

Department
Semester

Course Number:

Course Title:

Credit hours:

Prerequisites:

Co-Requisites:

Instructor Info:

Name:

Phone Number:

E-mail:

Office Location:

Office Hours:

Texts:

Other Material

Course Description:

Course Objectives:

Learning Outcomes:

Course Activities:

Grading:

Grading Scale:

This course follows the standard WCCC grading scale, which can be found in the WCCC College catalog.

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Attendance Policy:

When students enroll in a course, they obligate themselves for all the work that is assigned. Punctual and regular attendance is vital to the discharge of this obligation. Students are responsible for all assigned work in the course; absences, excused or unexcused, do not absolve them from this responsibility.

At the beginning of the term, the instructor will distribute information on the college's attendance policy, including an explanation of the instructor's grade penalties, if any, that result from failure to comply with the policy. An unsatisfactory attendance record will usually adversely affect the final grade recorded for the course. Excessive absences will also result in administrative withdrawal from the course.

The student is responsible for knowing the following attendance policy of the college:

- In standard academic courses (1-4 credit hours), students may not be absent more than ten percent of the hours the course meets during the term. When a student's absenteeism exceeds this number, the instructor will refer the student to the Associate Dean of Student Affairs.
- In on-line or hybrid courses, student attendance is measured by participating in class and engaging in an academically related activity. Examples of such activity include but are not limited to: contributing to an online discussion forum; submitting an assignment or working draft; completing an interactive tutorial and/or computer-based instruction; participating in an on-line study group; taking a quiz or exam; initiating contact with a faculty member to ask a course-related question. Simply logging into an online class by itself is not sufficient.
- Due to the frequency and extended hours in some technology programs that meet in 4 hour, daily blocks, students may not be absent for more than 6.5 percent of the hours the course meets during the term or a total of five (5), 4 hour classes per semester.
- The instructor must counsel the student that excessive absences will lead to an administrative withdrawal. Additional remedies and obligations, such as mandatory tutoring or time spent in the study center, may be imposed by the instructor or student success team.
- Any tardiness up to five (5) minutes will be counted as one-half of an absence, and a tardiness of more than five minutes will count as a full absence.
- The student will be counted absent if he/she leaves class early without prior instructor permission.
- When dropped from a course for poor attendance, the student may appeal to the Academic Dean for readmission if he/she feels there is justification for the absences. It is the student's responsibility to immediately contact the Academic Dean concerning the

appeal for readmission. The student may be required to provide written evidence to substantiate legitimate reasons for being absent.

- If the student anticipates extensive absences, he/she must notify the Associate Dean of Student Affairs in writing immediately. A Student Success Team will then be convened to devise a strategy to enhance his or her likelihood of success.

Students With Disabilities

Accessibility Statement: WCCC does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services or activities. In accordance with Section 504 of the Rehabilitation Act of 1973 (CRF 34Part 104) and Title II of the Americans with Disabilities Act (ADA and the Amendments of Americans with Disabilities Acts (AADA) of 2008 &2010,

WCCC is committed to assisting qualified students with disabilities achieve their individual goals. **Students with disabilities who need academic accommodations must contact the Coordinator of Accessibility Services, at 454-1093 or visit the Coordinator of Accessibility Services at the TRIO office.**

Academic Ethics

Honesty in all academic work is expected at WCCC. Any student who is suspected of academic dishonesty will face investigation and possible disciplinary action. Academic dishonesty includes, but is not limited to, using unauthorized aids; copying another person's work on exams, quizzes and assignments; and taking language, information or ideas from another person or source without noting the appropriate reference. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the class instructor. In addition to other possible disciplinary sanctions that may be imposed as a result of academic misconduct, the instructor has the authority to assign an F or zero for an activity, or to assign an F for the course. Additional possible disciplinary sanctions may include dismissal from the college.

Other Information: