

Academic Integrity and Other Important Information

Professor Chet Labeledz

Table of Contents

1. CCSU Policy on Academic Misconduct	1
2. Contact information for Professor Chet Labeledz.....	8
3. Usual weekly campus schedule for Professor Labeledz.....	8
4. Blackboard/VISTA	8
5. Acceptability of certain File Extensions, and of Office File Formats	8
6. Class Attendance Policy: Timely, Regular and Alert; Tent Cards.....	9
7. Electronic Devices	9
8. Professionalism Policy and BA.LE	10
9. Grading and Grade Reporting Policy	11
10. Student's Grade Appeals	11
11. Students with Special Needs	12
12. Emergencies and Make-ups	13
13. Violence Policy.....	14

1. CCSU Policy on Academic Misconduct

At Central Connecticut State University we value personal integrity as fundamental to our interactions with each other. We believe that one of the purposes of a University education is for students learn to think critically, to develop evaluative skills, and to express their own opinions and voices. We place special weight on academic honesty in all of our intellectual pursuits because it is a value that is fundamental to academic life and scholarly practice. All members of the University community are obligated to uphold high standards of academic honesty in their scholarship and learning. Therefore, we expect students to take personal responsibility for their intellectual work and to respect and acknowledge the ideas of others. Academic honesty means doing one's own work and giving proper credit to others whose work and thought one may draw upon. It is the responsibility of each student to become familiar with what constitutes academic dishonesty and plagiarism and to avoid all forms of cheating and plagiarism.

The CCSU code of conduct, Guidelines for Student Rights and Responsibilities and Judicial Procedures, defines **academic misconduct** as including, but "...not limited to providing or receiving assistance in a manner not authorized by the instructor in the creation of work to be submitted for academic evaluation including papers, projects and examinations (cheating); and presenting, as one's own, the ideas or words of another person or persons for academic evaluation without proper acknowledgement (plagiarism)."

Cheating may take many forms. It includes, but is not limited to, the following actions, unless explicitly authorized by the instructor:

Cheating on Exams or Tests

- Copying from another person's paper or receiving unauthorized aid from another person during an examination;

- Use of unauthorized materials or devices during an examination or any other form of academic evaluation and grading; e.g., **use of signals, notes, books, phones, PDAs, computers or calculators during an examination** when the instructor has not specifically approved their use;
- Knowingly allowing another person to copy from one's paper during an examination, or providing unauthorized aid to another;

Improper Behavior

- Use of another person as a substitute in any form of academic evaluation or acting as a substitute for another person in any form of academic evaluation. e.g., a student cannot have another person take an examination for him/her;
- Acquisition or distribution of improperly acquired examinations; e.g., stealing examinations before the test period or taking a copy of an examination from a testing room without the permission of the instructor; (Examinations which have been distributed by an instructor are legitimate study tools);
- Submission of another's material as one's own for academic evaluation;
- Preparation of work for another student to submit for academic evaluation;
- Unauthorized collaboration in the preparation of materials to be submitted for academic evaluation; e.g., working with another student on an assignment when the instructor has not authorized working together;
- Submission of the same work, or substantially similar work, in more than one course without prior consent of the evaluating instructor(s);
- Disruption in classroom, lab, or research and study areas; any conduct or actions that grossly or persistently interferes with the academic process. (See the CSU, Rights and Responsibilities, "Proscribed Conduct," No. 7, *CCSU Student Handbook*.)

Falsification or Misuse of Academic Information

- Falsification or misrepresentation of one's own academic record or that of anyone else; e.g., altering a transcript for admission, hacking into the University's computer system and changing a grade, having another student take an examination in one's place, signing someone else's name to an attendance sheet.
- Unauthorized use of information in University computer records or the computer files of other students (see *Computer Use Policy*);
- Using unauthorized materials or fabricated data in an academic exercise; e.g., falsifying data in a research paper or laboratory activity; conducting research on human or animal subjects without review by the appropriate panel or supervisor.

Plagiarism

- Copying sentences, phrases, paragraphs, tables, figures or data directly or in slightly modified form from a book, article, or other academic source without using quotation marks or giving proper acknowledgment to the original author or source.
- Copying information from internet websites and submitting it as one's own work;
- Buying papers for the purpose of turning them in as one's own work;
- Selling or lending of papers for the purpose of violating academic honesty policies; (this may also be an academic crime, see Connecticut General Statutes, §53-392a.)

