

# CLASSROOM EXPECTATIONS

## Student Support Services

Support Services are available to every student. These include the Counseling Center, Academic Resource Center, Residence Life, Career and Academic Advising, Financial Aid Counseling, Campus Activities, and Information Technology. More information regarding these resources can be found on Concordia Central:

- Mequon Concordia Central (<https://www.cuw.edu/students/concordia-central.html>)
- Ann Arbor Concordia Central (<https://www.cuaa.edu/students/concordia-central.html>)

## Class Attendance

Class attendance is very important, not only to the instructor and the individual student, but also to the entire campus community. Students can expect faculty to have a clear attendance policy in each course syllabus. Students are expected to be aware of the attendance policy in each course for which they are enrolled.

## Enrollment Agreement

Students must complete the required enrollment agreement by:

- 8-week or less course: First Friday by noon CST
- More than 8-week course: Second Friday by noon CST

Students who have not completed their enrollment agreement will be dropped and will receive a pro-rated refund of tuition.

## Unexcused/Excused Absences

For known attendance conflicts, students must contact their instructor in advance of the class session to notify him/her of the absence. In general, acceptable reasons for student absence from or failure to participate in class include:

- Participation as a representative of the University in a scheduled intercollegiate athletic event;
- Participation as a representative of the University in a scheduled professional/academic conference, academic competition or performance, or a experiential learning activity scheduled as part of a course;
- Participation as an officer of a University co-curricular organization in a scheduled conference for which participation is mandatory for the student (e.g., a required annual meeting for all presidents of a national student organization);
- Health-related absences for which valid documentation is presented;
- Accommodation-related absences for which documentation is provided through the Academic Resource Center;
- Death in the family;
- Military commitments;
- Other situations not specifically noted in this list, but approved by the Assistant Vice President of Academics and/or the dean of the school in which the student is enrolled.

Students may be required to submit documentation of absences to faculty members. Students shall be permitted a reasonable amount of time to make up the material or activities covered if their absence was excused by the instructor.

## Excessive Student Absence

Concordia University reserves the right to administratively withdraw a student from class for excessive, unexcused absences based on the thresholds articulated below. The chart below documents when a student meets excessive absences (defined as approximately 15% of the course).

If administratively withdrawn for excessive absence, the Registrar's office will indicate a "W" on the student's transcript if the student's last class participation was prior to the withdrawal deadline for the term. A student who participated in a course past the withdrawal deadline, but who reaches an excessive absence threshold, is not eligible for a withdrawal and will be assessed a final grade.

Course Duration	Course Delivery Type	Excessive Absence
16 weeks	Face-to-face & Virtual	7 or more hours of class
16 weeks	Online	No assignment submissions for 3 or more total weeks online
14 weeks	Face-to-face & Virtual	Three or more 4-hour class sessions
14 weeks	Online	No assignment submissions for 3 or more total weeks online
8 weeks	Face-to-face & Virtual	Two or more 4-hour class sessions
8 weeks	Online	No assignment submissions for 2 or more total weeks online
6 weeks	Face-to-face & Virtual	Two or more 4-hour class sessions
6 weeks	Online	No assignment submissions for 1 or more total weeks online

## Consequences of Excessive Absences

An administrative withdrawal due to excessive absences may impact a student's scholarships, athletic eligibility, federal financial aid, and his/her ability to live in Concordia University Residence Halls. Residence Life requires that students maintain full-time status to live in Residence Halls. The Cashier's Office will implement applicable provisions of the Refund Policy when a student is administratively withdrawn, and Financial Aid will take appropriate action under applicable policies related to student aid.

## Recording policy:

Students may record class sessions when recording is part of an accommodation specified by the Academic Resource Center (ARC) & Accessibility Services. In all other circumstances, students must obtain the written permission of the course instructor prior to recording a class.

Instructors may record and save sessions of this course for viewing by absent students through the Learning Management System course site.

