

## Course Policies

These course policies may be found on the Beaufort County Community College web page, Faculty Staff Policy Manual and the BCCC Catalog.

**Attendance** - <http://www.beaufortccc.edu/gneral/PDF/catalogbookmrkd.pdf#page=35>

Attendance for distance learning students is calculated according to required assignments and a specified level of contact as determined by the instructor.

**Withdrawal** - <http://www.beaufortccc.edu/gneral/PDF/catalogbookmrkd.pdf#page=34>

In order to withdraw from school, a student must complete the following steps:

1. Complete all required information on the drop/add form.
2. Have the advisor and a member of the counseling staff sign the completed form. (Students receiving financial aid must see the Financial Aid Officer.)
3. Have a member of the Library staff check for outstanding material and, when cleared, sign the form.
4. Return the completed form to the Registrar's Office for final processing.

**Incomplete** - <http://www.beaufortccc.edu/gneral/PDF/catalogbookmrkd.pdf#page=29>

Incompletes are assigned when a student fails to complete the work for a course due to unavoidable reasons. An incomplete which is not removed by the end of the next term becomes an *F*. **The *IP*, *R*, and *WF* grades are used only for developmental classes.**

**Academic Integrity** - <http://www.beaufortccc.edu/gneral/PDF/catalogbookmrkd.pdf#page=56>

Students enrolled at Beaufort County Community College are expected at all times to uphold standards of integrity. Students are expected to perform honestly and to work in every way possible to eliminate cheating by any member of a class.

**Cheating** is an attempt to deceive the instructor in the effort to evaluate fairly an academic exercise. Cheating includes copying another student's homework, class work, or required project (in part or in whole) and handing it in as one's own work; giving, receiving, offering, and/or soliciting information on a quiz, test, or exam; or plagiarism.

**Plagiarism** is the copying of any published work such as books, magazines, audiovisual programs, electronic media, and films, or copying the theme or manuscript of another student. It is plagiarism when one uses direct quotations without proper credit and when one uses the ideas of another without giving proper credit. When three or more consecutive significant words are borrowed, the borrowing should be recognized by the use of quotation marks and proper parenthetical and bibliographic notations. If upon investigation the instructor determines that a student is guilty of cheating or plagiarism, the following penalties will apply:

The student will receive a penalty of no less than zero on the work.

The instructor will submit a written report of the incident to the Dean of Student Services.

The Dean of Student Services will determine whether further disciplinary action will be taken.

All decisions may be appealed for review by the Appeals Committee.

**Student Discipline** - <http://www.beaufortccc.edu/gneral/PDF/catalogbookmrkd.pdf#page=55>

**Special Populations Guidelines** - <http://www.beaufortccc.edu/stdserve/needs.htm>

Beaufort County Community College has a Special Populations Coordinator (SPC) available on a part-time basis to provide consulting and planning strategies for students who have documented special needs. The SPC will coordinate special services such as interpreters for the hearing impaired, note takers, auxiliary aids, testing modifications, and academic planning. A written plan with strategies for students to share with instructors will be developed. Students who feel that they are in need of these services should make an

appointment and bring a copy of current psychological testing (usually from school records). The office is located in Building 9, Room 923 or call 252-940-6351.

**Intellectual Property Policy -**

<http://www.beaufortccc.edu/LRC/Distance/Instructors/PDF/Intellectualprop3.pdf>

**Copyright Policy -**

<http://www.beaufortccc.edu/gneral/FSManual/PDF/FSManualBookmrkd.pdf#page=59>