

# University Reminders

## BEHAVIORAL EXPECTATIONS

Montana State University expects all students to conduct themselves as honest, responsible and law-abiding members of the academic community and to respect the rights of other students, members of the faculty and staff and the public to use, enjoy and participate in the University programs and facilities. For additional information reference see [http://www2.montana.edu/policy/student\\_conduct/student\\_conductc-code\\_2006-2007.htm](http://www2.montana.edu/policy/student_conduct/student_conductc-code_2006-2007.htm).

## COLLABORATIONS

University policy states that, unless otherwise specified, students may not collaborate on graded material. Any exceptions to this policy will be stated explicitly for individual assignments. If you have any questions about the limits of collaboration, you are expected to ask for clarification.

## ACADEMIC MISCONDUCT

Section 420 of the Student Conduct Code describes academic misconduct as including but not limited to plagiarism, cheating, multiple submissions, or facilitating others' misconduct. Possible sanctions for academic misconduct range from an oral reprimand to expulsion from the university.

Section 430 of the Student Code allows the instructor to impose the following sanctions for academic misconduct: oral reprimand; written reprimand; an assignment to repeat the work or an alternate assignment; a lower or failing grade on the particular assignment or test; or a lower grade or failing grade in the course. More serious sanctions require a Conduct Board hearing. You may wish to make explicit the minimum sanction you will impose for willful acts of academic misconduct.

## ACADEMIC EXPECTATIONS

Section 310.00 in the MSU Conduct Guidelines states that students must:

- be prompt and regular in attending classes;
- be well prepared for classes;
- submit required assignments in a timely manner;
- take exams when scheduled;
- act in a respectful manner toward other students and the instructor and in a way that does not detract from the learning experience;
- and make and keep appointments when necessary to meet with the instructor.

In addition to the above items, students are expected to meet any additional course and behavioral standards as defined by the instructor.

## STUDENTS WITH DISABILITIES

If you have a documented disability for which you are or may be requesting an accommodation(s), you are encouraged to contact your instructor and Disabled Student Services as soon as possible.

## STUDENT EDUCATIONAL RECORDS

All records related to this course are confidential and will not be shared with anyone, including parents, without a signed, written release. If you wish to have information from your records shared with others, you must provide written request/authorization to the office/department. Before giving such authorization, you should understand the purpose of the release and to whom and for how long the information is authorized for release.

Students have the right to access their educational records by appointment. This information is protected by the Family Educational Rights and Privacy Act (FERPA). For more information contact the Dean of Students office at 994-2826.

# Creative Agreement

## PLAGIARISM

This is a creative class, so paraphrasing, quoting, imitating, borrowing or in any manner representing another's work as their own without citing the source is a form of academic misconduct. Even inadvertent or unintentional misuse or appropriation of another's work (such as relying heavily on source material that is not expressly acknowledged) is considered plagiarism. If you have any questions about using and citing sources, you are expected to ask for clarification.

I have read and fully understand the course policies and the university policies and agree to abide by them. I also understand that as part of my participation in this course, I will need to check my email account (listed below) at least once a day in order to stay current with all course notices and changes.

> LEGIBLY PLEASE

## WEB DESIGN

SPRING 2009  
ART 145  
CS 145

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NAME

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DATE

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