



The Department of  
Communication and Media  
Undergraduate Handbook

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## **MISSION STATEMENT**

We exist to educate students through the study of communication.

We strive to challenge the intellect, stretch the imagination, and develop the talent of each of our students.

We believe that communication theory and performance are interdependent and essential for student development.

We value strong teaching, continuous scholarly growth, and service to our university and larger community.

We seek and support faculty members who are fully credentialed, enjoy teaching, grow as scholars, appreciate communication technology, desire a collegial atmosphere, and value the mission of West Chester University.

We work closely with students through dedicated advising and an impressive array of co-curricular projects and activities. We respect diversity as a requirement for integrity, collegiality, and communication competence.

## INTRODUCTION

This handbook has been prepared to provide students with a guide to the Department of Communication and Media undergraduate degree programs. It is intended to supplement rather than replace the university catalog and other official university publications. Students are encouraged to keep this handbook throughout their association with the department. Students will find this handbook helpful in planning their program and in maintaining a record of their progress toward completing the requirements for their degree.

## FACULTY AND STAFF

The faculty and staff in the Department of Communication and Media are highly trained professionals who are dedicated to helping students. They are willing and able to assist in many and various academic matters. To secure assistance in planning a course of study, all students should meet with their advisor. Students must meet with their advisor at least once each semester in order to obtain self-scheduling clearance for the upcoming semester. When students meet with their advisor, they should review their academic file. Students are responsible for keeping their file accurate and up-to-date. The academic files of Communication Studies majors are kept in a file cabinet in the main office (Wayne 202) and may be secured through an advisor or the department chairperson.

The following is a listing of the faculty and their teaching/research interests:

MICHAEL P. BOYLE, Ph.D., is a teacher and scholar of mass communication, news coverage of social conflict, news framing, and television production.

CAMILO DIAZ PINO, Ph.D., teaches courses in cultural studies of media and media production. His research interests include post-colonial and peripheral media dynamics, cross-cultural media circulation, cultures of production, animation, and kids' media.

ANITA FOEMAN, Ph.D., is a teacher and scholar of intercultural communication, organizational communication, and interpersonal communication.

ROGER GATCHET, Ph.D., conducts research in the areas of rhetoric and popular culture, public memory, and oral history. He teaches courses in public speaking, communication theory, and rhetorical theory and criticism

MAXINE GESUALDI, Ph.D., is a teacher and scholar of organizational communication, strategic communication and public relations

ELAINE JENKS, Ph.D., studies interpersonal and relational communication with research interests in communication and visual impairment, friendship communication, and health communication.

MARIA (OLA) KOPACZ, Ph.D., studies mass communication with a focus on diversity and community building in emerging media. She teaches communication research, content strategy, media technology, and public speaking.

BESSIE LEE LAWTON, Ph.D., is interested in issues related to intercultural/interracial communication, communication and power, and public speaking.

DAVID LEVASSEUR, Ph.D., is a teacher and scholar of political communication, communication theory, rhetoric and public address.

EDWARD LORDAN, Ph.D., is a teacher and scholar of public relations and editorial communication. He advises the group Students in Communication.

MATTHEW R. MEIER, Ph.D., studies the relationship between comedy, political culture, and rhetoric. He teaches in the areas of rhetorical theory and criticism, public speaking, and communication theory.

LISA MILLHOUS, Ph.D., is a teacher and scholar of organizational communication and intercultural communication.

ELIZABETH MUNZ, Ph.D., is a teacher and scholar of interpersonal communication with a focus on parent-child communication

MICHAEL PEARSON, Ph.D., is a teacher and scholar of mass media, communication research, and computer-mediated communication.

MEGHAN L. MAHONEY, Ph.D., is a teacher and scholar of media studies with a focus on new and social media.

DENISE M. POLK, Ph.D., is a teacher and scholar of interpersonal communication and health communication.

MARTIN REMLAND, Ph.D., is a teacher and scholar of nonverbal communication, interpersonal communication, and communication research.

