

**McCoy College of Business Administration**  
**Texas State University**  
**Students' Responsibilities on Learning**

**Learning Policies**

**A. Course Content**

Each faculty member designs a course syllabus and plans assignments and examinations to fit with course objectives and goals. Any questions about course content should be directed to the faculty member teaching the course.

**B. Class Attendance**

It is expected that students will attend all class sessions, be in their seats ready to listen when the class begins, turn off cell phones and pagers (See McCoy College Classroom Technology Guidelines), and be attentive to the person speaking in the class. The purpose of holding a class session is to allow the faculty to simultaneously communicate with all students. Students are responsible for all course content covered, even when they miss a class session.

Just as it is expected on a job that the employee will come to work, it is expected in courses that students will come to class. Repeated and frequent absences have a negative effect on a student's learning and course grade. Students in courses with a teamwork component also negatively affect their team members when they are frequently absent.

Faculty members have an obligation to meet their classes or make adequate arrangements for notifying students if there is a need for a last-minute change.

**C. Papers, Projects, Presentations and Other Out-of-Class Assignments**

In addition to teaching conceptual material about business, many undergraduate courses require students to apply their learning through a paper, project, presentation, or other out-of-class assignment. All papers are to be word processed, unless the faculty member explicitly states otherwise. In order to apply evaluation standards equally to all students, all assignments are to be submitted on time. A paper is defined as late if it is submitted after the instructor collects the papers. Each instructor, in the course syllabus, specifies the specific policy regarding late papers, and this policy will be applied to all students in the class.

Students are expected to keep all course materials (syllabus, handouts, notes, graded papers, exams and assignments, grade summaries, etc.) until course grades have been filed at the end of the semester. Students are expected to keep backup copies of all assignments that have been turned in, as well as all graded assignments that have been returned to the student. These back-up copies will be needed in the unlikely event a recording error is made. A student appeal for a change of grade must be filed no later than two years after the grade is issued.

## D. Examinations

Examinations are an important means of assessing student learning. Students are encouraged to approach examinations as an opportunity to review, integrate, and demonstrate their learning, rather than as a game in which they strategize to score points.

If an unavoidable problem develops that may interfere with a student taking an exam as scheduled (e.g., sudden serious illness or death in the immediate family), students are expected to contact the instructor as soon as possible, and in all cases, prior to the administration of the exam. Decisions about how to handle such unanticipated events will be made by the faculty member. Students should consult the course syllabus regarding policies on make-up exams.

## E. Scores and Grades

Faculty members understand that students are interested in timely feedback on their performance on course work and will strive to give students feedback as soon as possible. Each student inquiry about whether a particular exam or paper has been graded delays the feedback on that assignment for all students, as it directs the faculty member's attention away from completing the grading. Students can access their final grades through the grade reporting system online via CatsWeb.

## F. Contact with Faculty

Questions about a course can be answered by carefully reading the course syllabus and other course assignment instructions. When other questions or concerns about a class emerge, students are encouraged to contact the faculty member outside of class. In addition to their in-class teaching time, all teaching faculty in the College hold regular, scheduled office hours that are listed for students at the beginning of the semester. Each of the faculty maintains an email address that will be given to students at the beginning of the semester. Students are expected to bring their questions or concerns to the attention of the faculty member as soon as possible either by coming to the regularly scheduled office hours or by contacting the faculty member via e-mail.

Many student concerns can be handled by asking a specific question of the faculty member in an e-mail message. An advantage of this form of communication is that it is likely to give the student an answer fairly rapidly. If the student's concern requires face-to-face contact with the faculty member and the regularly scheduled office hours conflict with the student's schedule, the student should set an appointment outside of the scheduled office hours. Faculty members teach multiple classes, serve on university and professional committees, and conduct research. At the same time, faculty members want to be able to respond to all students on an individual basis when needed. Visiting the faculty member during office hours, making an appointment, or sending an email are three ways to ensure students receive personal and prompt attention.

Communication with faculty and staff, whether by telephone, mail, face-to-face, or e-mail, should be courteous. Students should avoid any communication where the

meaning of a message, or its transmission or distribution, would be illegal, unethical, or irresponsible.

### **Texas State Academic Honesty Statement**

"Learning and teaching take place best in an atmosphere of intellectual freedom and openness. All members of the academic community are responsible for supporting this freedom and openness through rigorous personal standards of honesty and fairness. Plagiarism and other forms of academic dishonesty undermine the very purpose of a university and diminish the value of an education." Students engaging in academic dishonesty diminish their education, bring discredit to the academic community, and may be subject to various forms of academic penalty.

The McCoy College enthusiastically supports Texas State's Academic Honesty Statement. Business faculty and staff follow the rights and responsibilities detailed in the statement and related Texas State policies. Those students who are not familiar with these standards should obtain a copy of the student handbook from the Office of Dean of Students, Room 5-9.1 LBJSC, and familiarize themselves with it.

### **Conclusion**

As a business major, a student assumes certain responsibilities, including satisfactory academic performance and behavior consistent with the philosophy and objectives of Texas State and the McCoy College. The McCoy College created these policies to support a productive and stimulating learning environment in all business classes, to facilitate student progress toward degree completion, and to help ensure a positive experience for each member of the McCoy College learning community. Any questions or comments about this policy can be directed to the McCoy College's Associate Dean for Undergraduate Programs.