will require more time than this; very f
with less. Students must take this
study time into account when deve

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assigned problems, exercises, projects, etc.   For
most three credit courses in the department, a
typical student will need to spend 6-8 hours per

CLASSROOM BEHAVIOR

The department attempts to maintain a classroom environment that is conducive to learning. Disruptive student behavior will therefore not be tolerated. Disruptive behavior can include the use of cell phones, excessive chatter and noise, eating or drinking, arriving late, sleeping in class, bringing small children, and monopolizing class time. Any threatening behavior will certainly be considered disruptive. According to the Code of Student Rights and Responsibilities, "If disruptions persist in spite of an instructor's best efforts, the instructor may dismiss a student immediately from the classroom... Students who fail to leave the classroom may face removal by University Police, possible legal action, and charges under this Code."

OFFICE HOURS

The instructor's designated office hours are an indication of when he or she is usually available in the office for consultation. Other commitments will occasionally require an instructor to be away from the office during these times, so for important matters it is best to set up an appointment in advance. On the other hand, you should not feel restricted to seeing faculty only during office hours. The faculty are here to help you, and your instructor is the first person you should turn to for assistance in your class.

WITHDRAWING FROM A CLASS

The deadline for withdrawing from class with a grade of W is listed in the Academic Calendar on the NKU web site. It is your responsibility as a student to be aware of this deadline. To withdraw from class, a student must process the request online via mynku.nku.edu. Students who stop attending class without officially withdrawing will receive a grade of F.

Students are generally not permitted to withdraw after the deadline; after that date they must either complete the course successfully or receive a failing grade. Exceptions are made only for very unusual extenuating circumstances involving some change in the student's situation after the deadline. This will require documentation and the permission of the department chair and the dean. Permission for late withdrawal will not be given to students who merely seek to avoid a poor grade.

CHANGES IN THE SYLLABUS

The syllabus is a projection of what the instructor anticipates for the course. The instructor has the right to modify the syllabus in order to adjust to changing circumstances.

RELATIONSHIP TO OTHER COURSES

Student Evaluation of Instructor and Course

Northern Kentucky University takes Instructor and Course Evaluations very seriously as an important means of gathering information for the enhancement of learning opportunities for its students. It is an important responsibility of NKU students as citizens of the University to participate in the instructor and course evaluation process. During the two weeks* prior to the end of each semester classes, you will be asked to reflect upon what you have learned in this course, the extent to which you have invested the necessary effort to maximize your learning, and the role your instructor has played in the learning process. It is very important that you complete the online evaluations with thoughtfully written comments.

Student evaluations of courses and instructors are regarded as strictly confidential. They are not available to the instructor until after final grades are submitted, and extensive precautions are taken to prevent your comments from being identified as coming from you. Students who complete an evaluation for a particular course (or opt out of doing so in the evaluation) will be rewarded for their participation by having access to their course grade as soon as that grade is submitted by the instructor. On the other hand, any student who does not complete the course evaluation (or opt out of doing so in the evaluation) should expect to incur a two week delay in access to his or her course grade beyond the university's official