

## English Composition Program Policies for Students

**Adding a Course Late (after the first class session has been held, either through waitlist or late registration):**

- Instructors and the English Composition Program are not responsible for maintaining or configuring the registration waitlist. Instructors cannot see which students are or are not on a waitlist. Because of this, **students are responsible for communicating with instructors of courses that they are on a waitlist for, or that they are planning to add late for any other reason.** All other waitlist issues or concerns should be taken up with the University Registrar.
- **Students may be added to a course through the Registrar's waitlist or late registration during the first week of class. *After the first week of class, students wishing to add will be required receive approval of the instructor.***
- **Students who add a course late (after the first class session or more has been held) should be aware that:**
  - ***Absences or work/participation missed as a result of adding a course late will not automatically be "excused." Students are responsible for and held to all course material, work, attendance policy, and all other course policies and requirements in the syllabus, at the discretion of the instructor, regardless of when or how they enrolled in the course.***
  - ***Any student on a waitlist or planning to add a course late should meet IN PERSON with the instructor immediately, preferably before the semester or course begins, to get a copy of the syllabus and understand the requirements and policies of the course, as well as the consequences and expectations of adding the course late.*** If you cannot attend the first class session of a course you are waitlisted for or planning to add late, you should email or call the instructor, explaining who you are and what course you'd like to add, to make arrangements to visit her/his office hours and/or get the necessary course materials, policies and expectations.

### **Attendance:**

- Individual instructors will create and include on the syllabus an attendance policy for each course that clearly enumerates how attendance and/or absences (including tardiness, if part of the policy) will affect the student's final grade.
- Students are responsible for understanding and adhering to the instructor's attendance policy; any ambiguities the attendance policy (or any other course policy) should be cleared up early in the semester by seeking clarification *in writing* from the instructor.
- In addition to the instructor's attendance policy, **it is English Composition Program policy that any student who accrues 6 or more absences in an English Composition course (ENG 100, ENG 101, ENG 102 or LIBS 201) will receive a failing grade for that course regardless of the quality of his/her work, unless prior arrangements are made with the instructor in writing.** Individual instructor's attendance policies will reflect this program policy, and individual instructors have

discretion to override this program policy with the approval of the program director in extenuating circumstances.

- Instructors will keep written attendance records (either in hard copy or electronically) and notify students by midterm of their status in the class in terms of absences.
- **Students are responsible for keeping track of their own adherence to the course and program attendance policies, and should seek clarification from the instructor immediately if there is any discrepancy or confusion about his/her attendance or adherence to the policy.**

### **Incomplete Grades:**

Incomplete grades are reserved for students who cannot not complete a course because of very serious extenuating circumstances, but who have completed a *majority* of the course work and are otherwise in good standing in the course (in terms of course grade, participation, attendance, and adherence to other course policies). Incomplete grades are *not* an option for students who are failing a course (earning a current grade of D+ or lower) and/or students who have not met course policies and requirements and/or students who have not completed a majority of the coursework. Students, instructors or advisors with questions or concerns about assigning an incomplete grade should contact the program director.

### **Grade Appeals:**

The Roosevelt University Student Handbook outlines the procedure for appealing grades. In accordance with these policies, at the program level, students who wish to appeal a grade in an English composition course are required to first appeal to the instructor of the course *in writing*, including any supporting evidence. As part of this initial written appeal, a student may request a face-to-face meeting with the instructor and program director. Next, the student may appeal to the Director of the English Composition Program and/or the Chair of the Department of Literature and Languages, *in writing* and including supporting *evidence/documentation*. The program director or department chair will review the appeal and evidence, and may require a meeting with the student and/or instructor.

### **Academic Integrity (including avoiding plagiarism):**

- **In the English Composition Program, we have the utmost respect for our student's perspectives, experiences and languages, and we expect their work to represent their authentic voices and ideas.** We take very seriously our responsibility to help students shape their voices and ideas to successfully enter important academic, professional and civic conversations.
- **Academic dishonesty is a *very serious offense* in an academic community, and particularly pointless in a course that is meant to develop your own voice and ideas. In fact, we view plagiarism as a *social justice issue*.** If you are passing off the work of others as your own—even if it's just *one sentence*—you are not functioning as a responsible, conscientious member of our community, nor, even more importantly, are you working toward improving yourself or impacting others. Writing is hard work, and it can be scary to put yourself “out there” on the

page--we get that. But that's also why it's so important to work on those skills. People who produce new knowledge and convincingly communicate ideas make an impact; people who recycle the work of others, or let others do the talking for them, don't get far.

- **Any instructor may, at his/her discretion, fail a student for plagiarism or academic dishonesty, regardless of the quality or quantity of the student's other work in the course, or whether the act was intentional or unintentional.** A student who engages in plagiarism or academic dishonesty may also be reported to the university for further action, which could ultimately lead to expulsion. Writing instructors want to help you with your writing, not act as the plagiarism police; seek help and clarification early and often in the writing process so you can be sure you're learning *about* plagiarism rather than *engaging* in it. Students who wish to appeal an instructor's decision about an academic honesty issue should contact the program director.
- **Students should become familiar with what constitutes academic dishonesty, and should reach out to their composition instructor with *any* question, no matter how big or how small, about plagiarism, citing, using others' work, quoting, recycling/revising your own work – whatever.** While composition courses are designed, in part, to teach students about working with others' ideas, quoting, citation, etc., it is ultimately the *student's responsibility* to understand what constitutes plagiarism or academic dishonesty. A lot of academic dishonesty or plagiarism happens "by accident" or because a student didn't ask an important question.
- **REMEMBER: A "bad" paper, a late paper, or even *no paper at all*, is *always* better than a plagiarized one. Really!**