

## Syllabus Recommendations

### **Catalog Description:**

Universities often request a copy of a specific syllabus from us to make sure that a class a student took meets certain requirements for transfer/equivalency. Please make sure that the catalog description that you use in your syllabus matches verbatim to what is in the current catalog or course outline of record so that students have no problem getting clearance.

### **Distance Learning Attendance and Non-Participation:**

All students enrolled in a distance learning course must log in to the course and complete any assignment or activity required during the first week. Students who fail to complete first-week assignments/activities within the instructor's deadline **may** be dropped. It remains the case that, "Students are responsible for officially withdrawing from any class or classes in which they no longer wish to be enrolled." (*Taft College Catalog – Attendance Requirements*). **Non-attendance/non-participation DOES NOT release the student from this responsibility.**

### **Course Repetition and Withdrawal:**

Students that have received a course grade of D, F, NP, FW, or W **3 times** will not be permitted to take the course again at Taft College. If extenuating circumstances apply, students may petition to enroll in a course the fourth time. For further information, please contact the Counseling Center at 661-763-7748.

The last day to withdraw from a class **without** a "W" being recorded on your transcript can be found online under the [Deadline for Adding/Dropping Classes](#).

## **Accommodations:**

### **[Sample 1]**

Students with disabilities who believe they may need accommodations in this class are encouraged to contact DSP&S located in the Student Services/Admin Building or call 661-763-7799 for an appointment. It is important to request services as soon as possible to ensure such accommodations are implemented in a timely fashion.

### **[Sample 2]**

Students with disabilities who believe they may need accommodations in this class are encouraged to contact DSP&S (661-763-7799), as soon as possible, to better ensure such accommodations are implemented in a timely fashion. If you presently receive accommodations, please show me your current semester accommodation card *ASAP*. All information will be kept confidential.

### **[Sample 3]**

If you have a disability that may require classroom or test accommodations, please contact DSP&S for verification. Then inform me of your approved accommodations (you must have a current semester Accommodation Card). The DSP&S department is located in the Student Services/Admin building, 661-763-7799. If you think you have a learning disability but are not sure, DSP&S may also be able to assist you. All information will be kept confidential.

### **[Sample 4]**

If you have a verified need for an academic accommodation or materials in alternate media (i.e. Braille, large print, electronic text, etc.) per the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act, please contact me as soon as possible (you must have a current semester Accommodation Card). If you think you have a learning disability but have not had it verified, DSP&S may be able to assist you (located in the Student Services/Admin building, 661-763-7799). All information will be kept confidential.

## **Academic Integrity:**

### **[Sample 1]**

Academic integrity ensures that all students have a fair and equal opportunity to succeed. Any behavior that provides an unfair advantage to one student is unacceptable and will not be tolerated. Each piece of work completed by a student must be solely a reflection of that student's own work or his or her contribution to a collaborative effort.

Academic integrity includes a commitment to not engage in or tolerate acts of falsification, misrepresentation or deception. Such acts of dishonesty include cheating or copying, plagiarizing, submitting another persons' work as one's own, using sources without citation, having another student take your exam, tampering with the academic work of other students, facilitating acts of academic dishonesty by others, etc.

All instances of academic dishonesty will be reported to the Vice President of Student Services for disciplinary action. Sanctions for breaches in academic integrity may range, depending on the severity of the offense, from a grade of "0" on an assignment, project, or test, to an "F" in the course. Severe cases and/or repeat offenses of academic dishonesty may also result in more severe disciplinary sanctions up to and including suspension or expulsion.

As a Taft College student, you are expected to be honest and ethical at all times in your pursuit of your academic goals and adhere to the *Standards of Student Conduct*, [Policy 5500](#).

Further information on your student rights and responsibilities are published in the [Student Handbook](#) available online.

### **[Sample 2]**

Taft College students are bound by the *Standards of Student Conduct*, [Policy 5500](#). In this course, cheating, plagiarism, fraud and/or lying will result in, at a minimum, a grade of "F" for the assignment/project/test with no make up permitted. Any of these infractions may result in an "F" for the course, suspension, or expulsion from Taft College. All instances of academic dishonesty will be reported to the Vice President of Student Services for disciplinary action.

**[Sample 3]**

Honesty and integrity are integral components of the academic process. Students are expected to be honest and ethical at all time in their pursuit of academic goals in accordance with West Kern Community College District [\*Policy and Procedure 5500\*](#), *Standards of Student Conduct*. Any student found in violation of the policy will result in one or more of the following: “F” on the assignment, in the course, or suspension or expulsion from the college. All instances of academic dishonesty will be reported to the Vice President of Student Services for disciplinary action.