

Academic Citizenship: Rules in the Classroom & Laboratory

Effective Fall Semester 2017

Section II: Critical Classroom/Laboratory Policies

Official Course Language: English. If English is not your native language, you are strongly encouraged to take the TOEFL (Test Of English as a Foreign Language) or the TSE or SPEAK. Score for the former is recommended to be not less than 550; for the latter, not less than 55. The higher your score, the more likely your success in higher academics. In addition, an English dictionary and/or Yahoo! or Google will be of great assistance in aiding in your academic success.

Minimum Reading Level Required: Grade 14 in English. If you are uncertain of your reading skill levels, it is highly recommended that you go to the Counseling Office at WNC and take a reading test to determine your reading level. The higher your reading skill level, the more likely your success in higher academics.

Secondary Course Language: Mathematics. If you earned a minimum course grade in your highest Math pre-requisite course not less than a B, you will be more likely to be successful in BIOL and CHEM courses.

Strongly Recommended Software and Competencies: It is strongly recommended that all students have accessibility to and intermediate (at the minimum) competencies in/with the following softwares: Microsoft Word, Microsoft PowerPoint and Microsoft Excel.

“Off-Color Language”: Swearin’ and Cussin’. While not necessarily the most politically correct (or polite) manner of language, this form of communication is, nevertheless, prominent throughout society: particularly in law enforcement and health care fields. In addition, research shows clearly that when one incurs some sort of injury, e.g., banging your knee on a sharp cabinet corner, slicing your finger with a scalpel blade, dropping a \$750 Ostwald pipet on the floor, colorful language actually helps the person cope with the discomfort. As long as it’s not used in an abusive manner, this form of language is permissible in the classroom and/or lab. It need not be expressed above 75 decibels, however.

Make-Up Policy: Dr. Carman does NOT give exams ahead of time or as make-up exams, i.e., no make-up experiments or exams are available. In other words, the only time to take the exams is when they are offered in the classroom. NO exceptions other than for students enrolled via DSS or active duty military on orders or as indicated below. In addition, it is the student's responsibility to read the semester schedule to know when the final exam week is and when the final exam for the

41 course will be given. It is the student's responsibility to be in the classroom on that day, or days,
42 for the exam or take a zero for the exam; schedule flights, weddings, vacations and trips away from
43 exam dates – final exams or otherwise -- to optimize your success in this class. **Please do not ask**
44 **for an exception as the answer will be "no"**. Dr. Carman reserves the right to adjust this policy
45 for matters of a life or death nature -- documentation will be required from the student.

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47 The only exceptions to this policy are provided by law and by NSHE Code:

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49 Active Duty Military Personnel and State of NV Emergency Personnel on orders
50 (bring copy of orders for excuse with person of contact for verification);

51
52 Disabled Students (MUST follow WNC's DSS Rules and Guidelines as per ADA);

53
54 Jury Duty or subpoenaed as a witness for a court proceeding (provide copy of court
55 order).

56
57 If you fit one of these above criteria, and only one of these criteria, it is your responsibility
58 to coordinate alternative exam conditions with your professor and/or DSS.

59
60 **Emergency Faculty Coverage Policy** – in the event that someone is needed to step in to cover Dr.
61 Carman's courses for a prolonged period of time, students are expected to follow through in a
62 cooperative, adult manner with the covering individual without complaint and to comply with all
63 articles of academic freedom as set forth in the NSHE Code, covering, but not limited to, the use
64 of the incoming person's lecture note style/format and exam format.

65
66 If the period of time that Dr. Carman is absent from class does not exceed a week, labs will
67 be completed as rescheduled upon his return; lectures will be kept up with by the students using
68 the web-based lectures. Dr. Carman will use the website and email to maintain contact with
69 students during this short time of absence.

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71 If the covering occurs early in the semester (within the first 2 weeks of a 16 weeks' semester
72 course; within the first week of an accelerated, 8 weeks' semester course) for the remainder of the
73 semester, it may be necessary for students to obtain different textbooks and lab experiments.

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75 If the covering occurs late in the semester (in the last 2 weeks of the semester) for the
76 remainder of the semester, it will be necessary for the covering faculty member to continue using
77 the texts/experiments currently under use for the remaining time of the semester. Lecture notes are
78 the choice of the covering faculty member per NSHE codified academic freedom definitions.