Understanding Plagiarism

Plagiarism is presenting another person's work without acknowledgements, whether in the same or in slightly modified form. In academic practice this is regarded as theft, intended to gain undeserved credit. Like other forms of academic dishonesty, plagiarism is cheating. To academicians, a well-documented paper is more impressive than one which arouses the suspicion of a reader familiar with the student's work and alert to echoes from other writers. The proper use of outside sources does not necessarily mean that a paper is lacking in originality, nor does the presence of quotation marks in the text. In fact, the purpose of research and documentation is to share useful information with the reader. The penalties for plagiarism greatly exceed the unlikely reward of gaining credit by getting away with it. Students must be careful to avoid plagiarism and are responsible for learning how to present the ideas of others in their own work. For current documentation practice, consult the instructor and a style manual. When material is borrowed from another person, the source must be indicated. There are three ways in which another writer's material may appear:

1. By putting quotation marks around short passages borrowed verbatim (word for word); or by setting off from the text, without quotation marks, for longer quotations.
2. By précis; condensing part of a writer's argument.
3. By paraphrase: interpretation of a writer's ideas.

All three must be acknowledged either in footnotes or informally in the text.

Consequences of Academic Misconduct

- There are significant consequences when an undergraduate student engages in academic misconduct.
- In each case the faculty member will initiate a conference with the student, after which the faculty member who believes that misconduct has occurred must complete a University Academic Misconduct Report, which is the record of a faculty member's determination that the student identified in this report has engaged in academic misconduct. The content of a University Academic Misconduct Report shall include all items indicated in the form attached to this Policy.
- A copy of each University Academic Misconduct Report will be sent to the student, the Department chairperson, the Dean's office, and the University Judicial Officer.
- Upon receipt of the University Academic Misconduct Report, the University Judicial Officer, in consultation with the faculty member, may initiate disciplinary proceedings, which may result in sanctions, including disciplinary probation, suspension or expulsion from the University.
- When a faculty member determines that a student has engaged in Academic Misconduct the student shall be required to complete the Academic Integrity Workshop.
- The sanctions for academic misconduct available to a faculty member include any or all of the following, in the faculty member's sole discretion:
 1. A grade of "F" for the course.
 2. A grade of "F" for the material being evaluated.
 3. A reduced grade for the material being evaluated.
 4. The assigning of additional course work.

When Undergraduate Students are Suspected of Academic Misconduct

- 1) When a faculty member reasonably believes that there is sufficient information to demonstrate that a student may have engaged in Academic Misconduct:
 - a) The faculty member will discuss the incident with the student, in the presence of the department chair if the faculty member or student so desires.
 - b) At this time the faculty member shall outline the possible penalties specified in the *CCSU Student Handbook*.
 - c) The faculty member will indicate that the matter may be referred to the University Judicial Officer for possible disciplinary action.
- 2) Based on the available documentation, the response offered by the student, if any, and any other relevant information:
 - a) The faculty member will, within a reasonable period of time, reach a determination whether the student has engaged in Academic Misconduct.
 - b) Should the faculty member determine that Academic Misconduct has occurred, the faculty member shall retain evidence of the said misconduct.
- 3) If the faculty member determines that Academic Misconduct has not occurred, no University Academic Misconduct Report need be prepared.
- 4) If the faculty member determines that Academic Misconduct has occurred, the faculty member shall:
 - a) Impose an academic sanction.
 - b) Prepare and forward a University Academic Misconduct Report indicating the determination reached and sanctions imposed.
 - c) Direct the student to attend the Academic Integrity Workshop at the Learning Center.
 - d) Prior to making any determinations, a faculty member may consult with the Learning Center and/or the University Judicial Officer to determine whether the student has already attended the Academic Integrity Workshop.
- 5) The faculty member
 - a) Shall inform the student that additional University Academic Misconduct Reports may result in more severe penalties.
 - b) May also contact the University Judicial Officer regarding additional University disciplinary actions, which may include probation, suspension, or expulsion.
- 6) In accordance with the “Student Records and Disclosure Policy,” “Data from academic, disciplinary, and counseling files shall not be available to unauthorized persons on campus or to any person off campus without the express consent of the student involved, except under legal compulsion.” (*CCSU Student Handbook*.)

