

## Attendance and Course Policies

As experiential learning, arts engagement, thoughtful reflection, and group work with others, are crucial parts of all courses, **students are required to have regular and punctual attendance for each class session.** While online classes provide students with more flexibility and new ways to collaborate, success in the online environment is directly related to how present and engaged both the instructor and the students are in the virtual classroom. To create a safe and sacred learning environment, **all students are required to be in a private, stationary, and comfortable space with cameras on.** Those students who are not in a private space or are driving will not be permitted to take part in class. We recommend that you login to Zoom at least 10 minutes before the scheduled start time so that you have time to connect online, settle into your environment and can be fully present when class begins. If you are running late, please inform the instructor or another group member (text or email) so they can inform the teacher. Late arrival is disruptive. If you must arrive late, please arrive quietly.

It is expected that you attend all sessions unless there is an emergency. Each day has its own unique life in the training, and the work is presented developmentally, so each day leads specifically into the next. Also, as an important member of this group, your absence will be felt. If you must miss a session, inform the instructor and WHEAT Admin as far in advance as possible. Absences and tardiness will be recorded. **If more than 10% of seminar time is missed the course may be postponed until the following year or a leave of absence may be suggested if there are extenuating circumstances.** Students are responsible for informing the teacher and WHEAT Admin of any absence beforehand and for arranging a thorough review of all material missed with other students. Please let us know in advance if attendance reporting is required by your funders.

WHEAT is not responsible for offering make-up courses. Students must take courses when they are officially offered as hours cannot be taken outside of a cohort or independently. If a student needs to postpone a course for any reason, they will be charged the current equivalent course fee when they re-enroll. WHEAT cannot guarantee a course will be offered in the following calendar year, as all programs depend on sufficient registration. Taking your program as scheduled within your course of study schedule is the best way to ensure its completion.

### **Clarity of Writing**

Students will be asked to connect with various styles of writing that are specific to each course and instructor, including creative writing such as poetic inquiry, narrative and journaling. For any styles of writing where materials are cited from other authors, including research papers and thesis, students are to consult the writing style outlined in the current edition of the *Publication Manual of the American Psychological Association* (APA). **WHEAT is in the process of decolonizing our writing and research requirements** so that multiple ways of knowing may be acknowledged in lieu of written assignments. In the interim, accommodation may be made upon student request.

Assignments must be submitted on time. **Students wishing to extend a deadline on assignments must do so in writing.** Students have up to 2 weeks beyond an assignment deadline to submit their assignment, with approval from the instructor. Given extenuating circumstances, with permission from the director and instructor, students may request an extension to the end of the term following the term of the course. A late fee of \$200 will be applied for all students submitting beyond the 2-week extension limit. Students who have not completed assignments beyond one term following the class will be required to re-take the class at the posted cost.

## Honesty and Integrity

The WHEAT Institute seeks to establish a climate of honesty and integrity in all we do. **Any work submitted by a student must represent original work produced by that student.** Any source (book, journal article, internet site) used by a student must be documented through required APA scholarly reference and citations, and the extent to which any sources have been used must be easily visible to the reader. The Institute considers academic dishonesty to include resubmission of work done partially or entirely by another as well as resubmission of work done by a student in a previous course, unless the Creation has been significantly changed or up-cycled, as well as submitting images obtained off the internet without citing them. Students are asked to inform instructors when the Creation is being up-cycled or repurposed from another class, how it has been transformed, and the ways in which its meaning has evolved. If anyone is suspected of academic dishonesty a review process will be conducted, and suspension from the program may occur.

If students choose to use ChatGPT or any AI-assisted tool for brainstorming, structuring ideas, or refining their writing (i.e. spelling and grammar), they must clearly indicate how AI was used and critically evaluate the content to ensure originality, coherence, and proper citation of sources. Over-reliance on AI-generated text without meaningful engagement and critical analysis may affect the quality and academic integrity of the work.