School of Human Sciences  
HMS 475 002 Codes and Materials  
Summer 2 - 2018

Instructor: Sally Ann Swearingen, M.A., MFA, RID, IDEC, ASID & IIDA.  
Course Time & Location:  
On-line

Office: HMSS 101B  
Office Hours:  
On-line  
Other times by appointment only.

Office Phone: 936 468-2048  
Other Contact Information:  
Email: sswearingen@sfasu.edu  
saswearingen@yahoo.com

Credits: 3

Prerequisites:

I. Course Description: Codes and Materials  
Building and interior does, including model codes, life safety, ADA and building materials used in residential and commercial interiors.

II. Intended Learning Outcomes/Goals/Objectives (Program/Student Learning Outcomes):

The mission of the College of Education is to prepare competent, successful, caring, and enthusiastic professionals dedicated to responsible service, leadership and continued professional and intellectual development.

In the College of Education at Stephen F. Austin State University, we value and are committed to:

- Academic excellence through critical, reflective and creative thinking
- Life-long learning
- Collaboration and shared decision making
- Openness to new ideas, culturally diverse people and innovation and change
- Integrity, responsibility, diligence, and ethical behavior, and
- Service that enriches the community

<table>
<thead>
<tr>
<th>Program Learning Outcomes</th>
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<tbody>
<tr>
<td>The student will display the professional dispositions (academic excellence, life-long learning, collaboration, openness, integrity, and service) relative to the field of Human Sciences.</td>
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<tr>
<td>The student will exhibit the professional behavior (strong communication skills, a professional image, a good work ethic and adequate preparation for employment in his/her specific discipline) expected in the field of Human Sciences.</td>
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<tr>
<td>The student will demonstrate competence in his/her specific discipline using oral and written forms.</td>
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<tr>
<td>The student will be able to identify basic design fundamentals such as the elements and principles of design.</td>
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<td>Students will be able to graphically convey a perspective drawing in 3 dimensions.</td>
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### Student Learning Outcomes

**Upon successful completion of the course, the student will:**

<table>
<thead>
<tr>
<th>Standard 15. Construction</th>
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<tr>
<td>Student work demonstrates understanding that design solutions affect and are impacted by:</td>
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<tr>
<td>e) the integration of building systems including power, mechanical, HVAC, data/voice telecommunications, and plumbing</td>
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<tr>
<td>f) Monitoring systems including energy, security, and building controls systems. (4)</td>
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<tr>
<td>Students are able to:</td>
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<tr>
<td>i) read and interpret base-building construction documents. (5)</td>
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<table>
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<tr>
<th>Standard 16. Regulations and Guidelines</th>
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<tr>
<td>a) Students have awareness of the origins and intent of laws, codes, and standards.</td>
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<tr>
<td>Student work demonstrates understanding of laws, codes, and standards that impact health, wellness, security, and fire and life safety, including:</td>
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<tr>
<td>b) sustainable environment guidelines. (1)</td>
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<tr>
<td>c) compartmentalization: fire separation and smoke containment.</td>
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<tr>
<td>d) movement: access to the means of egress including stairwells, corridors, exitways.</td>
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<tr>
<td>e) detection: active devices that alert occupants including smoke/heat detectors and alarm systems.</td>
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<tr>
<td>f) suppression: devices used to extinguish flames including sprinklers, standpipes, fire hose cabinets, extinguishers, etc.</td>
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<tr>
<td>Students apply:</td>
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<tr>
<td>g) industry-specific regulations and guidelines related to construction. (2)</td>
<td></td>
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<tr>
<td>h) industry-specific regulations and guidelines related to products and materials. (3)</td>
<td></td>
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<tr>
<td>i) federal, state/provincial, and local codes and guidelines. (4)</td>
<td></td>
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<tr>
<td>j) barrier-free and accessibility regulations and guidelines. (5)</td>
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**Additional Students will:**