“Understanding Academic Integrity” Workshop

The Academic Integrity Workshop is available to all CCSU students so that they will not violate the Academic Misconduct Policy as a result of misunderstanding. For those students who have violated the Academic Misconduct Policy, the Academic Integrity Workshop is designed to educate students about what constitutes Academic Misconduct so that future violations will not occur. Upon completion of the Academic Integrity Workshop, notification will be forwarded to the University Judicial Officer who will document such completion in the student’s file. Students must sign up for the Academic Integrity Workshop at the Learning Center within 10 school days of being provided with the University Academic Misconduct Report. Refusal or failure to attend the workshop will result in a referral to the University Judicial Officer for immediate action.

Subsequent Violations of the Academic Misconduct Policy

When the University Judicial Officer receives multiple University Academic Misconduct Reports regarding a particular student, whether or not the faculty member has made a complaint, a "Pre-Hearing Investigation" will normally be conducted in anticipation of disciplinary action, which may result in disciplinary probation, suspension or expulsion from the University. If the University Judicial Officer determines that a formal hearing is warranted, a faculty member or members may be requested to provide information.

A Student's Rights When Suspected and or Charged With Academic Misconduct:

- 1) A student has the right:
 - a) To meet with the faculty member, in the presence of the Department Chair if so desired, before any determination has been made.
 - b) To be informed during this meeting of the faculty member’s suspicions and have an opportunity to discuss the matter.
 - c) To appeal a finding of Academic Misconduct made during the course of the semester, within 10 school days of being provided with a University Academic Misconduct Report.
 - i) A written statement of appeal must be provided to the faculty member, the Department chairperson, the Dean, and the University Judicial Officer, setting forth the basis of the student’s appeal. Upon receipt of a student’s mid-semester appeal, the University Judicial Officer will consult with the faculty member, the Department Chair, and the Dean and communicate to the student within 10 school days the results of the student’s appeal.
- 2) Once a final grade is awarded, the student may file a grade appeal in accordance with the "Appeals for Grade Change Policy," (*CCSU Student Handbook*.)
- 3) If a student receives a final grade of “F” as a result of violating the Academic Misconduct Policy, and that grade is upheld by the grade appeal process, no retroactive withdrawal from the course will be permitted.

- 4) All end of the semester appeals must be made in accordance with the "Appeals for Grade Change Policy."
- 5) In addition to academic sanctions provided by the faculty member, if disciplinary proceedings have been initiated by the University Judicial Officer, a student has the right to have such proceedings resolved in accordance with the CSU "Guidelines for Student Rights and Responsibilities and Judicial Procedures."

**Professor's Responsibilities when Academic Misconduct is Suspected
During End of the Semester Grading**

If a faculty member reasonably suspects academic misconduct during end of the semester grading, a grade of Incomplete may be entered, to be replaced by an appropriate grade once the issue is resolved. The grade of Incomplete allows a faculty member to complete end of the semester grading and still follow up on suspected violations of the University Academic Misconduct Policy.

Academic Misconduct reported by a member of the University Community other than the relevant faculty member: See "Academic Misconduct" in "Guidelines for Student Rights and Responsibilities and Judicial Procedures," (CCSU Student Handbook.)

Academic Misconduct Report

Received by University Judicial Officer on _____

Sent to Student on _____

Sent to Department Chair on _____

Sent to Dean on _____

Student's name: _____ SS# _____
Faculty Member's name: _____ Ext: _____
Course Title: _____ Semester and Year: _____

Date(s) of faculty student meeting(s) _____.

Description of the incident:

(Please copy and attach any necessary evidence)

The student has been informed of his/her rights as described in the *CCSU Student Handbook*, including the right to pursue a grade appeal. Yes _____ No _____

The student acknowledges a violation of Academic Honesty. -- Yes _____ No _____

The Professor's sanction:

Professor's Signature: _____

Date: _____

Academic Integrity Workshop: Yes/No

Date:

Judicial Hearing: Yes/No

Date:

Outcome:

Judicial Officer's Signature _____ Date _____

2. Contact information for Professor Chet Labeledz

Name	Chester S. Labeledz, Jr., JD, PhD
E-mails (preferred ; back-up)	labeledzchs@ccsu.edu <ul style="list-style-type: none"> • within Outlook NOT in Blackboard • backup: clabeledz@gmail.com.
Cell phone (preferred)	401-524-7711
Campus phone and voice mail	860-832-3237
Office	Vance 458
Web site	www.rightworkforce.com/labeledz

