

## Policies and Procedures

### **Departmental Policy on Absences**

Students accruing more than three (3) UNEXCUSED absences will/may be withdrawn from the course at the instructor's discretion. It is the student's responsibility to inform instructor when circumstances prevent him/her from attending class. An instructor may lower a student's final grade for a course due to excessive absences.

### **Withdrawal**

*When Withdrawals May Occur:* Course withdrawals may occur at any time after the official reporting date of a semester and up to the established deadline for withdrawals in each semester. The established deadline is listed in the course schedule and on the Web.

*Initiation of Withdrawals:* Withdrawals from a course result in a grade of "W" and may be effected through action taken by the student, the course instructor, or the instructor's immediate supervisor in the instructor's absence. Students who wish to withdraw from specific courses should initiate withdrawal procedures with the Campus Admissions and Records Office prior to the published deadline for withdrawals. Students who are not withdrawn as of the established deadline will receive a performance grade (A, B, C, D, or F). Students must present a picture I.D. to withdraw from the course.

*Incomplete Grades:* The grade of "I" (for Incomplete) may be given by an instructor for a course in which a student is unable to complete all of the objectives for the passing grade. A grade of "I" cannot be carried beyond the established date in the following semester or session. The completion date is determined by the instructor, but may not be later than two weeks prior to the end of the following semester. The Task Force Chair will approve a change from "I" to a performance grade (A, B, C, D, F) for the course prior to or at the deadline. Consideration should be given to course load and job and family obligations when carrying an "I" grade into a new semester for completion. Grades of "I" that are not resolved by the deadline are automatically converted to a grade of "F." In extreme cases, permission may be granted to carry an "I" grade for longer than the following semester or session deadline; this must have the approval of the Dean.

### **Students with Disabilities**

Each ACC campus offers support services for students with documented physical or psychological disabilities. Students with disabilities must request reasonable accommodations through the Office for Students with Disabilities on the campus where they expect to take the majority of their classes. Students are encouraged to do this three weeks before the start of the semester (<http://www.austincc.edu/handbook/toc.php>).

### **Scholastic Dishonesty**

Acts prohibited by the College for which discipline may be administered include scholastic dishonesty, including but not limited to cheating on an exam or quiz, plagiarizing, and unauthorized collaboration with another in preparing outside work. Academic work submitted by students shall be the result of their thought, research or self-expression. Academic work is defined as, but not limited to tests, quizzes, whether taken electronically or on paper; projects, either individual or group; classroom presentations, and homework (<http://www.austincc.edu/handbook/toc.php>).

### **Penalty for Scholastic Dishonesty**

The penalty for scholastic dishonesty is applied according to the procedures outlined in the current Student Handbook (<http://www.austincc.edu/handbook/toc.php>).

### **Drug and Alcohol Free Campuses**

ACC policy and state law prohibit the possession of illicit drugs and drug paraphernalia on college premises. The possession, sale, or use of alcoholic beverages on ACC premises also is prohibited by college policy. Students who violate ACC policy or state law will be subject to disciplinary action and/or criminal prosecution.

### **Freedom of Expression**

Each student is strongly encouraged to participate in class. In any classroom situation that includes discussion and critical thinking, there are bound to be many differing viewpoints. These differences enhance the learning experience and create an atmosphere where students and instructors alike will be encouraged to think and learn. On sensitive and volatile topics, students may sometimes disagree not only with each other but also with the instructor. It is expected that faculty and students will respect the views of others when expressed in classroom discussions.