

## COURSE POLICIES

### ***Late Work Policy***

**Late work is greatly discouraged.** However, because emergencies do occur I have developed the policy below.

**For emergencies** (serious illness, accidents, natural disasters) E-mail me the information about your emergency and request approval to make up the assignment, or exam. Whenever possible, documentation needs to be provided, such as with a doctor's excuse.

**For all other matters, i.e. work, technical, or other personal issues, please contact me to see whether or not your late work may be accepted.** If it is, **I will impose a per diem late penalty of 5% of the assignment points per day up to four days.** This does not apply to the discussion forums. Discussion forums are an interactive activity and must be completed during the week they are due.

### ***Academic Dishonesty:***

The penalty for cheating or any other form of academic dishonesty including plagiarism will be in accordance with college policy. This can range from receiving a 0 to receiving a failing grade for the course or even expulsion.

### ***University Policies:***

Talladega College complies with the American with Disabilities Act of 1990, which states that qualified students with disabilities who meet the essential function and academic requirements are entitled to reasonable accommodations. It is the student's responsibility to provide appropriate disability documentation to the College. Students should refer to the Jefferson State College Catalog and Student Handbook for the procedure to initiate a request for accommodations.

The college and the Alabama State Board of Education are committed to provide both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, or disability. Such harassment is a violation of the State Board of Education policy. Any practice or behavior that constitutes harassment or discrimination will not be tolerated.

### ***Incomplete Policy***

- A student must request an "I" by completing an Incomplete Contract.
- The student must be passing the course and must have completed at least 50% of the course.
- Lack of participation or poor performance do not justify issuance of an Incomplete grade.
- Incomplete grades will not be assigned unless agreed upon before the course ends. No student contracts will be accepted after the course ends.
- Incompletes are for 60 days. If coursework is not completed in 60 days the student will receive a "F".