J. KANAN SAWYER, Ph.D., is a teacher and scholar of social influence with a focus on political communication and business communication.

PHILIP A. THOMPSEN, Ph.D., is a teacher and scholar of new media and communication technology. He advises the student newspaper, The Quad. He is also our department's webmaster and educational technology coordinator.

ERYN TRAVIS, M.A., is an instructor in West Chester University's Department of Communication and Media. She teaches undergraduate courses in Business and Professional Speech, Public Speaking and Public Relations. Before arriving at WCU, Eryn held positions on Capitol Hill and within trade associations.

JULIA CROUSE WADDELL, Ph.D., is a teacher and scholar of new media and communication technology, focusing on the psychological and social interactions developed during video game play.

The following is the listing of current staff members:

MARISOL PADILLA is the department secretary.

JAIME RAMANAUSKAS is the Student Success Coordinator for the College of Arts and Humanities.

## THE BACHELOR OF ARTS IN COMMUNICATION STUDIES

The Department of Communication and Media offers a Bachelor of Arts (B.A.) in Communication Studies. This program develops your competence in communication, and expands your expertise to a specialty of your choice. You can choose from courses in several areas, including public relations, advertising, social media, organizational communication, media production, and rhetoric. Your dedicated program advisor will assist you throughout the duration of your study to help you choose the best coursework for your career path.

### Careers after graduation

The Bachelor of Arts in Communication Studies will give you a variety of career options, including sales and promotion, public relations, social media marketing, media production, media performance, training and consulting, human resources, and politics. Many graduates also pursue advanced degrees and professional training in law, business management, communication, and the media. Our majors often complete a minor in fields such as [media and culture](#), journalism, political science, psychology, English, peace and conflict studies, theater, studio art, or women's studies.

### Program requirements

#### Required lower-division courses (18 semester hours)

COM 219: Communication Theory	Prerequisites for all upper level communication studies courses
COM 224: Communication Research	
COM 216: Small Group Communication	A prerequisite for COM 304
SPK 208: Public Speaking	Must be taken to satisfy the general education communication requirement. A prerequisite for all upper level communication studies courses

COM 212: Mass Communication	
COM 204: Interpersonal Communication	

Limited substitutions may be made to the required lower-division courses with the advisor's written consent.

**Upper-division courses (21 semester hours)**

Work with your advisor to select seven appropriate courses at the 300 and/or 400 level from the listing of department course offerings. Every semester, a listing of those courses that the department plans to offer will be posted and distributed to advisors. This listing will project two years into the future and will be updated at the beginning of each academic year. COM 400 may not be used to satisfy the upper-division course requirements.

Please refer to the [University Academic Catalog](#) to view the current list of upper division COM courses.

**Applied area (24-27 semester hours)**

With help from your advisor, you will select additional courses that meet your career objectives. These may include additional courses offered by the Department of Communication and Media or by other departments. As part of your applied area, you may complete a minor of your choice.

**Foreign language/culture requirement (0-15 semester hours)**

Students must fulfill the foreign language/culture requirements of the Bachelor of Arts degree as specified in the West Chester University Undergraduate Catalog. You can complete four courses in a language of your choice (101, 102, 201, and 202), or two courses in the language (101, 102) and three culture cluster courses. Culture clusters are courses taught in English that focus on the culture of the language you've been studying. If you already speak some foreign language, you may be able to satisfy some of the course requirements by taking a language placement test.

A grade of C or better is required in WRT 120 and 200, and a grade of C- or better is required in the 202-level course of a foreign language. If you choose the culture cluster option to fulfill your language requirement, you must earn C- or better in the 102 level of the language course and in all the culture cluster courses.

### **General education (48 semester hours)**

All majors must satisfy the general education requirements, as specified in the West Chester University Undergraduate Catalog.

### **Grade Requirements**

A grade of C or better must be earned in a COM course in order for it to meet a department requirement. Also, a 2.5 average or better must be earned in the aggregate of lower- and upper-division courses before graduation will be recommended.

