

# Other Academic Policies

## Student Responsibility for Academic Progress

Although McPherson College provides a thorough advising program, the ultimate responsibility for fulfilling requirements for satisfactory academic progress and graduation belongs with the student. A student must satisfy the requirements of the catalog in effect at the time that the student is admitted and begins course work in a degree program; or the student may, with the consent of his/her advisor, graduate under a subsequent catalog, provided the student complies with all requirements of the later catalog.

Students are expected to be familiar with the information presented in their applicable catalog, and to know and observe all regulations and procedures relating to their program of study. In no case will a regulation be waived or an exception granted because a student pleads ignorance of, or contends that he/she was not informed of, the regulations or procedures. Students planning to graduate should be familiar with the deadline for application for graduation and other pertinent deadlines.

Students should schedule an official junior check with the registrar's office during the first semester of their junior year. A final check with the registrar's office is required during the first term of the senior year to assure that the student will meet all graduation requirements. Part-time students should complete the senior check during the term prior to the term in which they expect to graduate.

## Academic Integrity

Strict honesty is fundamental to education. The college expects that both students and teachers will be honest in all their academic dealings. Academic dishonesty includes (but is not limited to) cheating on tests, turning in others' work as your own (plagiarism), and submitting false reports about required activities.

A student who is guilty of academic dishonesty can be failed on the project or failed in the course, at the instructor's discretion. Faculty are encouraged to report every incident of academic dishonesty to the office of the vice president for academic affairs. If a pattern of dishonesty emerges, a student can be suspended from the college.

## Class Attendance

Every professor has the autonomy to establish his or her own class attendance policy, which is explained in the course syllabus. Students are responsible for understanding and complying with each professor's policy. Instructors may lower final grades or fail students who do not comply with the attendance policy set forth in the syllabus. The vice president for academic affairs may withdraw chronically absent students one or all their courses.

Unless the instructor's attendance policy specifies otherwise, students should notify instructors of necessary absences well in advance and arrange alternative means for completing class activities, if appropriate. When prior notification for absences is not possible, the student should explain each absence to the instructor at the next class meeting. The instructor will determine whether make-up work is allowable.

## Classroom Conduct

Faculty members have the responsibility to maintain an atmosphere conducive to learning in their classrooms and labs. Therefore, when, in the judgment of the instructor, a student's behavior undermines the learning atmosphere, the instructor may remove that student from the classroom for the remainder of the class period.

Students who repeatedly undermine the learning environment, or whose disruptive behavior includes violence, threats, or harassment, may be subject to permanent ejection from a course. Unless the instructor specifies otherwise, ejected students fail the course. Students have the right to appeal an instructor's request for permanent removal from a course to the vice president for academic affairs.