

## PIKES PEAK COMMUNITY COLLEGE: INSTITUTIONAL SYLLABUS

### **Academic Honesty, Plagiarism and Student Conduct:**

Pikes Peak Community College places the highest value on academic honesty and integrity. Students who disregard that value deprive themselves of the learning experience they have invested in and will need for future success. You are expected to always do your own work. Academic dishonesty includes, but is not limited to: submitting material prepared by someone else as your own; plagiarism (passing off another person's ideas, writings, etc., as your own); cheating on tests by using unauthorized materials; having someone else take an online test for you; sharing your work or test answers with another student to submit as his/her own. If you are unclear on what counts as academic dishonesty, please consult with your instructor.

If it is proven that you have been academically dishonest, you will receive a grade in accordance with the instructor's policy (for example, a zero grade for the test/assignment, up to an automatic failing grade in the course). In addition, academic dishonesty is a violation of the PPCC Student Standards of Conduct, which is a report will be made to the Dean of Students for possible disciplinary action under the Colorado Community College System Student Disciplinary Procedure (SP 4-30).

Disciplinary action may occur for any standards of conduct violations, including in-class behavior which disrupts the instructor's ability to teach and other students' ability to learn. Please review the PPCC student conduct policy in the college catalog, or online at <http://www.ppcc.edu/student-conduct>.

### **Accreditation**

The College is accredited by The Higher Learning Commission.

### **Americans with Disabilities Act (ADA) Academic Accommodations**

Any student eligible for and needing academic accommodations due to a disability is encouraged to speak with the ACCESSibility Services (AS) Team. The following link provides additional information: PPCC ACCESSibility Services webpage. You can email [ppcc.access@ppcc.edu](mailto:ppcc.access@ppcc.edu) or contact AS at 719.502.3333.

Reasonable accommodations are determined through an interactive process that involves the student and AS specialists. It will benefit students to discuss the implementation of the accommodations with their instructors within the first week of receiving the Instructor Notification of Academic Accommodations that specifies the accommodation(s) to ensure the appropriate provision of their accommodations.

Because accommodations are not retroactive, AS recommends that students request for reasonable accommodations before the first week of class. However, all students are welcome to make accommodation requests at any time during the semester. Self-advocating for reasonable accommodations is the responsibility of the student. Students

and Faculty are encouraged to contact ACCESSibility Services for information and assistance at any time.

### **Assessment**

The faculty and staff at PPCC are committed to student learning and success. Therefore, students may periodically be asked to participate in an assessment activity for their program or department, or for the college. These activities might include taking a test, providing a writing sample, or speaking on a topic. They are designed to help faculty improve programs and teaching strategies and to promote student growth. For more information, go to <http://www.ppcc.edu/academics/assessment/>.

### **Campus Closure and Alternate Instructional Delivery**

Due to circumstances beyond our control (ie: natural disasters, extreme and extended inclement weather, pandemics, etc.) the college may change modes of instructional delivery to best accommodate student learning and academic success. If, for example, on-campus classroom instruction becomes unavailable or impossible (due to circumstances beyond our control), instruction may be delivered and provided online.

### **Classroom Attendance Policy**

Individuals not enrolled in a class are not permitted to sit in the classroom while the class is in session. Faculty members are required to take attendance and anyone not on the class list will be asked to leave the classroom. The only exception to this procedure is for specially trained interpreters necessary for disabled students. Children are not permitted in classrooms during class meeting times.

### **Classroom Recordings**

#### **Students Recording**

Students may record a class or discussion, including in-person or online classes and discussions, if one or both of the following conditions have been met (see System President's Procedures 19-50):

- The student has an approved disability accommodation, and/or
- The student has a received written permission from the person teaching the class.

#### **Faculty/Instructors Recording**

Faculty and instructors may record class sessions, including in-person or online classes and discussions. Students should be informed if classes will be recorded. Class recordings by faculty/instructors are for the use of that specific class, unless otherwise approved.

### **Covid Guidelines and Mask Requirements**

- Please do not come to campus if you are experiencing any covid-related symptoms. All students, regardless of vaccination status, are expected to remain off-campus if they are symptomatic. Do not dismiss any symptom as too minor to report
- If you experience any symptom(s) of COVID-19, learn you have tested positive for COVID-19, or if anyone in your household is exposed & you are experiencing covid symptoms, please remain off-campus or leave campus immediately if you have

already come to campus, fill out the PPCC COVID Report Form, and inform your instructor. Please include a copy of your test results if you are willing to share them with the College.

