

STUDENT PROCEDURES AND EXPECTATIONS

Arts and Humanities Division

1. ATTENDANCE EXPECTATIONS FOR HYBRID AND IN-PERSON CLASSES:

Students are expected to attend all scheduled class meetings whenever possible. While attendance requirements are up to individual faculty members in the Arts & Humanities Division, active participation and regular attendance are essential to students' success.

Unless students have accommodations regarding attendance that have been approved through the [Disability Resource Center](#), they should not be absent more than 20% of the total class time scheduled. When absences go beyond 20%, instructors' policies may result in one of the following:

- Students may earn a grade of "F" for the course.
- Students may earn a lower final grade.

Students should carefully review each instructor's syllabus to make sure they understand the attendance policy and the consequences for missing class. In some classes, even a small number of absences (less than 20%) can affect students' grades, undermine their progress, and make it difficult to succeed. In cases of legitimate hardship, students may also request that instructors grant a "HW" (hardship withdrawal), which is a non-credit grade.

Students with accommodations regarding attendance must actively communicate with the instructor (and consult with the DRC) about each absence to determine if the accommodation applies.

PARTICIPATION IN ONLINE COURSES:

Students taking online courses should carefully review each instructor's syllabus regarding expectations for course participation. Most online courses require regular, meaningful participation from students, starting on the first day of each quarter.

2. LATE REGISTRATION:

Students are expected to register for courses before the first day of the quarter. If they must make changes to their schedule after that date, they have until the end of the first week to get permission from an instructor to add a class. Students who wish to add a class after the first week must provide documentation that shows why they could not register sooner, both the instructor and the dean must give their permission.

3. STUDENT COMPLAINTS:

Students have a right to express concerns about an instructor or course. Most issues can be successfully resolved by speaking with your instructor as soon as possible, rather than waiting until late in the quarter to let someone know about your concern. You can also contact the Department Chair if you prefer not to talk with your instructor. Students are expected to follow BC's [informal and formal procedures](#) for resolving academic complaints in a timely manner.

4. BC's AFFIRMATION OF INCLUSION:

Bellevue College is committed to maintaining an environment in which every member of the campus community feels welcome to participate in the life of the college, free from harassment and discrimination.

We value our different backgrounds at Bellevue College, and students, faculty, staff members, and administrators are to treat one another with dignity and respect.

5. DISRUPTIVE BEHAVIOR

It is against the [Student Code of Conduct](#) for a student to disrupt others' learning opportunities. Your instructor's syllabus may identify specific behaviors that are not acceptable in their classroom. Students are responsible for following the behavioral rules laid out by their instructors. Failure to do so may result in you being referred to the Dean of Students for a conduct code violation.

6. VALUES CONFLICTS:

A liberal arts education requires that students be willing to engage with ideas and forms of expression that might conflict with their personal values. Students do not have to endorse or adopt ideas that conflict with their values, but they are expected to engage with them as part of the learning process.

Some instructors may require that you read or view required texts (books, films, music videos, art work, etc.) that may offend you. If you decline to engage with material you consider offensive, that could affect your course grade, and the instructor is not required to give you an alternative assignment. If you have questions about this, please talk to your instructor.

7. ACADEMIC DISHONESTY

BC has a student code of conduct that forbids Academic Dishonesty. That includes the following:

- Cheating: Any attempt to give or obtain unauthorized assistance relating to the completion of an academic assignment.
- Plagiarism: Includes taking and using as one's own (without proper attribution) the ideas, writings or work of another person in completing an academic assignment. May also include the unauthorized submission for credit of academic work that has been submitted for credit in another course.
- Fabrication: Includes falsifying data, information, or citations in completing an academic assignment and includes providing false or deceptive information to an instructor concerning the completion of an assignment.

8. ACCOMMODATIONS FOR REASONS OF FAITH OR CONSCIENCE:

Students who expect to miss classes, examinations, or any other assignments because of a religious observance should be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious holidays on which they will be absent, preferably at the beginning of the quarter. Students who are absent on days of examinations or class assignments should be offered an opportunity to make up the work without penalty (if they have previously arranged to be absent), unless it can be demonstrated that a makeup opportunity would constitute an unreasonable burden on a member of the faculty. Should disagreement arise over what constitutes an unreasonable burden or any element of this policy, parties involved should consult the department chair or Dean.

[Policy 2950 Accommodations for Reasons of Faith or Conscience](#)

Revised: June 2018