3. Usual weekly campus schedule for Professor Labeledz

Tuesday	Wednesday	Thursday
2:00 p.m. – 3:15 p.m. MGT 305-01, 13222 HR Management RVAC 103	Office Hours Vance 458 1:30 p.m. – 3:30 p.m. (3 rd & last Weds., monthly)	2:00 p.m. – 3:15 p.m. MGT 305-01, 13222 HR Management RVAC 103
3:30 p.m. – 4:45 p.m. MGT 348-01, 13223 Management Systems RVAC 108	Office Hours Vance 458 1:00 p.m. – 4:00 p.m. (1 st & 2 nd Weds., monthly)	3:30 p.m. – 4:45 p.m. MGT 348-01, 13223 Management Systems RVAC 108
Office Hours Vance 458 5:30 – 6:30 p.m.	3:30 p.m. – 5:00 p.m. (3 rd & last Weds., monthly) Faculty meetings	Office Hours Vance 458 4:45 – 6:15 p.m.
6:45 – 9:25 p.m. MGT 348-70, 13224 Management Systems RVAC 206		

4. Blackboard/VISTA/E-mail Use

I use CCSU's Blackboard/VISTA in my courses, so **every enrolled student is expected to use Blackboard/VISTA for my course** and should plan to access it every day to check for any course developments.

IMPORTANT: HOWEVER, when you e-mail me, please do so within CCSU's Outlook e-mail application, NOT within Blackboard Vista e-mail. This is simply because I access Outlook much more often than I do Blackboard e-mail, and filing of your documents in my records also is enhanced.

5. Acceptability of certain File Extensions, and of Office File Formats

Computers everywhere are in the transition time between Office 2003 and Office 2007 releases, and submissions in either release are accepted. More specifically, it is the submitting student's or group's responsibility to submit deliverables:

- as a **Microsoft Office file, NOT a hyperlinked document**; AND
- using the **document naming convention** indicated by the Professor; AND
- **not** as a PowerPoint "pps" show.

I prefer Office 2003 documents. Non-conforming submissions will NOT be graded until re-submitted in correct form, and then will be graded as received LATE. These requirements are imposed to help ensure timely and appropriate review, grading and crediting of student or group work, reducing the risk of error.

6. Class Attendance Policy: Timely, Regular and Alert; Tent Cards

I may provide and if so we use “tent cards” in my courses to track timely and regular attendance by each student, and to give students an opportunity to refer to one another by their names before they learn them. You will complete such a card legibly with your first name and last initial early in the semester. **You MUST pick up YOUR tent card from me each session when you arrive in the classroom, display it clearly while you are there, and return it to me when you leave each session.**

I mark missed attendance based on whose tent cards are not picked up at all during a session, and partial attendance based on whose tent cards are picked up tardily or returned to me prematurely within the session. **You may only pick up your own card; picking up a classmate’s card to cover an absence or tardiness violates our Academic Integrity norms.**

7. Electronic Devices

The only legitimate use of phone or text devices whenever class is in session is to receive an emergency message without disrupting class. Computers may be accessed during class time only as permitted by the Professor in paragraph 2 below; any other access risks grade penalty.

Whenever class is in session (including tests, quizzes, group work AND regular class time):

- 1. your cell-phone, personal digital assistant or other electronic device MUST always be:**
 - **turned OFF or set to silent or vibrate mode, AND**
 - **visible to the professor on your desk or invisible to you in your backpack or purse, AND**
- 2. ANY other Internet-capable electronic device, whether CCSU-supplied or not, may ONLY be:**
 - **turned OFF, OR**
 - **accessing ONLY course-related material as determined by the professor.**

If you access any electronic device in class on any day without the professor’s specific agreement obtained by you that day, you are liable for an additional one point reduction from your final grade total for the course, for each day this occurs.

8. Professionalism Policy and BA.LE

After all of your test-taking and other individual and group work, your “final” grade is subject to one last adjustment before it goes to the registrar. Increasingly, organizations are imposing certain “norms” on individual behavior within the organization as a condition of an individual’s advancement, remuneration, and even retention. For example, a firm may have established and communicated a set of “organizational values,” which typically include such behaviors and attitudes as integrity, “trust”, and respecting and promoting diversity. In actual practice, while observance of such norms does not necessarily increase rewards nor ensure success, expected bonuses may be slashed, and careers stalled, due to one’s failure to observe them.