- If you are reporting exposure to a COVID-positive person and are NOT reporting any symptoms, please provide proof of vaccination with your PPCC COVID Report Form to facilitate a prompt clearance process. We are required to verify vaccination status for anyone wishing to be exempt from quarantine requirements following an exposure. Again, if you are experiencing any symptoms, you will need to remain off-campus even if you are fully vaccinated. Depending on case volume, we will respond to your report on within 1-2 days.
- National and local health officials have emphasized the importance of mask wearing as a means of lowering transmission of COVID-19. Thus, regardless of vaccination status, all students, employees and visitors are required to wear masks indoors on all campuses. This includes classroom and laboratory spaces. Students may briefly remove masks for the purposes of eating and drinking.
- Masks will be provided for anyone without one.
- Students requesting an exemption to the mask requirement due to temporary or long-term disabilities or medical conditions may contact Accessibility Services.

### **Course Evaluation**

Students are responsible for evaluating their course and instructor. Evaluations for all classes are completed online at <http://eval.ppcc.edu>. The evaluation will become available shortly after the midterm point; look for announcements in the campus email and on the ppccConnect homepage. Faculty and administrators use the responses to improve classes and programs, and individual instructors use them to improve their teaching. Evaluations are anonymous. Instructors will not see the responses until they have submitted grades, and they will not be able to match responses with individual students.

### **Grading**

See the current PPCC Catalog at <http://www.ppcc.edu/app/catalog/current/academic-standards.htm> for important information regarding academic standards and the grading system that applies to this course.

Withdrawals: Drop with a refund is possible during the first 15% of the semester. An official withdrawal may also be initiated by the student through 80% of the term resulting in a grade of "W". A "W" grade has no credit and is not computed in the GPA. If you simply stop attending without officially withdrawing, a grade based on the total points earned will be assigned to you at the end of the semester as per the grading policy listed in the syllabus. This will usually result in an F on your grade report and may not be changed to a W once it is issued. Consult a current class schedule or the PPCC calendar for the exact dates. NOTE: Your instructor cannot withdraw you; timely withdrawal is a student responsibility. NOTE: Military and Veteran students must also adhere to their respective services' GI Bill benefit

guidelines. Veterans withdrawing from a course should contact the MVP office immediately to avoid owing back money to the VA.

**Incomplete Grades:** An incomplete will be issued only if the student has completed more than 75% of the course requirements and has an emergency that cannot be resolved prior to the end of the semester. An incomplete is rarely issued and may pose some risk to your GPA. ALL remaining work must be satisfactorily completed by the contracted date prior to the end of the next semester or a grade of F will be issued for the course. An Incomplete (I) grade may be removed only when the remaining class objectives are completed by the date indicated on the "Incomplete Course Agreement" form or no later than the end of the next full 15-week semester. [NOTE: Active Duty Army soldiers are required to have incompletes completed within 110 days of the end of the term. The resulting change of grade is made by the instructor of record and is approved by the appropriate instructional division dean. Course work not completed within the allotted time will be assigned a Failing (F) grade. Students may not re-enroll in a class in which an incomplete grade is pending, since according to the College's definition of enrollment, they are still enrolled.

### **Grade Change Requests**

A change of grade (other than from an Incomplete) is permitted only as a result of faculty/instructor or administrative error in calculating, posting, or recording a grade. A student has one full year from the time in which the grade was issued to submit a written request for a grade reevaluation to the faculty member. Any student who wishes to pursue a change of grade must exhaust the following options in sequence.

Grade review with faculty/instructor. If no resolution is reached or satisfactory explanation given, then:

Review by department chair. If no resolution or satisfactory explanation, then:

Review by division dean or assistant dean. If no resolution is reached or satisfactory explanation given, then:

Review by the Vice President for Instructional Services or the appointed Assistant to the Vice President for final resolution.

### **Student Concerns**

Examples of instructional or course concerns deal with instructor behavior, class policies, and unfair expectations or demands. Any student who wishes to pursue an instructional concern must exhaust the following options in sequence.

The student must meet with the instructor and attempt to resolve the problem. If no resolution,

The student must state the concern in writing and meet with the Department Chair (in the case of an adjunct instructor) or Dean/Associate Dean (in the case of a faculty member). Departments may require specific documentation. Please contact the appropriate division. If no resolution,

The student will meet with the Dean. If the student contests the Dean's decision, he/she must submit the request in writing to the Office of the Assistant to the Vice President for Instructional Services. The request should include documentation of everything that the student wants considered in the decision. The Dean will also submit all written documentation and recommendations. The Vice President for Instructional Services or a designee will notify the student of the decision in writing. This decision will be final.

### **The Learning Commons**

The mission of the Learning Commons is to promote student persistence by reinforcing the importance of supplemental support, collaborative inquiry, and independent learning. **Library, Technology, and Tutoring Services** have merged to allow for increased efficiency and effectiveness in partnering with students to develop lifelong learning strategies. *Students can access computers, participate in workshops, or request academic assistance from tutors, faculty, and librarians to meet the academic demands of your courses.* There are a variety of other services and resources that can improve the overall student experience at PPCC. For more detailed information about services, we invite you to explore the Learning Commons or visit the website: <https://www.ppcc.edu/learning-commons>. For immediate assistance call: 502-2400 (Library Services) or 502-3444 (Tutoring Services).