

Syllabus Part III: THE RULES

Work Load

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Attendance Policy

Please note the following UNLV policy: "The student who neglects a course is solely responsible for dropping the course or withdrawing from the university (*Undergraduate Catalog*, p.60).

If you must miss class because of illness or injury requiring a visit to a doctor, a death in the immediate family, military or legal obligations, or other equally serious reasons, you will be given an excused absence when you provide acceptable *written* documentation of the reason. This should be done, if at all possible, in advance of the class(es) you will miss; in any case, for an absence to be excused this documentation must be **provided by no later than the third class meeting after the missed class(es)** or the absence will be considered unexcused. Documentation for excused absences should be given to your instructor.

NOTE: As a general rule, a student missing a class or laboratory assignment because of observance of a religious holiday shall have the opportunity to make up missed work. Students must notify instructor of anticipated absences by the last day of late registration to be assured of this opportunity. Faculty may give students an additional week, but are encouraged to set a clear deadline.

NOTE: Students who represent UNLV at any official extracurricular activity shall have the opportunity to make up assignments, but the student must provide official written notification to the instructor no less than one week prior to the missed class(es). **HOWEVER: NO make-up exams or quizzes will be given.** If you have a **documented** valid excuse for missing an exam or a quiz (see Attendance Policy for valid reasons), it will be dropped before your final course grade is calculated.

Academic Misconduct

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Classroom Conduct

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Copyright

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Final Examinations

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Identity Verification in Online Courses

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UNLV students enrolled in online or hybrid courses are expected to read and adhere to the [Student Academic Misconduct Policy](#), <https://www.unlv.edu/studentconduct/misconduct/policy>, which defines, “acting or attempting to act as a substitute for another, or using or attempting to use a substitute, in any academic evaluation or assignment” as a form of academic misconduct. Intentionally sharing ACE login credentials with another person may be considered an attempt to use a substitute and could result in investigation and sanctions, as outlined in the Student Academic Misconduct Policy.

UNLV students enrolled in online courses are also expected to read and adhere to the [Acceptable Use of Computing and Information Technology Resources Policy](#), <https://www.it.unlv.edu/policies/acceptable-use-computing-and-information-technology-resources-policy>, which prohibits sharing university accounts with other persons without authorization.

To the greatest extent possible, all graded assignments and assessments in UNLV online courses should be hosted in WebCampus or another UNLV-managed platform that requires ACE login credentials for access.

Incomplete Grades

The grade of “I” (Incomplete) may be granted when a student has satisfactorily completed three-fourths of course work for that semester/session, but cannot complete the last part of the course for reason(s) beyond the student’s control and acceptable to the instructor, and the instructor believes that the student can finish the course without repeating it. For undergraduate courses, the incomplete work must be made up before the end of the following regular semester. Graduate students receiving “I” grades in 500-, 600-, or 700-level courses have up to one calendar year to complete the work, at the discretion of the instructor. If course requirements are not completed within the period indicated, a grade of “F” will be recorded, and the student’s GPA will be adjusted accordingly. Students who are fulfilling an Incomplete grade do not register for the course, but make individual arrangements with the instructor who assigned the “I” grade.

Library Resources

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This policy will not apply in the event that completing the assignment or administering the examination at an alternate time would impose an undue hardship on the instructor or the University that could reasonably have been avoided. There should be a good faith effort by both the instructor and the student to agree to a reasonable resolution. When disagreements regarding this policy arise, decisions can be appealed to the Department Chair/Unit Director, College/School Dean, and/or the Faculty Senate Academic Standards Committee.

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Course: _____ Semester and Year: _____

I acknowledge that I have read “The rules” and I understand that the policies described in it, as well as those listed in the *School of Architecture Student Handbook* and the *UNLV Undergraduate Catalog* apply to me and to this course.

Signature: _____

Printed Name: _____