

## **SDCCD IMPORTANT INFORMATION FOR SYLLABI**

Please include the following information in your syllabi for Fall 2009:

- *It is the student's responsibility to drop all classes in which he/she is no longer participating. (for online classes).*
- *It is the student's responsibility to drop all classes in which he/she is no longer attending (for on campus classes).*
- *It is the instructor's discretion to withdraw a student after the add/drop deadline (include date) due to excessive absences.*
- *Students who remain enrolled in a class beyond the published withdrawal deadline, as stated in the class schedule, will receive an evaluative letter grade in this class.*

**Attendance:** *If the final grade in a class is affected by attendance (active participation in the class), it must be stated in the class syllabus as follows:*

- *The final grade in this class will be affected by active participation, including attendance, as follows: (instructor to define specifically how attendance, including participation, will affect final grade in the class.)*

### **Credit/No Credit**

*Beginning Fall 2009, the title "credit/no credit" will change to "pass/no pass" in accordance with Title 5, section 55022.*