

English Department / Departmental Policies / Upper-level and Graduate

Attendance: The English Department adheres to Mississippi College's attendance policy as outlined in the current *Undergraduate Catalog* and *Graduate Catalog*:

Class attendance is an essential part of university education, and students are expected to attend regularly and punctually all classes and laboratories for which they are registered. Cumulative absences may result in a lowered grade or loss of credit for the course. Tardiness is also subject to penalty, as is any failure to complete required class work on time. Although some specific requirements may vary according to the nature and structure of the course, the following guidelines summarize university policy:

1. Class attendance is required, and accurate records are kept.
2. Students must not accumulate excessive absences.

A student receives a grade of F in a course immediately upon accumulating the following number of absences, whether excused or unexcused:

- 12 in semester classes meeting 3 times per week
- 8 in semester classes meeting 2 times per week
- 4 in semester classes meeting 1 time per week
- 4 per session in the Accelerated Degree Program (ADP)
- 6 in summer day classes

For lesser numbers of absences, the student should expect a lowered grade in the course, with the maximum penalty of one letter grade for each week of absences (in a semester) or the equivalent.

Absence Appeal. If a student misses more than the number of class periods specified in university policy and believes that there are reasonable explanations for the absences, he/she may appeal the absences to the dean of the school in which the course is being taught. Students may obtain a Student Absence Appeal Form from the office of the appropriate dean.

Academic Integrity Statement: The English Department adheres to Mississippi College's academic integrity policy as outlined in the current *Undergraduate Catalog* and *Graduate Catalog*:

Mississippi College students are expected to be scrupulously honest. Dishonesty, such as cheating or plagiarism, or furnishing false information, including forgery, alteration or misuse of University documents, records or identification, will be regarded as a serious offense subject to severe penalty, including, but not limited to, loss of credit and possible dismissal. See the current *Mississippi College Student Handbook* or University Policy 2.19 for specific information regarding penalties associated with dishonest behavior at Mississippi College

Late Paper Policy: The English Department has established the following policy for late work submitted in upper-level and graduate English courses

No **major papers or projects will be accepted after the due date** except in the case of your hospitalization or the death of an immediate family member; you may appeal your case, if necessary, to a departmental committee after filling out an appeals form available from the department chair.

Grades for other assignments will be reduced according to the following schedule:

- after time due and up to 24 hours late: one letter grade;
- after 24 hours and up to 48 hours late: two letter grades;
- after 48 hours and up to 72 hours late: three letter grades;
- after 72 hours, any paper turned in will be given an "F."

Failure to turn in an assignment will result in a grade of zero on that assignment.

Services for Students with Disabilities: In order for a student to receive disability accommodations under Section 504 of the Americans with Disabilities Act, he or she must schedule an individual meeting with the Director of Student Counseling Services (SCS) immediately upon recognition of their disability (if their disability is known they must come in before the semester begins or make an appointment immediately upon receipt of their syllabi for the new semester). The student must bring with them written documentation from a medical physician and/or licensed clinician that verifies their disability. If the student has received prior accommodations, they must bring written documentation of those accommodations (example Individualized Education Plan from the school system). Documentation must be current (within 3 years).

The student must meet with SCS face-to face and also attend two (2) additional follow up meetings (one mid semester before or after midterm examinations and the last one at the end of the semester). Please note that the student may also schedule additional meetings as needed for support through SCS as they work with their professor throughout the semester. Note: Students must come in each semester to complete their Individualized Accommodation Plan (example: MC student completes fall semester IAP plan and even if student is a continuing student for the spring semester they must come in again to complete their spring semester IAP plan).