

GREENVILLE TECHNICAL COLLEGE
Public Service, Arts and Sciences Division
English Department
Department Policies

The following pages outline the general policies followed by all courses in the English Department at Greenville Technical College. Individual classes may have additional policies. Please read this material and any other handouts your instructor gives you, and let him or her know if you have questions. Instructors will require students to submit an information sheet/contract or policy quiz to acknowledge receipt of all policies for the class, department, and division.

LOST ASSIGNMENT POLICY

English instructors make every effort to ensure that graded assignments are carefully secured. However, if an instructor misplaces or loses graded work, the instructor and student will arrange to have the work made up. If ungraded work is lost, a grade cannot simply be given to the student nor can the student exempt the work; the instructor and student will decide how the work will be made up with supervision from the head of the English Department. As insurance, students should always keep a copy of required assignments before submitting them to their instructors.

MAKE-UP AND LATE WORK POLICY

Make-up Policy for Written Assignments and Tests/Exams:

No make-up assignments will be accepted except for specific circumstances:

- 1) Death in the immediate family (parent, grandparent, sibling, spouse, child)
- 2) Hospitalization or severe illness which precludes attendance on the due date
- 3) Military service
- 4) Jury duty

Documentation must be provided for such absence. Acceptable documentation is a service program or obituary in which the student is named as next of kin, hospital or doctor's note with specific dates of student incapacity, or official military service notification. Should one of these specific circumstances occur and documentation is provided to the instructor, make-up work is subject to the following restrictions:

- 1) Work must be made up within one week.
- 2) Penalties of up to one letter grade per day late may be assessed on late assignments.
- 3) Only two major assignments including exams may be made up during the term.

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Late Work Policy for Major Written Assignments:

For exceptional circumstances that are not covered by the make-up policy, the following late policy will apply:

- 1) Each student will have **one** 24-hour grace period for a major written assignment per term. A grade of zero will be enforced for any further late major written assignments.
- 2) 5 points will be assessed on the late assignment submitted during the grace period.

Instructors will not allow make-up work for certain class activities (i.e. impromptu speeches, pop quizzes, group work, oral quizzes, in-class writing, etc.) under any circumstances due to their participatory nature.

READING AND MEDIA DISCLAIMER

English instructors carefully choose all class content including readings and media selections for their classes. Given the subject matter of some of the scheduled essays, stories, films, etc., some students may find portions of assigned materials and/or classroom discussions offensive. Instructors should be notified of concerns and will try to alleviate such issues in a courteous and professional manner while still maintaining academic freedom and discourse within the class.

POLICY REGARDING STUDENT PAPERS

Students are responsible for keeping all returned papers (paragraphs, essays, etc.) for one year after the course has ended. During the course, students should refer to graded assignments as a learning tool to improve their understanding of course materials. If students wish to discuss their grades, either during or after the course, students will be responsible for providing graded papers as proof of grades earned.

WORK FROM A PREVIOUS ATTEMPT OR DIFFERENT COURSE

Students who are taking any English course will be expected to turn in different work from what was turned in for any other course or previous attempt of a course. This includes any essays, short responses, discussion postings, etc. If the instructor deems the same work has been turned in for two courses, the student will not receive credit for the assignment.

CLASS RECORDINGS

Students may not record (audio or video) in class except in accordance with ADA accommodations (including proper documentation from Student Disabilities Services informing the instructor) or with specific permission of the course instructor. Any recordings made are for the student's personal academic use only and may not be distributed in any manner to any other individual. Recordings must be deleted at the end of each semester.