

College Syllabus Policies and Procedures

I. Attendance

FOR ALL CLASSES:

Years of research have shown that consistent class attendance and participation are connected to academic success. In addition, regular and punctual attendance at all scheduled classes and activities is expected of all students and is regarded as integral to the course. Calhoun Community College students are responsible for all coursework, exams, and assignments made or due from the first day of class, regardless of when the student registers for the course. Students are expected to attend class on time and are expected to remain in class for the duration of the published class time. The attendance policy applicable to specific instructional programs may be more restrictive than the College policy. These policies may be influenced or driven by the requirements of external agencies.

Each student is directly responsible to the individual professor for absences. 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.

Examples of activities by a student that count as attendance include but are not limited to:

All Classes:

- Physically attending a class where there is an opportunity for direct interaction between the instructor and students.

Distance Learning Classes:

- Submitting an academic assignment.
- Taking an exam, an interactive tutorial, or computer-assisted instruction.
- Attending a study group that is assigned by the instructor.
- Participating in an online discussion directly related to the course content.
- Emailing an instructor to ask a pertinent question about the academic subject studied in the course.
- Attending a class virtually in a hyflex class or synchronous online format.

Activities that **cannot** be used for attendance:

- Logging into an online class without active participation.
- Sending an email that is not academically related or posting an introduction to a discussion forum.
- Participating in academic counseling or advisement.

With official documentation, the college considers the following circumstances as **excused absences**:

- Military personnel who are involuntarily called to active or reserve duty to include annual training and emergency situations,
- Individuals called for jury duty, and
- College-related events which the student is required to attend by the club sponsor and which have been approved by the appropriate Dean.

Students need to communicate with instructors prior to absences where possible. Make-up work will be accepted for these excused absences as well as other circumstances outlined in each course syllabus.

Consequences of Non-attendance

Students receiving financial aid or on scholarship who do not attend during the first week of class will be dropped from the course for non-attendance. Students receiving financial aid or on scholarship in an online section who do not submit an assignment or complete the required activity during the first week of class will also be dropped from the course for non-attendance.

Students are responsible for the knowledge, skills, and abilities not acquired due to absences. If a student has excessive absences and is in danger of failing a course, the student should consult with their instructor.

Final Examination Attendance

Attendance at final examinations is mandatory. Final exams are given in all academic subjects at the end of each semester following an examination schedule published by the College. Students who must miss a final examination have the responsibility of notifying their instructors to make arrangements to take the final examination on an alternate date, preferably ahead of time. This is accomplished by filling out a form entitled "Permission to Alter Final Examination Schedule" which may be obtained in divisional/departamental offices. The faculty member retains one copy of the form and the student retains one copy. Faculty members should not change the published class examination schedule without prior approval from the Dean or designee.

II. Withdrawal Policy

Students who wish to withdraw from a course(s) after the drop/add period may do so by logging in to MyCalhoun and withdrawing from the course. Students may withdraw from a course(s) with a grade of "W" after the drop/add period until the withdrawal deadline. The "W" will be posted on the official transcript and will not be used in computing the GPA. The specific date can be found in the current semester's Important Dates on the website under [Semester Information](#).

Withdrawing from a course could adversely impact financial aid. Students who receive Financial Aid or Veteran's benefits should contact financial aid for more information and to determine the impact on satisfactory academic progress.

Request for Emergency Withdrawal

A student who requests a withdrawal from a course or courses after the last published date to withdraw from a course must complete an Emergency Withdrawal Form. This request is based on extenuating circumstances that prevented the student from completing the withdrawal process during the scheduled time. Students must provide documentation to support their request. If approved, the student will receive a grade of "W" for the requested course(s). An emergency withdrawal will not alleviate any outstanding financial obligation to the college. The Emergency Withdrawal form can be accessed from the student services page of MyCalhoun Portal. **If a student withdraws from a course, this could adversely impact financial aid.** Students who receive Financial Aid or Veteran's benefits should contact financial aid for more information and to determine the impact on satisfactory academic progress.

III. Accommodations

Disability Accommodations - If you have a disability for which accommodations may be required in this class, please contact the Center for Student Disability, Counseling, & Support Services at ada@calhoun.edu as soon as possible to discuss your needs and request accommodations with the College. The Center for Student Disability, Counseling, & Support Services will work with students and faculty to arrange academic accommodations and adjustments for students whose accommodations requests have been approved. The Center for Student Disability, Counseling, & Support Services is located on the Decatur campus in the Chasteen Student Center Room 220, and on the Huntsville campus in the Sparkman Building Advising Hallway. The Center can be reached at ada@calhoun.edu or 256.306.2630.

Pregnancy Accommodations - In alignment with Title IX of the Education Amendments of 1972, Calhoun Community College provides reasonable accommodations to students who are pregnant, have recently experienced childbirth, and/or have medical needs related to pregnancy or a pregnancy related condition. A pregnant or parenting student experiencing related medical conditions may request accommodations through the Center for Student Disability, Counseling, & Support Services, via the Title IX Coordinator, Dr. Brandon R. Brown, Sr. at brandon.brown2@calhoun.edu or 256.306.2630.

