the offense may warrant the removal of the student from the class during the appeal process. However, when relevant, other options may exist to keep the student current with the class during the appeal process.
4. The nature of the behavior will determine if the response to the behavior is academic affairs, student affairs, both, Title IX, criminal, or other.
5. Your academic advisor, coach, club advisor, or other interested party may be informed of your behavior. Additionally, this may be recorded electronically.

## **FLEXIBILITY**

### **Communication**

There are times when we may not be able to be where we are expected to be; after all, life happens to all of us. When these occasions occur, proper communication is necessary to keep all involved parties informed.

1. NDSCS's official form of communication is email. Students are expected to maintain a current NDSCS email address and check the mail regularly.
  - a. Your faculty members are most likely to contact you through email.
  - b. When you email a faculty member:
    - Identify course you are emailing about, including the time of the class.
    - Specifically identify your reason for the email
    - Sign your email with your first and last name
2. When calling an instructor:
  - Identify yourself
  - State why you are calling
  - Please leave a clear phone number, if you ask for a return phone call.
3. All faculty provide an Instructional Communication Plan in their course syllabi. This document explains how your instructor will communicate with you if they must be gone unexpectedly.
4. When you must be gone unexpectedly do one of the following:
  - a. Email all of your instructors to inform them that you will be gone from class. If possible, let them know when you think you will be returning.
  - b. Contact Student Success at 701-671-3000 or [NDSCS.StudentSuccess@ndscs.edu](mailto:NDSCS.StudentSuccess@ndscs.edu) Let them you will be absent from class and ask them to inform your instructors.
  - c. If you know you will be gone for an extended period of time you may want to speak with an Academic Counselor about how best to proceed with your academics.

### **Continuity of Instruction**

When an instructor must cancel class for a planned absence, an unexpected absence, or a college closing, the instructor has a variety of methods available to keep your class moving forward. In our modern technological society it is rare that a faculty member will simply cancel class. Whenever one of your classes is canceled, you should check your email or course announcements or both to see what might be expected of you.

### **Make-up Work**

1. Will be allowed for absences for military related duties and school-sponsored activities including, but not limited to athletics, drama, music, student government, etc.

2. Make-up work for other absences is at the discretion of the instructor, and will only be accepted with prior approval from the instructor.
3. Make-up work for work that was not completed by the assigned due date is at the discretion of the instructor, and will only be accepted with prior approval from the instructor.
4. Allowed make-up work is to be completed in accordance with the instructor's policies.

### **Weather**

The college will rarely close for inclement weather. Therefore, if you live out of town and the college is open you will need to use your own judgment on whether or not you should travel. We would rather miss you today and see you tomorrow than miss you forever.

## **EXCELLENCE**

### **Student Honors**

1. Scholastic Achievement Award
  - Students who graduate from the North Dakota State College of Science with a cumulative grade point average of 3.5 or above are recognized with a scholastic achievement award.
2. Science of Leadership
  - The red ribbon and medallion signify the students that successfully completed the Science of Leadership program. Science of Leadership participants are selected from the officers of all official NDSCS student organizations and complete a structured leadership curriculum to gain the skills necessary to become life-long leaders.
3. All North Dakota Academic Team
  - Recipients are nominated throughout the state whom have a minimum 3.5 cumulative GPA, demonstrate outstanding academic rigor, participate in honors programs and provide service to the College and community
4. New Century Scholar
  - New Century Scholar Award is a prestigious national award. The recipients are outstanding community college students who are evaluated on grades, leadership and student activity involvement.
5. Involvement and Leadership Awards
  - Gold Medal recipients have demonstrated exceptional leadership, unwavering dedication and outstanding Wildcat pride for the organizations they served.
  - Silver Medal recipients have contributed above average efforts through their involvement and leadership in more than one organization.
  - Bronze Medal recipients have demonstrated leadership by becoming involved and contributing to campus life.
6. Phi Theta Kappa-Beta Mu Rho Chapter
  - The gold honor stole denotes participation in Phi Theta Kappa. Students with a cumulative GPA of 3.5 and a minimum of 12 credits towards an Associate's Degree are eligible to join. Continued eligibility requires a cumulative GPA of 3.25.

### **Support for Academic Success-Accessibility**

1. If a student has a disability that qualifies under the American with Disabilities Act and requires accommodations, he/she should contact the Accessibility Services Office for information on appropriate policies and procedures. Disabilities covered by ADA may include learning, psychiatric, physical disabilities, or chronic health disorders. Students can contact the Accessibility Coordinator if they are not certain whether a medical condition/disability qualifies. **Address:** Old Main 230A Wahpeton Campus **Telephone:** 701-671-2623 **Email:** NDSCS.Accessibility@ndscs.edu

2. Students with testing accommodations.
  - a. Are to start their exam in the Testing Center by the beginning of their class time on the date of their exam, unless otherwise arranged with their instructor prior to the exam start time.
  - b. Are to take their final exam at the assigned Final Exam time.

### **Support for Academic Success-Tutoring**

Tutoring is available for any student that seeks assistance whether they need an occasional question answered or more ongoing assistance. However, we cannot provide what you do not ask for. If you need help in a class consider one or more of these options:

1. Seek assistance from their course instructor.
2. Studying with classmates is encouraged.
3. The student may find help in a variety of subjects at the NDSCS Tutoring Center. The services provided in the NDSCS Tutoring Center are free of charge. The goal of the tutors is to “Support students by building confidence in their learning and studying skills while supporting their understanding of course content.” Students should be aware that tutoring is an additional tool for building success. Therefore, tutoring is intended to supplement class not replace class.
4. The student may seek out and pay for additional tutoring options.
5. All forms of tutoring work best when the student is prepared by:
  - a. Taking notes in class
  - b. Having read assigned reading
  - c. Having attempted the homework

No matter the level of assistance you may need, it is important to ask for help as soon as you need help rather than wait until you are days, weeks, or months behind.

## CONCERNS AND GRIEVANCES

In the event that a student has a concern with a course or instructor, the following process should be used to express that concern:

**Step 1:** Student should attempt to speak with or email the instructor to resolve the issue. If the issue is not resolved, or if the student is not comfortable contacting the instructor, then proceed to Step 2.

**Step 2:** Student will contact the department chair to resolve the issue. If the issue is not resolved at this step, then proceed to Step 3. Contact persons:  
Academic Services: Maria Kaduc, Old Main 140A; 671-2616  
English, Comm., and Performing Arts: Wade King; Haverty Hall 215; 671-2317  
Health, Physical Ed., and Recreation: Jane Passa; Blikre Activities Center 190; 671- 2445  
Math and Sciences: Shannon King; Haverty Hall 213; 671-2296  
Social and Behavioral Sciences: Jane Krump; Old Main 442; 671-2370

**Step 3:** Student will contact the Dean of the ASB Division, Ken Kompelien, who will begin the student grievance process. Mr. Kompelien is located in the Tech Center 12; 671-2297.

The formal student grievance process can be found in the college catalog.