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<tr>
<td>b) Discuss and value of integrated design practices. Guest lecturers creates an awareness of integrated practices in which the design process along with the approval process of working drawings within a jurisdiction.</td>
<td></td>
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<tr>
<td>d) interaction with multiple disciplines representing a variety of points of view and perspectives. Guest lecturers of city building officials and city fire marshal creates an awareness of different disciplines perspective or point of view on interpretation of codes. Students visited different jobs sites with building officials to get a clearer understanding of their interpretation of residential and commercial codes.</td>
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</table>
This course enhances student learning in the area of Codes and serves as one of the foundation courses in the Interior Design Program in the School of Human Sciences. It also aligns with the standards of the Council for Interior Design Accreditation (CIDA) to promote learning and understanding of health, safety, and welfare issues in the built environment.

For additional information on meaningful and measurable learning outcomes see the assessment resource page [http://www.sfasu.edu/assessment/index.asp](http://www.sfasu.edu/assessment/index.asp)

III. Course Assignments, Activities, Instructional Strategies, use of Technology:

**Course Assignments/ Activities:** In-class assignments and quizzes (may be announced or unannounced), and project/presentation.

**Instructional strategies may include:** lectures, class discussion, group participation, guest speakers, and videos.

**Use of Technology include:** D2L internet assignments/activities/research, and word processing plus video. Students MUST have access to a microphone, camera with their computer.

1. HMS 319 is a D2L on-line course. Information notices will be posted on the course home page. The homepage includes icons for class assignments (dropbox), discussion board questions, and grades. Students are strongly encouraged to contact the instructor and/or other students via the homepage mail icon, chats, and/or discussion postings.

2. Course content is delivered via video class lectures, readings and discussions, assigned readings, assignment, and questions directly relevant to the course content. **Students should check the homepage on a daily basis for notices, mail, and assignments.** Neglecting to check the homepage is NOT a valid excuse for missing an assignment due date. Most worksheets are due on Thursday but a couple are due on Tuesday. PLEASE be observant.

3. Students should check their grade points at least once a week. Any discrepancies in points must be resolved within one week after assignment grades have been posted **otherwise the posted grade points are considered final and will not be reviewed at a later date.**

4. Assignments that are posted on the D2L Management System are predominately saved in the Word 2007 or later format or PDF.
IV. Evaluation and Assessments (Grading):

The course is graded on a letter grade basis (A-F). Final grade will be determined by a percentage of total required points for the course. (total of points)

A=90-100% of required points; B=80-89%; C=70-79%; F=0-69 %.

(Final points may vary slightly due to pop quizzes and/or in class participation).

Grading Scale:

<table>
<thead>
<tr>
<th>Total possible points: (950 pts)</th>
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<tbody>
<tr>
<td>Grading Scale:</td>
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<tr>
<td>955-855=A; 854-760=B;</td>
</tr>
<tr>
<td>759-686=C; 685-0 F (Total points below 686 are not acceptable)</td>
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</tbody>
</table>

Course Points are earned through:

1. **Scores on exams.** There will be 5 exams during the semester, one of which will be administered via MyCourses and the others face to face. Students must contact the instructor prior to the exam date if rescheduling is necessary for a compelling reason. All exams must be made up within 4 class days or a grade of zero will be recorded.

   1. **Exams include:** (total of 600 points) Chapters Referenced: The codes guidebook for Interiors. Additional content information will be used from IBC.

      1. **Exams 1 100 points (Text Chapters 1-3, 10) plus IBC Chapters that correlate.**

         *Defining Codes, History of Codes, Federal Regulations, Standards Organizations, Local Codes*

         *Key Terms, Understanding Occupancy Classifications, Comparing the codes, Description of Occupancies, Other Occupancy Considerations, More than One Occupancy Types, Accessibility Requirements, Determining Occupant Loads, Understanding Construction Types, Comparing the Codes, Combustible versus Noncombustible, Determining Construction Types, Understanding Building Height and Area, Height and Area Limitations, Code Officials and Code Process – Authority having Jurisdiction, Code Enforcement, Code Process & Documentation and Liability.*

