

Rights + Responsibilities

Academic Freedoms

To learn more:

<http://goo.gl/YAvf4E>

Carnegie Mellon University values the freedoms of speech, thought, expression and assembly — in themselves and as part of our core educational and intellectual mission. The very concept of freedom assumes that people usually choose wisely from a range of available ideas and that the range and implications of ideas cannot be fully understood unless we hold vital our rights to know, to express, and to choose. The University must be a place where all ideas may be expressed freely and where no alternative is withheld from consideration. The only limits on these freedoms are those dictated by law and those necessary to protect the rights of other members of the University community and to ensure the normal functioning of the University.

Discrimination and Harassment

To learn more:

<http://goo.gl/QPWf5P>

Title IX is a federal law in the United States that prohibits discrimination in any federally funded education program or activity. Title IX and its amendments make clear that **violence and harassment based on sex, sexual orientation, gender, and gender identity are civil rights offenses** subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, color, national origin, religion, disability, and family status. If you or someone you know has been assaulted, bullied, or been the subject of microaggressions or other verbal or physical harassment, please contact the Title IX coordinator so that you can **be heard** and **receive support**. I will do everything within my ability to make my classrooms and my office **safe spaces** for all students.

Fraud and Plagiarism

To learn more:

<http://goo.gl/jWwhJj>

Plagiarized work is assigned –100 points and is dealt with in accordance with Carnegie Mellon's academic standards and policies regarding cheating and plagiarizing. The student handbook and the academic integrity site details acts that are considered plagiarism, the channels through which it will be handled, and its consequences. The types of work in design courses that constitute plagiarism include but are not limited to:

- ↗ Written text with partial or entire passages copied from external sources without citation;
- ↗ Written text purchased from an academic essay mill or from any author other than yourself;
- ↗ Written text or design work copied from another student in the current or a past semester;
- ↗ Written text or design work shared with another student in the current or a past semester;
- ↗ Open source imagery or graphic imagery copied from external sources without proper citation;
- ↗ Use of Google images or imagery that does not fall under a creative commons license;
- ↗ Project ideas that are similar in nature to an existing concept demonstrating no original contribution, change, or marked improvement;
- ↗ Project concepts built on existing design works without proper citation;
- ↗ Any work developed and/or submitted that comes from another course which has previously received a grade or credit (self-plagiarism/double-counting);
- ↗ Group work submitted without proper attribution to each team member.

Attendance

Attendance is taken completely at random and may be at the beginning of class or the end. Aside from extenuating circumstances, my policy for all students is clear: **three absences will result in the loss of a final letter grade; six absences will result in course failure**. Excessive tardiness and leaving early also counts as an absence. Extensions and incomplete course grades are generally not granted without prior arrangement with the academic dean or your academic advisor. In accordance with privacy laws, medical excuses should not be shared with and will not be accepted or read by the professor and should instead be vetted by the Office of Health & Wellness.

Your Right to Privacy

To learn more:

<http://goo.gl/mpMIYj>

As a student, your educational records are considered confidential and protected under the Family Educational Rights and Privacy Act (FERPA) of 1974. In other words, your grades and course status will be discussed with you and only you, not with family members, partners, collaborators, peers, or other faculty members. **Grades will not be discussed in groups or over email or text message.**