

## COLLEGE-WIDE INSTRUCTIONAL POLICIES

**ATTENDANCE POLICY:** Class attendance is considered essential to the educational process. The College subscribes to the philosophy that academic success is directly proportional to class attendance. It is important that students regularly and punctually attend all class sessions. Attendance will be recorded from the first day the class meets through the final exam.

Recognizing that situations may arise to prevent a student from attending a class, the College will accommodate occasional absences but recommends that students who attend less than 80% of the scheduled class meetings submit a withdrawal request to the Records Office according to the Withdrawal Procedures described in the College Catalog and Student Handbook. Instructors may advise any student with excessive absences to withdraw from the course involved to protect the academic standing of the student. It is the student's responsibility to monitor absences and to comply with the instructor's syllabus concerning make up work. Failure to complete make up assignments or to withdraw when it is clear that the student cannot achieve an acceptable grade in the class may result in a low grade, including possibly an "F" based on grade performance in the course. Grades will not be raised or lowered based directly on attendance. Attendance for less than a full class period will be counted as one-half of an absence.

\*Some programs require a higher percentage of attendance to enable the student to sit for licensure exams.

**STUDENTS WITH DISABILITIES:** The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 states, "No qualified person with a disability may be excluded from, denied benefits of, or subjected to discrimination in any course, program, or activity." Gadsden State Community College strives to create a welcoming environment and will work in good faith to meet the needs of Its diverse populations. Reasonable and appropriate accommodations will be provided for qualified disabled students, applicants, employees, and visitors unless to do so would present an undue hardship or lower the academic standards of the College. Persons with disabilities requesting accommodations should contact the ADA Coordinator or Assistant Coordinator on or nearest their campus to obtain forms for requesting accommodations and documentation requirements, as well as to be informed of campus procedures involving accommodations. Campus contacts include: Dr. Danny Wilborn, Gadsden Area, ADA Coordinator (256-439-6912); Ms. Michele Conger, Ayers Campus (256-835-5451); Ms. Cindy Greer, McClellan Center (256-238-9348); or Ms. Diann Cruickshank, Gadsden State Cherokee (256-927-1802).

**SEXUAL HARRASMENT AND DISCRIMINATION POLICY:** Gadsden State Community College is committed to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, or disability as prohibited by Title IX of the Education Amendments of 1972 and of Title VII (Section 703) of the Civil Rights Act of 1964. Any person who believes herself or himself to be subjected to such sexual harassment, intimidation, and/or exploitation should immediately bring the matter to the attention of Ms. Lisa Thacker, Title IX Coordinator, Joe Ford Center, P. O. Box 227 Gadsden, AL 35902-0227, 256.549.8241, or to any academic or administrative officer, dean, director, supervisor, or advisor, who will then forward the complaint to the Title IX Coordinator or the person designated by the President to coordinate the investigation of such complaints.

**MAKEUP POLICY:** Make up work MAY be provided at the discretion and convenience of the instructor. Possible acceptable, documented excused absences include accidents, court appearances, illness of the student or an immediate family member, or the death of an immediate family member. Instructors are not obligated to provide make up work for pop quizzes or for other in class daily assignments. Make up work will be provided for class work missed when the student is participating as a representative of the College in a College-sponsored activity. Students will in no way be penalized for work missed when the student is participating as a representative of the College. Reasonable accommodation, meeting federal and state guidelines, will be granted to students who are called to military service (appropriate documentation is required).

**APPEALS PROCESS:** If a student disagrees with the assignment of an unexcused absence, a tardy or denial of permission to make up missed work, an appeal may be made to the appropriate chief instructional officer or his designee. The appeal must be submitted in writing within one week of the incident.

**ASSIGNMENTS:** Students are expected to spend **two-three hours** outside of class reading and/or studying the material or working problems for every hour spent in class. Students are required to read the chapters listed on the Assignment Outline. Lectures and class discussion will follow and supplement the text. Students should read the assignments before class, take notes during class, and follow up by reviewing and/or working related problems immediately after class. Many classes meet every other day and some students make the mistake of thinking that they should study for that class every other day. Best results are realized when students study each class every day.

**ACADEMIC PREPARATION:** A student's success in this course depends, to some extent, on his/her previous academic preparation.

**ACADEMIC MISCONDUCT:** Academic misconduct such as cheating and plagiarism is not permitted. Suspected cases of academic misconduct or dishonesty will be reported to the appropriate dean and may result in the student receiving a failing grade for the course.

**COMMUNICATION DEVICES:** All communication devices that make noise (i.e. pagers, cell phones, etc.) must be turned off during class. Any disturbance caused by such devices can result in the student being dismissed from class.