      2. **Exam 2 100 pts (Chapters 1-4) plus IBC Chapters that correlate.**
All of the information from Chapters 1-3 plus
Key terms used in Means of Egress, Comparing the Codes, Means of Egress Components, Exit Accesses, Exits, Area of Refuge, Exit Discharge, Means of Egress Capacity, Arrangement of Exits, Signage, Emergency Lighting and Communication

3. **Exam 3** 100 points *(Chapters 5-7) plus IBC Chapters that correlate*
   - Fire-Resistant Materials and Assemblies – Key Terms, Comparing the Codes,
   - Compartmentation in a Building, Fire Walls,
   - Fire Barriers, Horizontal Assemblies, and Fire Partitions,
   - Smoke Barriers and Smoke Partitions, Opening Protectives Through-Penetrations Protective, Test Ratings, Using Rated Materials and Assemblies Plumbing and Mechanical Key Terms, Comparing Plumbing Codes, Number of Plumbing Fixtures and Fixture Requirements, Comparing Mechanical Codes, Energy Efficiency and Water Conservation.

4. **Exam 4** 100 points *(Chapters 8-9 plus residential- Appendix D) plus IBC Chapters that correlate.

5. **Final Exam 200 points (Comprehensive) Entire Text plus all chapters that correlate to text in IBC. / IBC used in exam.**
   Comprehensive Exam over Text Materials, IBC Code Book and

2. **In - or out - of class assignments.** In-class assignments (“pop quizzes”, “in-class activities” etc) **cannot be made up** if missed due to an absence, unless **prearrangements** have been made with the instructor. Students must be present in class to turn in all assignments that are due in class. Students are responsible for all course assignments and notices posted on the course home page, and all messages sent to students via email.

1. **Assignments include:** (total of 350 points)
   1. **Students introduce yourself video – 20 points**
   2. **Quiz** 25 points
      - A quiz covering the content of Chapters 1 & 2 & 10 of text.
      - History of Codes, Standards Organizations, Local Codes, Federal Regulations
Occupancy Classifications and Loads

Worksheets of each Chapter “The Codes Guidebook for Interiors”

3. Chapter 1 About the Codes 25 pts
   Short Answer and Study Problems

4. Chapter 2 Occupancy Classifications and Loads 25 pts
   Short Answer and Study Problems

5. Chapter 3 – Construction types and Building Sizes 25 pts
   Short Answer and Study Problems

6. Chapter 4 Means of Egress 25 points
   Short Answer and Study Problems

7. Chapter 5 Fire-Resistant Materials and Assemblies 25 pts
   Short Answer and Study Problems

8. Chapter 6 – Fire-Protection Systems 25 pts
   Short Answer and Study Problems

9. Chapter 7 – Plumbing and Mechanical Requirements 25 pts
   Short Answer and Study Problems

10. Chapter 8 – Electrical and Communication Req 25 pts
   Short Answer and Study Problems

11. Chapter 9 – Finish and Furniture Selection 25 pts
    Short Answer and Study Problems

12. Chapter 5 – Group Video 50 pts

13. ADA – Group Video 50 pts

14. Code Official Job Shadowing - 80 points
    In order of having a better understanding of codes, you are required to shadow a building inspector to an inspection. Building Inspection departments in a city review the plans and once they are submitted by the contractor, each phase of the construction must be inspected to confirm that it is being build to the standards that the city has agreed to follow in that jurisdiction. Nacogdoches follows the 2009 IBC Code book. As a class we have been learning about the different components of codes. This shadowing experience will affirm the applications.

You will be responsible to shadow one of the inspectors through two of the inspections they require in that jurisdiction. Examples: Foundation/plumbing I, Plumbing – rough in stage, electrical & Mechanical, framing, and final inspection. Each inspection you attend you must get a signature on this page, plus write a ½ page plus summary of what you saw and learned from the experience.
3. **Extra-Credit Options.** Opportunities to earn extra-credit may be given during the semester. These assignments may not be announced ahead of time and cannot be made up if missed. You may attend any CEU that pertains to codes in general to receive a 10 point bonus. You MUST have proof of attendance and a one page summary must be submitted. The 10 points are added to the total of your accumulative points.

