

College Syllabus Policies and Procedures

I. Attendance

FOR CLASSES OTHER THAN DISTANCE EDUCATION/HYBRID CLASSES:

Regular and punctual attendance at all scheduled classes and activities is expected of all students and is regarded as integral to the course. Attendance is taken for each class meeting. Absences are counted beginning with the first class meeting after the student registers; however, students are responsible for all coursework and assignments made or due from the first day of class.

A student should not be absent for more than 15% of a course based on total contact hours. For example, no more than 4 absences for a 15-week term, no more than 3 absences for a 10-week term, no more than 2 absences for an 8-week term, and no more than 1 absence for a 5-week term.

Each course syllabus will clearly state the number of allowable non-excused absences for the course using the 15% standard, how late arrivals and early departures will be handled, and policies regarding make-up work, if allowed.

Each student is directly responsible to the individual professor for absences. The policies stated in the course syllabus for a student's specific class will be the policies for which the student will be held accountable. Communication with the instructor concerning absences is essential.

When a student exceeds the maximum allowed non-excused absences for a course, the instructor has the authority to administratively withdraw the student from the course or make other adjustments to the student's grade as outlined in the course syllabus. Students will be notified of the administrative withdrawal by their instructor via their Calhoun e-mail account.

With official documentation the college considers the following circumstances as **excused absences**:

- Military personnel who are involuntarily called to active duty for unscheduled and/or emergency situations,
- Individuals called for jury duty, and
- College-related events which the student is required to attend by the club sponsor and which have been approved by the appropriate Dean.

Make-up work will be accepted under these excused circumstances as outlined in each course syllabus.

If a student is administratively withdrawn or voluntarily withdraws from a course, this could adversely impact financial aid. Students who receive Financial Aid or Veteran's benefits should contact financial aid for more information.

Administrative Withdrawal Appeal Procedure

It is the philosophy of the institution that administrative withdrawal appeals will be handled informally between the student and the instructor. Only after the student has attempted to resolve the matter with the instructor, should a formal appeal be initiated. The student shall submit, in writing, to the division dean evidence as to why the administrative withdrawal should be reversed. This must occur within five (5) days of being withdrawn by the instructor.

The division dean will review the information and notify the student of the decision within three (3) days of the receipt of the appeal. The decision of the division dean is final.

FOR DISTANCE EDUCATION/HYBRID CLASSES:

Regular and punctual attendance at all scheduled classes and activities is expected of all students and is regarded as integral to the course. The classification for what counts as attendance, and the taking of said attendance, is left to the instructor's discretion. Examples of attendance include but are not limited to:

- Physically attending a class where there is an opportunity for direct interaction between the instructor and students.
- Submitting an academic assignment.
- Taking an exam, an interactive tutorial, or computer-assisted instruction.
- Attending a study group that is assigned by the instructor.
- Participating in an online discussion directly related to the course content.
- Activities that **cannot** be used for attendance:
 - Logging into an online class without active participation.
 - Sending an email or posting an introduction to a discussion forum.
 - Participating in academic counseling or advisement.

Non-attendance (absence) is counted beginning with the first class meeting, assignment, etc. after the student registers; however, students are responsible for all coursework and assignments made or due from the first day of class.

- a. A student should not be absent for more than 40% (assignment submissions) of an online class. Each online course syllabus will clearly state the number of allowable non-excused absences for the course using the 40% standard, and policies regarding make-up work if allowed.
- b. A student should not be absent for more than 20% (physical attendance) of a hybrid course. Each hybrid course syllabus will clearly state the number of allowable non-excused absences for the course using the 20% standard, and policies regarding make up work if allowed.

Each student is directly responsible to the individual instructor for absences. The policies stated in the course syllabus for a student's specific class will be the policies for which the student will be held accountable. Communication with the instructor concerning absences is essential.

When a student exceeds the maximum allowed non-excused absences for a course, the instructor has the authority to administratively withdraw the student from the course or make other adjustments to the student's grade as outlined in the course syllabus. Students will be notified of the administrative withdrawal by their instructor via their Calhoun e-mail account.

With official documentation, the college considers the following circumstances as **excused absences**:

- Military personnel who are involuntarily called to active duty for unscheduled and/or emergency situations,
- Individuals called for jury duty, and
- College-related events which the student is required to attend by the club sponsor and which have been approved by the appropriate Dean.

Make-up work will be accepted under these excused circumstances as outlined in each course syllabus.

Final Examination Attendance

Attendance at final examinations is mandatory. Such examinations are administered in all academic subjects at the end of each semester in accordance with an examination schedule issued by the Dean or designee. Any student who must miss a final examination has the responsibility of notifying his/her instructor to make arrangements to take the final examination on an alternate date, if possible. This is accomplished by filling out a form entitled "Permission to Alter Final Examination Schedule" which may be obtained in divisional/departamental offices. One copy of the form is retained by the faculty member and one copy is retained by the student. Faculty members should not change the published class examination schedule without prior approval from the Dean or designee.

II. Withdrawal Policy

A student who wishes to withdraw from a course(s) after the drop/add period may do so by logging in to MyCalhoun and withdrawing from the course. A student may withdraw from a course(s) with a grade of "W" after the drop/add period until the withdrawal deadline. The specific date can be found in the Class Schedule each term.

III. Disability Statement

If you have a disability that might require special materials, services, or assistance, please contact Calhoun's Disability Services Office in the Chasteen Student Center, Room 220G (Decatur Campus) or call (256) 306-2630 or (256) 306-2635.

IV. Student Code of Conduct

The College assumes that entering students are adults who have developed mature behavior patterns, positive attitudes, and conduct above reproach. Students are treated according to this belief. The College reserves the right to discipline any student whose on or off campus behavior is considered undesirable or harmful to the College. Please review the Student Code of Conduct in the Student Handbook for additional information. It is available at <http://www.calhoun.edu/about-calhoun/our-publications/college-catalogs>

V. Cheating and Plagiarism

Cheating and plagiarism are considered violations of the Student Code of Conduct. These violations are subject to disciplinary action by the College up to, and including, dismissal. Please refer to the Student Handbook, page 173, for the definitions of cheating and plagiarism. The Student Code of Conduct can be found in the Student Handbook. It is available at <http://www.calhoun.edu/about-calhoun/our-publications/college-catalogs>

VI. Student Complaint Procedures

Calhoun Community College promotes the exchange of ideas among all members of the College community. The College recognizes that, at times, people may have differences which they are unable or unwilling to resolve themselves. The steps to resolve such complaints are outlined in the Student Handbook. It is available at <http://www.calhoun.edu/about-calhoun/our-publications/college-catalogs>

VII. Communication

Calhoun Community College will communicate campus-wide information via Microsoft Outlook. This is the official method that you will receive information related to your enrollment at Calhoun. You have an Outlook e-mail account, which you can access from the MyCalhoun Portal. Please log on to our website - www.calhoun.edu and choose the MyCalhoun Icon at the top right of the homepage. The initial log in for the portal will be your "C" number and 6-digit date of birth (MMDDYY). You will be prompted to change the password. Once inside the portal you can log in to your Outlook e-mail by clicking on the envelope icon. Your email address will be your `firstname.lastname@calhoun.edu` (Example: `jane.smith@calhoun.edu`)

VIII. Institutional Outcomes

Graduates of Calhoun Community College are expected to:

- Think critically;
- Communicate effectively;
- Act professionally.