CLASS POLICIES:

1. Projects and assignments turned in late will drop ONE FULL LETTER GRADE per week that they are late. Late is defined as anytime after the scheduled class period, when the assignment was due. Assignments can be turned in before the due date.

2. There are NO make-up exams given after the scheduled exam date in class. If a conflict arises, call the instructor BEFORE the exam is scheduled to be taken.

3. PLEASE NO EATING OR DRINKING IN THE CLASSROOM

4. Student Handbook Policy on Student Dishonesty: Section X.
   “Academic dishonesty cannot be condoned. When such misconduct is established as having occurred, it subjects you to possible disciplinary actions ranging from admonition to dismissal…”

5. PLEASE TURN OFF ALL CELL PHONES AND BEEPERS AND OTHER ELECTRONIC DEVICES BEFORE CLASS BEGINS.

6. You are responsible for lecture material when you miss class. In class work worksheets and quizzes cannot be made up for credit. Ask a classmate what was missed. At the beginning of the next class, ask the instructor for any handouts that you may have missed while you were absent.

7. Classroom climate: “NVCC is a place for learning and growing. You should feel safe and comfortable anywhere on this campus. In order to meet this objective, you should:
   - Let your instructor, his/her supervisor, the Dean of Students or Provost know if any unsafe, unwelcome or uncomfortable situation arises that interferes with the learning process
   - Inform the instructor within the first two weeks of class if you have social needs or a disability that may affect your performance in this course.”

8. If there are any students in this class who have special needs because of a learning disability or any other kind of disability, please feel free to come and discuss your situation with me during the first week of class.

9. In case of an emergency, please follow the emergency procedure as discussed on the first day of class and is posted in the classroom. Inclement weather information can be found by calling NOVA at (703) 323-3770 or (703) 323-3000. You will also hear information on local radio and television stations.