

### **SEQUENCING OF MAC CLASSES AND COURSE LOAD**

All MAC 3-credit classes must be completed prior to enrolling in a capstone course. Students may enroll for up to 9 credit hours in each term. Students wishing to enroll in more than 9 credit hours in a single term must receive permission from the SJMC Graduate Committee.

### **TIME TO COMPLETE DEGREE**

All coursework to complete the MAC degree must be completed within 5 years of the end of the student's first semester of enrollment in any graduate classes.

### **ENROLLMENT VALIDATION**

Students are required to validate their enrollment in each course on their schedule by the end of the first official day of class each term. Failure to validate enrollment or to make prior arrangements with the professor may result in the student being dropped from that course.

### **REQUIRED GPA, SUSPENSION, AND PROBATION**

Students must maintain a 3.00 grade point average (GPA) to remain in good standing in the MAC program and may earn only two grades of "C" in coursework. Students may repeat classes in an effort to earn a higher grade, and students who earn grades of "D" or "F" will be required to retake the course. Students may repeat a class only once, and only 2 classes may be repeated during a student's graduate program.

**Probation:** If a student's GPA falls below 3.00, the student is placed on academic probation, and a letter is mailed to the student by the SJMC Graduate Committee. A student placed on academic probation must provide the Graduate Committee with an academic plan for improvement of his/her GPA before the student will be allowed to register for additional graduate coursework. The academic plan must describe in detail the student's course of action for raising his/her GPA to the required 3.00 within the next nine hours of enrollment. A student is removed from probation when he/she has a cumulative grade point average of 3.00 or above.

**Suspension:** If a student placed on probation does not raise his/her GPA to 3.00 or above within the probation period described above, the student is suspended from his/her graduate program. The student is prohibited from enrolling in further graduate classes at Drake University.

A student who is suspended from the MAC program may petition for reinstatement after one semester. The petition for reinstatement must be made in writing to the SJMC Graduate Committee, addressing each reason outlined in the student's suspension notice and the student's proposed resolution. The committee will notify the student in writing regarding its decision.

## **ATTENDANCE POLICY**

The University policy notes, "Students are expected to attend all classes and to be punctual in doing so. They are also expected to complete all assignments for classes that they miss. The individual instructor may set his/her own specific requirements in reference to each class at the beginning of the term. Faculty members are urged to provide an opportunity for students to make up work missed as a result of legitimate absences, including observances of religious holidays."

In the School of Journalism and Mass Communication, by faculty action, "It is recommended that journalism faculty include in course syllabi and in comments on the opening days of classes clear statements of attendance policies.

"In such statements, it should be noted that excessive absences, as determined by the instructor, are sufficient cause for reduction of a grade in a class."

## **HONOR CODE**

The Drake School of Journalism and Mass Communication is a community of scholars committed to the highest professional and personal standards. Members of this community accept responsibility for honesty and excellence in all of their interactions. Such integrity is the foundation of our academic and professional careers, and of our lives as ethical people.

Cheating, plagiarism and other forms of academic dishonesty by SJMC students, whether it occurs in class or in extra-curricular activities related to the journalism profession, will not be tolerated. Academic dishonesty on the part of any student of another college or school enrolled in an SJMC class also will not be tolerated. Academic dishonesty constitutes grounds for penalties, ranging from failure in an academic exercise to suspension or dismissal from an SJMC class, the School and/or the University.

**— Honor Code, Drake School of Journalism and Mass Communication, adopted by SJMC faculty in March 2007.**

***See full Code for definitions and examples of academic dishonesty, and procedures for dealing with instances of dishonesty.***

## **SJMC POLICY FOR RESOLVING CONFLICT**

The student should begin by discussing the matter with the staff or faculty member with whom the conflict originated. If the issue is not resolved the next contact would be the Associate Dean of the School of Journalism and Mass Communication to investigate the allegations and give an outcome. If the student chooses to take the matter forward, the student should contact the Dean of the School of Journalism and Mass Communication. Students choosing to take their concern to the Dean need to submit in writing their name, college, contact information and a brief description of the circumstances including who has been involved and the current outcome. This request will be considered an “official documentation” and must be submitted within 30 days of the issue in question. E-mail or hard copy will be accepted.

The student should expect communication or a meeting regarding the concern within seven working days of the submission.

All officially documented issues will be forwarded to the provost's office for data collection as reporting general trends, not as an avenue to change the outcome. If the conflict is with one of the final decision-makers the student should refer to the University Policy and Procedure website at <http://www.drake.edu/complaint/>