

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE

COURSE SYLLABUS

PART 3 of 3

ACADEMIC INTEGRITY

Because academic integrity is the cornerstone of the College's commitment to the principles of free inquiry, students are responsible for learning and upholding professional standards of research, writing, assessment, and ethics in their area of study. The policy regarding academic integrity, which include topics such as academic dishonesty, plagiarism, cheating, fraud, and misconduct, is strictly enforced and can be found in the current catalog.

DISABILITY SERVICES

Consistent with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), Southern West Virginia Community and Technical College ensures that qualified individuals with disabilities are afforded equal opportunity to participate in its programs and services. Reasonable modifications in policies, practices, and procedures are affected to assure equal access to individuals with disabilities. Each semester a student needs academic accommodations, the qualified student is required to work with Disability Services to ensure academic needs are met in a reasonable time. New and returning students must request accommodations each semester through Disability Services.

Disability Services offers resources and coordinates reasonable accommodations for students with disabilities and/or temporary health conditions qualifying for accommodations or adjustments. Reasonable accommodations are established through an interactive process between the student, the faculty member, and Disability Services; and only those adjustments or accommodations granted by Disability Services are recognized by the College. It is the policy and practice of Southern to create inclusive and accessible learning environments consistent with federal and state law.

See the current catalog for more information.

EMERGENCY NOTIFICATION PROCEDURES

If an emergency arises in this classroom, building or vicinity, your instructor will inform you of actions to follow to enhance your safety. As a student in this class, you are responsible for knowing the location of the emergency evacuation route or shelter. If a College official orders us to evacuate the classroom or building, proceed in an orderly manner to your emergency assembly area. Campus Crisis Management Team members will be wearing a red or yellow vest. Please follow their directions.

- **Dial 911** from all campus phones to activate emergency services.
- *Southern's Emergency Flip Chart* should be periodically reviewed and referenced for all emergencies. These are located near all campus phones.

- Become familiar with *Southern's Emergency Plan* which can be found on the web by clicking on the Emergency Plan link (<https://www.southernwv.edu/emergency-plan/>) on the bottom of the home page.
- **Fire alarms** mean to immediately evacuate the building and proceed to your emergency assembly area. Do not stand near any exit or in the path of a responding emergency vehicle.
- An **all hazard warning** via our phone paging system will provide you with the appropriate emergency response.
- **Shelter in place** means seeking immediate shelter inside the building. This course of action may need to be taken during a weather emergency, a natural disaster, a release of hazardous chemicals in the outside air, or a civil disturbance.
- If there is a **disturbance or active shooter** and you are directed to exit, leave all your belongings behind, keep your hands above your head with nothing in them. Classroom doors can be locked from the inside if you decide it is not safe to evacuate. Turn off the lights, close the blinds and move away from exposed areas.
- Enroll in **Southern Alerts** to receive notifications of emergencies at Southern. You can choose to be contacted by an email, other than your Southern email, mobile phone, text messaging and/or by social media. Enroll on the link (<https://www.southernwv.edu/current-students/technology-services/>) found on Southern's homepage, <https://www.southernwv.edu/>.
- Follow Southern on Facebook and/or Twitter for announcements.

INCLEMENT WEATHER

Unusual situations, such as severe weather, may require that Southern delay, cancel classes or close the institution. Announcements regarding such delays, cancellations or closings will be posted on the college web site and announced through selected local media, including radio and television stations, as well as social media. Students are individually responsible for decisions regarding safe travel. Students should notify the instructors in advance of an expected absence due to inclement weather.

SSCONNECT

Students may connect with Student Services and Business Office employees immediately Monday through Thursday from 9:00 AM to 5:00 PM using SSConnect. For students with a Zoom account, use the SSConnect link (<https://zoom.us/my/ssconnect>) to connected with Student Success Advisors, Financial Aid Counselors, Business Office employees, the Registrar, Gear Up, TANF, and more.

Students who do not have a Zoom account can phone 1.646.876.9923, Meeting ID: 949 650 1957 for the same services listed above.

General information regarding SSConnect can be found at <https://www.southernwv.edu/ssconnect/> .

STUDENT CONCERNS

Should students have any concerns regarding the course or instructor, they should attempt to discuss their concerns with the instructor of that class. Should students feel

that their concerns were not adequately address after visiting with the instructor, the students should contact the Program Coordinator or Dean. If students are dissatisfied with the results of these discussions, a formal student grievance can be initiated.

STUDENT GRIEVANCE PROCEDURE

The purpose of the Student Grievance Procedure shall be to provide equitable and orderly processes to resolve any differences or disputes between a student and a staff or faculty member about College policies or learning activities affecting the student. This may include, but is not limited to, grading, instructional procedures, class attendance policies, instructional quality, and other situations where the student believes they are being treated unfairly or arbitrarily.

The student with a grievance must first discuss the grievance with the staff or faculty member involved. Every reasonable effort should be made by both parties to resolve the matter at this level. The initial conference must occur within ten (10) class days of the event, or, if a grade appeal, within ten (10) class days after the start of the subsequent academic term not including summer sessions.

If the student continues to be dissatisfied with the results of step one, they may, within five (5) class days after the conference with the instructor or staff member, file a written appeal with the immediate supervisor of the individual instructor or staff member involved. The supervisor may attempt a resolution satisfactory to the parties involved, but if no agreement is reached, they will refer the matter to the Chief Student Services Officer. The Chief Student Services Officer will work with all parties to create a Student Grievance Committee and conduct a Student Grievance Hearing.

See the current catalog for more information.

TITLE IX

In accordance with Title IX of the Educational Amendments of 1972, Southern prohibits unlawful sexual harassment against any participant in its education programs or activities. Sexual harassment includes quid pro quo (this for that) harassment – including sexual violence – and applies to students, employees, and visitors to campus.

The policy of Southern is to provide an environment free of sexual violence, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment as prohibited by state and federal law. Incidents of sexual misconduct should be reported to the Title IX Coordinator, as outlined in policy.

TUTORING

Tutoring services are available to all registered students (<https://www.southernwv.edu/live-online-tutoring/>) through one of two ways:

1. Schedule an appointment with Southern's Academic Online Tutoring at tutor@southernwv.edu .

2. BrainFuse OnlineTutoring

- From any of your Course Home Pages, click the BrainFuse Online Tutoring link in the right-hand column.

WITHDRAWAL FROM CLASS

The administration of this institution has set deadlines for withdrawal of any college-level courses. These dates and times are published in the current catalog and the Academic Calendar on the College's website. Withdrawal procedures must be followed. It is the student's responsibility to handle withdrawal requirements from any class. Students must complete the proper paperwork to ensure that they will not receive a final grade of "F" in a course if they choose not to attend the class once they are enrolled.

If students who receive Financial Aid withdraw from all classes, or stop attending classes within the first 60% of the semester, the Financial Aid award must be recalculated and may result in the students owing money back to the College.

Students who withdraw **after the 60%** point of the semester, have earned 100% of their financial aid award and no recalculation is required. Please refer to Policy SCP-4356 and the academic calendar for more information and dates.

Prior to course withdrawal, students should contact the Office of Financial Aid to determine if their financial aid award will need to be recalculated.

For additional questions/concerns, contact us by phone at 1-304-896-7060, or via SSConnect at <https://zoom.us/my/ssconnect> .

See the course catalog for more information.

Information presented in this syllabus communicates the course expectations of the faculty instructor, student, and Southern West Virginia Community and Technical College. Southern reserves the right to change, amend, alter, and/or modify the contents of this syllabus as deemed necessary and approved by the College.