



## North Central State College SYLLABUS SUPPLEMENT

### College Procedures/Policies:

Attendance Requirements: All students are required to attend all scheduled classes and examinations. Each faculty member has the right to establish regulations regarding attendance that he/she considers necessary for successful study.

Students who do not attend classes may be administratively withdrawn from those classes. However, failure to attend classes does not constitute withdrawal, and students are expected to process a formal withdrawal through the Student Records Office in Kee Hall.

### Student engagement requirements:

Student engagement is based on the “active pursuit” of learning which can be measured by class attendance, class participation (in class or online), taking required quizzes/examinations, and submission of work assignments or papers. Student engagement consists of a student attending at least 60% of the class sessions (there should be attendance throughout the term) and/or completing 75% of the assignments listed on the syllabus at the midpoint in the term. **Exceptions can be made when there is on-going communication between the student and faculty member.** The communication must be documented and the faculty member and student must be in agreement regarding the exception. Students not meeting the expectation will be administratively withdrawn from class. If a student believes he/she was administratively withdrawn in error, he/she may file an appeal. Being administratively withdrawn may have program and financial aid implications.

Academic Misconduct is any activity that tends to compromise the academic integrity of the college, or subvert the educational process. Examples of academic misconduct include, but are not limited to:

1. Violation of course or program rules as contained in the course syllabus or other information provided to the student; violation of program requirements as established by departments and made available to students.
2. Plagiarism including, but not limited to, submitting, without appropriate acknowledgment, any written, visual or oral material that has been copied in whole or in part from the work of others (whether such source is published or not) even if the material is completely paraphrased in one’s own words. This includes another individual’s academic composition, compilation, or other product, or a commercially prepared paper. Plagiarism also includes submitting work in which portions were substantially produced by someone acting as a tutor or editor.

Such practices constitute plagiarism regardless of motive. Those who deny deceitful intent, claim not to have known that the act constituted plagiarism, or maintain that what they did was inadvertent are nevertheless subject to penalties when plagiarism has been confirmed.

3. Cheating and dishonest practices in connection with examinations, papers and projects, including but not limited to using unauthorized notes, study aids or information on an examination; obtaining help from another student during an examination; taking an exam or doing work for another student; providing one’s own work for another student to copy and submit as his/her own; or allowing another student to do one’s work and then submitting the work as one’s own. Also included would be altering a graded work after it has been returned, then submitting the work for re-grading; or submitting identical or similar papers for credit in more than one course without prior permission from the course instructors.

4. Fabrication including but not limited to falsifying or inventing any information, data or citation; presenting data that were not gathered in accordance with defined appropriate guidelines, and failing to include an accurate account of the method by which data were collected.
5. Obtaining an Unfair Advantage including, but not limited to stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorized by the instructor; unauthorized collaborating on an academic assignment; taking, hiding or altering resource material; or undertaking any activity with the purpose of creating or obtaining an unfair advantage over another student's academic work.
6. Aiding and Abetting Academic Dishonesty including, but not limited to providing material, information or other assistance to another person with the knowledge that such aid could be used in any of the violations stated above, or providing false information in connection with any inquiry regarding academic integrity.
7. Alteration of Grades or Marks including but not limited to, action by the student in an effort to change the earned credit or grade.

In addition, cases of academic dishonesty may involve photocopied materials. Materials used may fall under the Copyright Act. Violations of said Act may subject the user and/or the College to sanctions.

#### Grade Appeal Process

(A) The formal process may be used only for grading issues that impact the final course grade. For example, if a student disagrees with a grade given on a particular assignment but changing the grade on that particular assignment will not affect the student's final course grade, then the issue is not appropriate for a formal appeal. In this situation, the student may lodge a verbal or written complaint about the instructor's grading practices with the department assistant dean, but may not file a formal course grade appeal.

(B) Students may not file a formal course grade appeal during the semester. Grading issues that remain unresolved during the semester may become the basis for a formal course grade appeal once the semester has ended and a final course grade has been assigned.

(C) Level 1. The student must initiate the appeal process by first discussing the action that is the source of the disagreement with the following college employees in the preferred order listed below:

- (1) Course Instructor
- (2) Assistant Dean in the division in which the course is offered

(D) Level 2. In the event that an acceptable resolution is not found through discussions with each of the above individuals, the student may file a formal appeal. The formal appeal is initiated once the student completes and signs the "Request for Academic Appeal" form and submits the form and supporting documentation to the dean in the division in which the course is offered.