**AUDIO AND VIDEO TAPING:** With permission of the instructor, students may record portions of the class lectures or discussions. Additionally, this class may be videotaped at any time by the instructor or other representatives of the College.

**TO OBTAIN GRADES:** In accordance with GSCC policy, grades will not be posted. Grades also will **NOT** be given out in person or over the phone. After grades are posted on the computer, students may obtain their grades by calling 256-549-8290 or 800-7466472. Students may also obtain their grades by logging onto the Gadsden State Web site at [www.gadsdenstate.edu](http://www.gadsdenstate.edu).

**DOWNLOADING MUSIC:** It is illegal to download music through the college computer network system. Students who are found to be illegally downloading music will be subject to federal and state laws pertaining to such acts. Additionally, GSCC “Policies on Computer Use and Internet Access” published in the *College Catalog and Student Handbook* states the following: Any use of College technology resources for illegal, inappropriate, or obscene purposes, or in support of such activities is prohibited. Respect for intellectual property or copyright, ownership of data, security, measures, and personal rights and privacy must always be demonstrated.

**ACADEMIC HONESTY POLICY:** All students enrolled in the college are expected to conform to the College’s Academic Honesty Policy. This policy requires that all students act with integrity in the performance of their academic work. Any student who fails to comply with this policy may be charged with a violation of the Academic Honesty Policy. Academic dishonesty includes, but is not limited to each of the following acts when performed in any type of academic or academically-related matter, exercise, or activity.

- 1 Cheating—using or attempting to use unauthorized materials, information, study aids, or computer related information or unauthorized copying or collaboration in the preparation of any assignments or in the taking of any tests or examinations; looking on another student’s paper during a test or examination or communicating in any way with anyone other than the test administrator.
- 2 Plagiarism—representing the words, data, works, ideas, computer program or output of someone else as one’s own. The student should be aware that an electronic means maybe used to discover plagiarism and cheating.
- 3 Misrepresentation—falsifying, altering, or misstating the contents of documents or other materials related to academic matters, including schedules, prerequisites and transcripts.

### **Procedure**

Academic misconduct cases shall be resolved by the division chair in which the alleged action took place.

1. A course instructor who has reasonable cause to believe a student has engaged in an act of academic misconduct shall report the matter to the division chair/academic director.
2. The division chair/academic director will discuss the circumstances involved with the faculty member and review any pertinent materials in order to determine if a reasonable basis exists for believing that academic misconduct may have occurred.
3. If the division chair/academic director concludes that there is a reasonable basis for believing that academic misconduct may have been committed, a conference will be arranged with the faculty member and student. The student will be informed at the start of the conference that an issue of possible academic misconduct exists and will be given a copy of the Academic Honesty Policy.

- (a) The student is not required to make any statement at all regarding the matter under investigation.
- (b) The student may make a voluntary statement if he or she chooses.
- (c) The student has a right to present any evidence, supporting witnesses, and other information to the misconduct monitor.
- (d) The student has a right to be advised and represented by anyone of his or her choice. However, the representative will not be able to be present or actively participate in the proceedings. In the case of an international student or a student with a disability, such as a hearing or speech impairment, the division chair will determine the appropriateness of allowing a representative to speak on behalf of the student.
- (e) The student is entitled to a recess in the conference for one week in order to take advantage of the rights listed in items 3 and 4.

4. At the conference, the student will be informed that the division chair will take one of the 3 steps.

- (a) The matter will be dismissed if evidence is presented to conclude that there is not convincing proof that the student engaged in an act of academic misconduct.
- (b) The matter will be concluded at the conference level and a penalty imposed if the student makes a voluntary written admission that he or she engaged in an act of academic misconduct. The student will be given written notice of the penalty.
- (c) The matter will be forwarded to the appropriate cabinet member within one week from the date the conference is concluded if the matter is not concluded at the conference level. The cabinet member may act alone or in conjunction with the Academic Honesty Committee. The student will be allowed to make a statement and to present evidence, witnesses, and other relevant materials; the student may be accompanied and advised or represented by anyone the student chooses. Notice of the decision will include a statement of the academic misconduct charges and will be sent to the student.
- (d) Within 15 days of the date of mailing of the decision, the student may appeal the decision of the cabinet member and Academic Honesty Committee to the President.

#### **Penalty for Violating the Academic Honesty Policy**

A student found to have violated the Academic Honesty Policy may receive a grade of "F" for the course, overriding a student withdrawal from the course. Other disciplinary sanctions include:

- 1 A verbal or written warning;
- 2 Disciplinary admonition and warning;
- 3 Disciplinary probation with or without the loss of privileges for a definite period of time;
- 4 Suspension from the college for a definite period of time (i.e., suspension of the privilege to attend GSCC for a definite period of time);
- 5 Expulsion from the College (i.e., removal of the privilege to attend GSCC).