79
80 If the covering occurs approximately mid-way in the semester, it is expected that students
81 retain their current textbook and experiments while the covering faculty member uses his/her own

82 lecture notes/formats in as expedient a manner as necessary to complete the course work on time
83 and within NSHE/WNC guidelines as best as possible and with as little interference as possible.
84

85 All parties, i.e., students, covering faculty person and administrators, need to retain as
86 much flexibility as possible so as to provide the students with the best possible academic
87 preparation keeping an eye to future coursework for optimal success, i.e., the covering faculty
88 person is the person who has the most information in the classroom and needs, of necessity, to
89 have the responsibility and ability to make scheduling changes as necessary to complete the work
90 in a timely manner.
91

92 In these times of economic strife, be aware that lab experiments may need to be adjusted
93 depending on the amount of lab fees remaining and the numbers of supplies remaining available
94 for teaching the course. Every effort is made to ascertain adequate numbers of supplies for each
95 experiment.
96

97 **FERPA of 1974:** Is to protect your privacy. This is Education’s version of HIPAA (and that
98 predated HIPAA). Please adhere to it, i.e., if your professor is discussing something with a student
99 give them the necessary respect and space (distance) to discuss it out of earshot in private.
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101 **Americans with Disabilities Act (ADA) and ADA Amendments Act of 2008**

102 (<http://www.eeoc.gov/laws/statutes/adaaa.cfm>): Students coming through Disability Support
103 Services (DSS) are permitted different “things” for their coursework and exams. This is mandated
104 by federal law. All involved people, e.g., faculty, staff, administrators, students [disabled or not]
105 are required to follow ADA2008, as well as to follow and comply with WNC’s DSS policies
106 and procedures (DSS Faculty Handbook). If you see something involving other students that looks
107 differently from your course/exam conditions, see FERPA of 1974.
108

109 If you are a student with a learning disability, it is your responsibility to contact WNC’s
110 Disabled Students’ Services in Counseling, Ms. Susan Trist, 775.445.4459, CED 212 or
111 Susan.Trist@wnc.edu to coordinate, in an appropriate manner, your needs (DSS Student
112 Handbook).
113

114 Students who come through DSS to classes need to be aware that accommodations are
115 deemed reasonable if and only if they do not reduce the rigor of the course and its content. If the
116 accommodations reduce, or are known to reduce, the course rigor, the accommodation is not
117 deemed reasonable.

118 ADA&AA of 2008 also applies to faculty and staff at WNC.

119 **Service Animal Policy:** Students with service animals are encouraged to first contact Disability
120 Student Services (DSS) to register as a student with a disability. The student is, likewise,

121 encouraged to participate in a voluntary registry program at WNC via which the student will be
122 issued an identification card for the service animal.

123 An animal in training has the same rights as a fully trained animal when accompanied by a
124 trainer and identified as such.

125 Determination of qualifications as a service animal will be made by WNC's DSS Director
126 if any question arises regarding an animal on campus, hence registry is in everyone's best interests.

127 WNC personnel can ask the person with the animal if it's a service animal or service animal
128 in training. If the animal becomes out of control and the person with the animal can not get it under
129 control or of the animal poses a threat to the health or safety of others, WNC personnel can ask the
130 person to remove the animal.

131 Lab science courses (e.g., BIOL, CHEM, PHYS) present unique environments that
132 can get very dangerous very fast and that can get very crowded very fast, e.g.,
133 potentially explosive chemical reactions, radioisotope use, the human cadaver lab.
134 Each student will have to evaluate the circumstances to determine the best course
135 of action for them and their animal in these environments – that is best
136 accomplished by communicating clearly with faculty and with the Director of DSS.
137 WNC's Human Cadaver lab is quite small and humans getting jostled around in the
138 cadaver lab is not uncommon. This is the only time Dr. Carman **may** request
139 separation of animal and human: in/during lab.

140 **At this time, the only animals that are legally considered service animals are**
141 **dogs and miniature horses.**

142 **Pedagogy is the intellectual property of the instructor and thus protected by law.** Further,
143 electronic recording and/or transmission of classes substantially impairs fundamentally important
144 open discourse in the classroom. Therefore, electronic recording and/or transmission of Dr.
145 Carman's class content by students, guests or other individuals, other than prepared and publicly
146 accessible web content, is prohibited without his express written permission. Such permission is
147 to be considered unique to the needs of an individual student, e.g., ADA compliance, and is not a
148 license for permanent retention or electronic dissemination to others. (modified from UNR's
149 Criminal Justice Department, http://www.unr.edu/cla/cjweb/1-recording_class.html). This policy
150 includes exams.

