

San Diego Community College District

IMPORTANT INFORMATION FOR SYLLABI

Please include the following information in your syllabi:

Attendance/Absences

- *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 (A, B, C, D, F).*

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)*

Remember that attendance cannot be one of the standards for class grades, however participation can include the corresponding class points for participation.

Advisory for Faculty

When establishing expectations for participation/attendance it is strongly recommended that the "reasonableness" test be applied. In other words, if the classroom expectations for participation were challenged by a student, how would a jury of peers respond? It is also important that expectations are applied consistently and fairly for all students.

Examples of questionable practices:

- Marking a student absent for being less than 5 minutes late (any number of unforeseen circumstances could have happened)
- If the class total for participation points is 5 points, then marking off 2 points for being late for one class period is not reasonable. The standard should be spread out over the total number of class meetings in a reasonable manner.
- Marking a student absent for leaving class to take a call on their cell phone (we don't know the nature of the call)
- Marking a student absent for not bringing a textbook to class

If you have any questions regarding expectations for class participation please consult your dean.

Courses Requiring Strenuous Physical Activity

This course requires students to participate in strenuous activities including heavy lifting and climbing. If you have a medical condition that may limit your participation in strenuous activity please bring it to the attention of the instructor immediately to discuss possible accommodations.

Cheating/Plagiarism

Students are expected to be honest and ethical at all times in the pursuit of academic goals. Students who are found to be in violation of Administrative Procedure 3100.3 Honest Academic Conduct, will receive a grade of zero on the assignment, quiz, or exam in question and may be referred for disciplinary action in accordance with Administrative Procedure 3100.2, Student Disciplinary Procedures.

Student Code of Conduct

- Students are expected to adhere to the Student Code of Conduct at all times. Students who violate the Student Code of Conduct may be removed from class by the faculty for the class meeting in which the behavior occurred, and the next class meeting.
 - **For online classes:** Student access to class is removed for one week (5 instructional days).
- Acceptance of make-up work during the removal.
 - [Specify whether you will or will not accept make up work, since it is at the discretion of the instructor].
- Incidents involving removal of a student from class will be reported to the college disciplinary officer for follow up.
- The Student Code of Conduct can be found in Board of Trustees Policy, BP 3100, Student Rights, Responsibilities, Campus Safety and Administrative Due Process posted on the District website at: <http://www.sdccd.edu/public/district/policies/index.shtml>

Accommodating Students with Disabilities:

- For an online or hybrid course, consider this statement in your syllabus – “I have made every effort to make this course accessible to all students, including students with disabilities. If you encounter a problem accessing anything in this course, please contact me immediately by email and also contact the college’s Disability Support Programs and Services (DSPS) Office.”
- For a face-to-face course, include these statements in your syllabus:
 - Students with disabilities who may need academic accommodations are encouraged to discuss their authorized accommodations from Disability Support Programs and Services (DSPS) with their professors early in the semester so that accommodations may be implemented as soon as possible.
 - The faculty member will work with the DSPS Office to ensure that proper accommodations are made for each student. By law, it is up to the DSPS Office, through the interactive process with the student, to determine which accommodations are appropriate, not the instructor. This includes accommodations in a clinical setting.
 - Students that need evacuation assistance during campus emergencies should also meet with the instructor as soon as possible to assure the health and safety of all students.
- Instructors may contact DSPS if they have any questions related to authorized accommodations in their classroom.
- In accordance with Title IX, absences due to pregnancy or related conditions, including recovery from childbirth, shall be excused for as long as the student’s doctor deems the absences to be medically necessary. Students must notify the instructor in a timely manner and shall be afforded the opportunity to establish make up work or other alternative arrangements. If a student elects to withdraw from the course on or after census, a “W” shall be assigned and the district will work with the student to ensure that the W is not considered in progress probation and dismissal calculations.

For more information, you may contact the DSPS Office on your campus or the website at <http://dsps.sdccd.edu/> or refer to Administrative Procedure, AP 3105.1 Academic Accommodations and Disability Discrimination for Students with Disabilities.