IV. Title IX

Calhoun Community College faculty are committed to helping create a safe and open learning environment for all students. If you (or someone you know) have experienced any form of sexual misconduct, including sexual harassment, sex discrimination, sexual assault, dating or domestic violence, or stalking, know that help and support are available. The College strongly encourages all members of the community to take action, seek support, and report incidents of sexual misconduct to the Title IX Coordinator. Please be aware that faculty members are required to disclose information about suspected or alleged sexual harassment or other potential violations of Title IX Policy to the Title IX Coordinator, Dr. Brandon R. Brown, Sr.; or Deputy Title IX Coordinator, Ms. Kim Gaines. If the Title IX Coordinator or Deputy Title IX Coordinator receives information about an incident, they will reach out to offer information about resources, rights, and procedural options as a member of the campus community. You are not required to respond to this outreach.

For more information about reporting options and resources at Calhoun Community College, please visit [Title IX](#).

V. 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 [Catalog and Student Handbook](#).

VI. Student Dress and Hygiene Code

Calhoun Community College expects all students to use mature judgment in their dress and hygiene while on campus. One of the major objectives of our college is to help students prepare themselves to obtain and maintain professional employment. Students may be required to dress appropriately for the occupations and professions for which they are training. Students are expected to maintain

good personal hygiene conducive to a learning environment. Therefore, all instructors must make interpretations of proper dress and hygiene for their classroom setting. Instructors have the right to refuse students into class for poor hygiene or clothing/property that is considered obscene, degrading, offensive, or demeaning. Any student who needs assistance in these areas, including the use of the Professional Attire closet or the Calhoun Cupboard, please see the [Calhoun Cares](#) page on the website.

VII. 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 Code of Conduct found in the Student Handbook for the definitions of cheating and plagiarism. It is available at [Catalog and Student Handbook](#).

VIII. Artificial Intelligence Usage

Artificial intelligence (AI), including generative artificial intelligence tools like ChatGPT, is a rapidly changing field with multiple applications. Calhoun Community College recognizes these applications may pose challenges with maintaining academic integrity. Instructors, working in conjunction with their respective Department Chairs and Deans, will clearly state expectations for AI usage in their individual courses; students are required to know and follow the expectations for each class. As a general expectation, these tools should be used only with explicit and clear permission of each individual instructor, and then only in the ways allowed by the instructor. Violation of a class's AI policy is considered academic dishonesty. *Students who are unsure of policies regarding generative AI tools are encouraged to ask their instructors for clarification.*

IX. Honorlock

If you are taking an online course or if the course must be changed to online:

- Honorlock will proctor your exams. Honorlock is an online proctoring service that allows you to take your exam in a secure online format. Honorlock is available 24/7, and all that is required is a computer, a working webcam/microphone, your ID, and a stable internet connection. Suggestions for testing space include a table or desk in a quiet corner of your home or a small room at a nearby library. The testing center on either of our campus locations is always a viable option. To make arrangements to utilize the testing center, please contact your instructor during the first week of class.
- To get started, using Google Chrome, download the [Honorlock Chrome Extension](#).
- When you are ready to complete an assessment, log into your Canvas account using **Google Chrome**, go to your course, and click on your exam. Clicking "Launch Proctoring" will begin the Honorlock authentication process, where you will take a picture of yourself and show your ID. During the authentication steps, you may be prompted to complete a room scan. This is a test-taker authentication step in which you will be asked to perform a 360-degree scan of your environment with the computer or webcam to confirm the integrity of the testing environment. Honorlock will be recording your exam session through your webcam and microphone and recording your screen. Honorlock also has an integrity algorithm that can detect search-engine use, so please do not attempt to search for answers, even if it's on a secondary device.
- Honorlock support is available 24/7/365. If you encounter any issues, you may contact them through live chat on the [support page](#) or within the exam itself. Some guides you should review are [Honorlock MSRs](#), [Honorlock FAQs for Test Takers](#), [Honorlock Knowledge Base](#), and [How to Use Honorlock](#).

X. 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 [Catalog and Student Handbook](#).

XI. Communication

Calhoun Community College will communicate campus-wide information via Microsoft Outlook. This is the official method by which students will receive information related to enrollment at Calhoun. Students have an Outlook e-mail account, which can be accessed from the Calhoun.edu website. Please log on to the website - www.calhoun.edu, and select MyCalhoun. Follow the steps outlined on the page to log into MyCalhoun Experience. Please contact the I.T. Help desk if you have questions at 256-306-2700 or hdt@calhoun.edu.

XII. Tutoring

STAR INSTITUTE –DECATUR and HUNTSVILLE **FREE TUTORING**

The STAR Institute on the Decatur Campus is in **Chasteen Student Center Room 230**.

STAR Huntsville is in the **Sparkman Building, Room 206**, beside the Student Center. Many resources are provided including one-on-one tutoring in most subject areas. Students can also attend group study sessions. Please see Calhoun.edu/star for hours of operation. For more information, call (256)306-2594 in Decatur or (256)713-4882 in Huntsville. Tutoring appointments can be made by using the TutorTrac button in the MyCalhoun portal. Visit our website at <http://calhoun.edu/student-resources/tutoring> for information and directions.

XIII. General Education Student Learning Outcomes

- **Communication:** Graduates will be able to express ideas or thoughts with written words or spoken language.
- **Critical Thinking:** Graduates will be able to solve problems by making a reasoned conclusion.
- **Information Literacy:** Graduates will be able to find, evaluate, and use various forms of information effectively and ethically.
- **Quantitative Reasoning:** Graduates will be able to analyze problems, including real world scenarios, through the application of mathematical or other quantitative concepts and skills, including interpretation of data.