

Course Information:

Please refer to the course syllabus on the website (<http://dept.swccd.edu/hlee>) for the latest course specific information. This addendum is for general policy only.

Attendance and tardiness:

- Attendance: Each student is expected to attend every class meeting. In the case of absence, it is the student's responsibility to inform the instructor.
- Mandatory First Day of Class: Instructors must drop any student who fails to attend the first class meeting if the class is at maximum enrollment and other students are waiting to enroll, unless the student receives permission from the instructor in advance.
- Dropping for Absences: Per SWCCD Policy 5075, instructors may drop a student from a class if the student's total hours of absences exceeds twice the number of lecture hour equivalent (LHE) for the class. This is a 4-unit (4 LHE) class so when you have more than eight hours of absences, you will be dropped and receive a "W" or an "F" depending the date dropped. Some faculty have reworded this statement, removing the hour interpretation. If the class is full-term, "you will be dropped if you accumulate more than two weeks of absences." (This statement is not true for short-term classes. The breakdown for excused and unexcused absences has been removed by the district.)
- Dropping for Tardiness: A tardy is defined as arriving after the start time up to 10 minutes late. If you are more than 10 minutes late, this will count as an absence. Two (2) tardies will count as one (1) absence. This tardy policy also applies to students leaving before the end of class or returning late from a break. The tardy policy will begin after the end of the add period. Dropping students for being tardy will be in accordance with SWCCD Policy 5075 stated above. Arriving late or leaving early is a problem for both the students and the instructor. Students are expected to be on time and in class for the entire class period.
- Late Adds: (There is no longer an option for Late Add – this process is only for clerical errors.) All students must submit add codes and pay for classes prior to the close of the add period. After the add period concludes, a student may be added only if there is a clerical error and if 1) the instructor certifies that the student has been in attendance since the beginning of the term and 2) the request is approved by the Dean of MSE and the Dean of Student Activities.

It is the student's responsibility to drop the course. Any student who stops attending class but does not officially withdraw from the course will receive a failing grade.

Classroom Guidelines:

Your decision to enroll in this class constitutes an implicit agreement to the following:

- You will conduct yourself so that the classroom is a positive learning environment for all by treating everyone with respect and consideration.
- You will plan to attend every class meeting and stay for the entire class period. You will not be absent more than the maximum number allowed during the course of the semester. Once you have missed the maximum number of classes, I will drop you. Do not assume that you will be dropped if you do not attend classes. To ensure that you are withdrawn, you must officially withdraw online, in person,

- or by telephone. Failing to drop a class in a timely manner may earn you a failing grade in the class.
- You will do the assigned work and be responsible for all class work or assignments even if you miss school for a legitimate reason. It is not acceptable to return to class following an absence and claim that you did not know about some assignment, class activity, or exam. Find out what you missed before returning and get caught up.
 - You accept the expectation to spend a minimum of two hours outside of class for every hour that the class meets during the week and will plan your schedule accordingly. This means that a 4-unit class requires 8 hours of work outside of class. More or less time may be required depending on how quickly and thoroughly you work.
 - You will come to class on time. Excessive tardiness may result in you being dropped from the class. Excessive tardiness is defined in the section on attendance although you may be asked to speak to the Dean if excessive tardiness becomes disruptive to the class.
 - You will turn off your cell phone, iPods and/or any other electronic devices; you will take notes; be attentive; participate in classroom activities; and not disrupt the rest of the class. There is no excuse for excessive talking. Dismissal from the class may result if your behavior continues to be disruptive after being warned. If you answer your phone or text during class, you will be asked to leave and not return until the following class.

Policy on Collaboration:

It is encouraged that you work in groups on homework, however, the solution that you submit for grading must be written *independently*. If any parts of your solutions are found to be an exact copy of another student, both homework will be given zero point.

Academic Integrity and Cheating:

Plagiarism and cheating constitute violations of academic honesty. Disregard for written or verbal instructions on course work may, at the discretion of the professor, represent cheating. In particular, allowing another student to copy your homework, quizzes or exams also constitutes cheating. In written work, no material may be copied from another without proper quotation marks, footnotes, or appropriate documentation. All violations and suspected violations will result in action taken against the parties involved after due process, and will be documented in writing with the Dean of Student Activities and the Dean of Mathematics, Science and Engineering. Sanctions may include one or all of the following: a failing grade or no-credit on the assignment, a failing grade in the class, and/or formal disciplinary action by the college. Formal charges can result in academic probation, suspension, or expulsion.

Misconduct:

Faculty may require a student who disrupts the classroom to meet with the Dean of MSE prior to the next class meeting. Also, instructors may exclude a student for misconduct on the day of the disruption and an additional day if needed. Further disciplinary action may be pursued by the instructor or college administration.

- Disruption of instructional activities or administrative procedures. Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, or the open and persistent abuse of college personnel.
- Use, sale, possession on campus or campus premises, or under the influence of alcoholic beverages, narcotics, other hallucinogenic drugs or substances, or any poison classified as such by schedule "D" in Section 4160 of the Business and Professions Code.
- Alteration or misuse of college documents, including acts of forgery and furnishing false information.
- Acts or threats of damage to or theft of property belonging to or located on college-controlled property or facilities.
- Acts or threats of physical abuse of any person. Assault or battery upon any student, college personnel, authorized college guest, or any other person.
- Violation of college regulations or state laws.
- See Southwestern Community College District Procedure No. 5550 or college catalog for more information.

Disciplinary Action Procedures:

1. When a student conduct violation has occurred, the first attempt to resolve the misconduct will be an informal consultation between the student and the instructor (or college staff member).
2. If the situation is unresolved, the Dean will meet with the instructor and the student(s) involved.
3. If the situation remains unresolved, the instructor will complete a "Report of Student Misconduct" and file the report with the Dean of Student Services.
4. In situations involving safety or if the College Police have become involved, steps 1 and 2 need not be adhered to.

Tutorial Services:

The Math Center, room 426, offers free drop-in tutoring, workshops, and has computers available for student use. The Academic Success Center (ASC) promotes learning by offering free services in four areas: individual tutoring, group tutoring, computerized tutorials, and workshops. The MESA Center has tutoring for transfer level math and science in room 396. Online tutoring may be available for your course. You will find the link for this service on the Southwestern College home page, click on Student Services, then Services, and then Academic Tutoring. There is a tab on left for e-Tutoring.

Disability Support Services (DSS):

Southwestern College recommends that students with disabilities or specific learning needs contact their professors during the first two weeks of class to discuss academic accommodations. If a student believes they may have a disability and would like more information, they are encouraged to contact Disability Support Services (DSS) at (619) 482-6512 (voice), (619) 207-4480 (video phone), or email at DSS@swccd.edu. Alternate forms of this syllabus and other course materials are available upon request.

Academic Success Center Referral:

Services are located in the ASC (420), the Writing Center (420D), the Reading Center (420), the Math Center (426), the Interdisciplinary Tutoring Center (3rd floor of the library), MESA (396), specialized on-campus School tutoring labs, the Higher Education Centers, and the San Ysidro Education Center. Online learning materials and Online Writing Lab (OWL) are available at www.swccd.edu/owl. The tutorial services at Southwestern College will serve you best if you attend regularly.

Disclaimer:

The content of this syllabus or course outline may change during the semester. It is your responsibility to keep track of the changes.