

Test

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1 Class Policies and Rules

All policies of this class are extensions to the ones already imposed by the Los Rios Community College District and American River College.

1.1 Acceptable Excuses

- Sickness of self with doctor's note, dated and signed.
- Jury duty with a copy of the summon.
- Military duty with a copy of the notice.

1.2 Attendance (quoted from the college catalog)

College students are expected to attend all sessions of their courses. Excessive absence may result in the student being dropped from class by the instructor. *A student may be dropped from any class when that students absences exceed six percent (6%) of the total hours of class time.*

If a student is absent because of illness verified by the Health Center or personal physician, the absence must be excused and the student allowed to make up work missed.

My suggestion: if you are sick enough and/or contagious enough to miss a class, get some form of verification by the campus Health Center or personal physician. Non-verified sickness related absences are not excused.

Note that I am not required to give any warning before removing a student from a class with excessive absences.

1.2.1 Attendance for Online Classes

Attendance for an online class is determined by online access frequency. Absence is defined as the lack of observable activity. For example, in a 16-week full semester class, the duration is $16 \times 7 \times 24 = 2688$ hours. 6% of that is 161 hours, or roughly 6 days. As a result, an interval of at least 6 days between activities is considered excessive absence.

1.2.2 Attendance for Face-to-face/Hybrid Classes

Attendance for a face-to-face or hybrid class that has mandatory face-to-face time is determined by roll taking by a variety of means. Roll can be taken by a roll sheet, an in-class quiz, an exam or other means.

1.3 Classroom and Lab Behavior

- The classroom and lab are facilities provided only for the intended course work.
- Any behavior in the classroom or lab that interferes with teaching or learning is not tolerated. This includes disruption, bullying, excessive chatting and etc.
- No eating or drinking is permitted in the classroom or lab. Food and drink items are to be sealed or closed during a lecture or lab session.
- Non-compliant participants will be asked to leave the classroom or lab. Further non-compliance will result in the involvement of security personnel, and will be reported to the Student Discipline Officer. This can result in suspension or expulsion.

1.4 Conduct code

- Refer to the section “Student conduct code” of the college catalog for a full description. You are expected to read and understand that section prior to the beginning of the second class meeting for a face-to-face class, or 3 days after the beginning for an online class.
- Academic dishonesty is an act of deception in which the student claims credit for work or effort of another person or uses unauthorized material or fabricated information in any academic work. It occurs when students (participate in any activity to) *fraudulently attempt to show possession of a level of competency, knowledge or skill that they do not possess*.
- “Fraudulent” means deliberately deceitful, dishonest or untrue.
- Any academic dishonesty may be reported to administration. An accumulation of reported attempts, possibly from multiple classes, will lead to expulsion from the college.
- All participants involved in academic dishonesty do not receive points for the worked submitted, this includes the person or people who originate the material, but willingly, actively or otherwise knowingly involve in a fraudulent attempt.
- Activities involving academic dishonesty do not count for attendance.
- The instructor may ask suspects to do additional work or explain submitted work in order to determine the legitimacy of submitted work.
- By default, all work (assignments, quizzes, exams) are expected to be completed as follows:
 - Independently: this means without the aide (specific to the work) of anyone during or prior to the activity. This means that acquiring questions or test banks prior to an exam or quiz is considered an act of academic dishonesty.
 - Originally: this means without copying from or significantly deriving from the work of others.