

Academic Etiquette and the College Experience

Collin College students and professors share a responsibility to promote, develop, and maintain a positive learning environment. Students are expected to show respect to their fellow students and professors at all times.

Students are accountable for their own academic progress and work. With that in mind, prompt submission of all work, according to the specific course calendar and syllabus guidelines, promotes student success. It is the professor's responsibility to present learning opportunities through any combination of lectures, projects, in-class and out-of-class exercises, and other assignments. It is the student's responsibility to complete all readings, participate in class discussions, and complete all assignments and project exercises in a timely manner. The course syllabus should provide clear instruction for successful course participation.

It is a violation of the [Student Code of Conduct](#) to engage in the disruptive use of electronic, telecommunication, digital media, and/or wearable devices during classes, labs, or other Collin College learning environments. This includes, but is not limited to, social networking activities, texting, talking on the phone, and web browsing from laptops, smartphones, or any other electronic devices during class time. Consult the professor for specific guidance. If there is a need to monitor outside communication for emergency purposes during a specific class, a student should set the device on silent and inform the professor before class begins, so as not to disrupt the class or interfere with the academic classwork of other students. In addition to individual course guidelines, students should review the [Student Code of Conduct](#) located in this student handbook.

Most professors regard tardiness as both an absence and disruptive behavior. Sleeping in class, interfering with teaching by talking with other students during directed instruction, and preparing work for another class while students should be engaged in classroom activities are examples of behaviors that are both discourteous to other students and disruptive to the purposes of the course. Students are expected to refrain from these and other disruptive behaviors, as these actions have a negative impact on Collin College's stated goals and the Core Value of *Academic Excellence*.

To learn and grow academically, students are expected to complete coursework independently unless otherwise directed by their professor(s). By actively participating in educational opportunities, students build confidence, learn how to think for themselves, solve problems, and gain work and life skills. Artificial Intelligence (AI) programs and tools that generate text, code, and visual content can enhance student learning when used appropriately and responsibly. However, using AI programs and content generators to complete coursework may lead to scholastic dishonesty and deprive students of the opportunity to learn how to think for themselves. Students should always ask their professor(s) for permission and find out to what capacity they are allowed to use AI programs and content generators to complete an assignment. Students should refer to [Chapter 7: Scholastic Dishonesty](#) in the [Student Code of Conduct](#) for more information.

If a student is having difficulty mastering the material and skills, the student is encouraged to reflect on how to study and prepare for each class. Students are also encouraged to seek out Collin College resources that will aid in achieving academic success. Professors welcome dialogue on what students discover and may be able to assist in finding resources on campus that will improve student performance. Professors may recommend ways for students to develop and use academic tools necessary to succeed in college and the professional world. Professors also have office hours intended for one-on-one help with class material, as needed. However, in the end, the student must show the personal responsibility necessary to take accountability for their own academic success.