

## **Rules and Regulations for students**

- 1) Expect respect from me, as I will expect it from you.
- 2) Students can enter the class in 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 in 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, she will be required to leave the classroom. If a student’s behavior continue to be unacceptable, the instructor will inform the head of the department of what has occurred and will send the student with a report to the head of the department.
- 7) Students are responsible for what transpired if they miss a class. It is the student’s responsibility to contact a classmate to determine what was missed.
- 8) The student is responsible for providing satisfactory evidence to the instructor to substantiate the reason for absence. The accepted official excuses are the following:
  - a) Injury or illness. The student should obtain a medical confirmation note from her medical provider. The medical confirmation note must contain the date and time of the illness.
  - b) Death of a close member in the family, 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 of the reason.
- 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 the award of no marks for that examination.
- 12) Assignments must be handed in on time.
- 13) Any course work 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 thirty minutes.
- 15) Students should not ask for more extra work to improve their grade or ask for re-take exams or re-do homework to try for a higher score. Students should

never ask for special treatment by requesting extra credit that is available only to her.

- 16) Students don't have the right to choose the type of the questions in exams or homework.
- 17) Students don't have the right to ask any kind of question that will help her to 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.