151
152 **There is no permission for any students** other than those coming through Disability
153 Support Services (DSS) **to bring and use any sort of electronic recording device in Dr.**
154 **Carman's courses.** The lecture notes are in front of you and are gone over very thoroughly in
155 lecture and/or when you are reading them. Clarifications (additional explanations) may be made in
156 class, between lectures on breaks, in office hours or by email.

157 Dr. Carman is aware of those students who come through DSS -- students observed using
158 any recording devices who are NOT there courtesy of DSS will be invited to turn them off and
159 put them away and not bring them to class, again.

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161 It is a criminal offense to record people and activities without permission in any way,
162 shape or form in the classroom and will be treated as such.

163

164 Permission to record is granted ONLY to students coming through DSS and the recordings
165 are only for their personal use during the current semester and in accordance with US Copyright
166 Laws. DSS has the proper forms for students to sign who need to record lectures.

167

168 There may be times you will receive permission to download recorded material that
169 contains recordings. You, and only you, may use those recordings only for as long as Dr. Carman
170 has granted you permission to use them under U.S. Copyright Laws/Use, at which point in time,
171 you are under legal obligation to remove those files from the electronic medium upon which you
172 stored them (**these files are NOT to be shared with any other person or persons: they are
173 provided as a courtesy for your personal use within the confines of the above-established
174 limitations**).

175

176 **Smart Pen Policy:** First and foremost: absolutely NO Smart Pens may be used on or during ANY
177 exams!

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179 Secondly, only students registered with, and coming through, DSS may use a Smart Pen in
180 Dr. Carman's classes/labs.

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182 Third, all students need to be aware that any class, in which students are enrolled, may
183 include students with disabilities that might be using Smart Pens during lecture/lab. Given that
184 Smart Pens record conversations in their proximity, as well as the lecturer's voice, if anyone has
185 anything personal to add to the discussion (which is quite common in A&P and Micro), **ALL pens,
186 Smart or otherwise, are to be put down on the desk until that information has been
187 disseminated, discussed and the topic has changed.**

188

189 Fourth, Smart Pens may not be of much value in Dr. Carman's flipped CHEM classes
190 during lecture; they may not be particularly helpful in Dr. Carman's BIOL/CHEM labs as there is
191 no way to bring the information back onto a computer in the labs. Each student permitted to use
192 Smart Pens will have to determine their best, and most efficient and effective, use within the
193 confines of these rules/policies. Their use is not denied, however, their use is restricted to within
194 reason.

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196 See also additional electronic policy statements, below.

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198 **Electronic Policy:** With the exception of non-programmable calculators, NO electronic items may
199 be used in the classroom during lecture or lab periods, e.g., laptop computers, iPhones, iPods,
200 Blackberries, tablets, cell phones, cameras, recorders, GPS', laser pointers, etc. WNC is not
201 responsible for any items lost or stolen: you are strongly advised/directed to lock these items in
202 the trunk of your vehicle for your own security.

203
204 **Legal Disclaimer:** Due to students' FERPA of 1974 and ADAAA privacy rights, WNC Faculty
205 are not authorized by any student, disgruntled OR satisfied, to share information with the public
206 regarding specific student-based issues (cf, also, Academic Integrity Policy, Cheating Reporting
207 Policy and Horizontal Violence Policy/Seminar, pp. 5 and 6, this policy). Consequently, WNC
208 faculty are unable to correct perceptions, misplaced or otherwise, created as a result of statements
209 made by students, identified or anonymous, in any public manner.

210 **Office hours:** Are by walk-in and are held in Dr. Carman's office (304 CED) to assist you in/with
211 learning the material – these hours are posted outside Dr. Carman's office and on his website.
212 Office hours are NOT for the purpose of regurgitating lecture: rather to assist you in clarifying
213 confusions after you've completed your reading assignments or adjusting notes taken maybe a little
214 too murkily during class.

215
216 Dr. Carman's office phone number is 775.445.3246 – not the preferred route – use only in
217 an emergency. Please make certain you have a good connection and speak clearly.

218
219 Dr. Carman's email address is Steve.Carman@wnc.edu (preferred route of
220 communication).

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222 NOTE: Due to a relatively recent Nevada Supreme Court decision, be aware that all emails
223 to email addresses ending in "unr.edu" or "wnc.edu" or any other NSHE institutional official email
224 address may be considered public and may be subject to review via public records.