- (1) Supporting documentation should include:
  - (a) A copy of the syllabus
  - (b) A copy of the graded assignment on which the formal course grade appeal is centered, if it available
  - (c) A portfolio of the student's other graded work from the course, including papers, projects, homework, tests and other assignments, if these materials are available
  - (d) Any other documents the student believes are relevant to the resolution of the course grade appeal

(2) All formal Academic Appeals must be filed by the end of the semester following the semester in which the course was taken, including summer. The Academic Appeals process will be handled in a timely manner, depending on the availability of information related to the appeal. Academic appeal decisions will be rendered no later than six (6) weeks after the Request for Academic Appeal form is submitted to the dean.

(3) The division dean will investigate the allegation made by the student. Meetings will be held with the student and the faculty member. Each party may have an appropriate campus representative at the meeting, but this person cannot speak for the individual. A written decision of the findings will be sent to both parties involved.

(E) Level 3. The final level of appeal is to the chief academic officer who will respond in writing within four (4) weeks of receiving the appeal. The decision of the Chief Academic Officer is final.

[Statement on Disabilities](#): Any student who requires reasonable accommodations related to a disability should inform the course instructor and the Coordinator of Specialized Services (Room 144A in Kee Hall; phone 419-755-4727). The Student Accessibility Handbook can be found at [http://ncstatecollege.edu/wp-content/uploads/downloads/student\\_services/Student-Accessibility-Handbook.pdf](http://ncstatecollege.edu/wp-content/uploads/downloads/student_services/Student-Accessibility-Handbook.pdf)

Students who encounter difficulty in any of their courses are encouraged to visit the Tutoring Resource Center (Room 119 in Fallerius Technical Education Center) for tutoring assistance, and the Student Success Center (Room 136 in Kee Hall) for academic assistance, advising services, referrals for personal counseling and/or Disability Services.

Students who would like to request classroom accommodations related to pregnancy should contact the office of Disability Services to learn more about their rights and responsibilities. The disabilities office is in Kee Hall Room 144A, Phone Number 419-755-4727, Email [dheestand@ncstatecollege.edu](mailto:dheestand@ncstatecollege.edu)

[Statement on Withdrawals](#): As a student, you are expected to attend class. If you are unable or choose not to attend class, or if for whatever reason you are unable to keep up with the requirements of a course, you need to officially drop the class at the Student Records Office. Refund dates and withdrawal dates will vary slightly from term to term. Contact the Student Records Office for applicable dates. Additionally these dates are posted on the academic calendar available on the college's website, [www.ncstatecollege.edu](http://www.ncstatecollege.edu), under the Academics heading on the home page and are available at the Student Records Office in Kee Hall,. Students should go to the Student Records Office (Room 142 in Kee Hall) to process their withdrawal from any class.

If you choose to walk away from your class without officially withdrawing from it, the faculty member teaching the class must grade your classroom performance on the material available to him or her. This normally results in an "F" grade. An "F" grade can lower your grade point average considerably depending on the total credits accumulated.

### [Honors College](#)

The North Central State Honors College will provide enhanced learning opportunities for talented students in both academic and career programs in an effort to enable them to develop to their fullest potential. Additional information can be found at <https://ncstatecollege.edu/honors-college/>

### [Advising](#)

All students will have an assigned advisor while attending North Central State College — first a Success Coach, then an Academic Liaison, and finally a Faculty Advisor. This three-tiered advising approach ensures that students will successfully stay on path towards achieving their personal, educational and career goals. For additional information go to <https://ncstatecollege.edu/student-services/academic-advising/>

### [Student Records](#)

Student Records has the responsibility of protecting the content of a student's educational record. Educational records are defined as those records, files, documents and other materials, which contain information directly, related to the student and are maintained by the College. Additional information and forms can be found at <https://www.ncstatecollege.edu/cms/student-records>

Additional information can be found on the website regarding the following topics.

[Code of Student Conduct](#)

[Campus Policies and Procedures](#)

[Safety and Security](#) For emergencies, call 911 or Campus Security at 419-755-4346

[Surviving an Active Shooter](#)

[Non-discrimination Notice](#)