

### **Attendance Policy**

University policy (*Policies and Rules*, 42-27) states that a student whose absences are excessive “may run the risk of receiving a lower grade or a failing grade,” regardless of his or her performance in the class.

### **Plagiarism**

Plagiarism is the intentional act of using another person’s words or ideas as your own without attribution. It is a breach of academic integrity. The College of the Liberal Arts policy on plagiarism is available online at: <http://www.la.psu.edu/current-students/student-services/academic-integrity>. If you have any questions about plagiarism and its consequences (or about any other feature of academic integrity) please ask. Plagiarism indicates contempt for ethical standards, your instructor, and your peers. If plagiarism is discovered in your work, you risk failing the assignment and possibly the course. You will also be referred to the College Committee for Academic Integrity, and may be referred to the Office of Judicial Affairs, which could result in probation, suspension, or expulsion.

### **Statement on Nondiscrimination**

The Pennsylvania State University is committed to the policy that all persons shall have equal access to programs, facilities, admission and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by University policy or by state or federal authorities. It is the policy of the University to maintain an academic and work environment free of discrimination, including harassment. The Pennsylvania State University prohibits discrimination and harassment against any person because of age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, gender identity or veteran status. Discrimination or harassment against faculty, staff, or students will not be tolerated at The Pennsylvania State University.

**Note:** The Pennsylvania State University encourages qualified persons with disabilities to participate in its programs and activities. If you anticipate needing any type of accommodation in this course or have questions about physical access, please tell the instructor as soon as possible.

### **Standards of Classroom Behavior (recommended)**

Classroom behavior should always reflect the essential Penn State values of civility, integrity, and respect for the dignity and rights of others. As such, the classroom space should be safe, orderly, and positive—free from disruptions, disorderly conduct, and harassment as defined in the University Code of Conduct (<http://studentaffairs.psu.edu/conduct/Procedures.shtml>). The University Code of Conduct defines disruption “as an action or combination of actions by one or more individuals that unreasonably interferes with, hinders, obstructs, or prevents the operation of the University or infringes on the rights of others to freely participate in its programs and services;” disorderly conduct includes but is not limited to “creating unreasonable noise; pushing and shoving; creating a physically hazardous or physically offensive condition;” and harassment may include “directing physical or verbal conduct at an individual . . .; subjecting a person or group of persons to unwanted physical contact or threat of such; or engaging in a course of conduct, including following the person without proper authority (e.g., stalking), under circumstances which would cause a reasonable person to fear

for his or her safety or the safety of others or to suffer emotional distress” (Section IV, B). The course instructor has the authority to request that any disruptive students leave the class for the class period. If disruptive behavior continues in subsequent class periods, a complaint may be filed with the Office of Student Conduct, which may result in the student being dismissed from class until University procedures have been completed. Any student with concerns or questions as to this policy should contact the course administrator.