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226 **Effective Fall 2015:** if you simply can not live without your smartphone or the like, turn it off and
227 park it in your pocket or your book bag (the trunk of your vehicle is preferred). If you place it on
228 your desk or table and the screen lights up or the table vibrates (not to mention the one letter grade
229 loss if the ringer makes any noise, at all! And course failure if it goes off during an exam!) during
230 lecture or lab, Dr. Carman gets to answer it.

231
232 There will be times in the lab where you will need some sort of timing device: wear a
233 watch if you are unable to see the clock at the front of the lab from your lab bench.

234
235 **Testing Policy:** In response to recent issues involving student cheating, the following will be
236 adhered to on test days:

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238 All students: bring only pencils, a jacket, if necessary, and **non-programmable** calculators
239 to the classroom for exams. Any other ancillary items, excepting purses, are to be stored in your
240 vehicle or locked in available lockers outside of 201 ASP. You may go to your car after the exam
241 to retrieve your ancillary “stuff”. Purses, backpacks, book bags, *ad nauseum*, are to be stored at
242 the back of the classroom ... if brought, at all. You’re better off storing them in the trunk of your
243 car with your phone, *et al.* **Failure to adhere to this policy will result in a “0” for the exam.**
244 **Two failures to adhere to this policy will result in an “F” for the semester.**
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246 **All exams/quizzes/assessments and portions of homework and lab experiments are**
247 **Canvas based. For exams/quizzes/assessments, they will be given in a pre-announced**
248 **computer lab and ONLY in that computer lab, cf WNC Policy 3-4-5: [WNC’s Academic](#)**
249 **[Integrity Policy 3-4-5](#) (<http://lr.wnc.edu/policymanual/3-4-5.php>), in particular, Section 1 (A) 3**
250 **and 4:**

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- 252 “3. Students must follow all written and/or verbal instructions given by instructors or designated
253 college representatives prior to taking examinations, placement assessments, tests, quizzes,
254 and evaluations.
- 255 4. Students are responsible for adhering to course requirements as specified by the instructor
256 in the course syllabus.”

257

258 **NOTE: Dr. Carman does not go over exams as they are secured, copyrighted, exams. Do**
259 **not ask!**

260

261 **Integrity Policy:** is based upon the following:

262

263 <http://www.ncta-testing.org/resources/standards/standards.php>,

264 **the American Nurses Association (ANA) Code of Ethics**
265 **(cf**

266 **[http://www.wnc.edu/files/academicdivisions/nursing_program_student_handbook_2013201](http://www.wnc.edu/files/academicdivisions/nursing_program_student_handbook_20132014.pdf)**
267 **[4.pdf](http://www.wnc.edu/files/academicdivisions/nursing_program_student_handbook_20132014.pdf), pp 12-13,**

268

269 **and <http://www.wnc.edu/policymanual/3-4-5.php>, as previously cited.**

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271 It is the student’s responsibility to become acquainted with these sources and to follow
272 them. There is no room for cheating in higher education: a cheater here is a dangerous nurse or
273 physician or pharmacist or medical technologist, *ad nauseum*, in the future.

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275 **Cheating Reporting Policy:** If a student suspects there is cheating occurring, s/he is to report it
276 to either Dr. Carman, your current lab instructor or Director Dr. Gary Schwartz.

277

278 The reporter enjoys full confidentiality unless there is a formal grievance filed by the
279 suspected cheater, in which case, that person may be required to be present at the hearing.

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281 Once reported, Dr. Carman and/or Director Schwartz will initiate a confidential
282 investigation. If the cheating is determined to be properly founded, Dr. Carman and/or Director
283 Schwartz will have a block placed on the student's myWNC ability to "W" from the course (in
284 accordance with policy 3-4-5, above). Once the block is in place, the student will be advised that
285 s/he has been found to cheat, will receive an "F" for the course and be required to exit the course
286 and not return.

287
288 If no cheating is found to have occurred, no action (including confrontation) will be taken
289 against the alleged cheater; the reporter will receive no formal discipline, however, this policy
290 serves to provide informal counseling that purposeful mis-reporting is equally as egregious as
291 being an actual cheater.

292
293 Should purposeful mis-reporting occur a second time, the mis-reporter will be required to
294 meet with the Dean of Student Services and develop a behavior contract for the remainder of
295 his/her time enrolled in the course. It is incumbent upon each student to make sure s/he has read
296 the Horizontal Violence file on Dr. Carman's website ... and to adhere to it.