Students who exhaust their course repeat options and have not earned a grade of C or better in all the prerequisite communication courses will be advised that they will not be able to complete the requirements for a B.A. in Communication Studies. The department chair will offer an exit interview and help them to identify available alternatives.

### **Advising**

Each student majoring in Communication Studies is assigned to a faculty advisor. Students are encouraged to meet with their advisors on a regular basis to plan and monitor their degree progress. Students may request a change of advisor should they prefer working with a different professor.

### **Transferring into the Communication Studies major**

Current West Chester University students interested in becoming Communication Studies majors must have a minimum 2.0 cumulative GPA and must have completed the three-course prerequisite core (COM 219, 224, and SPK 208) with a grade of C or higher. To declare a COM major, visit MyWCU and submit an Academic Plan Change Request, following the directions listed here. Selection for admission will be made at the conclusion of the semester in which you completed the prerequisite core, after grades are posted. Students may apply prior to earning grades in these courses but will be placed on hold until grades have been posted. Students who do not gain admission may reapply, but they must retake and earn a C or better in all of the three core courses.

### **The Communication Studies Internship Program**

A unique feature of the B.A. Communication Studies program is that majors may secure internships ranging from 3 to 12 semester hours of credit. To qualify for an internship, a B.A. Communication Studies major must meet ALL FOUR of the following requirements:

1. The student must be accepted in WCU's Communication Studies major or minor at the time that you take the internship.
2. The student's cumulative grade point average (GPA) must be 2.8 or better. (If your GPA is below 2.8, you can still meet with the Internship Director to discuss your options for the program).

3. The student must have completed SPK 208 (Public Speaking), COM 219 (Communication Theory) and COM 224 (Communication Research) with a grade of C or better in each. (These courses must be completed by the time the internship begins – they cannot be taken simultaneously with the internship).
4. The student must have completed at least one 300-400 level Communication Studies course with a grade of C or better. (These courses must be completed by the time the internship begins – they cannot be taken simultaneously with the internship).

Internships can be arranged with area radio and television stations, businesses, government agencies, and service organizations. The complete internship application procedures, as well as answers to frequently asked questions, may be found on the [Communication Studies website](https://www.wcupa.edu/arts-humanities/communicationStudies)

<https://www.wcupa.edu/arts-humanities/communicationStudies>

For more information regarding this undergraduate program, please contact our department chair, Dr. Denise Polk.

#### **ADDITIONAL NOTES**

1. Limited substitutions may be made to the required lower division courses with the advisor's written consent.
2. A grade of "C" or better must be earned in order for a course to meet a department requirement (including SPK 208). Also, a 2.5 average or better must be earned in the aggregate of lower and upper division courses before graduation can be recommended.
3. To encourage B.A. Communication Studies majors to develop communication competence that extends beyond oral English, a grade of "C" or better is required in the 100 level composition course (WRT 120) and the 200 level composition course (WRT 200, 204, 205, 206, 208, or 220), and a grade of "C-" or better is required in the 202 level course of a foreign language. If a major employs the culture cluster option to fulfill his/her language requirement, a "C-" or better is required in the 102 level of the foreign language course and in each of the culture cluster courses.
4. Students who exhaust their course repeat options and have not earned a grade of "C" or better in all of the prerequisite communication courses will be advised that they will not be able to complete the requirements for a B.A. degree in Communication Studies. The department chair will offer an exit interview to these students and help them to identify available alternatives.

## THE BACHELOR OF ARTS IN MEDIA AND CULTURE

The Bachelor of Arts in Media & Culture (MDC) major is for undergraduate students who seek to work in media professions, or prepare for graduate school in the area of media and culture.

As an MDC student, you will develop:

- expertise in the latest media technologies and software
- specialized skills like media performance, production, strategic messaging, research, and analysis
- the ability to use media in a strategic, critical way, in diverse cultural contexts

MDC students specialize in one of three concentrations:

**Media Production** - focuses on production and performance in various media environments, such as TV, radio, film, and online content;

**Strategic Media** - integrates advertising, marketing, and public relations in digital and online contexts;

**Media and Culture** - builds students' expertise on changing media industries, technology, as well as intercultural competence needed to operate successfully in media organizations.

