

## Darton State College Course Policies and Information

- **Attendance:** Irregular attendance reduces students' opportunities for success in the course.
  - During the one-week period immediately following the first day of class, each faculty member notifies the Office of Registrar of those students on the class roster who have never attended class or logged into and participated in their online course. The students will be dropped and the course will not appear on the students' permanent academic records. ALSO, Up until midterm or "last day to drop without academic penalty," the faculty member may withdraw any student who has ceased to attend and/or participate, and the student will receive a grade of "W" on their academic record. After midterm or "last day to drop without academic penalty," faculty can continue to withdraw any student who has ceased to attend and/or participate; however, the student will receive a grade of "WF" on their academic record. The student is responsible for understanding that withdrawal or faculty withdrawal may result in loss of financial aid and that failing to properly withdraw from a course may result in receiving a failing grade of F for that course.
  - **On campus** - It is the policy of this college that students are expected to attend all of their scheduled classes, laboratories, or clinic sessions when reasonably possible. Some justified and unavoidable absences are expected. Absences in excess of 10% of the sessions scheduled may reduce the grade for the course. A student is expected to account for absences, preferably in advance, to the instructor of the course and, at the discretion of the instructor, to promptly make up the work missed.
  - **Online** - Attendance in online classes may be verified in terms of log-in and log-out times, time spent in a particular unit or other part of online courseware, time spent in chats and online discussion, quality and quantity of chat and online discussion content, quality and quantity of e-mail, quality and quantity of course work, test participation, and other considerations. Distance learning courses at Darton State College are instructor-led classes, not independent study, or correspondence courses. Students are expected to engage actively in the course content, participate in student-teacher and student-student communications, and complete assignments and tests according to the requirements and schedule of the course instructor. Failure to participate, communicate, or meet course requirements within the time frame required by the instructor may reduce the grade for the course.
- **Late Work:** Students whose absences cause them to miss a test or any other assignment will receive a grade of 0 until the work is made up. The instructor may refuse to accept late work or may reduce the amount of credit required for the late assignment. Both make-ups and other assignments turned in late must be arranged with and approved by the instructor. The responsibility of making arrangements for this work rests with the students--not with the instructor.
- **Individual Conferences:** Instructors carry many responsibilities that require them to be out of their offices, sometimes even during posted office hours. Students needing assistance or clarification regarding class work should make appointments for

conferences with their instructors.

- **Academic Honor Code and Plagiarism and Cheating Policy:**
  - For more information, please review the Academic Honor Code at <http://www.darton.edu/HonorCode>.
    1. The receiving or giving of unauthorized assistance in the preparation of any assignment is prohibited.
    2. The taking or attempt to take, stealing, or otherwise procuring in an unauthorized manner any material pertaining to the education process is prohibited.
    3. The selling, giving, lending, or otherwise furnishing to any unauthorized persons the questions and /or answers to any examination known to be scheduled any subsequent date is prohibited.
    4. The fabricating, forging, falsifying of lab, test, or research results or sources is prohibited.
    5. Plagiarism is prohibited. Themes, essays, term papers, tests, and other similar requirements must be the work of the student submitting them. When direct quotations are used, they must be indicated, and when the ideas of another are incorporated into the paper or assignment, they must be appropriately acknowledged, in the format required by the instructor.
    6. Turning in the same work for one class that you turned in to a previous instructor or for a course in which you are currently enrolled without the express permission from both instructors to do so is prohibited.
    7. Plagiarism for each class will be determined according to the guidelines set forth in the appropriate style handbook required for the course.
    8. Failure to abide by these policies may result in an action from the instructor, academic dean, the Vice President of Academic Affairs, or the Academic Honor Code Committee.
- **Turnitin:** In a commitment to the integrity of the academic process, Darton State College affirms the importance of academic honesty as defined by the Student Handbook. Faculty may require electronic submission of essays, papers, or other written projects through the plagiarism detection service Turnitin (<http://www.turnitin.com>). Turnitin is an online plagiarism detection service that compares submitted papers for textual similarity, reports the percentage of similarity, and provides links to those specific sources. Instructors may then use this information to make a final judgment on whether submitted work has been plagiarized. Turnitin retains a copy of the submitted work in the Turnitin restricted access database; however students retain all copyright on original course work. The use of Turnitin is subject to the Terms of Use agreement posted on the Turnitin.com website. A student may request in writing to have his or her work exempted from this process; however, the student will need to provide additional research documentation and attach additional materials (to be determined and clarified by the instructor) to help the instructor assess the originality of the submitted work.
- **Disability:** Darton State College complies with both the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (Title II). All students with a documented disability are strongly encouraged to register with the Disability Services Office at the time of making application. Any information provided regarding a student's disability is kept separate from the student's permanent file. Students must self identify and provide

