

Helping Students to Succeed at IADT

General Education Student
Success Presentation
July 9-13, 2007/Summer Term

General Education and IADT Student Policies

The General Education Department is emphasizing its own policies and policies in the Student Handbook that will improve student performance.

To obtain a full account of IADT policies, students are required to review their IADT Student Handbook, which was revised June 2007. All references to IADT student policies were noted using this edition of the handbook.

Helping Students to Succeed at IADT: A General Education Student Success Presentation focuses on eight primary areas:

- **Late Work**
- **Taking Finals**
- **Grade Appeals**
- **Class Attendance**
- **Backing-up Work**
- **Student Code of Conduct**
- **Academic Honesty**
- **Consequences of Cheating (Plagiarism)**

Late Work Policy

Regarding Papers, Projects, Homework, etc.

- Students are expected to submit their work on or before the stated due dates. Student late work will not be accepted if prior arrangements have not been made with the instructor (IADT Student Handbook Section 11.1).
- If requested by instructors, students must also submit their work electronically.

Late Work Policy

Regarding Papers, Projects, Homework, etc.

- Late GenEd work not received by the next class period will receive a grade of zero (0).
- Instructors may either accept late work and assess it a 30% penalty or not accept late work at all.
- Students are expected to submit assigned work directly to the instructor. Other staff members may not accept student work on behalf of the instructor (IADT Student Handbook Section 11.2).

Late Work Policy

Regarding Presentations

- Student presentations must be on their due date during class at the specified time (IADT Student Handbook Section 11.1).
- GenEd students who do not present at that time will receive a zero (0).

Late Work Policy

Regarding Presentations

- GenEd students may not submit a written copy of the presentation as a substitute for presenting.
- GenEd instructors are not required nor encouraged to allow make-ups for presentations as this takes time away from other students, which is unfair.

Late Work Policy

Regarding Tests and Quizzes

- Missed tests and quizzes are made up at the discretion of the instructor and may incur penalty points.
- Make-up quizzes and tests may differ from the original exams given.

Policy Regarding**Final Exams/Presentations**

- Students should not make travel arrangements or schedule other activities during the week of finals.
- Taking final exams or presenting early to extend the break between quarters is not permitted unless pre-approved by the instructor and the General Education Department Chair (IADT Student Handbook Section 11.4).

Policy for**Grade Appeal**

- If a student receives a grade that he or she believes is undeserved, the student may appeal the grade (IADT Student Handbook Section 11.5).
- The student must first meet with the instructor to discuss the grade (Section 11.5).
- If the problem is not resolved, students should notify the department chair in writing within two weeks of receiving the grade (IADT Student Handbook Section 11.5). A form to contest grades is available in Student Services.

Policy for**Grade Appeal** (IADT Student Handbook Section 11.5)

- On the form contesting grades there must be written notification explaining why the student believes the grade is undeserved (IADT Student Handbook Section 11.5).
- On the form GenEd students must state all the scores received in the class and any missed assignments.

Policy for**Class Attendance**

- Failure to attend class affects learning and class participation. Years of research have shown a direct correlation between class attendance and grades.
- Excessive absences will affect student grades and may result in automatic withdrawal (IADT Student Handbook Section 7.1).

IADT and General Education Department Policies

Policy for Class Attendance (IADT Student Handbook Section 7.1)

- Even if your instructors are notified of your absence, it is still at their discretion to allow for make-up work.
- Students who miss class to work on materials for another IADT class, must receive permission from the instructor whose class will be missed.
- Students must attend at least half of a class to be considered present.

IADT and General Education Department Policies

Policy Regarding Backing-up Work

- In addition to saving work on the IADT server, students must save additional copies of their work/projects to an external media, as a back up (IADT Student Handbook Section 14.2).
- Students should always save their work on external media and not rely on the IADT hard drive or server because they are deleted periodically (Section 14.2).

IADT and General Education Department Policies

Policy Regarding Backing-up Work

- GenEd also requires students to keep written copies of their work.
- In addition, GenEd also requires students to keep all graded work returned to them by their instructors.

IADT and General Education Department Policies

Policy Regarding Student Code of Conduct

- Students are expected to use professional language when speaking with a professor, staff member, and/or a peer (IADT Student Handbook Section 8.1)
- Students in violation of conduct guidelines will be asked to leave class and possibly be escorted from campus (Section 8.1).

What is Plagiarism

Random House Webster's Unabridged Dictionary defines plagiarism as the unauthorized use or close imitation of the language and thought of another author and the representation of them as one's own original work.

Plagiarism is a type of cheating and is against IADT's policy and subjects students to disciplinary action (IADT Student Handbook Section 11.6).

Policy Regarding Academy Honesty

- Students must not plagiarize. Plagiarism is presenting someone else's words, ideas or work without citation (IADT Student Handbook Section 11.6).
- Students may not submit the same assignment for credit in more than one course without approval of the instructors involved (Section 11.6).
- For additional guidelines on academy honesty, see Section 11.6 of the IADT Student Handbook

Consequences of Cheating (including Plagiarism)

- Students who are caught cheating will receive a zero on the assignment and may receive an F in the class (IADT Student Handbook Section 11.6).
- **The second time a student is caught cheating in any class they may be dismissed from IADT (Section 11.6).**

These Policies Help to Assure Student Success

Although these policies may seem firm, they help you to succeed as students at IADT. You are strongly encouraged to abide by these policies.

Thank You

Samantha Eaddy
General Education Department Chair