

1. Thank you for participating in the Department of Health and Human Performance ACTivity Class Program this semester! HHP ACTivity Classes (ACT/HHP 100-299) are graded Credit/No Credit. Each registered student's grade is determined entirely on meeting minimum attendance and class participation requirements. Meeting these minimum requirements is the student's responsibility. ACTivity Classes do not meet during finals week.
2. ACTivity Classes meet for a total of 30 hours each semester. All students are allowed 6 hours of absences during the semester without jeopardizing their credit. All absences count as such, even if for documented medical illness/injury, family emergency, sleeping in, missing class to study for a test, University of Montana sponsored events, personal days not recognized by UM, or staying out too late the night before. In other words, **WE DO NOT EXCUSE ABSENCES FOR ANY REASON. It is strongly recommended that students plan ahead and save their 6 hours of allowed absences for minor illnesses or other unexpected events that may occur during the semester.** Missing 7 or more hours will result in a grade of "NCR" (No-Credit). Due to the large number of ACTivity Classes and limited facility availability **we do not offer make-up classes or other alternatives to making up for missed hours (papers, attending other sections, etc.).**
3. Students should consult their instructor regarding absence updates or attendance questions. The manner in which attendance is taken can vary during the semester. This may include, but is not limited to, attendance being taken:
 - a. at the beginning and/or end of class
 - b. by the ACTivity Class Instructor via roll call and/or students signing in/out via attendance sheet
 - c. by an ACTivity Class staff member at the beginning and/or end of class
4. Punctual attendance and appropriate attire is required of all students. Students are required to be dressed out and ready to participate at the beginning of class, and participate for the duration of the class. Any student that is unable to participate for the duration of the class due to late arrival, early exit, or inappropriate attire will be marked absent for that hour. Students should plan accordingly to meet these requirements. ACTivity Class Instructors have the independent authority to allow their **entire class** no more than 5 minutes of flexibility at the beginning OR at the end of class, depending on the course constraints.
5. Each registered student voluntarily and knowingly assumes the risks inherent to the activity in which they are participating. If a student experiences a significant event (for example, a **documented extended** illness, major injury, or the death of an immediate family member) and cannot complete the minimum participation and attendance requirements, the ACTivity Class Director will assist the student with class withdrawal or work with the student to complete a "Petition to Extend Allowed Absences". Students should consult their instructors immediately if they have special needs related to their attendance. **Petitions to Extend Allowed Absences are not permitted after the last instructional day prior to finals week**, and are available from ACTivity Class Instructors, McGill Hall 117, or the HHP website at:

http://coehs.umt.edu/departments/hhp/activity_classes/petition/default.php

A note from the Curry Health Center or other medical provider that serves as documentation that a student missed class due to a minor illness or routine appointment will NOT be considered an "excused" absence. It is still an absence and will count towards the 6 hours of allowed absences each student receives for the semester. Students cannot petition to extend absences when missing a single ACTivity Class for any reason. Missing a single ACTivity Class will count towards the 6 hours of allowed absences each student receives for the semester.
6. Students who add an ACTivity Class during the first three weeks of the semester should be aware that any hours missed prior to adding the class will count towards their 6 hours of allowed absences. This means a student might start an ACTivity Class with absences totaling 6 hours. In this case, the student would not be able to miss any hours for the remainder of the semester in order to receive a grade of "CR" (Credit).
7. Students may drop classes through the first fifteen days of the Autumn and Spring semesters. **Beginning with the sixteenth semester day, there is no refund for classes dropped and there is a \$10 fee for each class dropped.**

8. Students are not allowed to audit HHP ACTivity Classes or receive a grade of "I" (Incomplete). Students are not permitted to bring pets, children or other dependents to HHP ACTivity Classes.
9. Students should not take an ACTivity Class because they need financial aid or graduation credits during the semester they are registered, and should consult their advisor for more appropriate for-credit academic options. A grade of "NCR" is not calculated into the student's GPA, however the student will not earn the credit for which they're registered. This may create...
 - a. financial aid issues or other consequences associated with not earning credit for a course
 - b. graduation issues associated with not earning credit for a course; meaning the student may not graduate
10. Academic misconduct is subject to an academic penalty by course instructors, the ACTivity Class Director and/or disciplinary sanction by the University of Montana. Academic misconduct is defined as all forms of academic dishonesty. The Student Conduct Code is available on the UM website at:

http://www.umt.edu/vpsa/policies/student_conduct.php

In particular, Student Conduct Code Section V.A.5 identifies the following violations:

Submitting false information: Knowingly submitting false, altered, or invented information, data, quotations, citations, or documentation in connection with an academic exercise

As this relates to HHP ACTivity Classes, examples of previous Student Conduct Code violations pursued by the HHP Department include, but are not limited to:

- Printing/signing another student's name on an ACTivity Class attendance sheet
- Having another student participate in an ACTivity Class for you and printing/signing your name
- Signing in at the beginning of class and leaving instead of participating
- Forging documents to substantiate special circumstances

Student Conduct Code Section VI.E identifies the following violation:

Faculty members have the independent authority to exclude a student from any class session in which the student displays disruptive behavior that threatens the learning environment or safety and well-being of others in the classroom. The student remains eligible to return to the next class session. The faculty member maintains the authority to remove the student from each class session during which the student is disruptive.

As this relates to HHP ACTivity Classes, any student removed from class for any of the above mentioned reasons will be marked absent for that day.

11. The University of Montana assures equal access to instruction through collaboration between students with disabilities, instructors, and Disability Services for Students (DSS). If a student thinks he/she may have a disability adversely affecting their ACTivity Class participation or attendance, the student should contact DSS in Lommasson 154. The H²PAC Program may be able to work with the student and DSS to provide an appropriate accommodation. A student needing an accommodation for another reason should immediately notify the ACTivity Class Director so options for an accommodation that will not substantially alter the fundamental objectives of the course can be explored.
12. Any student requesting ACTivity Class accommodations for a religious observance should provide the ACTivity Class Director with a written request to consider a reasonable modification for that observance by the end of the second week of the ACTivity Class. If the Department of Health and Human Performance and the student cannot agree on a reasonable accommodation, the student may file a complaint with the Office of Equal Opportunity and Affirmative Action/Title IX Coordinator at 243-5710; **www.umt.edu/eo/**

We hope you enjoy your HHP ACTivity Class! If you are having any problems please be proactive!!! Talk to your instructor or contact the HHP ACTivity Class Office, located in McGill Hall 117. Have a wonderful semester!!!

Chris Riley

ACTivity Class Program Director

Department of Health & Human Performance

McGill Hall 117

Telephone: (406) 243-4255

Fax: (406) 243-6252

Email: **chris.riley@mso.umt.edu**