You are expected to conduct yourself in a professional and business-like manner during this course. A student who does not conduct himself or herself in such a manner, as judged solely by the professor, will be asked to leave or will incur grade point reduction, or both. During class sessions, including group meetings, students are expected to refrain from engaging in distracting or unauthorized activity, including without limitation: homework or work for other classes, unauthorized computer activity, personal conversations, phone and text messaging. Each student is responsible for following the university code of conduct, which is described in <http://www.ccsu.edu/studentaffairs>.

This course has a few other norms: your timely and regular attendance at all sessions, your in-class presentations as outlined in the schedule, **your reasonably active participation in class discussion and especially in group work**, academic integrity, and respect for others. **Although your “final” grade as calculated above will not increase due to your observance of these norms**, it may decrease to the extent you do not observe them.

Class participation is measured as the amount of quality contribution, NOT mere attendance NOR note taking, although these are important for you. Quality contribution means that it is relevant to the course and expressed in an appropriate manner, in keeping with our “norms”.

The norms should not be read to inhibit lively discussion, candor, or fun. I like my classroom to be informal, alive, talkative, argumentative, interruptive, humorous, and happy. I love students who are willing to take a chance on being wrong. Warning: sometimes I joke with people. For example, if somebody says something wrong in class, don't be surprised if I say something like "That is absolutely, 100 percent, unbelievably, WRONG!" When I do say things like that, it means that (a) I'm having a little fun, (b) I like you, and (c) I think you can handle it.

Also, sometimes I call on people (especially quiet people). If you don't know the answer, don't worry too much about it. I don't assume that people are incompetent just because they didn't have one particular answer on the tip of their tongue.

I may record Professionalism grades in Blackboard/Vista in a “**BA.LE**” column, which stands for “Bad” (like unauthorized electronics usage or chattering), “Absent”, “Late” arrival or “Early” departure instances. The decimal helps to keep the (up to four) values distinct. What’s my recommendation? **Keep your BA.LE at zero**; it can hurt you.

9. Grading and Grade Reporting Policy

I believe I am a cautious and fair grader throughout the semester. From time to time, I will review the distribution of students’ overall grades and may choose in my sole discretion to adjust upwardly some grades if an adjusted distribution appears appropriate to me.

My standard course designs usually provide a built-in mechanism for earning improved and even replacement grades during a semester. Thus, I do NOT offer other exceptional opportunities for make-up tests, assignments or projects, except as stated in “Emergencies (student)”, below.

Grades will be posted, as soon as completed and checked by the professor, on the section’s Blackboard/VISTA site. I expect to grade all assignments and tests within 7 to 10 days after submission, probably sooner.

I follow CCSU’s letter grading system: A, superior; B, above average; C, average; D, passing but below average; and F, failure. Your final grade on a 100-point basis is converted to a letter grade for submission to the registrar. I expect to translate points to letters **rounding to the nearest one-tenth of a point** along the lines indicated on the Criteria tab in MGT NNN SCHEDULE AND GRADING.xls, although the exact equivalencies may vary somewhat with overall class performance.

A grade of incomplete (INC) may be recorded, in my sole discretion, for a course in which a student, because of circumstances beyond his or her control, has not completed certain work or has been absent from the final examination.

A grade of NR (not recorded by instructor) will be entered if grades are not submitted in a timely manner. For undergraduate students, an INC or an NR not changed to another grade by the instructor within the first eight weeks of the subsequent major semester will be changed to an F. Responsibility for removing an INC or an NR within this time limit rests with the student.

10. Student’s Grade Appeals

In-semester Grades. During the semester, individual grades for tests, projects, papers, quizzes, assignments, etc. will be posted as mentioned above on Blackboard/Vista or disclosed or made available in class or by e-mail. Once in-semester grades are disclosed or made available:

- 1) **Reviewable Period.** Each in-semester grade (an “interim grade”), whether group or individual, is non-reviewable once 14 calendar days or more have passed since it was disclosed or available in class or otherwise, including through posting on Vista or by e-mail.
- 2) **Sole Method of Appeal.** To appeal an interim grade, the student must present the nature of the appeal in person to Prof. Labeledz during his posted office hours within that 14-day period.
- 3) Attempts to appeal an interim grade in-classroom, by phone or e-mail are not valid.
 - ✓ Exception: an interim grade announced less than 14 days before the last scheduled class of the term may be appealed ONLY during office hours or by e-mail.
- 4) **Decision on Appeal.** Prof. Labeledz will re-consider any grade validly appealed (as provided above) and notify the student of his decision within 7 calendar days after the office-hours meeting. This notice may be provided in person or electronically.
- 5) This decision by Prof. Labeledz on appeal is not further reviewable, although the student’s overall Semester Grade also may be appealed as provided below

