

# Barstow Community College - SAMPLE POLICIES to ALIGN WITH BCC POLICIES



## ACADEMIC HONESTY POLICY - **REQUIRED** (See *SAMPLE–Yours may differ, but should align with BCC policies*)

### **Academic Standards & Ethics: Plagiarism or other unethical behavior will be tolerated.**

- All assignments must be the student's own, original work.
- **Plagiarism or other unethical behavior will result in a zero on assignment.**
- Plagiarism or cheating of any kind will not be tolerated and suspected cases will be reported and could result in suspension or expulsion.
  - o Plagiarism is the either intentional or unintentional use of the ideas or words of another person, published writing, or of any other information taken from the internet, book, magazine, or another person without properly citing the original source.
  - o Plagiarism is not properly or fully citing words or ideas taken directly or paraphrased from an outside source, turning in work that has been written by another person or even being given excessive assistance on assignments.
  - o Also, ideas that are "borrowed" from people, internet, or textbooks must be cited.

*FYI - Instructor may decide to have a self-plagiarism policy as well.*

## **ATTENDANCE POLICY – REQUIRED** (See *SAMPLE below, yours may differ, but should align with BCC policies and include drop policy due to poor attendance, student tardiness, etc.*)

Attendance, participation, and completing assignments are vital in the learning process. Poor attendance and incomplete assignments affect grades.

- After 3 absences, students may be dropped.
- Three tardies will equal 1 absence.
- If tardy, it is the student's responsibility to inform me-- at break or after class.
- Leaving early will be treated as a tardy.

### **Excerpt from Barstow Community College Catalog – Attendance (Recommended)**

Instructors have the authority to establish attendance standards in classes, and it is the student's responsibility to meet these requirements. It is also the student's responsibility to drop a class that he/she no longer plans to attend. Failure to officially withdraw from a class may result in a failing grade. Failure to attend a class once enrolled does not absolve the student from payment of fees. Students will be held accountable for all fees incurred unless classes are dropped by the specified refund deadline. It is the student's responsibility to keep your instructors informed of any need for absence, there is no such thing as an "excused absence" in college. Anticipated absences should be reported to instructors in advance in order to complete assigned work by due dates. All other absences should be reported to instructors immediately upon returning to class. Messages may be left for instructors by voice mail, email, or in their mailboxes (located in the Administration Building).

## **\*SEXUAL HARASSMENT/TITLE IX STATEMENT – REQUIRED (Title IX Statement below must be used)**

Barstow Community College upholds a zero tolerance policy for discrimination, harassment, and sexual misconduct. If you, or someone you know, have experienced discrimination or harassment, including sexual assault, domestic and dating violence or stalking, you are encouraged to promptly contact the Title IX Coordinator.

Syllabi can include Title IX website for easier access for students: <http://www.barstow.edu/titleix.html>.

## **DISABILITY DISCLAIMER/STATEMENT – REQUIRED (Disability Statement below must be used) Corrected 08.09.2018**

Accessibility Coordination Center and Educational Support Services ACCESS: Barstow Community College provides a variety of services through the ACCESS office in an effort to equalize educational opportunities for students with disabilities as they move toward their educational or vocational goals. If you have a disability documented by a physician or other appropriate professional and are in need of accommodations please contact ACCESS at (760) 252-2411 x7225 or email [ACCESS@barstow.edu](mailto:ACCESS@barstow.edu). Once accepted into the ACCESS program accommodations can be arranged that will best suit your needs based on your disability and classroom/study requirements. Please be sure to allow at least two weeks to arrange appropriate classroom or testing accommodations <http://www.barstow.edu/Student%20Services-ACCESS.html>

## **SYLLABUS DISCLAIMER - REQUIRED (See *SAMPLE below – Yours may differ, but should align with BCC's policies*)**

A syllabus is not a contract between instructor and student but rather a guide to course procedures on attendance, requirements, grading, and objectives. The instructor reserves the right to amend the syllabus when circumstances dictate. Students will be notified.

