

Course Work Policies

The basic unit for an academic program is the class. The class and the coursework provide an accountable way for students to gain information, wisdom, and skills for life and work. Students and professors work together to achieve growth.

TEXTBOOKS & COURSE MATERIALS

Textbooks are an integral part of the learning process. Professors select textbooks that will properly inform and support the students throughout the course.

Students are expected to read all textbooks and purchase all required course materials. Required materials may be purchased and/or rented at CCCB's bookstore.

ACADEMIC INTEGRITY

Academic integrity is expected of all students. Students are expected to avoid dishonest means to complete assignments and tests. This includes using plagiarism, using past materials, or cheating to improve performance.

Plagiarism

Plagiarism is defined as using anyone else's intellectual property without attribution. This includes copying materials from another student's term papers, the Internet, or print sources without proper attribution. Also prohibited is recycling material from assignments in other courses without the permission of the professor.

When plagiarism is detected, the following steps will ensue. The Professor in conjunction with the V.P. of Academics has the discretion to implement...

1. First Offense- Warning and Redoing the assignment (Perhaps with a grade penalty)
2. Second Offense- Failing the Assignment
3. Third Offense- Failing the Class
4. Fourth Offense (or egregious plagiarism)- Withdrawn from the school.

Cheating

Students are expected to demonstrate integrity by not giving or receiving information during any test or examination, or on any other individual assignment, unless the professor so specifies. Past tests or term papers should not be distributed to other students without the express permission of the teacher. Students wanting academic help may obtain it from the Learning Center, but should not receive course materials from past students in a course. Any student having knowledge of an infraction of this principle should report the infraction to the professor, having first confronted the offender to give them an opportunity to confess.

Penalties for Academic Dishonesty

In any case of academic dishonesty (which could be plagiarism or cheating, the instructor may choose one of the following courses of action:

- Make the student repeat the test or assignment for full or reduced credit
- Give the student a zero on the test or assignment
- Give the student a failing grade for the course
- If egregious, instructor may consult with V.P. of Academics to discuss withdrawal from school.

Once the penalty is assessed, the faculty member will file a written report of the incident with the vice president of academics. Repeated academic dishonesty will result in the suspension or dismissal of the guilty party or parties. Any student accused of academic dishonesty may appeal in writing to the vice president of academics, who will convene the appeals committee to review the case.

LATE OR INCOMPLETE WORK

All work in fulfillment of course requirements is due according to the schedule indicated by the instructor. Late work is generally not accepted by a professor. Here are the guidelines regarding late work.

--Late work receives an automatic 20% grade reduction.

--There is a 10% additional grade reduction for every day work is late after the first late day.

--No work will be accepted beyond five (5) days late.

Caveat: This is the policy without prior arrangement from the professor/instructor due to extenuating circumstances.

FINAL EXAMINATIONS

Students are expected to take their finals at the regularly scheduled times and plan accordingly. Weddings, airline flights, high school graduations, or convenience are not considered valid reasons to reschedule final examinations. Those who do not take the final at the prescribed time may receive a grade of zero.

PETITION FOR INCOMPLETE

If a course has a major assignment which has not been completed by the end of the course, a student may fill out a petition for incomplete form and ask the instructor for an incomplete grade. This request must be made by the last day of scheduled classes for the term. The student is charged a \$50 fee if approved for an incomplete. A grade of "I" is entered when grades are submitted and counts as a zero towards the student's semester GPA. Approved petitions allow work to be submitted within four weeks after the final exams. After that, all incomplete work receives a grade of zero and the final grade is calculated and included in the student's academic record.

REPEATING A COURSE

A student may repeat a course in a later semester. CCCB allows for an unlimited number of classes to be repeated. CCCB also allows a student to repeat a particular course an unlimited number of times. However, grade forgiveness will only be allowed two times per each class repeated. For example, a student who gets an "F" in a particular class may retake the class for a higher grade. The higher grade will replace the lower grade in CGPA calculations. So, an "F" and a "D" could later be replaced by a "C." However, the fourth time a class is taken, the grades will count in CGPA. All grades will appear on the student's transcript and all attempts will be included in the student's PACE. Students who fail a course are encouraged to retake it as soon as possible.