

# INSTRUCTIONAL POLICIES

## ACADEMIC DISHONESTY

copying or paraphrasing without a reference to the original source) will not be tolerated. The penalty will be receiving a (0) for that assignment without any possibility of make work or alternative assignments. Additionally, according to the Student Handbook, acts will be considered a severe infraction and carry a possible sanction of suspension in semester (strength) or expulsion.

are expected. All arrangements for completing homework are to be made with the instructor. It is the course concerned as well as loss of grant refunds and/or financial aid eligibility.

- x Regular semester day and all night classes Academic students missing a class more than twice the number of times it meets in a week during a semester will be dismissed from that class due to excessive absences. For example in classes meeting three times a student may only allow be absent six times during the semester.
- x Summer day classes Academic students are allowed only two absences during any summer day term.
- x Weekend classes A student should not be absent from any part of a weekend class. O extreme circumstances may a student be excused by the instructor for missing any portion of a weekend class session.
- x *Health Science Programs Attendance Policy* Students enrolled in Health Science programs are limited to one (1) absence for a one semester credit hour course; two (2) absences for a two (2) semester credit hour course; and three (3) absences for a course receiving three (3) semester credit hours or more. Three (3) tardies will be recorded as an absence. Absences greater than the listed above result in the student being dropped from the course. Refer to the Health Science Policy and Procedure Manual for further information.
- x *eLearning Attendance Policy* Coahoma Community College is a member of the Mississippi Virtual Community College (MSVCC), which allows students to take online classes that are taught by CCC instructors (provided classes), as well as classes that are taught by instructors from the other community colleges (hosted classes). Each college will have its own policies. At the beginning of the classes, the instructor must communicate with the student by documented class policies his/her

Online classes are intended to accommodate the needs of individual student by allowing the student to complete and submits assignments by the due dates. However, upon the third missed assignment, the instructor may request that the student is dropped from the online class.

CCC eLearning defines attendance in eLearning online courses as active participation in course learning activities. Logging into a course does not count as active participation in the course.

4-week, 8-week and 15-week classes: Attendance will be measured weekly and should be based upon documentable engagement with the course content

documentable engagement with the course content within the timeframe allowed.

--4-week term: End of the 5<sup>th</sup> day of the term

--8-week term: First week of the term

--15-week term: First 2 weeks of the term

#### Recording Attendance

Attendance for all eLearning courses should be recorded on the MyCCC attendance portal for all

If anyone other than the instructor assigned to the course records attendance into the ET Attendance Tool, the instructor assigned to the course will be required to electronically sign the Audit Roster in the ET to ensure audit verification.

Note: The determination of exactly what constitutes a learning activity is left to individual institutions and their instructors. However, learning activities should demonstrate participation in the course. Participation in these learning activities should be used when determining a last date of attendance that is reported to consortium members.

Students who miss six consecutive days will be automatically withdrawn from the course (based on the LQVWUXFWRU·V UHTXHVW \$Q '1μ JUDGH ZLOO EH UHFRUGH

### INCLEMENT WEATHER POLICY

In the event of inclement weather, the President may cancel classes. Students are advised to listen to the TV or radio for an announcement or check the college website. Absence without an official school closure is treated as an unexcused absence unless a change is made for the student to travel. Attendance is recorded the first day after a student registers.

### STUDENTS CALLED TO ACTIVE DUTY

Any student called to active duty who has completed at least ¾ of the semester and is in good standing with the institution has the option to leave the college pursuant to this policy, without his/her class standing effected, and without refund of any fees or tuition and shall have the option of receiving full credit for each enrolled course with the grade earned at the time he/she was called into active duty.

### TARDY POLICY

A student is considered tardy if he/she is later than 10 minutes arriving to class. Three tardies constitute one absence.

### EXAMINATIONS

Mid-term and final examinations are scheduled and appear on the Academic Calendar. All students are required to take a written examination at the time designated on the academic calendar.

### ELEARNING PROCTORED EXAMINATIONS

#### 1. Proctored Examinations for Learning Courses

All Coahoma Community College provided classes must administer at least one to two proctored exams (assessments) for a 3 credit hour course. All courses such as orientation, seminar, activity courses and science laboratory courses must also administer to two proctored exams or assessments. For example, biology lecture will have a proctored exam and biology lab will have a proctored exam. Non labs do not require a proctored exam or assessment.

- x Proctored exams or assessments are compulsory and weighted at least 25% of WKH VWXGHQWV· JUDGH ,I PRUH WKDQ RQH SURFW ZHLJKW FDQQRW H[FHHG RI WKH VWXGHQWV· JUD assessment must be administered after the student has completed at least 80% of the coursework.

- x Students cannot receive a passing grade (A, B, C, or D) if he or she does not take the proctored exam (s). If instructors give two proctored exams, the student must take both of them.
- x If a student does not take the proctored exam (s), the student will have the same amount of time designated in the syllabus for the instructor. If special time frames are given, the instructor should send an email to that student and the director of Education Outreach for documentation. When the student takes the proctored exam, the same weight will apply to determine the final grade for that student.

## GRADE SCALE FOR HEALTH SCIENCE PROGRAMS

Grading scales for Health Science Programs are based on the 4.0 system. Grading scale variations are based on statewide requirements and best practices as follows:

Grade Scale for Associate Degree Nursing Program		
Grade	Scale	Quality Points
A <sup>2</sup> Excellent	93-100	4.0
B <sup>2</sup> Good	85-92	3.0
C <sup>2</sup> Average	77-84	2.0
D <sup>2</sup> Poor	70-76	

E: This grade will be assigned when a student has attended class regularly and completed assignments but whose attendance and work are not sufficient quality to receive a passing grade.

