



Rules and Regulations for Students in My Class

- 1) Expect respect from me, as I will expect it from you.
- 2) Students can enter the class within the first two minutes.
- 3) If students are late for more than two minutes, they will be marked “absent”.
- 4) Every hour of the lecture must be marked on the attendance sheet.
- 5) All cell phones must be turned off and hidden from view during class time.
- 6) If a student causes problems in the classroom, they will be required to leave immediately. If a student’s behavior continues to be unacceptable, the instructor will inform the department head and send the student with a report.
- 7) Students are responsible for any missed material if they miss a class. It is the students' responsibility to contact a classmate to find out what was missed.
- 8) The student is responsible for providing satisfactory evidence to the instructor to explain the reason for absence. The accepted official excuses are as follows:
 - a) Injury or illness. The student should obtain a medical confirmation note from their medical provider. The medical confirmation note must contain the date and time of the illness.
 - b) Death of a close family member, a Death Certificate must be presented.
 - c) An important issue that can only be scheduled during class hours.
 - d) If there is any other reason that is not mentioned above, students must inform the instructor.
- 9) The excuse documents must be submitted within one week of the absence.
- 10) It is the responsibility of the student to be aware of the details of the examination timetable.
- 11) Failure to attend an examination without reasonable cause may result in no marks being awarded for that examination.
- 12) Assignments must be handed in on time.
- 13) Any coursework must be the student’s own work and must not contain plagiarized material.
- 14) Students may not enter the examination room after it has been in progress for more than 30 minutes.
- 15) Students should not ask for extra assignments to enhance their grades, request retakes of exams, or redo homework for higher scores.
- 16) Students don’t have the right to choose the type of the questions on exams or homework.
- 17) Students don’t have the right to ask any questions that would help them solve exams questions.
- 18) Students should not ask the instructor to delete some of the course material.
- 19) Please don’t ask your instructor to extend your deadline.
- 20) Exams and homework results will not be provided via email.