

Wallace Community College Standard Syllabus Information

I. Attendance Policy

A. College attendance policy

1. Students are expected to attend all scheduled class meetings and laboratory sessions for their courses. Students should recognize the academic responsibilities inherent in their college career, especially those of timely arrival and attendance of all classes. The grades of students who miss scheduled exams, unscheduled quizzes, and deadlines for turning in assigned projects or scheduled group projects may be negatively affected by their absence.

Class attendance policies are in effect from the first scheduled class meeting. Faculty members will ensure that their attendance policies are in course syllabi provided to their students. Also, in those course syllabi, or in additional handouts, faculty members will clearly state to students the penalties for absences.

Because of unique circumstances (timing, equipment availability, or faculty schedules) not all missed examinations, quizzes, laboratory work, or projects can be made up. Individual faculty members will make decisions regarding excused absences.

Examples of excused absences include serious illness, a death in the student's immediate family, military obligations, or official College business.

Attendance policies applicable to a specific instructional program may be more restrictive than the College policy. These policies may be influenced by external agencies that oversee curricula in those programs and provide certifications, licensure, or registry opportunities for students and graduates.

Students who do not want to continue attending a class or classes are urged to initiate the withdrawal process. It is the student's responsibility to withdraw from individual courses or from the College. In addition, students will be responsible for repaying any portion of unearned financial aid that results from their withdrawals.

Students who cease to attend classes but do not initiate the withdrawal process will also be negatively affected by their actions. These students will be considered to have unofficially withdrawn from their courses and will receive failing grades for all assignments missed. If students have not completed the withdrawal process by the established withdrawal deadline, they will receive a failing grade for the courses. Faculty members will assign a grade of **F** to such students when they submit final course grades. These students will also be responsible for repayment of any unearned financial aid as a result of their failure to attend. Students who receive a grade of **F** as a result of instructor error will have the opportunity to petition the instructor's decision. Otherwise, the grade of **F** is final.

2. Students who are unable to meet course requirements due to excessive absences are encouraged to withdraw. Official withdrawal must be student initiated and requires completion of the electronic withdrawal process. Withdrawal procedures may be found at <https://www.wallace.edu/admissions/withdrawal-procedures/>. A grade of "W" will be assigned for student-initiated withdrawals prior to the designated date each term. No withdrawals will be allowed after this date.

B. Discipline specific attendance policy

1. (Include policies applicable to specific course and/or discipline. Requirements of external regulating agencies may be addressed here. Unless mandated by an external regulatory agency, course or discipline policies cannot penalize a student's course grade based upon attendance alone. Any grading penalty related to non-attendance must be the result of missed exams, quizzes, project deadlines, etc.)

II. Safety/Health Information (General institutional statement must be included and course specific information may be added)

- A. Wallace Community College has a comprehensive safety plan that covers many possible emergency situations. In case of accidents or other emergencies, students are instructed to advise the nearest faculty or staff member. In the absence of a faculty or staff member, students on the Wallace and Sparks Campuses can locate any College telephone and dial 0 for the Switchboard Operator or call (334) 983-3521 on the Wallace Campus or (334) 687-3543 on the Sparks Campus from a personal phone. Students are to advise appropriate College officials of the nature and location of the emergency and provide other vital information that may be requested. Students will be instructed as to further procedures. Posters and diagrams in each building also provide emergency information, and faculty members are directed to review emergency procedures with students on the first day of class each term. Faculty and staff members sponsoring events outside regular campus hours are responsible for providing emergency procedures and information to participants. Additional information is in the *College Catalog* <https://catalog.wallace.edu/>

B. ADA Compliance

Wallace Community College complies with the Americans with Disabilities Act, 1990. Any student requiring reasonable accommodations under this Act should contact the following ADA Compliance Coordinators:

Wallace Campus

Dr. Ryan Spry
(334) 556-2587
rspry@wallace.edu

Sparks Campus

Ms. Terri Ricks
(334) 687-3543, extension 4270
tricks@wallace.edu

C. Additional College Policies

1. Students are expected to know how to access their Wallace Community College student e-mail address and are encouraged to check it daily. Throughout each semester, WCC sends vital, time-sensitive e-mails regarding admissions requirements, financial aid deadlines, student records, and

campus life events to all students' official WCC e-mail address, therefore, it is imperative students not only know how to log in but that they do so to ensure they never miss messages from the College. To log in, students will find a link to the Wallace Email under the Campus Life & Resources Banner located at the top of the Wallace Community College website. If accessing the website using a mobile device, the Wallace Email link will be located under the Menu button (three dashes). The username includes the first letter of the student's first name, full last name, last four digits of the student A number followed by either @student.wallace.edu or @wallace.edu (depending on the first admission date). Please note: an email from admissions@wallace.edu should have been emailed to the student's personal email account provided the college student e-mail when applying to the College (Ex: jsmith1234@student.wallace.edu or jdoe9876@wallace.edu). The default password will be !WCC followed by the student's birthday in six (6) digit format (MMDDYY) (Ex: Birthday December 1, 2002 would be !WCC120102). If you have changed your password for any other GovNET system (Blackboard, OneACCS, Campus Computers, Campus WiFi, etc.), that password will be the same password for all systems. Remembering this important information is a great way to ensure student success at Wallace Community College

2. Students are expected to be knowledgeable of and abide by policies covered by the Code of Student Conduct found in the current *Wallace Community College Catalog and Student Handbook*. These policies include, but are not limited to, dishonesty, destruction of property, possession of firearms (The College does not allow the unauthorized possession of firearms in buildings or classrooms.), consumption of alcoholic beverages or controlled substances, obstruction or disruption of instruction, and lewd, obscene, licentious, or indecent conduct. Smoking or use of any tobacco product on any College property is prohibited.
3. **CONSUMER COMPLAINT INFORMATION**
Wallace Community College believes that all College constituents should have easy access to a process for resolving conflicts, complaints, or grievances. Several policy and procedural statements are contained in the *Catalog and Student Handbook*. <https://catalog.wallace.edu/student-handbook>

Any member of the College community who believes that he or she has been the victim of sexual harassment or any other form of discrimination, may bring the matter to the attention of any academic or administrative officer on any campus or instructional site. When a complaint has been reported to any of these individuals, the recipient of the complaint will forward the complaint to the Compliance Coordinator.

