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**CLASSROOM POLICIES:**

**LEARNING OR OTHER DISABILITIES**

The Student Development Center is the official office to provide disability services at ABAC. If you have a documented disability that may require assistance, you will need to contact the Student Development Center for coordination of your academic accommodations. The Center is located on the first floor of the Carlton Center (Downstairs from the Library). The phone number is 229-391-5135; fax is 229-391-5136. You may also visit the website at [www.abac.edu/sdc](http://www.abac.edu/sdc) or email at [mmartin@abac.edu](mailto:mmartin@abac.edu) or [asims@abac.edu](mailto:asims@abac.edu)

**TARDINESS: Special Notice - Students in Agriculture and Natural Resources**

Classroom management is essential to academic success. Anything that disrupts the classroom is detrimental to academic success. Tardy student arrival has become a problem in our classes. Not only is this disruptive, but it is teaching our students that it is acceptable to be late. Employers have no tolerance for late arrivals, nor should ABAC. It is the responsibility of the faculty to simulate workforce expectations to prepare our students to be successful as a professional.

Students will no longer be allowed to enter the classroom late. Tardy is equivalent to absent. There is no excuse. Manage your life to remove all risk of being late to class.

Class begins at the time listed on the schedule. I expect students to be in class and ready to begin at that time. I count being tardy 3 times as 1 unexcused absence.

**ACADEMIC DISHONESTY:**

I will follow the due process for academic dishonesty cases as outlined in the section 'Academic Conduct Code' in the ABAC college catalog at [http://www.abac.edu/catalog/2010\\_2011/AcademicPolicy.pdf](http://www.abac.edu/catalog/2010_2011/AcademicPolicy.pdf)

Also, see the section on 'Academic Conduct Code' under 'Student Code of Conduct and Disciplinary Procedures' in the ABAC Student Handbook at <http://www.abac.edu/ses/handbook/CodeofConduct.pdf>

**MAKE-UP POLICY:**

It is the student's responsibility to initiate make-up work. Major exams can only be made up with an excused absence **and** consent of the instructor.

**CONDUCT:**

I expect students to adhere to the conventions of acceptable classroom behavior and to act as responsible adults. If any student disrupts class so that others cannot function, he/she will be asked to leave and not return to class until he/she has met with me. I expect students to be mentally involved as well as physically present in the course.

**DRESS:**

Students should be appropriately and reasonably well dressed in the classroom or lab. Shoes must be worn to class. Safe and appropriate clothing, jewelry and foot wear is a must around tools and equipment.

**TOBACCO:**

The use of any tobacco products is prohibited in government buildings. While outdoors, please dispose of tobacco products properly. Those who do not dispose of tobacco products properly will be asked to clean area.

**PHONES/BEEPERS:**

Cellular phones and/or beepers must be turned to the **off** position during lecture or labs.

**OTHER COMMENTS:**

- ✓ Feel free to ask questions and bring up discussion pertaining to the topic in or out of the classroom. If you can not come by during office hours, please make an **appointment** with me.
- ✓ Please submit reports or assignments on time and in a neat and orderly fashion. Reports or assignments are best submitted stapled together. Please refrain from the use of report covers. Assignments that are **illegible** or **torn from a spiral bound notebook** will be penalized. Reports or assignments with multiple pages **must** be stapled together.
- ✓ If you become sick or very uncomfortable during class, please feel free to leave the room. If you need assistance, please get my attention or get a fellow classmate to assist you.