## Academic Integrity Policy:

Concordia University expects all students to display honest, ethical behavior at all times and under all circumstances. Academic dishonesty is defined as follows:

## Cheating:

Includes, but is not limited to: a) the use of unauthorized assistance in taking any type of test or completing any type of classroom assignment; b) assisting another student in cheating on a test or class assignment, including impersonation of another student.

#### **Plagiarism:**

Includes, but is not limited to: a) failure to give full and clear acknowledgement of the source of any idea that is not your own; b) handing in the same assignment for two different courses without the consent of the instructors.

#### **Fabrication:**

The forgery, alteration, or misuse of any University academic document, record, or instrument of identification.

#### **Academic Misconduct:**

Intentionally or recklessly interfering with teaching, research, and/or other academic functions.

#### **Sanctions:**

Faculty members who find evidence of academic dishonesty have sole discretion to determine the penalty, using their professional judgment. This can include a failing grade in the course, or removal of the student from the course. Additional sanctions will be imposed when a student is found to have violated the academic integrity policy more than once; these sanctions may include suspension or expulsion from the university.

#### **\*Test integrity software:**

Some academic courses and programs use test integrity software. Respondus LockDown Browser and/or Respondus Monitor may be required for exams taken through the Learning Management System. Students cannot print, make screen captures, access other web pages, or access other applications while taking the exam. Students may be required to complete an identity authentication procedure and be recorded using audio and video during the exam session. Although not the intent of the monitoring, any act that is inadvertently caught through Respondus Monitor that is against the Conduct Code of Concordia University or is considered a criminal act will be referred to the Dean of Students Office. In those cases, the video or audio record may be used as evidence of violations.

Students should contact the IT Help Desk with questions on how to access, download, install or use Respondus LockDown Browser or Monitor. If using Respondus Monitor, students should contact their instructor with questions or concerns related to finding a comfortable and quiet location for test-taking outside the classroom.

If a quiet, comfortable location is not available, ask your instructor to arrange an alternative option for taking the test, such as taking a proctored test through the Academic Resource Center.

- Respondus LockDown Browser information for students (<http://celt.cuw.edu/respondus-lockdown-browser/>)
- Respondus Monitor information for students (<http://celt.cuw.edu/respondus-monitor/>)
- Student terms of use for Respondus Monitor are here: <https://celt.cuw.edu/respondus-monitor-terms-of-use-student/>.

#### **\*Concordia University Required Student Technology:**

Please see the following link for required technology resources. Your individual program may have different requirements. **Link to computer requirements for Mequon students** (<https://www.cuw.edu/academics/services/technology-services/computer-requirements.html>) **Or Link to computer requirements for Ann Arbor students.** (<https://www.cuaa.edu/academics/services/technology-services/computer-requirements.html>)

#### **\*Title IX Policy:**

Concordia University is committed to fostering a safe, productive learning environment. University policy and federal law (Title IX) prohibit discrimination on the basis of sex which includes but is not limited to harassment, domestic and dating violence, sexual assault, and stalking. If you, or someone you know, has experienced or is experiencing these types of behaviors, know that you are not alone. #Resources and support are available and you are encouraged to report this to the Title IX Coordinator at 262-243-4331 or anonymously online here ([https://cm.maxient.com/reportingform.php?ConcordiaUnivWis&layout\\_id=5](https://cm.maxient.com/reportingform.php?ConcordiaUnivWis&layout_id=5)). Sexual misconduct of any type is not permitted by the university. Concordia's policies and procedures concerning sexual misconduct and Title IX are available here: Title IX Policy (<https://www.cuw.edu/about/offices/title-ix-sexual-harassment-policies/>)

Title IX also extends to any student who is pregnant, recovering from pregnancy, or breastfeeding. #These students may request accommodations based on those needs. Our policies and procedures concerning pregnant and parenting students is available here: Title IX Pregnant and Parenting Policy (<https://www.cuw.edu/about/offices/title-ix/pregnant-parenting.html>)