**Let’s Talk Attendance!**  
100% attendance is ideal, but we know life happens. We know we cannot plan for every emergency, but here are some guidelines to ensure we are all on the same page.   
  
**Present**: Physically in class, arriving on-time, and **remaining in class for 90% of the session**. If you are going to be more than 30 minutes late on any given day, please notify the Instructional Team via a Slack DM.   
  
**Absent**: All students are allotted **4 absences**. Not physically in class, does not differentiate between excused or unexcused. If you are going to be absent, you can send a courtesy DM via Slack to the Instructional Team.   
  
**Remote:** Intended to be used sparingly, students are **allowed up to 4 remote classes**. Excessive use can impact course completion. If you wish to remote into class, please send a Slack DM to the instructional team.   
  
**Remote Attendance Guidelines:** Student must live stream class session, actively communicate via Slack with TA and peers, complete class activities in VSC, if applicable. As evidence of learning, the student should compile screenshots of completed activities and then share with Instructional Team via Slack DM.  
  
**The Academic Perspective!**

Each of you will earn your program certificate through the completion and submission of required homework assignments and class projects. Your completion of designated coursework will serve as your collective evidence of learning.

**Good Academic Standing**: Complete 90% of required homework assignments. Students should not have more than 2 unsubmitted and/or incomplete homework assignments. Incompletes do not count toward course completion. Each student must contribute meaningfully to class projects\*.   
  
**Homework Feedback/Grading**: The Instructional Team are allowed 7 days beyond the due date to complete grading and provide constructive feedback via BCS. If there is a delay in grading/feedback, the Instructional Team will notify the class in advance via Slack.

**Homework,** **Late Submission**: If you need an extension to complete a required homework assignment, notify the Instructional Team via a Slack DM prior to the due date & provide estimated date for submission. Any required homework assignments submitted more than 7 days late, will be graded by the Instructional Team at their own leisure.  
   
**Plagiarism. Plagiarism. Plagiarism.**

As adult learners, you are expected to understand and respect the boundaries of plagiarism. We know there are a ton of resources on the world wide web and it is considered public domain for your use. However, it is critical you learn to utilize 3rd party resources in a way that is beneficial to your learning endeavors.

For more information on [WashU’s plagiarism policy, click here](https://docs.google.com/document/d/1w5O_hBwJKa1oGYlWy_pL8X5aDebWgSqrBPvLfuZrS4E/edit).

[**WashU Title IX Harassment Policy**](https://titleix.wustl.edu/)

Sexual misconduct is prohibited by WashU’s Title IX Harassment Policy and the federal law Title IX of the Education Amendments of 1972. [More information on WashU’s Title IX Office can be found here](https://titleix.wustl.edu/).  
  
Sexual misconduct encompasses all forms of sexual harassment, including gender-based harassment,

sexual violence, sexual assault, dating violence, domestic violence, stalking and sexual exploitation. Sexual misconduct will not be tolerated in the SMU community. Learn more about sexual misconduct definitions and examples, including sexual assault and consent. Students found responsible for sexual misconduct face disciplinary sanctions up to and including expulsion from the University.