

**JACKSONVILLE STATE UNIVERSITY**  
**“GUIDELINES FOR STUDENT RESPONSIBILITIES IN THE CLASSROOM”**  
**CLASSROOM MANAGEMENT AND STUDENT RESPONSIBILITY**  
**AGREEMENT FORM**

Listed below are student guidelines for responsible actions/activities in the classroom. These guidelines are in addition to the university policies identifying academic honesty and conduct as detailed in the JSU Student Handbook.

- Students are expected to attend this course regularly beginning with the first day of class.
- Students are responsible for keeping up with their own absences. Departments may have varying attendance policies.
- Student whose absences exceed time specified in the attendance policy are subject to receiving a failing grade for the course.
- Excessive tardiness, either arriving late to class or leaving before the instructor dismisses class, will accumulate as absences. Three tardies constitute one absence.
- It is the responsibility of the student to advise the instructor to change an absence to a tardy.
- Students are responsible for all material covered in class, textbook readings, and assignments due or made during any absence from this course.
- Late assignments are subject to grade reduction as determined by the instructor and may not be accepted after a period of one week (7 calendar days) following the due date.
- Make-up work for laboratory experiences and in-class activities is at the discretion of the instructor.
- Students are expected to demonstrate consideration to faculty and classmates. Disruption of class, whether by entering and leaving the classroom at will, latecomers, noisy devices or inconsiderate behavior, will not be tolerated.
- Appropriate dress, demeanor, proper grammar usage in both written and verbal assignments are required when making classroom presentations.
- Bringing children or other unauthorized visitors to class is strongly discouraged and permission from the instructor is required before this action will be allowed.
- Unauthorized talking during class is not tolerated. Excessive or continued talking/socializing with peers and classmates during class time makes it difficult for the instructor to begin and/or conduct the class promptly.
- Attendance for all examinations is mandatory. If a student misses an exam for a legitimate reason (as determined by the instructor) the student should notify the instructor before the exam. If the instructor determines that the absence is legitimate, a make-up exam may be given at a time determined by the instructor. Missed exams and missed assignments without instructor approval will be assigned a “0” score (or “F” score).
- Cell phones, beepers, and other electronic devices must be turned off during class.

The University Policies, including Academic Honesty and the Code of Conduct detailed in the JSU Student Handbook will be enforced in this course. By signing my name below, I state that I have read the above Guidelines for Student Responsibilities in the Classroom and agree to follow these guidelines.

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor’s Signature

\_\_\_\_\_  
Date

Assignment (Exam) Honor Code: On my honor as a JSU student, I will not give nor receive any unauthorized aid on any assignments or examinations required in this course. Furthermore, I will not knowingly violate any of the academic honesty or code of conduct guidelines as stated in the JSU Student Handbook.

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date