English 102 Policies and Procedures for Students

The following policies and procedures describe departmental expectations English 102 students.

Absences

Three or more absences from a M-W-F class will compromise your grade; for a T-TH class, two or more absences will compromise your grade.

A missed conference counts as two absences.

Six or more absences from a M-W-F class will result in a failing grade; five or more absences from a T-TH class will result in a failing grade.

Here’s the reasoning behind the attendance policy. Without attending class, you cannot perform your role as a student involved in learning. Personal situations and required university events may arise that, on a rare occasion, make it impossible for you to be in class. Remember, however, that’s why a few absences are allowed; please reserve those for emergencies.

If you must miss class, you are responsible for obtaining any handouts or assignments for the class. Make sure you talk with your instructor in advance if you are worried about meeting a deadline or missing a class.

If an emergency comes up, contact the Dean of Student Life. The Dean of Student Life will inform all of your professors of the emergency and will provide your instructor with helpful documentation. Contact: Office of Student Life, E. Moore Hall (293-5611)

Participation

Participation includes coming to class prepared and on time, taking part in class activities, asking questions, attending conferences, contributing your knowledge and insights in whatever form is suitable, and striving to make all your contributions excellent. It also includes doing all the required reading, research, and writing for each class.

Note: Please attend to class on time. Lateness will hurt your grade because latecomers are likely to miss valuable information and because it is an unnecessary interruption.

Late work

Late work is unacceptable. If you ever have a problem with an assignment, talk to your instructor ahead of the deadline and you may be able to negotiate some special arrangement. Deadlines are not negotiable after you’ve missed them.

Plagiarism/Cheating
The English 102 community assumes your honesty. The following definitions on plagiarism and cheating are from the West Virginia University Undergraduate Catalog. Please see the section on Academic Integrity/Dishonesty for the full definition and discussion of procedures.

Plagiarism: material that has been knowingly obtained or copied in whole or in part, from the work of others…, including (but not limited to) another individual’s academic composition.
Cheating: doing academic work for another student, or providing one’s own work for another student to copy and submit as his/her own.

Academic dishonesty involves misrepresenting as your own work any part of work done by another, submitting the same paper or substantially similar papers to meet the requirements of more than one course without the written approval and consent of all instructors concerned, depriving another student of necessary course materials, and interfering with another’s work.
Plagiarism and cheating are serious offenses. Clear cases will result in an F for the course and appropriate academic discipline.

Note: Much of the work you’ll do in English 102 with address issues of intellectual property, particularly in the use and documentation of sources. As the penalties described above suggest, using source material appropriately is an important part of the research and writing process. Because of the value placed on intellectual property in the university community, recognizing and avoiding plagiarism is critical.

Special Needs

If you have a documented learning disability, hearing or vision problems, or any other special need that might affect your performance or participation in class, please be sure to talk to your instructor and provide your instructor with relevant documentation. Also, please be aware of the support service available to you through Disability Services, located in room G30 of the Mountainlair (293-6700).

Social Justice

English 102 supports WVU’s commitment to social justice. The classroom community will work to create a positive learning environment based on open communication and mutual respect.

Writing Course Complaints

In the event that you have a concern about your class or assignments, please talk to your instructor. Most conflicts or concerns can best be resolved through communication between the instructor and student. In the event that you and your instructor cannot resolve your concern, you may choose to register a writing course complaint. To do this, please stop by the office of the Administrative Secretary for the Center for Writing Excellence (236 Stansbury) and fill out the form to register your concern. The
Undergraduate Writing Coordinator will respond to your written concern in a timely fashion.