## COURSE POLICIES GUIDELINES

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<th>ITEM</th>
<th>COMMENTS</th>
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| **1. Basic Course Information**  
  - Course number, title and credit hours  
  - Brief course description | These items must parallel the catalog/official syllabus content, but may be paraphrased. |
| **2. Instructor Information**  
  - Office location  
  - Office hours  
  - Contact info (office phone, e-mail) | You may want to combine these items with item 1 above as a separate handout, updated each term. |
| **3. Course Materials**  
  - Required text(s) and supplies/materials  
  - Optional items | Remember that the textbook is for the students (not the faculty member!) and is expected to be an integral part of the course experience |
| **4. Course Goals/Objectives** | This information must match the official course syllabus, but may be significantly abbreviated or condensed as general goal statements |
| **5. Grading Procedures**  
  - Graded course activities (tests, papers, etc.)  
  - Weighting of graded activities (points, percent, etc.)  
  - Method for determining final grade | Unclear information on these items is the most frequent basis for grade complaints. Unless there are program-wide grading policies, these matters are the prerogative of the instructor, but clarity is essential! Consider suggestions for providing grading flexibility appearing in the *Faculty Handbook*. Also consider a statement regarding the award of incomplete grades – this is the instructor’s choice, not the student’s! See following pages for sample statement. |
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<tbody>
<tr>
<td>6. Course Policies</td>
<td>Attendance policies must be consistent with the college policy (see current catalog). See additional page for sample statement. A reference to the catalog policy regarding academic freedom and student rights and responsibilities must be included (see following pages for wording); handouts for courses with research and writing assignments should probably include the full plagiarism/cheating statement. See following page for sample syllabus statement. Include statement regarding use of Turnitin if applicable to class. See following pages for sample syllabus statements on cell phones and children in classes.</td>
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<td>▪ Attendance, tardies, etc.</td>
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<td>▪ Make-up for exams and other work</td>
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<td>▪ Late papers and other course work</td>
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<td>▪ Children in the classroom</td>
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<td>▪ Classroom conduct</td>
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<td>▪ Plagiarism and cheating</td>
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<td>▪ Student Rights and Responsibilities/Academic Freedom</td>
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<td>▪ Cell phone/pager use</td>
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<td>7. Emergency Disclaimer</td>
<td>A statement describing what happens to course activities and assignments in the case of emergency closure or class cancellation and/or a statement describing the circumstances under which the syllabus may be changed saves confusion for students and protects the instructor’s policies. See following pages for sample statements.</td>
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<td>8. Support Services</td>
<td>The college statement regarding special needs services must be included. See following pages for wording. A reference to the ASC, Math Lab and other tutorial services is encouraged. A short statement with the phone number to the ASC and reference to the college website (<a href="http://learningsupport.nwfsc.edu/">http://learningsupport.nwfsc.edu/</a>) or directions to <a href="http://www.nwfsc.edu">www.nwfsc.edu</a> and click on the “Free Tutoring” button on the right hand side is strongly recommended.</td>
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<td>▪ Services for students with special needs</td>
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<tr>
<td>▪ Learning support/tutorial services (ASC, Math lab, etc.)</td>
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**Required Statements**

**Statement Regarding Accommodations for Special Needs Students**

If you have special needs for which accommodations may be appropriate to assist you in this class, please contact the Office of Services for Students with Special Needs in Building C-1 on the Niceville Campus, or call 729-6079 (TDD 1-800-955-8771 or Voice 1-800-955-8770).

**Statement Regarding Student Rights, Responsibilities, and Academic Integrity**

Students are responsible for adherence to all college policies and procedures, including those related to academic freedom, cheating, classroom conduct, computer/network/e-mail use and other items included in the *Northwest Florida State College Catalog and Student Handbook*. Students should be familiar with the rights and responsibilities detailed in the current *Northwest Florida State College Catalog and Student Handbook*. Plagiarism, cheating, or any other form of academic dishonesty is a serious breach of student responsibilities and may trigger consequences which range from a failing grade to formal disciplinary action.

**Required if Course Uses Turnitin**

Northwest Florida State College subscribes to *Turnitin*, an online plagiarism detection and prevention service. By enrolling in this class, you are consenting to upload your papers to *Turnitin*, where they will be checked for plagiarism. Papers submitted to *Turnitin* are saved as source documents within the *Turnitin* database solely for the purpose of detecting plagiarism in other papers.

**Required if Students Must Watch Tegrity Videos**

This course employs lecture capture software to provide you with videos of your instructor’s lectures/PowerPoints/notes/demonstrations, etc., and you are required to watch these. These videos can be viewed with a standard Internet connection. If your home Internet connection is not adequate, please remember that any NWFSC open lab is available to you. You need only take your own headphones with you.