Evaluation forms are located in course through D2L

Grading Scale:

<table>
<thead>
<tr>
<th>Total possible points:</th>
<th>(1050 pts)</th>
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<tbody>
<tr>
<td>Grading Scale:</td>
<td>1050-945= A; 944-840=B</td>
</tr>
<tr>
<td>839-735=C; 734-0 F</td>
<td>(Total points below 734 are not acceptable)</td>
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V. Tentative Course Outline/Calendar:

<table>
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<tr>
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<tbody>
<tr>
<td>Week 1 Module About Codes Opens &amp; Module about Code Officials and the Code Process Opens</td>
<td>Module About Codes Opens Chapter 1 Text – About the Codes; History, Publications, Regulations &amp; Standards Organization. IBC Chapter 1 Module Code Officials and the Code Process – Chapter 10 - Text</td>
</tr>
<tr>
<td>Week 1</td>
<td>Chapter 1/ 10 – Cont’d Chapter 1 – Chapter 10 – Code Officials Quiz 1 (Tuesday September 5) open from 7 a.m. – 11 p.m.</td>
</tr>
</tbody>
</table>
| Week 2 | Chapter 1 & 10 Worksheet Due at 11:00 p.m. **** Worksheets are located under quizzes. This is labeled Worksheet Chapter 1.  
  - Review Chapter 2 – in IBC for definitions. If you cannot find something in IBC use the Index in back of book. |
<table>
<thead>
<tr>
<th>Week 2</th>
<th>Module Occupancy Classification &amp; Loads Opens</th>
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<tbody>
<tr>
<td></td>
<td>Module Occupancy Classifications and Loads</td>
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<tr>
<td></td>
<td>Begin by reading Chapter 2 in Text</td>
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<tr>
<td></td>
<td>Read Chapter 3 &amp; 4 in IBC</td>
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</tbody>
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**Week 2**

- Occupancy Classifications and Loads.  
  Virtual office hours 9:25-10:45 a.m. in collaborate for questions.  
  Collaborate is located under the Communication Tool.  Feel free to join the session.  Will tape it if you cannot join at that designated time.

**Week 2**

- Occupancy Classifications and Loads worksheet due at 11:00 p.m

**Week 3 Module Construction Types & Bld Sizes opens**

- Module Construction Types and Bld Sizes – Chapter 3  
  Read Chapter 3 in Text & Chapters 5 & 6 in IBC.  
  Now spend some time in Module.  

**Week 3**

- Module Construction Types and Bld Sizes – Remember if you do not understand this module it is hard to apply the rest of the modules. Take the time to READ. Then watch presentations.

**Week 3**

- Chapter 3 / Construction Types and Building Sizes **Worksheet Due at 11:00 p.m.**  
  Virtual office hours are from 9:25-10:45 a.m. in collaborate.

**Week 3**

- Getting Ready for EXAM 1 - Virtual question and answer time through collaborate between 9:25-10:45 a.m. and face to face in room 107 in HMSS for those on SFA campus.  Will tape session. Log on to collaborate under Communication tool.

**Week 3**

- **Exam 1 – Chapters 1-3, 10 & all content above – On-line exam**  
  Exam is open Thurs 7 a.m. – closes Saturday at 11 p.m. You will need three hours to take the exam. Plan accordingly.

**Week 4**

- Means of Egress – Read Chapter 4 in Text  
  Read Chapter 10 in IBC  
  You will notice that each chapter is a building block. You must understand
the previous chapter before you can apply the next chapter. Study hard you can do it!

