

Attendance/Participation/Academic Honesty Policies: Samples from SCC Colleagues

Attendance:

I expect students to attend classes. Much of the material covered in my lectures is not covered explicitly in the textbooks. Students are responsible for material covered in class whether or not they attend. If you must miss, ask a good "note taker" to cover for you. Only after you have reviewed the notes from the class, and you still do not understand, will I attempt to clarify the material.

Students taking online and distance education courses should be active in the online community and make regular postings and contributions to the discussion boards. I expect online students to make continual, regular progress towards the course objectives; I will not accept attempts to complete 90% of the course in the last two weeks.

Each time you accumulate five absences, one letter grade is deducted from your final average. (i.e. The first four are not penalized, but the fifth one costs you)

Participation & Attention:

Students are expected to participate in the class discussions. Additionally, in any learning environment, it is necessary to respect and consider the opinions of others.

Recreational Computing is not acceptable during class time. I have no intentions of competing for attention against Solitaire and the Internet. Additionally, these activities are extremely distracting to me and the other students. You may not type or click during the lecture portion of class. During lab time, students are expected to pursue concepts and knowledge relevant to the course content.

Preparation:

Students are expected to prepare for class. Any assignments should be ready to turn in at the beginning of class. Effective study skills are requisite for success in college. Students are expected to spend time outside class reviewing, and studying. A good rule of thumb would be to spend three hours per week outside of class.

Academic Honesty:

Students are expected to complete assignments individually unless a specific group project is assigned. Any cheating or unauthorized collaboration, whether active or passive, is expressly forbidden. It is reasonable to discuss with others possible general approaches to problems. It is unreasonable to work together on a detailed solution, to copy a solution, or to give away a solution. If the common discussion can be detected by looking at the solutions, there is too much collaboration. Students caught cheating will receive an F in the course, in addition to being subject to other policies of the College. The College Catalog and the Student Handbook contain specific policies and procedures regarding Academic Honesty.

Attendance:

You will be expected to make all class sessions. If you attend all class sessions you have the option of exempting the final exam at your election. You have available three (3) absences from class without penalty, after taking these "cuts" two (2) penalty points for each day missed will be deducted from your final grade.

Attendance Requirements for On-campus Labs

1. All students are expected to be present and regular in attendance for scheduled classes and labs.
2. Being tardy for any lab session will result in a 2% point reduction in the final grade.
3. There are no make up labs. Absence from lab sessions will result in a zero grade for that lab session.
4. In the event of sickness or other incidents requiring an absence from lab, the instructor should be informed as soon as possible. Within 24 hours before or after class time.
5. If a lab session is missed, it is the responsibility of the student to obtain the material he or she missed.
6. Extenuating circumstances due to situations such as surgery, deaths, etc., will be handled on an individual basis and the final decision will rest with the program director.

ATTENDANCE: Students are expected to attend class regularly. Attendance grade is given as a percentage of days attended. Any missed pop quiz or hand-in assignment bonus points may not be made up at a later time. For missed tests, see MAKEUP POLICY.

MAKEUP POLICY: One makeup test (comprehensive) will be given toward the end of the semester. This makeup test may count for no more than two missed test.

Attendance: Regular attendance is expected. I know there will be some cases when you will have to miss. You will be allowed 1 day of unexcused absence, before deductions on your overall grade will take place. To have an excused absence, you must notify me before the absence with a legitimate reason. Students are responsible for all class assignments covered during their absence.

Academic Integrity: School policy dictates that students conduct themselves in accordance with generally accepted standards of scholarship and morality. Academic honesty is essential. The following are examples of behavior inconsistent with academic honesty:

1. Use of notes during any quiz or test.
2. Copying anything from another student's paper.
3. Giving or receiving any written or verbal information about a test, quiz, or homework assignment.
4. Copying any information from any published source without giving proper citations.

Attendance, Classroom Exercises and Assignments

- As with any college course, students are expected to attend every class. Please arrange your week to be here each class period. Merely copying someone's notes will not provide you the same benefit of class attendance. Exercises conducted during class cannot be made up.
- Assignments must be turned in on the due date. Late work, without a legitimate excuse, will be penalized points prior to grading. Students are required to take examinations on the day scheduled. Make-up exams may be allowed should circumstances require. There are no extra credit assignments. Please plan and manage your time wisely.

Attendance: Class attendance is mandatory and essential for success. Students who have perfect attendance will receive 10 bonus points added to any test grade. Perfect attendance is defined as being present for every class meeting without being tardy or leaving early. If you need to go to the bathroom or get a drink of water during class you may do so, asking permission is not necessary.

Attendance is vital in any mathematics course. Please contact your instructor or another student in order to keep up with assignments if you are absent. If you miss 3 or more consecutive classes without contacting the instructor, you may not be permitted to return to class, however you are responsible for following proper withdrawal procedures. Failure to do so by _____ will result in a failing grade.

Attendance: Students who attend all classes learn more than those who don't. As an incentive for perfect attendance, you can waive the final exam and receive an "A" on that portion of the course. You must also be on time for class meetings. If you miss class, you are responsible for finding out what was covered in class. (Note: excused absences will be handled on an individual basis.)

Academic Integrity Policy

Our class depends on a high level of integrity from each participant. You will be collaborating with fellow students as you complete many of the activities and projects in this course. Balanced, responsible collaboration on projects and drafts is encouraged and is often essential. However, the final product of a formal project or an exam is a measure of your individual achievement so you are responsible for assuring that you are not misrepresenting another student's work as your own. If you are ever in doubt as to the expectations for individual work or for level/type of collaboration, please ask. It's better to be safe than sorry!

Note: Please refer to your student handbook for a detailed explanation of SCC's academic integrity policy.

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