



## University and Course Policies

### **Thomas University Email Statement:**

You must use your Thomas University E-mail Account. Communication for this course and other university matters will be sent to your TU email account. It is essential that you check your e-mail weekly; some courses will require you to check it daily. Instructions for maintaining your E-mail Account are available under the Gmail Tech Support link on the homepage of the Thomas University website ([www.thomasu.edu](http://www.thomasu.edu)).

### **Academic Support Services:**

Thomas University provides academic support to all students. For tutoring and other support programs, the services of the Academic Resource Center are available to all TU students -- <http://www.thomasu.edu/arc> or email [arc@thomasu.edu](mailto:arc@thomasu.edu)

### **Accommodations Statement:**

All course materials, including this syllabus and other instructional material, can be made available to students with disabilities in alternative formats such as Braille, large print, and audiotape. To obtain accessible materials and other reasonable accommodations that facilitate learning in this class, students with disabilities must register with Disability Services each semester by contacting Dr. Katrina Steele, Director of Disabilities Services, in Office #C210 in Smith-Bonvillian Hall ([ksteele@thomasu.edu](mailto:ksteele@thomasu.edu) or 229-226-1621 ext. 1164). Once registered with Disability Services, students must contact their instructors to make them aware of their accommodations.

### **Attendance Policy:**

#### **First Day Attendance**

Students in **face-to-face or hybrid classes** must attend the first day of class.

Students in **online courses** are responsible for logging onto the course by **midnight of the first day of classes**.

Students in a **Directed Independent Study (DIS)** or a course listed as TBA on the class schedule must contact the instructor by midnight of the first day of classes.

Absence from 20% or more of regularly scheduled classes or laboratory sessions for any unexcused reason may result in an administrative withdrawal or receiving an "F" for that course at the instructor's discretion.

Attendance in **face-to-face** courses is determined by students' physical presence in the classroom as the time the class is scheduled to begin.

Attendance in **hybrid and online courses** is determined by participation in class activities each week as specified in the course syllabus.

Failure to meet these expectations for any unexcused reason will result in a recorded absence for the week.

Absences due to participation in University sponsored events are considered excused; however, it is the student's responsibility to notify the instructor of the anticipated absence **in advance**, and to complete all missed work as arranged with the instructor.

If a student chooses to discontinue participation in a course after the term has begun, it is the student's responsibility to officially withdraw from the course according to University withdrawal policy. Please consult with your Advisor for specific withdrawal deadlines and processes.

**Honor Code Policy:**

**Honor Code:** "As a member of the Thomas University Student Body, I will not lie, cheat, or steal in any endeavor related to my academic pursuits, nor will I tolerate that behavior in others."

All students are considered bound by the Honor Code upon admittance to the University. Violations of the Honor Code fall mainly within the categories of cheating, plagiarism, and lying related to any academic matter. **Violations of the Honor Code are defined at <http://www.thomasu.edu/honorcouncil>**

If you are suspected of an Honor Code violation pertaining to this course and reported by the professor, your professor will inform you that the concern has been submitted to the Honor Council for screening. If a hearing is warranted, you will be contacted by TU email. You are responsible for keeping your mailbox clear so that you will receive communication about this and other important university matters.

**Plagiarism** is defined as the use of facts, ideas, phrases, charts, etc. from any source without giving credit for the information. In a paper, report, or similar graded submission, all un-acknowledged material is assumed to be the original work of the writer. Ideas and information from another source, whether paraphrased or a direct quotation, must be acknowledged using a standard documentation format such as MLA or APA. The down-loading of papers from the Internet and submission of the material as work done by the student is one of the most blatant examples of plagiarism. Individual professors are responsible for explaining their referencing policies in each class.

**Guidelines for Students to Minimize Issues or Concerns:**

- Always use TU email and the instructor contact information provided in your course syllabus.
- Always attempt to resolve questions or concerns by communicating with your professor. If a matter cannot be resolved, your next communication should be with the Division Chair supervising the course in which you are having a difficulty. If you need assistance identifying the appropriate Division Chair to contact, call 1-800-538-9784, extension 1000 for an administrative assistant in Academic Affairs to assist you.
- Save all of your course email, communication, and confirmation pages when you submit assignments.
- Conscientiously submit all assignments by established due dates.

- Contact your professor immediately if you become aware that a technical breakdown may have impacted your submission of an assignment and/or test/quiz. The help desk is unable to reset Canvas assignments, tests, and quizzes.
- **Students having questions or difficulty with Hawklink or email access/functions should contact the TU Technical Support Help Desk at 229-227-6958 or by email to [tuhelpdesk@thomasu.edu](mailto:tuhelpdesk@thomasu.edu).**
- **For issues with accessing TU Library resources please contact [tulibrary@thomasu.edu](mailto:tulibrary@thomasu.edu) or use the Ask-a-Librarian chat feature on the Library Tools page in Canvas.**

If the problem impacts an imminent assignment deadline, email or call your professor to notify him/her that you are having trouble. The help desk is unable to reset assignments, tests, and quizzes.

**Note: Thomas University does not provide technical support for computers not owned by Thomas University.**

### **Online Course Policies:**

**The instructor will check the course site and email frequently, and will respond to your communication of questions or concerns within forty-eight hours during the work week.**

### ***Assignments:***

Students are expected to complete all assignments by the posted due dates. A **10% penalty per day will apply to late electronic submissions except in cases where Thomas University systems experience technical issues..**

Any unexcused missed or late postings will result in a recorded missed class day.

### ***Participation:***

Online students are expected to log onto the course website at least twice a week, though students are encouraged to participate as often as possible as frequent participation leads to greater understanding and better performance.

### ***F1 Visa Student Policy for Online Courses:***

F1 Visa holding students are required to complete the majority of their coursework each semester on campus in order to maintain compliance with visa requirements. Maintaining visa compliance is the student's responsibility. If you are a visa-holding student and have any questions about your eligibility to take online courses, please confer with TU's Designated School Official (DSO).