current documentation in order to receive academic accommodations. Upon the student's request, the Coordinator of Disability Services will work with the faculty to devise reasonable classroom accommodations. System accommodations require approval from the Regents Center for Learning Disorders. Students need to be aware that rules of conduct and attendance policies apply to ALL students regardless of disabilities. Students with questions and/or needs relating to either of the Acts should contact the following person(s) on campus:

- a. Academics: Coordinator of Disability Services
  - b. Facilities: Director of Plant Operations, ADA/504 Compliance Officer for Facilities
  - c. Employment: Director of Personnel, ADA/504 Compliance Administrator
- **Code of Conduct:** Darton State College has a dual responsibility to its students. One responsibility is to furnish them with academic knowledge. The other is to help the student grow and develop into mature and worthwhile citizens of the community. Policies for disruptive behavior and other topics devoted to student conduct can be found in full in the Darton State College Student Handbook, available online at [http://www.darton.edu/Documentation/2011-2012\\_Handbook.pdf](http://www.darton.edu/Documentation/2011-2012_Handbook.pdf). Hard copies of the Student Handbook are distributed through the Student Services Office of the Albany campus of Darton State College. Online students are held to the same code of conduct as students in traditional classroom courses.
  - **Policy for Writing Across the Curriculum:** Writing is an integral skill that is required for all careers and professions. Because students need to be proficient writers, Darton State College is committed to ensuring that students who attend Darton State College have the competencies and skills necessary to properly and effectively communicate with the written word. One way to ensure that students are exposed to writing throughout their college experience is to incorporate Writing Across the Curriculum as a required component in each course.
  - **Darton College's Alcohol and Drug Policy:** Darton State College is in compliance with the US Department of Education's Drug Free Schools and Community Act Part 86. Please review information about Darton State College's alcohol and drug abuse policy and sanctions, available community resources, and associated health risks at [http://www.darton.edu/current/stu\\_aff/counseling.php](http://www.darton.edu/current/stu_aff/counseling.php).
  - **Steps for Acquiring Academic Assistance:** When you have questions about course content and need assistance, begin taking the following steps as soon as possible:
    1. Contact your instructor by e-mail, phone, or in person during office hours. Instructors want you to do very well in the course and will do everything they can to help you succeed.
    2. Spend at least 10 hours working in the appropriate lab or center. (This step is not required for courses with no corresponding lab or center.)
    3. See your instructor to complete a form to request a tutor. Tutors will be assigned only to students who have written documentation they have completed the first two steps.
  - **Mandatory Evaluation of Faculty by Students:** Student evaluations of faculty are mandatory. You have not completed your course until you have completed your course evaluation. Course evaluations are important for accreditation purposes; course and curriculum improvement; and instructor evaluation. The faculty and administration

appreciates your taking the time to fill these out. The evaluation system has been designed so that no identifying information can be connected to a specific evaluation form. In order to ensure that all students have participated in the evaluation process, CourseEval is able to track student compliance but individual student comments or evaluations are not viewable. This process exists to keep a record of students who have completed evaluations. You will receive additional information from your instructor concerning the evaluation process.

- **Veterans and active-duty military personnel:** Veterans and active-duty military personnel with special circumstances are welcome and encouraged to communicate these, in advance if possible, to the instructor and are encouraged to contact the Office of Military and Adult Education at (229) 317-6538 or [military@darton.edu](mailto:military@darton.edu) for further assistance.