**COURSE POLICIES AND STANDARDS**

Behavior in Class

• Silence must be observed all the time.

• Students are not allowed to litter inside the room.

• Games of all forms are not to be played during class session.

• Unnecessary engagements and activities not related to the course are not allowed during class sessions.

• A student who comes in class without proper uniform will have penalties to his performance.

• The students are encouraged to participate during recitations or answer questions.

Attendance

• Attendance will be taken at every scheduled class meeting.

• A student is given 15 minute grace period to enter the class; otherwise, a 'Lock Room' policy shall be implemented after 15 minutes of the scheduled time.

• A student is absent if he failed to show him/herself for the whole duration of the class.

• Should a student miss a class, he/she is responsible for finding out what material or announcements he/she may have missed.

• Students will only be allowed to be excuse from class only with the preapproval of the instructor or with an acceptable, documented reason. Acceptable reasons include severe illness, family emergencies, childcare issues, hospitalization or other unavoidable events including dangerous weather conditions and unavoidable transportation problems.

• Accumulating 20% absences of the required number of class meeting for any reason during the semester may result in the student being DROPPED from the course without warning.

• Strictly no student seat-in is allowed.

Assignments/Homework and Other Deliverables

• All assignments and exercises must be submitted on time.

• Late homework and exercise receives a 50% penalty. Homework/assignments or exercise are due when class begins.

• If you know you will be absent when an assignment or a exercise is due, make arrangements with the instructor for an early or alternate submission method. However, he/she must present valid documents such as doctor’s note before his/her work may be accepted.

• Likewise, if you missed to submit assignment or deliverable because of some unavoidable circumstances, the student must present valid documents to defend his/her case.

Seatwork, Unit Tests and Term Exam

• No make-up or late seatwork or unit tests will be given unless it is a valid or an acceptable reason. Missed seatwork and unit tests due to unexcused absences will result in a score of 0.

• If you know ahead of time that you won’t make the unit tests or exam, discuss the matter with the instructor; arrangements can usually be made.

• Likewise, if you missed a unit test because of some unavoidable circumstances, the student must present valid documents to defend his/her case.

Laboratory Exercises

• All laboratory exercises must be submitted on time as prescribed by the instructor.

• There is no make-up laboratory exercise will be given to a student unless for a valid reason. However, the student must present valid documents to defend his/her case.

• Checking will be done 30 minutes to 1 hour before the allotted time expires even if the student failed to complete all requirements.

Laboratory Sessions

• Keep the computer unit intact during and after the class session. The student assigned to that unit shall be responsible for any damage done to the unit unless an accident happens.

• If the unit assigned to the student is already damaged before he/she uses it. That student must report to his/her instructor about the incident immediately.

• Using any other applications not related to course is strictly prohibited. Bags are not allowed to be brought to the workstation.

Major Course Requirements

• Requirements should be submitted on or before the given deadline. All requirements that are submitted late will be given 40% penalty.

• In case the student could not submit on time, he/she must inform the instructor ahead of time or present a valid reason backed by evidence

Use of Electronic Devices in Class

• Students should not make inappropriate use of electronic devices during class times (e.g., laptops, tablets, or phones). These devices should not be used during class to browse the web, text or instant message, check email, etc.

• The use of cellular phones and other electronic gadgets during class hours are prohibited unless the instructor permitted the student to use it;

• All cellular phones must be on silent or vibrate mode. It should be only use for emergency purposes. It should not always be around while on the classroom otherwise it will be confiscated and will be returned after the class session.

• Other electronic devices that will divert your attention should be turn off and keep inside your bag or pockets unless it is permitted by the instructor.

• All electronic devices must be put away during exams and Unit Test.

Cleanliness and Orderliness

• Maintain a safe, orderly, and clean environment.

• Students are only allowed to eat or drink outside the room.

• Do not stand on chairs or tables, or put your feet on them; keep all four chair legs touching the floor.

• Make sure that your workstation (including all peripherals connected to it) is neatly arranged. Report any missing/damaged/broken units immediately.

• A group of assigned students shall maintain cleanliness of the room after the class.

Academic Misconduct

• Copying other’s work, plagiarizing external references without giving due credit, and cheating in exams are strictly forbidden. The students should not copy each other’s work.

• Student who copy or who knowingly supply the original work will have his score invalidated.

• Students should take pride in his/her own work, and feel free to ask if he/she needs help or assistance to maximize his/her learning except during the examinations.

• During examination times, no talking and passing papers or other items among the students will be allowed. The instructor will give an overall grade of 5.0 to a student if that student is caught with any kind of cheating.

• The instructor shall enforce appropriate actions according to the Student Handbook when the student violates any of the policies.

Support for Students with Special Needs and Disabilities

• If you experience difficulty in this course for any reason, please do not hesitate to approach your instructor.

• If you have a physical or learning disability that will make it difficult for you to do the course work or that will require academic accommodations to be provided, please see the Guidance Office or contact (047) 237- 6450 as soon as possible.

• If you come from a financially challenged family, consider contacting Office of Scholarship Affairs and Services (047)237-1385. They may be able to give you additional assistance.

• Likewise, students who potentially require emergency medical attention due to any chronic health condition are encouraged to disclose this information to a guidance counselor within the first two weeks of class. Guidance counselor can be contacted by calling (047) 237-6450 or by visiting the Guidance Office.