

academic accomplishment, personal growth, and a spirit of understanding and cooperation. An important part of maintaining such an environment is the commitment to protect the health and safety of every member of the campus community. Belligerent, abusive, profane, threatening and/ or inappropriate behavior on the part of students is a violation of the Kennesaw State University Student Conduct Regulations. Students who are found guilty of such misconduct may be subject to immediate dismissal from the institution. In addition, these violations of state law may also be subject to criminal action beyond the University disciplinary process.

DISABLED STUDENT SUPPORT

In compliance with applicable disability law, qualified students with a disability may be entitled to "reasonable accommodation." If you have a specific physical, psychiatric or learning disability and require accommodations, please let me know early in the semester so that your learning needs may be appropriately met. You will need to provide documentation of your disability to the disabled Student Support Services office located in the Student Center room 267, and obtain a list of approved accommodations.

COURSE SCHEDULE

Week	Date (Monday)	
1	8/12	Fri. 8/16: Classes start
2	8/19	
3	8/26	
4	9/2	Mon. 9/2: Labor Day (no class)
5	9/9	
6	9/16	
7	9/23	Fri. 8/27: Theory Test 1
8	9/30	Keyboard Test 1
9	10/7	
10	10/14	
11	10/21	Fri. 10/25: Theory Test 2
12	10/28	Keyboard Test 2
13	11/4	
14	11/11	
15	11/18	
16	11/25	Monday: Theory Test 3; Wednesday – Friday: Fall Break (no classes)
17	12/2	Mon. 12/4: last day of class

Please note: The test schedule above may be adjusted to correspond with class progress during the semester.

Final exam: Monday, December 9, 10:30-12:30.

WITHDRAWAL

The last day to withdraw without academic penalty is Friday, October 11.

ACADEMIC HONESTY

Every KSU student is responsible for upholding the provisions of the Student Code of Conduct, as published in the Undergraduate and Graduate Catalogues. Section II of the Student Code of Conduct addresses the University's policy on academic honesty, including provisions regarding plagiarism and cheating, unauthorized access to University materials, misrepresentation/falsification of University records or academic work, malicious removal, retention, or destruction of library materials, malicious/intentional misuse of computer facilities and/or services, and misuse of student identification cards. Incidents of alleged academic misconduct will be handled through the established procedures of the University Judiciary Program, which includes either an "informal" resolution by a faculty member, resulting in a grade adjustment, or a formal hearing procedure, which may subject a student to the Code of Conduct's minimum one semester suspension requirement.

DISRUPTION OF CAMPUS LIFE

It is the purpose of the institution to provide a campus environment, which encourages