

THE KELLOGG CODE OF CLASSROOM ETIQUETTE

The Kellogg Code of Classroom Etiquette has been established to assist students and faculty alike to foster appreciation for a classroom environment that enhances the learning experience for all students. Attention to the Code will add value to the course by creating a more meaningful and constructive discussion.

Students, therefore, are expected to demonstrate classroom etiquette based on the following principles:

- 1. Attendance:** i) Students are expected to attend every class throughout the term. When unable to attend, the student should notify the professor in advance.

ii) Attendance is compulsory the first week of class. Failure to attend will result in your exclusion from the class if a waiting list exists.
- 2. Punctuality:** Students are expected to arrive for class on time so that the professor may start and end the class according to schedule. Students more than 5 minutes late are subject to guidelines established by a class vote during the first session.
- 3. Exiting and Entering:** Students are expected to remain in the classroom for the duration of the class. If a student must depart early due to unavoidable circumstances, the student should inform the instructor before class. Leaving and re-entering the class is not permitted except in the event of an emergency.
- 4. Disruptive Behavior:** Students should demonstrate respect for the professor and fellow students during the class period. Students, therefore, should refrain from distracting behavior such as disruptive eating, using laptops to surf the web or check e-mail and holding side conversations.
- 5. Respect the Facilities:** Students are expected to help maintain the appearance of the classroom. After class students should discard all trash.

In essence, the Code emphasizes respectful behavior in the classroom.

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