

# **Other English Department Policies**

## **Recording Prohibition**

You may not make an audio or video recording of a professor or speaker unless you have received prior consent. If the recording is an Americans with Disabilities Act accommodation, only prior notification is required.

## **Cellular Phones**

Before class begins, you are to turn off your cell phone or beeper/pager. If it rings during class, you may be dismissed or considered absent or tardy for that particular class. If you are expecting an emergency call, discuss the matter with your instructor before class begins.

## **Withdrawal**

You should withdraw officially through the Registrar's Office, rather than simply stop attending a class. If you do not officially withdraw, your grade may be recorded as "F." The withdrawal date deadline is set by the Registrar and is listed in the College Catalog.