

Student Success

In CCOM, we are committed to your success as a student. However, you have a responsibility to ensure your own success by adhering to the following:

- Check email regularly and respond
- Attend class regularly
- Read syllabi and know due dates for assignments
- Submit assignments on due dates
- Inform your professors if you cannot attend class
- Contact your professor or Associate Dean early about problems so they can be solved

Checking Email

Check your email regularly and, if needed, respond within a reasonable amount of time. This is how the Dean's office and professors send important messages. You are responsible to know the content of those messages.

Attendance

Students have the responsibility to notify their instructor if they need to miss class, an exam, or an experiential opportunity. Students should consult the course syllabus for policies related to excused and unexcused absences since faculty are authorized to set course attendance policy.