

Wallace Community College Standard Syllabus Information

I. Attendance Policy

A. College attendance policy

1. Students are expected to attend all scheduled class meetings and laboratory sessions for their courses. The grades of students who miss scheduled exams, unscheduled quizzes, deadlines for turning in assigned projects, or scheduled group projects may be negatively impacted by their absence. Faculty members will make penalties for absences clear to students in their course syllabi or additional handouts.

Students who do not wish to continue attending a class or classes are urged to initiate the withdrawal process. It is the student's responsibility to withdraw from the College. However, at the midpoint of each term, faculty members will identify students who have apparently ceased attendance but have not completed the withdrawal process. Those students in courses that meet at least twice per week will be reported if they have missed more than five consecutive class meetings before the midpoint of the term. Those students in courses that meet once per week will be reported if they have missed more than three consecutive class meetings before the midpoint. Those students will be removed from the course as an unofficial withdrawal and assigned a grade of "W." Such students may petition the faculty member for reentry to the course and will be returned to the course roll only with the approval of the faculty member. Additionally, students will be responsible for repaying any portion of unearned financial aid that results from their withdrawal.

Likewise, those students who cease to attend classes after the midpoint of the term but do not initiate the withdrawal process will also be negatively impacted by these actions. These students will be considered to have unofficially withdrawn from the College and will receive failing grades for all assignments missed. If students have not completed the withdrawal process by the established withdrawal deadline, they will receive a failing grade for the courses. Faculty members will assign a grade of "WF" to such students when they submit final course grades. These students will also be responsible for repayment of any unearned financial aid as a result of their failure to attend. If a student receives a grade of "WF," he/she will have an opportunity to petition the instructor's decision only if it is the result of instructor error. Otherwise, the grade of "WF" is final.

Individual faculty members will abide by the overall attendance policy and will make decisions regarding excused absences. Examples of excused absences include serious illness, death in the student's immediate family, military obligations, or official College business. Students called to extended military or court duty will be excused to the extent possible without jeopardizing successful attainment of course objectives.

The attendance policy applicable to a specific instructional program may be more restrictive than the College policy. These policies may be influenced by requirements of external agencies that oversee curricula in those programs and provide certification, licensure, or registry opportunities for students and graduates.

2. Students who are unable to meet course requirements due to excessive absences are encouraged to withdraw. Official withdrawal must be student initiated and requires completion of a withdrawal

form. Withdrawal forms may be obtained from the Office of Student Affairs and/or other designated locations at each instructional site. A grade of "W" will be assigned for student initiated withdrawals prior to the designated date each term. No withdrawals will be allowed after this date.

B. Discipline specific attendance policy

1. (Include policies applicable to specific course and/or discipline. Requirements of external regulating agencies may be addressed here. Unless mandated by an external regulatory agency, course or discipline policies cannot penalize a student's course grade based upon attendance alone. Any grading penalty related to non-attendance must be the result of missed exams, quizzes, project deadlines, etc.)

II. Safety/Health Information (General institutional statement must be included and course specific information may be added)

A. Wallace Community College has a comprehensive safety plan that covers many possible emergency situations. If you are involved in, or witness an accident on campus, immediately contact a faculty member or dial "1-1-1" on the Wallace Campus or "4-2-1-0" on the Sparks Campus for the switchboard operator. All students should become familiar with emergency exits as well as emergency warning system messages, both of which are posted in all buildings. Additional information is in the *College Catalog*.

1. If the primary responder determines that the emergency situation is life-threatening:
 - (a) Call 9-1-1.
 - (b) Call the College emergency operator from a campus phone by dialing 1-1-1 (Wallace Campus) or 4-2-1-0 (Sparks Campus). If it is an evening or weekend, call campus police/security by dialing 334-798-1381 (Wallace Campus) or 334-798-1228 (Sparks Campus).
2. If the primary responder determines that the emergency situation is non-life-threatening:
 - (a) Call the College emergency operator from a campus phone by dialing 1-1-1 (Wallace Campus) or 4-2-1-0 (Sparks Campus). If it is an evening or weekend, call campus police/security by dialing 334-798-1381 (Wallace Campus) or 334-798-1228 (Sparks Campus).

B. ADA Compliance

Wallace Community College complies with the Americans with Disabilities Act, 1990. Any student requiring reasonable accommodations under this Act should contact the Disabled Student Services Office on the Wallace Campus or the ADA Coordinator at any College location.