Title IX Coordinator:

Ms. Shaletha Barnes-Blackmon, Wallace Campus (Student Contact) —334-556-2511;
sblackmon@wallace.edu

Ms. Keyashia Sheppard, Wallace Campus (Employee Contact) – 334-556-2557;
ksheppard@wallace.edu

504 Compliance Officer:

Dr. Ryan Spry, Wallace Campus—334-556-2587; rspry@wallace.edu

ADA Compliance Officers:

Ms. Terri Ricks, Sparks Campus—334-687-3543, Ext. 4270; tricks@wallace.edu

4. Integrity of Learning Environment. An instructor has the obligation to maintain order in the classroom to preserve the integrity of the learning environment. If a student's behavior disturbs or otherwise interferes with instruction, the student will be asked to leave the class. The student may be allowed to return to the next class meeting after consultation with the instructor and a third party. The third party may be another faculty member, division director or associate dean. If repeated disruption occurs upon an allowed return to class, or if the faculty member believes that the improper conduct should be subject to greater discipline, then the case should be referred to the Dean, Student Success and Sparks Campus for disciplinary review and determination if a referral before the Judiciary Committee is warranted.
5. Artificial Intelligence. Generative artificial intelligence (AI) tools should not be used to complete course assignments (e.g. by entering exam or assignment questions, writing prompts, etc.) unless an instructor authorized their use. These tools should be used only with explicit and clear permission of each individual instructor, and then only in the ways allowed by the instructor. Students who are unsure of policies regarding generative AI tools are encouraged to ask their instructors for clarification.
6. Disciplinary Action by Faculty Members. With regard to a matter of academic dishonesty in taking a college course, the respective faculty members of the College are authorized to administer certain appropriate disciplinary action. If a given faculty member has substantial evidence of a student's having committed, attempted to commit, or solicited an act of cheating, plagiarism, or any other form of academic dishonesty, the faculty member shall have the authority to (1) impose a grade of "F" for the respective assignment or test; (2) impose an "F" for the respective course; (3) require that an assignment be redone or a test be retaken; (4) impose other similar sanctions designed to preserve academic integrity. *The faculty member shall not have the right to suspend or expel a student. That authority is reserved for the Dean, Student Success and the College Judiciary Committee. If the faculty member believes that the improper conduct should be subject to greater punishment, or additional punishment, then the case should be referred to the Dean, Student Success and Sparks Campus for disciplinary review.* In any situation where a student is alleged to have committed academic dishonesty of any nature, the faculty member making the allegation shall within three (3) working days after the alleged wrongful act or the faculty member's first knowledge of the act, give the student written notice of the allegation and give the student the opportunity to respond to each allegation made. The student shall have a maximum of three (3) working days to respond to any allegation made. No disciplinary grade imposed by a faculty member shall be considered final unless and until the student has been given written notice of the alleged wrongdoing and the opportunity to respond. It is not necessary that the student give a response for a grade to be finalized, only that the student has been given an opportunity to respond and that the instructor give due consideration to any response which is made. Each instructor shall keep a confidential file of any and all written allegations of academic dishonesty and all actions taken with regard to such allegations. Any student against whom a sanction is imposed by a faculty member as a result of an allegation of academic dishonesty shall have the right to appeal the sanction to the Dean, Student Success and Sparks Campus. The appeal must be filed with the Dean within five (5) working days after the student is first

made aware of the date that the decision has been made to impose a sanction and must include: (1) a copy of the faculty member's written allegations of academic dishonesty; (2) a statement of the sanction imposed; (3) the dates on which the student received the written allegation and on which the student responded to the allegation; (4) the nature of the student's response to the faculty member concerning the allegation; and (5) the rationale for the appeal of the sanction. The student shall have the option of admitting to the Dean, Student Success and Sparks Campus the act of academic dishonesty and proposing an alternative sanction or denying that academic dishonesty has been committed.

The Dean, Student Success and Sparks Campus shall, within fifteen (15) working days after receipt of the appeal, issue a report by which the Dean will (1) affirm the sanction; (2) overrule the sanction; or (3) modify the sanction. The Dean shall not overrule or modify any sanction imposed by a faculty member except where there is a compelling and substantial academic or legal reason for doing so.

If the Dean, Student Success and Sparks Campus determines that the student is not guilty, the student will be cleared of all charges. If the student or organization is found guilty, the Dean, Student Success and Sparks Campus will delineate appropriate sanctions on a Wallace Community College Sanction Agreement Form. Upon administration of the Sanction Agreement, the student or organization will select one of the following options:

1. Sign the Sanction Agreement indicating acceptance of the sanctions imposed and waiving all rights to appeal; or
2. Sign the Sanction Agreement declining the opportunity to accept the sanctions imposed and request to appeal the decision before the Judiciary Committee.

Any student who fails to select "Accept" or "Do Not Accept," and fails to sign the Sanction Agreement shall be deemed to have waived all rights to further appeal and the sanctions imposed will be final.