<table>
<thead>
<tr>
<th>Week 4</th>
<th>Chapter 4 – Means of Egress Module Cont’d Read and watch the video’s.</th>
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<tbody>
<tr>
<td>Week 4</td>
<td>Chapter 4 – Means of Egress Module Cont’d &amp; Appendix A: Accessibility and the ADA, TAS book. This section is to allow you to know your resources.</td>
</tr>
<tr>
<td>Oct 19 TH-20th</td>
<td>Means of Egress – Video Due by 11:00 p.m. Means of Egress Worksheet Due by 11:00 11:30 p.m. Review Tuesday 24th 9:25 – 10:50 Scheduled time everyone should be available.</td>
</tr>
<tr>
<td>Week 4</td>
<td>Exam 2- Over Chapters 1-4 &amp; IBC Chapters. On-line exam Oct. 24 6 p.m. – 25th 11 p.m.</td>
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<tr>
<td>Week 4</td>
<td>Fire and Smoke Resistant Assemblies Module Chapter 5 – Text &amp; Chapter 7 – IBC</td>
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<td>Fire and Smoke Resistant Assemblies Module Due at 11:00 p.m.</td>
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<tr>
<td>Fire Protection Systems Module opens End of Week 4</td>
<td>Fire Protection Systems Module Open Read Chapter 6 – Text &amp; Chapter 8 - IBC</td>
</tr>
<tr>
<td>Week 5</td>
<td>Fire Protection Systems Module Worksheet Due at 11:00 p.m.</td>
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<tr>
<td>Week 5 Plumbing and Mechanical Module Opens</td>
<td>Plumbing and Mechanical Module Read Chapter 7 – Text &amp; Chapter 29 IBC</td>
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<tr>
<td>Week 5</td>
<td>Plumbing and Mechanical Worksheet Due at 11:00 p.m.</td>
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<tr>
<td>Week 6</td>
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</table>
| Electrical and Communication Module Opens | Electrical and Communication Module  
Read Chapter 8- Text and Chapter 27 IBC |
| Week 6 |                                                   |
| Week 6 |                                                   |
| Week 6 |                                                   |
| Finishes & Furniture Module Opens | Finishes & Furniture Module  
Reach Chapter 9- Text and Chapters 8 & 12 IBC |
| Week 6 |                                                   |
| Extra Reading | Module Family Residences  
Appendix D Text; Chapter 12 |
| Week 6 |                                                   |
| Final Exam Opens Thursday | 9:25-10:45 a.m. Open Collaborate Review Session for Final  
Log on for a review and asking questions. |
| Final Exam Opens Thursday | Final Exam is comprehensive.  
Allow 3 hours to work through the exam. |

VI. Readings (Required and recommended—including texts, websites, articles, etc.):  
Harmon, S. The Codes Guidebook for Interiors, edition 6  
International Building Code  
Purchase 2012 edition of IBC
(Student Membership to ICC International Code Council for $50, receive IBC Code book free) [http://www.iccsafe.org](http://www.iccsafe.org) Go to membership – students / will need to send a copy of transcript. Please do this no later than the first day of class.

Texas Accessibility Standards Field Reference Manual, order by [www.supportTAID.org](http://www.supportTAID.org)

You will not have an assignment that requires you to implement work into LiveText.

**LiveText Statement**
This course uses the LiveText data management system to collect critical assessments for students who are Perkins College of Education majors (undergraduate, graduate, and doctoral) or majors in other colleges seeking educator certification through the Perkins College of Education. Students who do not have an existing LiveText account will receive an access code via the SFA email system within the first week of class. You will be required to register your LiveText account, and you will be notified how to do this via email. If you forward your SFA e-mail to another account and do not receive an e-mail concerning LiveText registration, please be sure to check your junk mail folder and your spam filter for these e-mails.

If you have questions about obtaining or registering your LiveText account, call ext. 1267 or e-mail [SFALiveText@sfasu.edu](mailto:SFALiveText@sfasu.edu). Once LiveText is activated, if you have technical questions, call ext. 7050 or e-mail [livetext@sfasu.edu](mailto:livetext@sfasu.edu). Failure to activate the account and/or submit the required assignment(s) within the LiveText system may result in course failure.

(With the new roll out of mySFA and the email process, titan mail is changing to ____@jacks.sfasu.edu.)

