

General Classroom Etiquette

Classroom Behavior

- **Treat others as you would like to be treated.** During class discussions be respectful of the opinions of others, especially those you disagree with. Learn how to engage in intellectual discussions in which different opinions are expressed and listened to. If someone disagrees with your opinion or challenges you, do not take this as a personal attack, but rather view this as an opportunity to exchange different perspectives and points of view.
- **If it is absolutely necessary that you must bring either a beeper and/or cell phone to class, make sure that it can be heard only by you** and not faculty, staff, or classmates.
- **Get to class on time.** When you enter the classroom after class has already started you are being rude, as well as disruptive and inconsiderate of your classmates and instructor.
- **Attend class regularly.** Instructors know which students come to class and which do not. Not coming to class almost always has direct consequences for the impression you make on your instructor and classmates, on how well you will do in the course, and the grade you will receive. When you do come to class be prepared to engage in the topics scheduled for that class meeting. This means completing the scheduled assignments before coming to class.
- **Know your instructor's name and how your instructor wishes to be addressed.** If you are unsure about what to call your instructor, you can either ask what she or he likes to be called, or simply address your instructor as "Professor."
- **Use common sense and good judgment in how you conduct yourself in the classroom.** Do not talk in class during lectures or when other class members have been called on to express their opinions.
- **Be an active learner in class.** Pay attention to what the instructor and your classmates say in class. Take notes, ask questions, and participate in class discussions. Instructors can tell, even during lectures, which students are actively engaged in learning and which are not.
- **Take the initiative to get to know your instructor.** One reason for attending a private University like DU is to take advantage of the relatively small ratio of students to professors. Approach your instructor during class breaks or to ask questions after class and take advantage of your professor's office hours. The relationships you form with your professors can be critically important to your academic success. Professors can assist you in being successful in your coursework. They may also serve as references or write letters of recommendation, serve as your advocate, bring to your attention special opportunities to gain research or work experience in your field of interest, or to nominate you for awards. Faculty can only do these things for you if you have taken steps for them to get to know you.

Course Requirements, Grades, and Assignments

- **It is your responsibility to make sure you understand the course requirements and grading system.** Do not assume that all instructors use the same criteria for assigning grades. If you don't understand why you received a grade, you should promptly ask to meet with the instructor for an explanation. It is never a good idea to ask an instructor about a grade weeks after the assignment was returned or weeks or months after a final grade was assigned.
- **If you don't completely understand an assignment, it is your responsibility to contact the instructor or teaching assistant to ask for clarifications or obtain additional assistance.** If your assignment is a written paper, ask the instructor or teaching assistant to read a rough draft and provide you with feedback to improve your paper.
- **Almost all classes at DU are conducted on a 10-week quarter schedule.** This means that the pace of the course moves along quickly. Avoid falling behind in reading assignments and never try to catch up on several chapters the night before an exam. Be disciplined in scheduling your time to keep up with the reading and assignments.
- **Complete your assignments on time.**
- **The course syllabus is a contract between you and your instructor.** It should make clear what your instructor expects of you in terms of assignments, exams, and the criteria used to assess your academic performance. This contract also details what you can expect from your instructor in terms of the content of course material, instructor policies, and overall expectations.
- **The three-to-one rule:** Most instructors assume that for every one credit hour you are taking you will spend at least three hours a week dedicated to study and preparation. That means if you are taking an average academic load of 16 credits, you should be spending at least 48 hours a week on studying course materials and academic preparation.
- Above all else, it is generally true that **there is a direct relationship between the amount of effort you put into your coursework and the grade you will earn.**

Need a Break from School? If you experience the need to take a break from school for personal or medical reasons, you can participate in the Leave of Absence Program. Call The Center for Academic and Career Development (303.871.2455) to meet with an Academic Adviser and discuss the process or obtain the form. Financial Aid is impacted by taking a Leave of Absence.

Incompletes: If you have completed the majority of your work and an extenuating circumstance prevents you from finishing your final assignment or exam you may speak with your professor about receiving an Incomplete. Incompletes are at the discretion of the professor. Incompletes automatically turn into Fs after one year.