

Google document. When submitting an approved late assignment, message the professor in E360, and attach the assignment in the above formats. Do not submit assignments via Nyack email. **Please note:** Beyond the point values in written assignments, it is assumed that your writing is clear, error-free, and academic. The professor may deduct points, grant a zero, and/or may request that you re-write the paper, in instances when papers are not up to graduate level expectations.

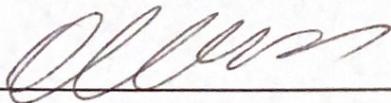
- **Writing Center:** Because ALL Writers Need Feedback - The Writing Center is available to assist all students with writing for any classes. Peer Writing consultants, who are fellow Nyack College students and alumni, are trained to help with all stages of the writing process, from brainstorming to organizing to revising and editing papers. Plan well in advance to bring the assignment sheet, or a draft of the paper, and specific questions/concerns to any of the Center's locations. Students are also able to have access to online consultations through Google Docs via their nyack.edu email account. The Center's services are free. Students can drop in and work with a consultant or make an appointment through the website or by calling the Center. For more information about Writing Center services and locations, please visit the website: <https://www.nyack.edu/writingcenter/>

The only approved method for writing assignment assistance is the Writing Center. Exceptions may be made if you'd like to work with a professional editor. Requests to receive editing assistance outside of the Writing Center should be made to the course instructor. Please use the Writing Center as a resource, the staff is extremely helpful! (see Class Policies #3). If you are an English-learner, you may be required to use the Writing Center for all written assignments. Please see the professor to discuss this further.

- **Communication with Instructor:** Course related announcements will be posted and/or sent as a message in E360. Please send course-related questions and requests to the instructor via the E360 course messaging system. For all other matters, Nyack College email will be the primary mode of communication with students, unless specified otherwise. Please check your email, and the E360 course, regularly.
- **Grievance Procedure Policy:** Students who have a grievance relative to academic policies, grades given, or other academic judgments should first seek to resolve their complaints with the professor. If resolution is not reached, the matter may be directed to the department head or program director of the class in question. If this does not solve the problem, a formal complaint may be made in writing to the respective Academic Dean whose judgment is final. See the full Grievance Procedure Policy posted in the college catalog.
- **Electronic Devices:** It is expected that all electronic devices be muted during class time. Do not answer phone calls or text messages during class.
- **Withdrawal Date:** Withdrawal from a course is allowed until the class reaches the 75% mark of the course length. Withdrawal requires signatures on the Registrar's Course Withdrawal form and the process should be started well before the deadline. Financial implications and satisfactory academic progress implications provided by the financial aid counselor and the academic advisor should be considered during the Course Withdrawal form process.

ECTED BIBLIOGRAPHY AND WEB RESOURCES

INSTRUCTOR SIGNATURE _____



DATE: _____

1/21/2022