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298 **Horizontal Violence:** All students are expected to have read and understood the [Horizontal](#)
299 [Violence Seminar](#) on Dr. Carman's website ... and not practice horizontal violence, directly or by
300 proxy, including using social media (set your privacy settings appropriately!).

301
302 **Personal Problems:** Please contact the Dean of Student Services, John Kinkella, or a mental
303 health professional of your choice if you have personal problems that are interfering with your
304 studies. WNC has no licensed or certified counselors for personal problems, e.g., MFT's.

305
306 **Attitude:** A positive mental outlook will be of greater help to you than a negative one. Students
307 who look to help themselves in a positive manner are far more likely to seek the help they need
308 (and get the help they need) and be more academically successful than those who do not have a
309 positive attitude and do not seek out help.

310
311 **Academic Problems:** This is what faculty do. Let us help you help yourself. Do not get behind
312 in your studies or your comprehension. Getting help after an exam is not helping yourself – get
313 helped before you're in too deep and are beyond help.

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315 **In Class Participation:** Dr. Carman regularly/routinely asks questions of all students during
316 lecture to keep students engaged, to keep students learning and to keep students from tuning out.
317 These questions may come in one of three (3) forms:

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319 1) Oral questions during lecture or
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321 2) Formal questions that students complete as groups and present on the board and
322 explain to the rest of the class or

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3) Daily Worksheets (in CHEM 121 and 122). **Caveat emptor: study, daily, at least the minimum described in the Course Snapshot.**

4) Formal questions that are completed as groups (**flipped classroom: CHEM 121 and 122**) receive no formal scoring. The informal score comes from the participation when you are successful on your work sheets and/or exam[s]. Daily Work Sheets in CHEM 121 and 122 are covered in the CHEM 121 and 122 Course Snapshot on Dr. Carman’s website, as well as on the CHEM linkage page (not unlike the reading assignments for BIOL 223 and 224 students).

Be aware that BIOL students are responsible for knowing the information for the class (vis-à-vis reading assignments and lecture materials). A declination (e.g., blank look, shoulder shrug, “I dunno!” response, jaw drop in total and utter shock at being called upon) to respond to an inquiry from Dr. Carman shall result in a 10 point loss; an incorrect response shall result in a 3 point loss. A correct response leaves you with a warm and fuzzy feeling of having learned the information and declared it with pride and confidence. This is the goal to which EVERY student should aspire!

Be aware that CHEM 121 and 122 students (in Dr. Carman’s flipped classes) will be showing their work on the board. It matters not if it’s right or wrong. What matters is if it’s completed as directed and that each student has shown his/her work on the board so that it may be critiqued and corrected as needs be. Failure to put work on the board shall result in a 5 point loss per each declination.

Arguing with your instructor is discouraged: NEGOTIATE! Should you have a point you believe is worthy of negotiation, proceed during office hours with your negotiation. Be prepared to back up your negotiations with data, not with feelings. If it’s clearly stated in these Rules/Syllabus, it’s non-negotiable, cf Section VII.

Letters of Recommendation: May be provided at a student’s request. A FERPA of 1974 statement must be signed by the student ahead of time (from Admissions and Records; copy provided to Dr. Carman). These letters are based from course performance, classroom/laboratory observations and interactions between the student and his/her peers and his/her professor. Citizenship plays as big a role as academics in these considerations, i.e., if you have need of constant reminding to follow rules ... Likewise, academic behavior is equally scrutinized, e.g., a student who aced the first 3 exams of the course and “coasts” on the final because s/he knows that only minimal effort is required at that point to get enough points for their grade will NOT get a letter of recommendation from Dr. Carman. The last exam is the most important as it builds from the previous material and 110% effort is still necessary.

364 **Email:** You are welcome to email Dr. Carman for assistance – be specific in your inquiry: if need
365 be, scan your trouble and email it as a jpeg attachment; or send it as a Word Equation. Dr. Carman
366 reviews EMAIL regularly. See his policy, below, on returning emails. Emails are generally
367 responded to within 24 hours, excepting weekends between 1600 Friday and 1400 Monday. A
368 lack of response may indicate an incorrect email address: either yours or mine. Make sure your
369 email address works, the snap (most people spell this spam!) filters are set properly and that
370 you’ve spelled my email address correctly. Remember to use “.” instead of “;”, as well.

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372 A pithy reply from Dr. Carman is indicative of a reply using email on his smart phone or
373 the like. A longer reply may be forthcoming if the pithy reply does not fully resolve the matter.

