

SYLLABUS ATTACHMENT
COLLEGE OF ARTS AND SCIENCES – FERRIS STATE UNIVERSITY

SUMMER 2008

IMPORTANT DATES

Late registration	Monday	May 19
First day of classes	Tuesday	May 20
Memorial Day (no classes)	Monday	May 26
Independence Day observed (no classes)	Friday	July 4
Last day for “W” grades (full semester)	Thursday	July 10
Last day of classes	Wednesday	August 13
Final grades due by 1:00 pm	Monday	August 18

SESSIONS

Session	Begin Date	Last Day to Drop	Last Day to “W”	End Date
Session 1	Tuesday, May 20	Friday, May 23	Friday, July 10	Wednesday, Aug 13
Session A	Tuesday, May 20	Friday, May 23	Monday, June 16	Tuesday, July 1
Session B	Wednesday, July 2	Monday, July 7	Tuesday, July 29	Wednesday, Aug 13
Session D	Tuesday, May 20	Friday, May 23	Friday, June 6	Tuesday, June 17
Session E	Wednesday, June 18	Thursday, June 19	Friday, July 7	Wednesday, July 16
Session F	Thursday, July 17	Friday, July 18	Monday, Aug 4	Wednesday, Aug 13
Session G	Tuesday, May 20	Friday, May 23	Tuesday, June 24	Wednesday, July 16
Session H	Wednesday, June 18	Monday, June 23	Wednesday, July 23	Wednesday, Aug 13

LIBRARY HOURS

Regular hours for the (FLITE) library are as follows:

Monday – Thursday.....7:30 am – 10:00 pm
 Friday.....7:30 am – 6:00 pm
 Saturday..... 9:00 am – 6:00 pm
 Sunday.....1:00 pm – 10:00 pm

COMPUTER LAB HOURS (FLITE)

Computer lab hours in the (FLITE) library are as follows:

Monday – Thursday.....7:30 am – 10:00 pm
 Friday.....7:30 am – 6:00 pm
 Saturday..... 9:00 am – 6:00 pm
 Sunday..... 1:00 pm – 10:00 pm

CLASS ATTENDANCE IS IMPORTANT!

Many instructors have mandatory attendance policies by which your grade will be affected by absences. Some instructors also have policies about class tardiness, to encourage students to be present for the full class period. Check your course syllabus or talk to your instructor about his/her policies.

HOW TO CONTACT A FACULTY MEMBER

If you have questions or need help, talk to your instructor. Faculty office locations, phone numbers, and office hours may be obtained from the class syllabus or the department office or through the College of Arts and Sciences web page at <http://www.ferris.edu/htmls/colleges/artsands/>. A directory notebook is also located in the dean’s office (ASC 3052).

DROPPING CLASSES OR WITHDRAWING

If you need to drop a class, you must do so **OFFICIALLY**, through your dean’s office, in order to avoid receiving an “F” grade in the course. If you need to totally withdraw from school, you must do so **OFFICIALLY** at Admissions and Records in CSS 201. The last day to withdraw or drop a class may be different for different classes. In case of extenuating circumstances (e.g., a serious illness requiring you to withdraw from school), contact Birkham Health Center at 591-2614.

INCOMPLETES

The intent and appropriate use of the “I” grade is NOT to avoid student probation, dismissal, or unacceptable grades, nor should it be considered as an extended alternative to withdraw from a class (W). The “I” is only considered for extenuating circumstances that have led to a student’s missing a portion of the course. Extenuating circumstances are generally defined as those situations over which the student has little or no control—e.g., illness, birth, jury duty, death of a parent, serious injury. Instructors may require suitable documentation.

Students must have completed at least 75% of the coursework at passing levels before an “I” will be considered, and they may be required to sign an agreement regarding course completion. An “I” grade automatically changes to an “F” after one semester (not counting summer) unless the faculty member files another grade or extends the incomplete.

WHERE TO GO FOR HELP

The following services are available to any Ferris student, free of charge. They are designed to help you succeed in your courses, in your career planning, and in meeting the challenges of college life. Don't hesitate to explore and use these services at Ferris.

Academic Support Center

Academic Support.....ASC 1017 – 591-3543

The Writing CenterASC 1017- 591-2534

The Writing Center, Tutorial Services and Academic Skills Center join together to offer FSU students an array of academic support services, e.g.

- tutoring for many Ferris courses
- individual help and workshops with writing skills and writing assignments for English or other courses
- help in developing better reading and study strategies
- workshops to help you write more effectively and easily

Scholar Program

Arts & Sciences Commons 1025.....591-5976

SCHOLAR is an academic support program that aids in the student's successful progression by offering a Peer Mentor Program, a Student Retention Program, and an Academic Student Advisory Committee.

Disabilities Services

STR 313.....591-3057

FSU provides special services and assistance for students with physical handicaps or learning disabilities. In order to take advantage of these services, stop by or call for an appointment with Deborah Cox.

Personal Counseling, Sexual Assault, Substance Abuse

Birkham Health Center - 2nd Floor.....591-5968

Personal counseling is available confidentially and free of charge. Counselors are available to assist with personal and stress-related problems, family and relationship issues, substance abuse, sexual assault, depression, or other similar problems. Call or stop by to obtain an appointment.

Safety

Please observe the posted shelter and evacuation routes in the hallway nearest your classroom.

COLLEGE OF ARTS & SCIENCES

DEPARTMENT OFFICES

Biology	ASC 2004	591-2550
Humanities	JOH 119	591-3675
Lang/Lit	ASC 3080	591-2520
Mathematics	ASC 2021	591-2565
Physical Sciences	ASC 3021	591-2580
Social Sciences	ASC 2108	591-2735
Dean's Office	ASC 3052	591-3660

ACADEMIC MISCONDUCT

Academic misconduct refers to dishonesty or misrepresentation with respect to assignments, tests, quizzes, written work, oral presentations, class projects, internship experience, or computer usage; violation of computer licenses, programs, or data bases; or unauthorized acquisition or distribution of tests or other academic material belonging to someone else. It includes such behaviors as cheating, copying materials from the internet without documentation, presenting another person's ideas or work as your own, taking someone else's exam for them, violating computer software licenses or program/data ownership, etc. If you are uncertain about whether a particular behavior might represent academic misconduct, be sure to ask your professor for clarification.

Penalties for academic misconduct can include **FAILURE** of the assignment or the course, and/or disciplinary action up to and including probation or dismissal from the University.

DISRUPTIVE BEHAVIOR

The College of Arts and Sciences strives to maintain a positive learning environment and educational opportunity for all students. Consequently, patterns of behaviors which obstruct or disrupt the teaching/learning environment will be addressed. The instructor is in charge of his or her course (e.g., assignments, due dates, attendance policy) and classroom (e.g., behaviors allowed, tardiness). Harassment, in any form, will not be tolerated.