Your dedicated program advisor will assist you throughout the duration of your study to help you choose the best coursework for your career path. Read more about program requirements.

### Careers after Graduation

The MDC major program taps into key attributes that employers are looking for in graduating students. As our graduate, you will begin your career with a versatile skill set and a professional portfolio of your work developed through hands-on coursework, internships, and practicum experiences.

MDC graduates are prepared to enter a wide range of fields in the global workforce including media production, broadcasting, advertising, strategic communication, social media & PR, international media, diversity training and development, and others.

Our curriculum will help you build specialized technology know-how, communication skills, teamwork, a strong work ethic, analytical skills, and flexibility to succeed in various professional positions.

## Program Requirements

### Required lower-division courses (18 semester hours)

The required lower-level curriculum focuses on the media and culture components that are essential to the education of every student. These six core courses emphasize media literacy, culture, theory & research, technological proficiency and writing skills.

### Upper-division courses (18 semester hours)

Work with your advisor to select six appropriate courses at the 300 and/or 400 level from the list of MDC elective course offerings. At least 3 courses must be from your chosen concentration. Every semester, a listing of the courses that the department plans to offer will be posted and distributed to advisors. This listing will project two years into the future and will be updated at the beginning of each academic year.

Please refer to the [University Academic Catalog](#) to view the current list of upper division MDC courses.

[Click here](#) to view the complete list of MDC courses or visit [catalog.wcupa.edu](http://catalog.wcupa.edu)

### Internship / practicum capstone (3 semester hours)

MDC 494: Internship	Prerequisites: MDC 250 & MDC 251 plus one upper level MDC course along with instructor consent
MDC 495: Practicum	Prerequisites: MDC 250 & MDC 251 plus at least 15 credits of MDC coursework, instructor consent and minimum GPA of 2.8

### Applied area (24-27 semester hours)

With help from your advisor, you will select additional courses that meet your career objectives. These may include additional courses offered by the Department of Communication and Media or by other departments. As part of your applied area, you may complete a minor of your choice.

### Foreign language/culture requirement (0-15 semester hours)

Students must fulfill the foreign language/culture requirements of the Bachelor of Arts degree as specified in the West Chester University Undergraduate Catalog. You can complete four courses in a language of your choice (101, 102, 201, and 202), or two courses in the language (101, 102) and three culture cluster courses. Culture clusters are courses

taught in English that focus on the culture of the language you've been studying. If you already speak some foreign language, you may be able to satisfy some of the course requirements by taking a language placement test.

A grade of C or better is required in WRT 120 and 121, and a grade of C- or better is required in the 202-level course of a foreign language. If you choose the culture cluster option to fulfill your language requirement, you must earn C- or better in the 102 level of the language course and in all the culture cluster courses.

### **General education (48 semester hours)**

All majors must satisfy the general education requirements, as specified in the [West Chester University Undergraduate Catalog](#).

### **Grade Requirements**

A grade of C or better must be earned in a MDC course in order for it to meet a department requirement. Also, a 2.5 average or better must be earned in the aggregate of lower- and upper-division courses before graduation will be recommended.

Students who exhaust their course repeat options and have not earned a grade of C or better in all the prerequisite communication courses will be advised that they will not be able to complete the requirements for a B.A. in Media and Culture. The department chair will offer an exit interview and help them to identify available alternatives.

### **Advising**

Each student majoring in Communication Studies is assigned to a faculty advisor. Students are encouraged to meet with their advisors on a regular basis to plan and monitor their degree progress. Students may request a change of advisor should they prefer working with a different professor.

### **Transferring into the Media and Culture major**

Current West Chester University students interested in becoming Media and Culture majors must have a minimum 2.0 cumulative GPA and must have completed the two-course prerequisite core (MDC 250 and MDC 251) with a grade of C or higher. To declare an MDC major, visit MyWCU and submit an Academic Plan Change Request, following the directions listed here. Selection for admission will be made at the conclusion of the semester in which you completed the prerequisite core, after grades are posted.