C. Additional College Policies

1. Students are expected to know how to access their Wallace Community College student e-mail address and are encouraged to check it daily. Throughout each semester, WCC sends vital, time-sensitive e-mails regarding admissions requirements, financial aid deadlines, student records, and campus life events to all students' official WCC e-mail address, therefore, it is imperative students not only know how to log in but that they do so to ensure they never miss messages from the College. To log in, students will find a link to the Wallace Email under the Campus Life & Resources Banner located at the top of the Wallace Community College website. If accessing the website using a mobile

device, the Wallace Email link will be located under the Menu button (three dashes). The username includes the first letter of the student's first name, full last name, last four digits of the student A number followed by either @student.wallace.edu or @wallace.edu (depending on the first admission date). Please note: an email from admissions@wallace.edu should have been emailed to the student's personal email account provided the college student e-mail when applying to the College (Ex: jsmith1234@student.wallace.edu or jdoe9876@wallace.edu). The default password will be !WCC followed by the student's birthday in six (6) digit format (MMDDYY) (Ex: Birthday December 1, 2002 would be !WCC120102). If you have change your password for any other GovNET system (Blackboard, OneACCS, Campus Computers, Campus WiFi, etc.), that password will be the same password for all systems. Remembering this important information is a great way to ensure student success at Wallace Community College

2. Students are expected to be knowledgeable of and abide by policies covered by the Code of Student Conduct found in the current *Wallace Community College Catalog and Student Handbook*. These policies include, but are not limited to, dishonesty, destruction of property, possession of firearms (The College does not allow the unauthorized possession of firearms in buildings or classrooms.), consumption of alcoholic beverages or controlled substances, obstruction or disruption of instruction, and lewd, obscene, licentious, or indecent conduct. Smoking or use of any tobacco product on any College property is prohibited.

3. CONSUMER COMPLAINT INFORMATION

Wallace Community College believes that all students should have easy access to a process for resolving conflicts, complaints, or grievances. Several policy and procedural statements are contained in the *Catalog and Student Handbook*. <https://catalog.wallace.edu/sites/default/files/wallace2021-july21.pdf>

Any member of the College community who believes that he or she has been the victim of sexual harassment or any other form of discrimination, may bring the matter to the attention of any academic or administrative officer on any campus or instructional site.

Title IX Coordinator:

Ms. Shaletha Barnes-Blackmon, Wallace Campus (Student Contact) —334-556-2511

Ms. Keyashia Sheppard, Wallace Campus (Employee Contact) – 334-556-2519

504 Compliance Officer:

Ryan Spry, Wallace Campus—334-556-2587

ADA Compliance Officers:

Terri Ricks, Sparks Campus—334-687-3543, Ext. 4270

Ryan Spry, Wallace Campus—334-556-2587

4. Integrity of Learning Environment. An instructor has the obligation to maintain order in the classroom to preserve the integrity of the learning environment. If a student's behavior disturbs or otherwise interferes with instruction, the student will be asked to leave the class. The student may be allowed to return to the next class meeting after consultation with the instructor and a third party. The third party may be another faculty member, division director, or a dean. The instructor may have a consultation with the division director and the Dean, Student Affairs and Sparks Campus to determine if the student should appear before the Judiciary Committee.