**FEM Statement**: (NOT required for this course but will be before you enlist in HMS 420/ Practicum / Internship.

In this course you must purchase and activate the LiveText add-on, Field Experience Module (FEM), PRIOR to your first day of field experience/clinical teaching. Failure to purchase and activate the account and/or submit the required assignment(s) within the FEM system may result in course failure. FEM must be purchased from [www.livetext.com](http://www.livetext.com) for a fee of $18.00.

**VII. Course Evaluations:**

“Near the conclusion of each semester, students in the Perkins College of Education electronically evaluate courses taken within the PCOE. Evaluation data is used for a variety of important purposes including:

1. Course and program improvement, planning, and accreditation;
2. Instruction evaluation purposes; and
3. Making decisions on faculty tenure, promotion, pay, and retention.

As you evaluate this course, please be thoughtful, thorough, and accurate in completing the evaluation. Please know that the PCOE faculty is committed to excellence in teaching and continued improvement. Therefore, your response is critical!
In the Perkins College of Education, the course evaluation process has been simplified and is completed electronically through MySFA. **Although the instructor will be able to view the names of students who complete the survey, all ratings and comments are confidential and anonymous, and will not be available to the instructor until after final grades are posted.**

**VIII. Student Ethics and Other Policy Information:**

**Attendance: (Interior Design Policy)**

Class attendance is vital to success in this course and is expected from all students. Class will begin and end on time. Students are encouraged to be punctual out of courtesy for others, but also to ensure that they will not miss important announcements or be late for a quiz, test, or special activity. In addition, any hard copy assignments and projects due will be due at the beginning of class.

Due to the potential for excessive disruption in the learning environment, the classroom door will be locked once class begins, starting the third week of class. As a courtesy, interior design faculty permit students One free, undocumented absences per course each semester. Please use wisely.

This absence covers any type of need such as illness, weddings, car problems, family emergencies, and personal travel, etc. (excludes planned absences for SFA extracurricular function). If **additional** absences are incurred, **3 points will be deducted from the final point total** for each day the student is not in attendance.

Attendance will be taken from the sign-in sheet circulated each class session or roll.

It is the student’s responsibility to sign-in personally. Do not sign the attendance sheet for another student nor ask someone else to sign for you. This is dishonest and unethical and is inappropriate behavior for an emerging professional. Students may not sign the attendance sheet after class has been dismissed for the day. Students are expected to arrive on time and remain for the entire class session to receive attendance credit. Students who leave early and/or neglect to sign in may be counted absent.

The instructor should be notified immediately if an extended illness occurs. Documentation of an extended illness is mandatory. Any student having a **PLANNED ABSENCE** for an SFA university function MUST NOTIFY the professor IN WRITING prior to the absence. This note should be accompanied by an official, signed SFA memo stating the necessity of the absence. Notes may be verified on the web page for the Registrar's Office that documents the absence of students for University related functions. It is the responsibility of the student to make arrangements for missed time **BEFORE** the absence occurs.

Policy 6.7 University Policy: Regular, punctual attendance, documented participation, and, if indicated in the syllabus, submission of completed assignments
are expected at all classes, laboratories, and other activities for which the student is registered. Based on university policy, failure of students to adhere to these requirements shall influence the course grade, financial assistance, and/or enrollment status. The instructor shall maintain an accurate record of each student’s attendance and participation as well as note this information in required reports and in determining final grades. Students may be excused from attendance for reasons such as health, family emergencies, or student participation in approved university-sponsored events. However, students are responsible for notifying their instructors in advance, when possible, for excusable absences.

Class participation:
Class participation promotes a valuable learning environment, and is therefore encouraged and expected. Participation includes asking questions (for clarification or better understanding), discussing current or controversial issues related to course content, exploring applications of ideas or concepts, problem solving, and other exchanges of ideas. It is the student’s responsibility to read the material assigned in the class schedule prior to the class period to be able to participate effectively in class discussions and/or activities.

Cell Phones:
Cell phones must be turned off and placed out of sight during class. It is considered unprofessional and disrespectful to engage in text messaging, internet usage, and/or email while in class. Students who habitually violate this policy will be asked to leave the class. In the unusual circumstance that one must leave his/her phone on vibrate (with a sick child at home or waiting for emergency information via phone), notifying the instructor at the beginning of class is appropriate and expected to avoid confusion.