For more information about the program requirements, see your Degree Progress Report or the MDC Advising Sheet.

For more information regarding our undergraduate program, please contact our department chair, Dr. Denise Polk.

## **UNIVERSITY AND DEPARTMENTAL REQUIREMENTS**

To avoid problems in determining and meeting university requirements students should examine the requirements listed in the university catalog for the year that students enter West Chester. Program revisions are made rather frequently in an effort to improve curricula, to meet state requirements, and to better satisfy the needs of the students. The requirements listed in the West Chester University catalog for the year that students matriculate at West Chester are the official requirements for students. Students may elect to pursue a later set of requirements; but students can so change only once, and students may not change back.

### **English Composition Requirement**

See university catalog for information about specific requirements.

### **Policy for Placement in Mathematics**

See university catalog for information about specific requirements.

### **University GPA Requirements**

A student's scholastic standing at the university is indicated by his or her cumulative grade point average (GPA). Three categories of academic standing have been established: good academic standing, probation, and dismissal. A student remains in good academic standing as long as he or she maintains a minimum cumulative GPA of 2.00 for all work taken at the university.

If students are a transfer or re-admission student, students are admitted for one semester. To continue in the university, students must have a cumulative grade point average for courses taken at West Chester of 2.00 ("C" or better) each semester.

### **Departmental GPA Requirements for Graduation**

Students must achieve a GPA of at least 2.50 in the major before they will be recommended for graduation. Grades of "C-" or lower in major subjects must be raised to a "C" or better. Transfer credits from another institution are accepted for courses in which a student earned a grade of "D" or better EXCEPT when those courses are to be counted as part of the student's major. A grade of "C" or better is then required.

### **Foreign Language Requirement for the B.A. Degree**

Candidates for the B.A. degree are required to fulfill a foreign language requirement. One of the ways in which this requirement may be fulfilled is to complete the second half of the intermediate year of a foreign language with a "C-" grade or better. This means in effect that only the 202 (Intermediate II) language course is required. However, students who are not qualified to take the 202 course must prepare themselves by taking the Elementary

(101-102) and/or Intermediate I (201) course. Students may also satisfy the foreign language requirement by presenting a certificate or examination results which verify that they are competent in a foreign language at the 202 level. A third way to fulfill the foreign language requirement is to earn a "C-" grade or better in a 102 level course of a foreign language and then take three courses dealing with the related foreign culture area. These courses are termed "culture clusters." If this third option is chosen, the 102 level course must be taken for a grade ("C-" or better). The 101 course may be taken pass/fail but the culture cluster courses must be taken for a grade.

## **MINOR IN COMMUNICATION STUDIES**

A minor in Communication Studies may be taken as one of the minors in the bachelor of arts or bachelor of science in the liberal studies general degree program.

### **Lower division core**

To complete the Minor in Communication Studies, students first must successfully complete the three prerequisite courses in our lower division core: COM 219 (Communication Theory) COM 224 (Communication Research) and SPK 208 (Public Speaking). Students must earn a grade of C or better in each of these courses.

### **Upper division electives**

Three elective courses may then be selected from any 300- or 400-level courses offered in communication studies except for COM 400. Again, a grade of C or better must be earned in each of these courses, and a 2.5 average must be achieved in the minor before clearance for graduation with a minor will be granted.

### **Admission**

A student must have a 2.0 cumulative average or better to gain admission to the minor in communication studies as well as meeting program admission requirements (see above). Students are also required to earn a grade of C or better in WRT 120 and WRT 200.

To declare a COM minor, visit MyWCU and submit an Academic Plan Change Request, following the directions listed here .

## **MINOR IN MEDIA AND CULTURE**

The Undergraduate Minor in Media and Culture (MDC) is an 18-credit (6-course) program for undergraduate students who want to develop specialized expertise and skills in media-related fields, think critically about the intersections of media and diverse cultural contexts, and understand the value of intercultural perspectives in communication. As such, the core of this program introduces students to an extensive range of media technologies, hands-on learning, and principles of intercultural communication.