5. Disciplinary Action by Faculty Members. With regard to a matter of academic dishonesty in taking a college course, the College's respective faculty members are authorized to administer certain appropriate disciplinary action. If a given faculty member has substantive evidence of a student's having committed, attempted to commit, or solicited an act of cheating, plagiarism, or any other form of academic dishonesty, the faculty member shall have the authority to (1) impose a grade of "F" for the respective assignment or test; (2) impose an "F" for the respective course; (3) require that an assignment be redone or a test be retaken; (4) impose other similar sanctions designed to preserve academic integrity. The faculty member shall not have the right to suspend or expel a student. That authority is reserved for the Dean, Student Affairs and the College Judiciary Committee. If the faculty member believes that the improper conduct should be subject to greater punishment, or additional punishment, then the case should be referred to the Dean, Student Affairs for disciplinary review. In any situation where a student is alleged to have committed academic dishonesty of any nature, the faculty member making the allegation shall within three (3) working days after the alleged wrongful act or the faculty member's first knowledge of the act, give the student written notice of the allegation and give the student the opportunity to respond to each allegation made. The student shall have a maximum of three (3) working days to respond to any allegation made. No disciplinary grade imposed by a faculty member shall be considered final unless and until the student has been given written notice of the alleged wrongdoing and the opportunity to respond. It is not necessary that the student give a response for a grade to be finalized, only that the student has been given an opportunity to respond and that the instructor give due consideration to any response which is made. Each instructor shall keep a confidential file of any and all written allegations of academic dishonesty and all actions taken with regard to such allegations. Any student against whom a sanction is imposed by a faculty member as a result of an allegation of academic dishonesty shall have the right to appeal the sanction to the dean, student affairs. The appeal must be filed with the Dean within five (5) working days after the student is first made aware of the date that the decision has been made to impose a sanction and must include: (1) a copy of the faculty member's written allegations of academic dishonesty; (2) a statement of the sanction imposed; (3) the dates on which the student received the written allegation and on which the student responded to the allegation; (4) the nature of the student's response to the faculty member concerning the allegation; and (5) the rationale for the appeal of the sanction. The student shall have the option of admitting to the dean, student affairs the act of academic dishonesty and proposing an alternative sanction or denying that academic dishonesty has been committed.

The Dean, Student Affairs shall, within fifteen (15) working days after receipt of the appeal, issue a report by which the Dean will (1) affirm the sanction; (2) overrule the sanction; or (3) modify the sanction. The Dean shall not overrule or modify any sanction imposed by a faculty member except where there is a compelling and substantial academic or legal reason for doing so.

If the Dean, Student Affairs determines that the student or organization is not guilty, the student or group will be cleared of all charges. If the student or organization is found guilty, the Dean, Student Affairs will delineate appropriate sanctions on a Wallace Community College Sanction Agreement. Upon administration of the Sanction Agreement, the student or organization will be offered the opportunity to select one of the following options:

1. Sign the Sanction Agreement indicating acceptance of the sanctions imposed and waiving all rights to appeal; or

2. Sign the Sanction Agreement declining the opportunity to accept the sanctions imposed and request to appeal the decision before the Judiciary Committee. Appeal requests must be made in writing within five (5) working days to the dean, student affairs. Students wishing to request that academic integrity issues be heard by the Judiciary Committee must follow steps 7-11 of the Disciplinary Procedures by Staff and Judiciary Committee section in the current Wallace Community College Catalog and Student Handbook.

Any student or organization who fails to sign the Sanction Agreement as stated herein shall be deemed to have waived all rights to further appeal and the sanctions imposed by the Dean, Student Affairs will be final.

ADDENDUM

HEALTH PRECAUTIONS

Students should NOT come to campus if they

- Have a fever of 100.4 degrees or above;
- Are experiencing any of the **other symptoms of COVID-19** (these include shortness of breath, chills, sore throat, new loss of taste or smell); or
- Have been exposed to someone in their household diagnosed with COVID-19, tested for COVID-19 (but not received results), or with symptoms of COVID-19.

PROTOCOL FOR STUDENTS TESTING POSITIVE FOR COVID-19 TEST

- Send an e-mail to all instructors that includes the following information:
 - Student name
 - Student number
 - Date student started exhibiting symptoms
 - Date student tested positive for COVID-19
 - Date you were last on campus
 - Picture of the positive diagnosis
 - Phone number that student can be reached

The instructor will contact the student by e-mail or phone for additional information.

PROTOCOL FOR STUDENTS COMING INTO CLOSE CONTACT WITH SOMEONE WHO HAS BEEN DIAGNOSED WITH COVID-19.

- Send an e-mail to all instructors that includes the following information:
 - Student name
 - Student number
 - Date you came into close contact with the person who tested positive for COVID-19
 - Picture of the positive COVID-19 diagnosis of the person you came into close contact with
 - Last date student was on campus
 - Phone number that student can be reached

The instructor will contact the student by e-mail or phone for additional information.

REMOTE INSTRUCTION

In the event Wallace Community College – Dothan should experience the need for all in-person classes to transition to remote instruction due to the pandemic or any other event, an addendum to this syllabus will be provided. The addendum will provide details pertaining to the college, department, and/or program's remote instructional plan to complete the necessary theory, lab, and/or clinical to meet the course objectives necessary for successful course completion in a remote environment. For further information concerning this, please contact the course instructor.