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375 **Email Policy:** To reduce confusion regarding unsolicited and/or undesirable email, please make
376 sure your email address is formatted in the following manner:

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378 “Oliver P. Snaggledorf<myemailaddress@server.com>”.

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380 The name MUST match with a student’s name on Dr. Carman’s rosters.
381 Failure to format your email address properly will result in a non-response.

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383 In the Subject line of your email, you must begin it with “DEPT #####
384 Section Question”, e.g. “CHEM 121 1004 Question”.

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386 Failure to format your email address/name and/or the Subject line properly will result in a
387 non-response.

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389 **Tutors:** There are no tutors for CHEM 121. Dr. Carman has increased his office hours and expects
390 students to take advantage of those hours. There are no tutors for Dr. Carman’s Biology courses.
391 Dr. Carman has increased his office hours and expects students to take advantage of those hours.

392
393 **Caveat Emptor:** If you go to the Academic Skills Center (ASC) and obtain tutoring,
394 you’re taking your academic life into your own hands. There are no qualified tutors
395 in the ASC for Dr. Carman’s courses.

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397 **Brimmed Hat Policy:** Brimmed hats are not permitted to be worn in Dr. Carman’s classes or labs.
398 One (1) letter grade reduction in final course grade loss per each violation (lecture and lab on the same
399 day are counted as two (2) violations).

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401 **Attendance:** It is your responsibility to be in attendance in every lecture and laboratory period.
402 Data shows very clearly that those students who are present for, and participate constructively in,
403 every class/lab do better than those who are, and/or do, not. If you are unable to be in class or lab
404 make certain that you discuss with your classmates what you missed. There are no make-up lab
405 periods with the exceptions spelled out in this, and related, documents: you’re either there to earn

406 credit or you're absent to earn a zero. Failure to attend class and/or lab will result in the student's
407 final course grade being lowered one (1) letter grade for every 2 absences (lecture and lab on the
408 same day count as two (2) absences). Physician's notes, Nurse Practitioner's notes, Physician
409 Assistant's notes are not accepted as "excuses".

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411 **Injuries:** many folks who live in or near Nevada have/participate in voluntary lifestyles/activities
412 that can cause substantial bodily injury, e.g., which may include illustratively, but non-inclusively,
413 skiing, snowboarding, snowshoeing, horseback riding, four-wheeling, ATV'ing, motorcycles,
414 driving a car on Nevada's hiways, *ad nauseum*. Many times there are unforeseen/unintended
415 consequences that go along with these sorts of activities, e.g., injuries that develop infection, that
416 cause a lack of attendance in either lecture, lab or both. It is also possible that the necessary
417 accoutrements to assist in resolving those injuries may create a safety issue in the lab, where space
418 is at a premium and safety to the class as a whole is the main priority. You are strongly encouraged
419 to avoid said kinds of injuries as they are not covered under ADA and AA of 2008.

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421 Should a student sustain substantial bodily injury or complications due to, and/or as a result
422 of, these voluntary activities, the student is encouraged to speak with the Dean of Student Services,
423 Mr. John Kinkella, to determine if the student qualifies for a Refund and Class Deletion Request
424 Due to Exceptional Circumstances per [http://www.wnc.edu/wp-](http://www.wnc.edu/wp-content/uploads/2016/01/refund_and_class_deletion_request_due_to_exceptional_circumstances_1.pdf)
425 [content/uploads/2016/01/refund_and_class_deletion_request_due_to_exceptional_circumstances](http://www.wnc.edu/wp-content/uploads/2016/01/refund_and_class_deletion_request_due_to_exceptional_circumstances_1.pdf)
426 [_1.pdf](http://www.wnc.edu/wp-content/uploads/2016/01/refund_and_class_deletion_request_due_to_exceptional_circumstances_1.pdf)

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428 Otherwise, any absences due to the injury will fall under usual absences per the course
429 Attendance policy, previous page, and will negatively impact the student's final course grade. Be
430 aware that any request of this type requires documentation to be considered.

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432 **Fee Payments:** Make certain they are paid. If you are NOT on the official roster, you are not
433 enrolled in the course. It is the student's responsibility to make sure they are enrolled and have paid
434 for the course in order to obtain a grade in this semester -- failure to do so will result in your
435 retaking and re-paying for that course at a later date. You will NOT receive a grade if you are not
436 enrolled or if you have not paid your fees for this course.

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