Beyond the core, the program offers three concentrations:

1. Media Production - focuses on production and performance in various media environments, such as TV, radio, film, and online content.
2. Strategic Communication - integrates advertising, marketing, and public relations in digital contexts.
3. Media and Culture - focuses on diverse perspectives about changing industries, technologies, and cultures

### **Requirements and Courses**

#### **Lower level core (6 credits)**

All MDC students complete two required core courses:

COM/MDC 250: Intercultural Communication

COM/MDC 251: Media Technologies

#### **Lower level elective (3 credits)**

Students select one of the following lower level electives:

COM/MDC 253: Media Literacy

COM 202/MDC 252: Writing for Broadcast and Public Relations

COM/MDC 254: Media & Culture Theory

#### **Upper level electives (9 credits)**

Students choose three courses from the ones listed below. At least two courses must be from the same Concentration.

#### ***Production Concentration***

ART 113: Digital Media

CSW 131: Introduction to Web Design

COM/MDC 203: The Philadelphia Media Experience

COM 217: Introduction to Video Production

COM/MDC 317: Advanced Video Production

COM/MDC 320: Communicating on Television and Radio

HON 320: Global Issues Seminar (Media in Ireland/England)

***Strategic Communication Concentration***

COM/MDC 311: Communication Professions in Sports

COM/MDC 321: Search Engine Optimization & Management

COM/MDC 323: Media Audiences

COM/MDC 325: Strategic Social Media

COM/MDC 355: Introduction to Public Relations

COM/MDC 370: Event Production Using Media

COM/MDC 421: Content Strategy

COM/MDC 423: Media Campaigns

COM/MDC 460: Communication and Advertising

***Culture Concentration***

COM/MDC 314: Games, Culture, and Theory

COM/MDC 316: Mediated Communications: Internet Culture & Society

COM/MDC 322: Culture & Organizations

COM/MDC 350: Advanced Intercultural Communication

COM/MDC 360: African American Culture and Communication

COM/MDC 420: Media & Protest

COM/MDC 422: Consulting for Careers in Media & Culture

COM/MDC 470: Intercultural Communication Training

## **Admission**

To declare an MDC minor, visit MyWCU and submit an Academic Plan Change Request, following the directions listed here .

## OF SPECIAL NOTE

There are several items about the department and student participation and behavior in an academic community that requires special attention. These items are: departmental advisement procedures, departmental student groups, academic honesty, plagiarism, and disruptive classroom behavior.

### Departmental Advisement

When students become a major in the department they will be assigned an advisor. Student advisors will assist students in managing the sometimes confusing situations students may face during their time at the university. Advisors can be especially helpful with discussions of course content, course requirements, and career options. Please be aware that having an advisor does not absolve students from responsibility for knowing and meeting University requirements for graduation. Ultimately the responsibility for meeting requirements is up to each student, and students will bear the cost of errors which are made.

### Departmental Student Groups

There are several S.S.I. recognized student groups associated with the Department of Communication and Media. They are: Students in Communication, the Forensics Team, Lambda Pi Eta (Honors Society), Public Relations Student Society of America, National Association of Black Journalists, WCUR, the Quad, WCU Weekly, and WCU Studios. As majors in the department, students are strongly encouraged to join and actively participate in at least one of these groups.

### Policy on Academic Integrity

Among the major purposes of institutions of higher learning are the search for and the interpretation of verifiable data, the encouragement of rational inquiry and discussion, and the development of intellectual and artistic creativity. Any form of academic dishonesty, therefore, strikes at the very heart of the institution and cannot be permitted. Examples of violations to the academic integrity policy (cheating) may be found in the current Undergraduate Catalog (see [Undergraduate Student Academic Integrity Policy](#)).

