

Grading System

Students may earn the following grades:

A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F

Numerical Components

A	94-100	C	73-76
A-	90-93	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
C+	77-79	F	0-59

Classroom and Institutional Policies.

Disabilities Statement

If you have a hidden or visible disability, which may require classroom or test-taking modification, please see your instructor as soon as possible. If you have not already done so, please be sure to notify Chris Scarborough, Learning Disabilities Specialist (892-5791).

Attendance Policy

Students are urged to attend all classes and to participate in class discussions. Attendance is taken at the beginning of each class. You are expected to be prompt.

College Withdrawal Policy

Students may withdraw from a class, in writing at the Registrar's Office, for any reason until the end of the 10th week of classes. From the 11th week through the end of the 13th week, a student may withdraw with the signature of the instructor or advisor. Check the college catalog for specific dates. Formal withdrawal eliminates receiving an F for the course.

Plagiarism

Plagiarism is the unacknowledged use of another person's works or ideas in your writing. It is often known as copying word for word. However, even paraphrasing without acknowledgement or using the ideas of your peers garnered from class discussion or a study group is considered plagiarism. Whether it is conscious or unconscious, plagiarism is a serious academic offense. Your writing for this course, and any other course at TRCC, is expected to be original, the product of your own thinking. A student who is determined to have plagiarized will receive an F on the assignment and may fail the course.

Cell Phone Policy

Students are notified that cellular phones and beepers are allowed in class or in the Learning Resource Center only if they are turned off or turned to a silent mode. Under no circumstances are phones to be answered in class. When there are extenuating circumstances that require that a student be available by phone or beeper, the student should speak to the instructor prior to class, so that together they can arrive at an agreement.

*** Students should be advised that anyone who disrupts the learning process of others, or exhibits behaviors that violate college policy, the rules of common courtesy or age appropriate behavior may be asked to leave the classroom. Students who are asked to leave will only be allowed back into the classroom after a conference which will include the instructor, and may include a third person including but not limited to the Dean of Students/Instruction, security or another faculty or staff member.