I. Attendance Policy

FOR CLASSES OTHER THAN DISTANCE EDUCATION/HYBRID CLASSES:
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. In general, students should have 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 absences considered as the acceptable maximum for the class as well as how late arrivals and early departures will be handled. Each course syllabus will also state policies regarding make-up work, if allowed. 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. If a student has excessive absences, s/he is encouraged to withdraw from the course after consulting with the instructor. Instructors will not withdraw students for any reason. If a student fails to officially withdraw from a course, this could result in a grade of F and adversely impact financial aid.

FOR DISTANCE EDUCATION/HYBRID CLASSES:
Attendance in a Distance Education or Hybrid course will be recorded within the FIRST WEEK of the course by one or more of the following:
- Student contact with the instructor through attendance at an on-site orientation session
- Student participation in an online orientation session that is tracked through Blackboard’s “Student Tracking” feature, or through “Tegrity Reports”, or similar features in other course management systems
- Student submission (online or in-person) of completed assessments, assignments, essays, or other course related work

After the first week, the student's "attendance record" will be based on the student's meeting course requirements such as submitting assignments or communicating with the instructor as outlined in the course syllabus. It is expected that a student will receive a weekly attendance record based on requirements stated in the course syllabus. If a student does not meet attendance requirements as stated in the course syllabus, the student is encouraged to officially withdraw from the course. Failure to officially withdraw from the course could result in a grade of F and adversely impact financial aid.

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 SPACE student e-mail. This is the official method that you will receive information related to your enrollment at Calhoun. You have a SPACE 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 SPACE e-mail by clicking on the envelope icon. Your email address will be your first initial + last name + last 5 digits of your “C” number@calhoun.edu (Example: jsmith23456@calhoun.edu)

Updated 08/2015