

## **Academic Performance**

Required standards of academic performance:

### *Attendance to class*

- You are required to attend classes and associated field work and laboratory sessions. More than **three** unexcused absences will result in failing the course.
- You cannot enter classroom 15 minutes after class has started. You are required to stay until the end of class. Late arrival and early departure will be counted as absence.
- You are required to notify the instructor of any planned absences prior to the absence (directly or in writing, before the absence takes place).

### *Submission of coursework*

- You are required to submit coursework on time.
- Equivalent of 5% will be subtracted from your final mark for each day following the original submission date.
- Coursework will not be accepted five business days after the submission date.
- You are required to notify the instructor prior to late submission of coursework.

## **Academic Honesty**

Academic dishonesty includes and is not limited to cheating, plagiarism, fabrication, multiple submissions, denial of access to information and facilitation of academic dishonesty. You will fail the course and disciplinary action will be taken when you engage in the following dishonest behavior:

***Cheating*** – Using unauthorized notes, technology or other study aids during an examination; attempting to communicate with others in order to get help during an exam or in an assignment where collaboration is not allowed.

***Plagiarism*** – The use of an idea, phrase, or other original work in a work and claiming authorship; the use of papers purchased and turned in as original work.

***Fabrication*** – Invention of information, citation, or data.

***Multiple submissions*** – Resubmission of work previously used in another course or project.

***Denial of access to information*** – Maliciously preventing the use of library or course materials.

***Facilitation of academic dishonesty*** – Aiding another person in the above acts.