Full Semester Grade. An appeal by a student for a change in a final grade for a semester due to error or “palpable injustice”, i.e., a clear showing of arbitrary or capricious action in awarding the final grade, must follow the process set forth in the University’s “Appeals for Grade Changes Policy”, available in the undergraduate catalog online. Unless the grade was awarded in the semester in which the student completed his/her work required for graduation, the first step required by that process is as follows:

A student who believes a grade involved an error or a palpable injustice shall first confer with the instructor who awarded the grade in the next regular semester no later than the first Monday of either October or March. Either the student or the faculty member may request that the initial meeting occur in the presence of the department chair. Should a student be unable to contact the instructor or not receive a decision within two weeks the student should make an appeal to the department chairperson.

Please consult the University’s “Appeals for Grade Changes Policy”, available in the undergraduate catalog online, for the balance of the rules that are followed in appealing a Semester Grade.

11. Students with Special Needs

If you need course adaptations or accommodations because of a documented disability, if you have emergency information to share with me, or if you need special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible. **I will need a copy of the accommodation letter** from Student Disability Services, Room 241, Copernicus Hall, if you are not already registered with that office. Student Disability Services maintains the confidential documentation of one’s disability and assists in coordinating reasonable accommodations with your faculty.

12. Emergencies and Make-ups

Student. There is **no right to make-up** opportunities for tests, quizzes, assignments or presentations. If you miss a test or assignment because of a really good reason (at the serious level of a death in the family), a make-up may be arranged in my sole discretion if you inform me of the situation within 48 hours of the exam date. In such a case, you must call me from there and leave a message at 401-524-7711, or send a timely email to labeledzchs@ccsu.edu AND clabeledz@gmail.com. Do NOT claim that you couldn't reach me. A student's illness will not be reviewed as a possible "really good reason" for a make-up without a physician's note addressed to me and referring specifically to my course and the missed grading opportunity. Any make-up will occur immediately before or very promptly after the scheduled date, as I determine in my sole judgment. Make-up exams are NOT provided as a holiday or Spring break convenience.

I do NOT provide make-up grade opportunities **because I provide extra opportunities to achieve 100 points through my standard course design.**

Weather, University, Professor. If class has to be postponed for some reason (for example, snow), you are responsible for determining this by consulting the official university channels for disseminating that news. In the case of inclement weather, power failure, or any other extreme or unusual circumstances, the most accurate cancellation and delay information for Central Connecticut State University will be made available on the Snow Phone: (860) 832-3333 and on the Web: <http://www.ccsu.edu/cancellation>. These services normally will be updated twice daily: 6:00 a.m. for the day schedule and 2:00 p.m. for evening schedule.

If the University is forced to close or delay during the final examination period because of storm conditions, this information will also be made available on the Snow Phone and the Web. These services will also carry information from the Registrar's Office once the affected exams are rescheduled.

The University will also notify the broadcast media of cancellations or delays affecting regular classes or exams. WTIC-AM 1080 is the principal radio outlet. WFSB-TV 3, WTNH-TV 8 and WVIT-TV 30 are the principal television outlets. Since radio and television stations are geared heavily toward broadcasting delay and closing announcements for public elementary and secondary schools, CCSU recommends using the above services for the most accurate information about its closings or delays.

In addition, I will try to contact all class members about any class postponement for personal reasons, so please get in the habit of checking your e-mail account and electronic class announcements before you head out to this class.

Attempting to Add my Course under Exceptional Circumstances

If you wish to enroll in my course but it is full (i.e., at or over capacity), to be considered you **MUST** first arrange to have your name placed on the **centralized waiting list maintained by the Department Chair**. It is NOT acceptable to have a student "add" or

“sit in on” a full course. If the Department Chair no longer is accepting requests for over-enrollment through the centralized waiting list process, you cannot “add” my course. The above procedure must be followed.

If you wish to enroll in my course but you have **not satisfied the prerequisites** for the course, **no one can enroll you**. The only possible exception in my mind may occur if you have successfully taken the prerequisite course(s) at another university but CCSU has not received your official transcript before classes start. If you believe you meet this sole exception, you must discuss the situation first with me before CCSU will consider an exception.

13. Violence Policy

There is zero tolerance in my courses for any form of violence or suggestion of violence. University policies and governmental laws relating to violence will be followed.