

Statement of Student Academic Responsibility¹

The American Jewish University is committed to producing a rich and lasting educational experience and to promote the values of Learning and Scholarship, Culture, Ethics, Leadership and Peoplehood. The purpose of the **Statement of Student Academic Responsibility** is to ensure an atmosphere of intellectual inquiry, understanding, respect, and professionalism. Following these fundamental principles of student conduct and behavior will contribute to our development of responsibility and ethics.

Classroom Decorum

Our attitude and individual responsibility to learning involves a sincere investment in hard work. With respect to classroom decorum, we promote the creation of a positive and productive learning environment; we support a classroom culture that fosters an intellectual and professional learning experience, includes courtesy and respect, and enhances the good of the community

Assignments

Reading and writing assignments are a vital component to learning in all courses. They help us to better understand the ideas and concepts of the course and to improve our communication, technical, analytical, and judgment skills. Assignments are opportunities for us to extend and to apply the ideas developed in class. They enhance our ability to think, to analyze, and to discover. When done properly, these assignments facilitate the student's classroom participation.

Academic Integrity

We recognize that academic integrity is a fundamental value essential to nurturing a strong and vibrant learning community. Our responsibility and ethical conduct promotes a sense of community trust. Academic honesty fosters the intellectual bond among students and augments the respect that we develop for one another.

Class Participation and Presence

The seminar-like structure of our courses requires student presence and engagement. Students will be present when class begins and with rare exceptions, stay in their seats throughout class. It is School policy that a student may miss one class session without penalty for courses which meet once per week, up to two class sessions without penalty for courses which meet twice per week and up to three class sessions for courses which meet three times per week. It is up to each instructor whether she or he wants to distinguish between excused and non-excused absences. For each successive week of class missed (one class for a once a week class, two classes for a twice a week class, or three classes for a class that meets three times a week), the student's final grade will be reduced 1/3 of a letter (e.g., B to B-).

¹ This statement of academic responsibility is an addendum to the Student Honor Code.

The following chart demonstrates the grade deductions according to the number of times the class meets per week:

Classes Missed	Once a Week	Twice a Week	Three Times a Week
1	No Deduction	No Deduction	No Deduction
2	1/3 Letter (A to A-)	No Deduction	No Deduction
3	2/3 Letter (A to B+)	1/3 Letter (A to A-)	No Deduction
4	1 Letter (A to B)	1/3 Letter (A to A-)	1/3 Letter (A to A-)
5	1 1/3 Letters (A to B-)	2/3 Letter (A to B+)	1/3 Letter (A to A-)
6	1 2/3 Letters (A to C+)	2/3 Letter (A to B+)	1/3 Letter (A to A-)
7	2 Letters (A to C)	1 Letter (A to B)	2/3 Letter (A to B+)
8	2 1/3 Letters (A to C-)	1 Letter (A to B)	2/3 Letter (A to B+)
9	2 2/3 Letters (A to D+)	1 1/3 Letters (A to B-)	2/3 Letter (A to B+)
10	3 Letters (A to D)	1 1/3 Letters (A to B-)	1 Letter (A to B)
11	3 1/3 Letters (A to D-)	1 2/3 Letters (A to C+)	1 Letter (A to B)
12	Automatic F	1 2/3 Letters (A to C+)	1 Letter (A to B)
13		2 Letters (A to C)	1 1/3 Letters (A to B-)
14		2 Letters (A to C)	1 1/3 Letters (A to B-)
15		2 1/3 Letters (A to C-)	1 1/3 Letters (A to B-)
16		2 1/3 Letters (A to C-)	1 2/3 Letters (A to C+)
17		2 2/3 Letters (A to D+)	1 2/3 Letters (A to C+)
18		2 2/3 Letters (A to D+)	1 2/3 Letters (A to C+)
19		3 Letters (A to D)	2 Letters (A to C)
20		3 Letters (A to D)	2 Letters (A to C)
21		3 1/3 Letters (A to D-)	2 Letters (A to C)
22		3 1/3 Letters (A to D-)	2 1/3 Letters (A to C-)
23		Automatic F	2 1/3 Letters (A to C-)
24			2 1/3 Letters (A to C-)
25			2 2/3 Letters (A to D+)
26			2 2/3 Letters (A to D+)
27			2 2/3 Letters (A to D+)
28			3 Letters (A to D)
29			3 Letters (A to D)
30			3 Letters (A to D)
31			3 1/3 Letters (A to D-)
32			3 1/3 Letters (A to D-)
33			3 1/3 Letters (A to D-)
34			Automatic F

The AJU is firmly committed to producing educated and intelligent men and women who are prepared to accept leadership positions in the world and who will act as competent professionals and responsible and ethical citizens. We commit to abiding by the policies set forth in this document and, therefore, accept the personal responsibility needed to become skilled professionals, respected community leaders, and proud graduates.

Contract of Student Academic Responsibility

Classroom Decorum

To reach a desired learning environment, I commit to:

- Attend all classes (except for sickness, personal or family tragedy or formal excuse) –
 - come to class prepared by having fully completed my assignments;
 - actively engage in the classroom experience;
 - dress in appropriate attire;
 - respect the views of other students; and
 - respect the professor's prerogative to establish reasonable class standards.
- Be responsible for what transpired if I miss a class.
- Arrive to class on time and to stay for the entire class period.
- Turn off (or place on vibrate) all cell phones, smartphones, and other electronic devices (e.g., pagers, iPods) and hide from view during class time.
- Only use laptops and tablet computers if the instructor agrees and if they are only used for (quiet) note taking and accessing class material only.
- Obtain prior permission from the instructor for the use of a recording device during classes.
- Avoid all forms of academic dishonesty.
- Take responsibility for my learning support needs (if relevant) by communicating appropriately with Student Support Services staff, who will in turn communicate with the appropriate instructors.
- Refrain from any behavior which might interfere with the instructor's ability to conduct the class or disrupt the ability of other students to learn. This includes:
 - In general, abstain from eating or drinking without permission;
 - Refrain from unnecessary conversation during class.

Assignments

I expect to:

- submit assignments in a timely manner.
- clearly document and reference other's work and contributions.
- act ethically and submit only my own work for individual assignments.
- work cooperatively, accept appropriate tasks, and contribute proportionally to team projects. It is the ethical responsibility of the individual team member to accept and contribute his/her appropriate share of the workload.

Academic Responsibility

I am responsible for:

- being honest on the preparation, submission, and taking of all exams, tests, quizzes, and assignments.
- exhibiting a sense of personal integrity and respect in all communication with faculty, administration, staff and fellow students.

Name: _____

Signature: _____

Date: _____