1. A documented instance of a violation of the academic integrity policy can result in the automatic failure and removal from the course. In these cases, the faculty member will complete an academic integrity report that documents the violation and provides an explanation of the sanction the student will receive. In addition, copies of the report will be sent to his/her department chairperson, the chairperson of the department in which the course is offered, the Associate Vice President for Academic Affairs or the Graduate Dean, if appropriate, and the Registrar.
2. The student may appeal the sanctions through the current Appeals Procedures for Academic Integrity (see Undergraduate Catalog).

## Department Policy on Plagiarism

In this department, plagiarism is defined as the presentation of the products (ideas, writings, speeches, drawings, etc.) of another person as if they were one's own.

Documented examples of plagiarism are considered violations of the university's academic integrity policy (see above). A department major who has plagiarized twice will be dropped from the program.

The Department offers the following advice to students:

1. All work students present as their own must be their own.
2. All work which is presented by students but for which they are indebted to others must be cited.
3. If in doubt, cite sources.
4. Sources should be cited for oral assignments. Always cite quoted material.
5. Sometimes source material is so extensive that an oral assignment becomes boring to the listener. In such cases, a brief reference can be made concerning the source that can then be supported by a detailed reference if one is requested.
6. There should be a clear distinction made between that which is the result of student efforts and that which results from the efforts of others.
7. The only exception to these obligations is in the presentation of facts, opinions, concepts, etc. that are widely known.
8. Plagiarism is not limited to the use of material taken from professional sources but may also include material taken from other students.
9. Students should retain all notes or other materials prepared by them to meet the assignment until a grade has been received.
10. Whenever a grade is subject to dispute:
  - a. The instructor and the student will strive to work out their differences.
  - b. If (a) is not possible, both the instructor and the student will turn over all relevant materials to the department chair. (If the instructor and the chair are the same, a neutral faculty person will be found by the chair).
  - c. Upon examination of the evidence presented, the chair (or alternate) will rule in favor of one of the disputing parties.

- d. If the disputing parties are not satisfied with the chair's ruling, the normal college channels of appeal will be followed.
11. If an instructor chooses, and so indicates at the beginning of a semester, all work submitted to meet course requirements becomes the property of the department. (Students who wish to retain copies of such work should duplicate the material prior to its submission.)

### **Policy on Disruptive Classroom Behavior**

Disruptive behavior is defined as any act which denies to others the freedom to speak, to be heard, to study, to teach, or pursue research. Such behavior is antithetical to academic freedom and to the rights of all citizens and will not be tolerated.

1. The first instance of such behavior shall result in an immediate, oral, and public warning by the faculty member.
2. The second instance shall result in the expulsion of the student from class for the remainder of the class period.
3. Subsequent disruptive behavior may result in the expulsion of the student from the class for the remainder of the semester and the awarding of the grade of "F." Such grade shall result regardless of the date of which the expulsion takes place. A statement of the reason for permanent expulsion from the class shall be given in writing to the student, the chairperson of his/her major department, the chairperson of the department in which the course is offered, and the Registrar.
4. The disciplinary actions listed above may be appealed through the informal and formal mechanisms contained in the Academic Appeals Process. An appeal of the grade may be made under the current Grade Appeals Process, but the student may not employ both the Academic Appeals Process and the Grade Appeals Process for relief from the same disciplinary action.

In addition, disruptive behavior which constitutes a threat to persons and/or property will be immediately referred to the Coordinator of Student Standards for adjudication and disciplinary sanction in accordance with the current Student Standards Judicial Process. Any sanctions imposed may be appealed only through the appeals process contained in that document.

## Department Recommendations for Email Etiquette

Be sure to use a respectful tone and language in every email, and always remember that email is ultimately a public venue and can be read by anyone, anywhere. Furthermore, it is expected that all email correspondence will be conducted in a professional manner.

Any abusive email to the instructor or a classmate is considered academic misconduct and will not be tolerated (see below). Please allow 24 hours to respond to an email.

Therefore, email should not be used for last minute questions about assignments or for questions that ask for an immediate response. In addition, when using email please adhere to the following rules:

Identify yourself on your messages. If students use an account with a name other than theirs or they use a nickname, type the student name in the 'Subject' line.

Be Polite. Do not be abusive in messages.

Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.