**Barstow Community College**  
**SAMPLE POLICIES THAT ALIGN WITH BCC POLICIES:**  
**OTHER RECOMMENDED CLASS POLICIES**  
*(ADDED 8.9.2018)*



**TECHNOLOGY IN THE CLASSROOM:** *Recommended if you enforce a policy – See Sample below*

No texting or taking phone calls in class. Devices must be turned off or put on silent. As adults, it is up to the student to prioritize. Phone calls and texts should be dealt with outside of class. Texting, taking phone calls, or playing games in class is distracting to and disrespectful to the class, the instructor and other students. Failure to comply with this policy can result in being temporarily asked to leave class.

**FOOD AND DRINKS:** *Recommended – There should be signs in all classrooms*

**Samples:**

- No food or drinks in computer labs.
- Water or other clear liquid with a screw on cap are allowed in the classroom.

**INSTRUCTOR - LATE OR ABSENT:** *Recommended – See Sample below*

Students are required to wait 15 minutes after the start of class before assuming the instructor will not make the class meeting. If the instructor knows in advance, a class cancellation notice will be posted. If class is cancelled or instructor is more than 15 minutes late, no attendance will be applied to the day. Any assignments due on that day will automatically be expected to be completed the following day including assignments due at the next class meeting according to the class schedule.

**LATE WORK OR MAKEUP WORK -** *Recommended – See Sample below* – These are only sample of policies, be sure you have a policy and it is clear to students.

1. In class work DUE should be ready at BEGINNING of class. (LIVE Class)
2. Discussions are due by 11:59 Sunday evening. Late discussions will be given ... This would be the instructor's choice, but some instructors give 0 or reduce points for late posts.
3. Turnitin.com assignments due by 11:59 pm on due date
4. Late work – Major assignments like projects and essays will be accepted up to 2 class periods late– but the assignment will lose a full grade for each class period late.
5. Quizzes, in class activities and homework are NOT accepted late and cannot be made up. However, at least one quiz, homework assignment, and in-class assignment will be dropped – so a student can miss one of each and not have it affect his or her grade.
6. Tests can be made up ONLY with appropriate documentation and/or instructor approval

**Barstow Community College**  
**ADDITIONAL THINGS TO CONSIDER WHEN CREATING CLASS POLICIES:**



**Academic Honesty guidelines**

While the topic of academic integrity in Academic Senate and Title 5 are ongoing regarding assigning course grade versus assignment grades, a common reading is that a student can be given an F on assignments that have evidence of academic dishonesty. It is Barstow Community College's policy that students who engage in academic dishonesty are reported to the VP of Student Services. The level of the action and frequency of the academic dishonesty may result in additional disciplinary action. [Title 5, Section 55002(a)(2)(A)]

**Suggestion when considering assignment weight:**

A suggestion is that no single assignment be weighted at higher than 30% of the total grade – including the final or midterm. Why? An A student who due to unusual circumstances misses a single assignment could go from a solid A to an F grade based on one assignment. While it is the instructors' right to organize a class based on their expertise and content, putting an excessive weight on one assignment could result in fallout that is unexpected. Creating potential situations that could cause fallout that may be out of student control should be when reasonable avoided.

**Make up for Final or other major assignment:**

The state expectation is that a final exam may be made up if there is sufficient reason. While that allows discretion from the instructor, this would naturally apply to any test or assignment that an instructor uses as a final-type grade. Therefore, instructors may require support from a student, it is expected that a student who meets reasonable criteria be allowed a makeup of some kind. The makeup may be alternative or even at a reduction of the grade due to lateness.

Any make up test allowed should be equitable to the class, and fall within District policies.

**Discussion of grades with students after a class:**

While instructors may find students are persistent in communicating about their grades, student do have the right to have a clear breakdown of how a course grade was determined and review to the breakdown. This does not mean instructors must engage in extensive conversations if students are particularly persistent, but that student do deserve a clear reason for their grade. If a student is ever unprofessionally persistent, the student should be asked to contact their area dean for further discussion. This can be though online gradebook, but if the student questions a specific assignment or grade, instructors should be able to explain.

*FYI - If the student continues to persist or harass an instructor, an instructor should direct the student to their dean and inform the Dean of the situation. (ADDED 8.9.2018)*

**Online classes:**

Please refer to the online information discussing online expectations for classes to ensure classes meet state and college expectations of online classes.