



**Division of Workforce Development, Continuing Education and Strategic Partnerships
Expectations of Student Conduct**

- I understand that classes are for registered students only. I further understand that I am not permitted to bring family members, pets or any other visitors to class at any time. If class meets remotely, I understand that I am not permitted to share any online course credentials or allow others to participate or attend virtual sessions with me or in my place.
- I understand that beepers, cellular telephones, and all other electronic devices must be turned off during class time. If class meets remotely, I understand that I should mute my microphone when not speaking to avoid disruption during class. I further understand that I should unmute my microphone and/or camera, as directed by the instructor.
- I understand that students are expected to arrive on time, sign in on attendance sheets daily (if applicable) and attend all classes in which they are registered. If class meets remotely, I understand that attendance may be recorded and monitored by the instructor throughout the duration of class time. I understand that if I leave early, do not arrive on time, or do not attend classes, my grade / academic standing in that course will be negatively affected; particularly if the course has attendance requirements in conjunction with a passing grade.
- I understand that disorderly or indecent conduct on university/college-owned or controlled property or in a remote college-led virtual environment is prohibited. I will comply with the student conduct rules set forth in the City University of New York’s (CUNY) Rules for the Maintenance of Public Order which is accessible via the web at:
<http://www.cuny.edu/about/administration/offices/ovsa/policies/rules-for-maintenance-of-public-order/> as well as all additional CUNY policies which are accessible via the following link:
<https://www.cuny.edu/about/administration/offices/ovsa/policies/> .
- I understand that the selling of goods and services is not permitted on campus and off campus, during remote learning or during off-site class time, in connection with the program and courses.
- I understand that if I have a compliment or complaint, I will speak with the instructor and/or appropriate Program Coordinator. I also acknowledge my right to submit a letter of commendation or complaint to the Director of Continuing Education Programs at any time.
- I understand Kingsborough Community College’s Division of Workforce Development, Continuing Education and Strategic Partnerships Tuition Refund Policy as indicated during registration and in the course catalog, available each semester on the college website.

I have read and agree to comply with the above. I understand that if I violate any of the above I may be subject to dismissal without refund.

Student Name: _____ Signature: _____

Date/Semester: _____ Course/Section Code: _____