

# ACADEMIC ETIQUETTE

## What is Etiquette?

This term describes the (sometimes unspoken) rules related to correct or polite behavior in society or in a particular group or situation. Etiquette is necessary for learning, research, leadership, and service.

**Learning:** The process of acquiring knowledge

**Leadership:** The process of influencing others towards the achievement of goals

**Service:** The attitude and action of serving others

When we mention *Academic Etiquette*, we are referring to the rules or norms related to classes and being a student at a university. Most instructors believe that in order to make a positive, active learning environment for everyone in the class, it is necessary that students abide by rules of conduct. While some instructors won't say anything if you don't follow academic etiquette, they do notice your behavior and it may impact your grade.

## Classroom Behaviors

| DON'T  | DO  |
|--|---|
| Talk to others in class<br>(unless otherwise directed to)                  | Take notes during a lecture<br>Listen when others are speaking<br>Raise your hand if you have something to say                          |
| Skip class unannounced   | Tell your instructor you will need to miss class in advance<br>Ask what you can do to make up the missing material                      |
| Be late to class   | If you need to come or leave early, tell the instructor ahead of time<br>Be quiet and don't cause any distraction when entering/leaving |
| Not participate in class   | Ask and answer questions<br>Provide insights<br>Explain how classroom material relates to other material                                |
| Complain, sleep, play on your phone or computer, do work for other classes | Stay engaged in the class by taking notes, actively listening, and participating in discussions   |
| Cheat or plagiarize  | Do your own work<br>Give credit to sources you use  |
| Use your cell phone  | Silence or turn your phone off while in class   |

## What is Cheating?

In all courses you are expected to perform to the utmost of your ability in an honest and sincere manner. You are expected to do your own work and give credit to sources you use. Examples of cheating include:

- Copying another individual's work before class and attempting to pass it off as your own
- Downloading papers off the internet, or using someone else's writings as your own
- Taking out your cell phone, looking at someone else's, or talking during a quiz or exam

Cheating, plagiarism, the use of unauthorized materials, or any other form of academic misconduct will result in a severe penalty as permitted in UWS Chapter 14. In other words, you could receive a 0 for the assignment/exam, fail the course, or be expelled from the university.

### For more information and support, contact:

Academic Advising & Exploration Center: 262-472-5220, 2054 Roseman, [advising@uww.edu](mailto:advising@uww.edu)  
Tutorial Services: 262-472-1230, Mary Poppe Success Center, [TutorCtr@uww.edu](mailto:TutorCtr@uww.edu)