Presentation Attire:
Modest, comfortable dress is expected for regular classes. For class presentations, professional dress or professional casual is required. In general, professional dress includes: a jacket or jacket-substitute such as a vest or cardigan, modest full-length pant or knee-to-calf length skirt, modest shirt with sleeves, and closed-toe shoes. Hair of shoulder-length or longer should be pulled up or back. Common professional dress ERRORS TO AVOID are denim clothing, tennis shoes, flip-flops, sleeveless clothing, tight-form-fitting clothing, bare midriffs, underwear that shows, low-rise pants which reveal naval abdomen or lower hips area, and low-cut tops which reveal the male chest or female cleavage.

Acceptable Student Behavior
Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the Student Conduct Code, policy D-34.1). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.

**Final Exams:**
Final exam date and time is established by the university, and are not to be changed by the faculty. Please do not ask to change the final exam date or time. Your exam will be on-line.

**Students with Disabilities**

To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004/468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to [http://www.sfasu.edu/disabilityservices/](http://www.sfasu.edu/disabilityservices/)

**Student Academic Dishonesty: Policy 4.1**

Abiding by university policy on academic integrity is a responsibility of all university faculty and students.

**Academic Integrity**

Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university polity on penalties for cheating and plagiarism.

**Definition of Academic Dishonesty**
Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to:
(1) using or attempting to use unauthorized materials to aid in achieving a better
grade on a component of a class;
(2) the falsification or invention of any information, including citations, on an
assigned exercise; and/or
(3) helping or attempting to help another in an act of cheating or plagiarism.

Plagiarism is presenting the words or ideas of another person as if they were your
own. Examples of plagiarism are:
(1) submitting an assignment as if it were one’s own work when it is at least partly
the work of another person;
2) submitting a work that has been purchased or otherwise obtained from the
Internet or another source; and/or,
(3) incorporating the words or ideas of an author into one’s paper without giving the
author due credit.

Please read the complete policy at
http://www.sfasu.edu/policies/academic_integrity.asp .

Penalties for Academic Dishonesty
Penalties may include, but are not limited to reprimand, no credit for the assignment
or exam, re-submission of the work, make-up exam, failure of the course, or
expulsion from the university.

Student Appeals
A student who wishes to appeal decisions related to academic dishonesty should
follow procedures outlined in Academic Appeals by Students (6.3)

Withheld Grades Semester Grades Policy (5.5)

Ordinarily, at the discretion of the instructor of record and with the approval of the
academic chair/director, a grade of WH will be assigned only if the student cannot
complete the course work because of unavoidable circumstances. Students must
complete the work within one calendar year from the end of the semester in which
the WH is assigned, or the grade automatically becomes an F, except as allowed
through policy [(i.e., Active Military Service (6.14)] If students register for the same
course in future terms, the WH will automatically become an F and will be counted
as a repeated course for the purpose of computing the grade point average.

Student Code of Conduct: Policy 10.4

Classroom behavior should not interfere with the instructor’s ability to conduct the
class or the ability of other students to learn from the instructional program (see the
Student Conduct Code, policy D-34.1). Unacceptable or disruptive behavior will not
be tolerated. Students who disrupt the learning environment may be asked to leave
class and may be subject to judicial, academic or other penalties. This prohibition
applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the iCare: Early Alert Program at SFA. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed. Information regarding the iCare program is found at https://www.sfasu.edu/judicial/earlyalert.asp

Instructor Conferences:
All students are encouraged to take time to meet individually with the instructor during the semester. Every effort will be made to respond to individual needs. If at any time a student feels that s/he is having problems related to the course, s/he is advised to contact the instructor as soon as possible. Likewise, the instructor may request a meeting with a student outside of class time if necessary. Many problems can be resolved easily if promptly addressed. Students are invited to “chat” with their instructor, in addition to face to face meetings. While the instructor does hold regular office hours, it is strongly recommended that students make an appointment to avoid unforeseeable conflicts.