**Required if Course Uses Social Networking Sites**

This class uses a social networking site to build community and enrich students’ overall experience. Participation in this site is optional and not a required element of the class; all essential course information will be presented in the classroom or in D2L, Tegrity, etc., depending on the class (traditional or distance). The instructor takes careful precautions to safeguard students on the Internet; however, as with many Internet interactions, risks still exist. By choosing to participate in the class’s social networking site, you accept responsibility for the information you post and assume the risks associated with social networking sites.
**Highly Recommended but Not Required**

**Sample Cell Phone/Electronic Communication Devices Statement**

(As this information also appears in the College Catalog, it is considered Board Policy.)

Cell phones, pagers, and other such electronic devices must be turned off during class and lab time. Communication by electronic devices, including but not limited to instant messaging, text messaging, and telephone, during class is strictly prohibited unless expressly designated as part of the learning activities. Use of electronic communication devices during examinations or other graded activities may constitute grounds for disciplinary action. Where emergency or employment situations require access to electronic communication services, arrangements may be made in advance with the instructor. In certain circumstances, (e.g., exams, presentations, etc.), students may be required to temporarily deposit cell phones or other communications devices with the instructor or lab supervisor for the duration of the specific class or activity.

**Sample Statements Regarding Changes to Course Policies**

(Given the strong likelihood of closure due to tropical storm and hurricane conditions, inclusion of one of these three statements is very desirable and can save headaches later on.)

**Option A**

In the event of unusual or extraordinary circumstances, the schedule, requirements, and procedures in this course are subject to change. In such cases, students will be provided with written notice sufficient to plan for and accommodate the changes. If changes to graded activities are required, students will not be penalized as a result of the adjustments, but will be responsible for meeting revised deadlines and course requirements.

**Option B**

In the event of unusual or extraordinary circumstances, the schedule, requirements, and procedures in this course are subject to change. If the college closes for inclement weather or other emergency, any exams, presentations, or assignments previously scheduled during the closure period will automatically be rescheduled for the first regular class meeting held once the college re-opens. If changes to graded activities are required, students will not be penalized as a result of the adjustments, but will be responsible for meeting revised deadlines and course requirements.

**Option C**

In the event of unusual or extraordinary circumstances, the schedule, requirements, and procedures in this course are subject to change. If the college closes for inclement weather or other emergency, the date for any exams, presentations, or assignments due during the closure period will be postponed. A revised schedule will be available at the first regular class meeting held once the college re-opens. If changes to graded activities are required, students will not be penalized as a result of the adjustments, but will be responsible for meeting revised deadlines and course requirements.

**Sample Statement Regarding Class Attendance**

Class attendance is an integral part of the learning process for this course. Students are expected to attend class regularly, as well as to arrive and depart on time. Students with
excessive absences (including tardies) may be withdrawn from the class. Note that although college policy provides for a certain number of class absences, that number covers all types of absences, including absences such as those due to documented illness or other emergency; absences for illness or emergencies are not accommodated in addition to those allowable under the attendance policy. (See College Catalog and Student Handbook.)

(Note that if you allow students to make up work missed as a result of absence, information regarding the conditions under which you allow make-up work should be connected to the attendance statement.)

(Also note that the college policy does not distinguish between excused or unexcused absences; it is neutral with respect to reasons. The policy is designed to provide students with enough flexibility to accommodate minor illness and scheduling problems. The policy is not intended to provide students with “free absences” in addition to other absences for which they may provide doctor’s excuses, etc. If illness requires extensive absence, the student has the option of either withdrawing or requesting a refund.)

Sample Statement Regarding Children Attending Classes

(The full “Children on Campus” Policy Statement appears in the College Catalog.)

As a courtesy to other students and the learning process, students may not bring children with them to class sessions. Health and safety concerns prohibit children from accompanying adult students in any lab, shop, office, or classroom or other college facility where potential hazards exist. If a child-related emergency means you must miss class, contact the instructor as soon as possible to determine your options.

(Note that the Children on Campus policy does permit children to accompany a parent to class on an incidental basis provided advance permission is granted by the appropriate administrator. However, we receive numerous complaints each term about children in classes; it is, after all, an imposition on the rest of the students in the class. Accordingly, we advise strongly against allowing the practice. Once you permit one parent to bring a child into class, you have essentially opened the door to any of your students wishing to do so. While one child may be healthy and well-behaved, the child of the next student may not be.)

Sample Statement Regarding Incomplete Grades

At the discretion of the instructor, an incomplete grade (“I”) may be awarded when the student is unable to finish the required work because of unforeseen extenuating circumstances such as illness or TDY assignment. To receive an “I” grade, the student must have successfully completed a significant portion* of the required coursework and be able to finish the remaining work without attending class. An “I” grade will automatically convert to a grade of “F” if the student does not complete the remainder of the coursework by the established deadline.

* You may want to establish/define this for a given course (e.g., 75% of work completed, or all work completed except final exam and project, etc.). You may wish to leave the definition out and use “significant portion” to provide yourself discretion.

5/31/02; updated 7/19/03; updated 5/05; updated 6/06; updated 7/9/07; 10/07; 3/08; 8/08; 7/09; 7/10