

FULLERTON COLLEGE MATHEMATICS & COMPUTER SCIENCE DIVISION
SELECTED COLLEGE POLICIES

ACADEMIC HONESTY POLICY

Students are expected to abide by ethical standards in preparing and presenting material which demonstrates their level of knowledge and which is used to determine grades. Such standards are founded on basic concepts of integrity and honesty. These include, but are not limited to, the following areas:

1. Students shall not plagiarize
2. Students shall not cheat
3. Students shall not furnish materials or information in order to enable another student to plagiarize or cheat.

Instructors may deal with academic dishonesty in one or more of the following ways:

1. Assign an appropriate academic penalty such as an oral reprimand or point reduction.
2. Assign an "F" on all or part of a particular paper, project, or exam.
3. Report to the appropriate administrators, with notification of same to the student(s), for disciplinary action by the College. Such a report will be accompanied by supporting evidence and documentation.

Repeated violations may result in students receiving an "F" in the course, suspension or dismissal from the College.

AMERICANS WITH DISABILITIES ACT (ADA) STATEMENT

Fullerton College is committed to providing educational accommodations for students with disabilities upon the timely request by the student to the instructor. Verification of the disability must also be provided. The Disability Support Services office functions as a resource for students and faculty in the determination and provision of educational accommodations.

CHILDREN ON CAMPUS

Children are not allowed on campus unless supervised by a parent or guardian. Children may not attend classes or computer labs (unless the course is specifically designed to include children). Children must be supervised so educational activities are not interrupted and may not be left unattended in common areas such as the library, student center, food services area, quad or college parking lots.

EMERGENCY RESPONSE STATEMENT

Take note of the safety features in and around the classroom. Also, please study the posted evacuation routes. The most direct route of exit may not be the safest. Running out of the building during earthquakes may be dangerous. During strong earthquakes, it is recommended to duck, cover, and hold until the quaking stops. Follow the guidance of your instructor. Your cooperation during emergencies can minimize the possibility of injury to yourself and others.

FULLERTON COLLEGE CATALOG AND CLASS SCHEDULE

The *Fullerton College Catalog* and the *Class Schedule* contain a number of policies relating to students that are important to you. Please be sure that you have read these publications thoroughly. You may purchase copies of these publications at the campus bookstore, or you may read them online at the Fullerton College website, www.fullcoll.edu.

GRADE APPEALS

While the instructor is the final authority in determining grades that are assigned to students and that appear in their permanent record, students have a right to inquire how their grade was determined, and a Grade Appeal Procedure is described in the Catalog.

STANDARDS OF STUDENT CONDUCT AND DISCIPLINE POLICY

The standards of student conduct and disciplinary action for violation of Board Policy 5500 were approved by the NOCCCD Board on January 28, 2003, and were drawn in compliance with Sections 66300, 76030, 76033, 76034, 76036 of the State Education Code. Students are expected to respect and obey civil and criminal law and shall be subject to the legal penalties for violation of the city, county, state, and national law(s). Student conduct must conform to Board Policy and college regulations and procedures. As cited in BP5500, "A student who violates the standards of student conduct shall be subject to disciplinary action including, but not limited to, the removal, suspension or expulsion of the student."

Students have an obligation to familiarize themselves with the College's policies, rules and regulations and to conduct themselves in a reasonable, respectful manner, which is conducive toward attaining their educational goal. Upon registration, each student should obtain a copy of the College Policies and Regulations: Standards of Student Conduct and Discipline Policy. Contained therein are the policies approved by the Board of Trustees governing student behavior and the applicable penalties for violations of these policies. Copies are available in the Student Affairs Office, the Office of Equity and Diversity, all division offices, and the Student Services office.

STUDENT COMPLAINTS

Students should attempt to resolve issues directly with the faculty or staff member involved in the complaint. For serious or ongoing complaints, students may file a formal Student Complaint. The process for doing so is described in the Catalog.

WAIT TIME FOR LATE INSTRUCTORS

If, due to unforeseen emergencies, the instructor does not arrive at the scheduled start time for class, students are to wait for fifteen minutes (unless otherwise notified by the division). If they do not receive notification to wait for their instructor to arrive, after 15 minutes the students may leave with no penalty for absence or assigned work due for that class meeting.