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Please note that the procedures contained in this policy are not intended to be used to address possible discrimination on the basis of race, color, sex (including sexual harassment), religion, creed, age, handicap, national origin, or status as a veteran. Employees or students wishing to pursue claims of such discrimination must report them directly to the Office of the Vice President for Human Resources, located in the Vivian M. Presley Administration Building, in room 100A.

As related to employees, disputes over salary or rates of pay or disputes over a supervisor or manager's evaluation of job performance or professional competence, will not ordinarily be considered a grievance. The Office of the Vice President for Human Resources Department will determine whether or not a dispute is within the scope of this policy.

The grievance procedures set forth below may be invoked by employees or students. This grievance policy is in place for current employees and students at the College. Contract renewals or former students are not subject to review under the grievance policy.

### Non-Retaliation

An employee or student who files a grievance in good faith shall not be subject to retaliation for making or pursuing such claims. Likewise, an employee or student providing evidence in the grievance process shall not be subject to retaliation for their participation in the grievance process.

As related to an employee, if the evidence reveals that any of the parties involved in the grievance process may recommend disciplinary action, including, but not limited to, demotion, suspension, termination or other of employment for the offending party or parties.

As related to a student, if the evidence reveals that any of the parties involved in the grievance process may recommend disciplinary action, including, but not limited to, suspension, expulsion or other actions for the offending party or parties.

### THE GRIEVANCE PROCESS

Note: The deadlines established by the grievance process are intended to promote a speedy and fair outcome for all concerned. If compliance with a deadline is not practical or reasonable in the circumstances, the individual or party who cannot comply with the deadline should request an extension.

and/or participation of WKH & ROOHJH·V (PSOR\HH 6HUYLFHV 'HSDUWP achieving a satisfactory result.

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Enrollment and Student Services. For instructional vacancies, the student should see the  
Instructional Dean to coordinate the meeting, and/or to provide guidance or participation in the



grievance statement may be provided to the person(s) directly involved in or implicated by the event(s), incident(s) or situation(s) forming the basis of the grievance, and to other appropriate College personnel by the Employee Services Department, Director of Enrollment and Student Services or Instructional Dean.

Step 3-- 7 K H & R O O H J S e r v i c e s D e p a r t m e n t or the Director of Enrollment and Student Services or Instructional Dean will conduct an investigation to collect pertinent information relating to the grievance, which may include individual discussions with the employee grievance and the person(s) involved in or implicated by the grievance, based upon the availability of the individuals. This investigation should be concluded within ten (10) business days after the filing of the grievance, unless additional time for investigation is needed in the circumstances, to include, but not limited to, an employee or student with documented disabilities. Appropriate written statements may be obtained from witnesses and/or from person(s) involved in or implicated by the grievance.

Step 4 ² \$ I W H U W K H L Q Y H V W L J D W L R Q K D V E H H Q F R Q F O X G Employee Services Department or Director of Enrollment and Student Services or Instructional Dean shall promptly convene a meeting with the employee or student the grievance, the person(s) directly involved in or implicated by the event(s), incident(s) or situation(s) forming the basis of the grievance, and other personnel, as is appropriate, to review the situation and to discuss a possible resolution of the grievance that is acceptable to all parties, if any. If a mutually agreeable resolution can be achieved H G Q R I X U W K H U D F W L R Q V Z L O O E H W D N H Q E \ W K H the Director of Enrollment and Student Services or Instructional Dean in relation to the grievance.

Step 5 ² If an agreeable resolution cannot be achieved by agreement as described in Step 4), W K H & R O O H J S e r v i c e s D e p a r t m e n t, Director of Enrollment and Student Services or

consent of the hearing officer. It is the responsibility of the aggrieved employee to show that there has been a violation of policy or established practice. If the aggrieved employee or student wishes to obtain testimony from witnesses at the hearing, the names of witnesses must be provided to WKH & ROOHJ Services Department for employees or Director of Enrollment and Student Services or Instructional Dean for students at least seven (7) days prior to the hearing date (to avoid possible scheduling conflicts among witnesses). The privacy of confidential information used in the hearing shall be respected. The aggrieved employee or student to the grievance may submit suggested questions or proposed inquiries of witnesses, in writing, to the hearing officer at the time of the hearing, and the hearing officer may, at his or her discretion, ask the questions or pursue the proposed inquiries at the hearing, if they are deemed by the hearing officer to be relevant. An audio recording or stenographic record of the hearing will be maintained. If an audio recording of the hearing is made, a copy of the recording may later be requested by the aggrieved employee or student, if an appeal is filed in relation to any determinations or recommendations subsequently issued by the hearing officer.) The hearing officer may consider both oral testimony and written materials, and other evidence. Upon receipt of any written statement or evidence provided by any party to the hearing officer, the hearing officer shall promptly provide the other party with a copy of such materials.

After the close of the hearing, the hearing officer shall issue a report within fourteen (14) business days which contains his or her findings and recommendations, based upon the evidence, information, and testimony presented.

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Director of Enrollment and Student Services or Instructional Dean, with the Board of Trustees  
and/or with other individuals, as is or may be appropriate. The decision of the President