**KCC Institutional Syllabus**

**KCC Mission**

Klamath Community College provides accessible, quality education and services in response to the diverse needs of the student, business, and community. The College supports student success in workforce training, academic transfer, foundational skills development, and community education.

**KCC Institutional Learning Outcomes (ILOs)**

**Apply Critical Thinking to Problem Solving**

Evaluate information, sources, arguments, opinions, and issues to solve problems.

**Communication**

Create and convey thoughts, opinions, or information by listening, speaking, reading, or writing.

**Community and Global Awareness**

Become informed, open-minded, and responsible people who: are attentive to diversity; understand how their actions affect both local and global communities; address the community's and world's issues collaboratively and equitably.

**Professional Competence and Self – Efficacy**

Apply knowledge, skills, and attitudes to succeed in a profession or academic program; demonstrate confidence and ability to meet personal, social, academic, and professional goals.

**Attendance Policy**

**Classroom Setting** – To maintain enrollment in a course, students must attend all the first week’s class meetings unless they have made specific arrangements with the instructor. Those who don’t meet this requirement may be dropped from the class for non-attendance. Students are also expected to attend all class meetings of the courses in which they are enrolled, and repeat absences may affect a student’s grade.

**Online Setting** - Students must access their online course as early as possible during the first week of the term and complete the designated attendance assignment. Completing this assignment during the first week establishes attendance in the course.

1. **Failure to complete the attendance assignment will result in the student being automatically dropped from the course.**
2. If the date for dropping a course without penalty has passed, the student will receive a failing grade, unless prior arrangements have been made between the instructor and student.
3. A student who seeks an exception to this policy must do so in advance of the absence and/or provide documentation of the emergency that caused it, as determined by the instructor.

This policy includes all modalities of learning: face-to-face, hybrid, and distance education.

**Drop/Withdraw Policy**

The instructor may drop a student for non-attendance during the first week of the term. If for any reason a student must withdraw from this course, it is the student’s responsibility to do so by submitting an online drop form through MyKCC. Or, contact a Student Success Representative in Enrollment Services. This policy includes all modalities of learning: face-to-face, hybrid, and distance education.

[KCC@klamathcc.edu](mailto:KCC@klamathcc.edu) 541.882.3521

A grade of “W” will be assigned if the withdrawal occurs by the **8th Friday of the term** (for **summer term,** the **6th Friday of the term**). If a student simply stops attending rather than officially withdrawing, he or she will receive a grade of “F” for the course. This policy includes all modalities of learning: face-to-face, hybrid, and distance education.

**Satisfactory Academic Progress (SAP)**

To maintain good academic standing aid at Klamath Community College (KCC), a student must meet the Standards of Satisfactory Academic Progress (SAP). Failure to meet any of the standard requirements will result in warning or disqualification from receiving federal financial aid or warning, probation or academic suspension from attending KCC.

SAP means maintaining a term GPA of 2.00 and a 66.67% or higher completion rate. The completion rate is based on the number of credits that a student is enrolled in as of the published add/drop deadline. A grade of W, I, or F does not count as successful completion of a class. KCC will apply the SAP standards at the completion of each term after final grades are posted. The completion requirements are listed at: <http://goo.gl/rTcQMz> . This policy includes all modalities of learning: face-to-face, hybrid, and distance education.

**Academic Resources**

**Online Technical Support** – Canvas provides 24/7, 365 days a year technical support for Canvas issues. All methods of contacting Canvas can be found by logging in to Canvas and selecting the *Help* option found on the navigation bar. The *Help Button* will give you the following options for communication: Chat with Canvas Support, Canvas Support Hotline, Report a Problem. These resources are available for all modalities of learning: face-to-face, hybrid, and distance education.



The *Help Button*:

Students can also e-mail Canvas Support: [support@instructure.com](mailto:support@instructure.com)

**Tutoring Services** – Tutoring services are available online; TutorMe offers 24/7 access to online chat, text, and e-mail. Library reference assistance is accessible at <https://tutorme.com/>. TutorMe requires students to create their own account at this time.

**Learning Accommodations -** Klamath Community College’s mission is to ensure that all students with disabilities have equal access to educational opportunities. Students can find further information on documentation, and services provided at <https://www.klamathcc.edu/Students/Disability-Accomodations>.

**Academic Integrity**

Students are subject to disciplinary action if they intentionally or unintentionally participate in any of the following activities:

* Representing someone else’s work or ideas, including those copied from online searches, as their own (plagiarism).
* Using inappropriate or prohibited aids for examinations or graded assignments, including but not limited to others’ answers, notes, phone or other electronic devices, and test files (cheating).
* Submitting work from another class without written instructor permission from both classes.

Note that instructors may submit a selection of papers each term to review potential student plagiarism. The penalty for first offense may include failure of the assignment. A second offense may result in a conduct hearing with possible outcomes of course failure, academic dismissal, or suspension and other sanctions. This policy includes all modalities of learning: face-to-face, hybrid, and distance education.

**FERPA Policy**

The Family Educational Rights and Privacy Act (FERPA) provides for the protection of student records. Consistent with FERPA, KCC has identified information which is considered part of a student's educational records. In compliance with the federal Family Educational Rights and Privacy Act, KCC is prohibited from providing certain information of student records to a third party such as information on grades, billing, tuition and fees assessments, financial aid (including scholarships, grants, work-study, or loan amounts). This restriction applies, but is not limited to: parents, spouse, or a sponsor. Students may grant KCC permission to release information about your student records to a third party by submitting a completed Student Information Consent to Release form. This policy includes all modalities of learning: face-to-face, hybrid, and distance education.

**Title IX Policy**

Klamath Community College is committed to creating a learning and working environment that ensures equal access and opportunity to education and resources for all of its students, free of bias, discrimination, and harassment. This includes sexual harassment, domestic and dating violence, sexual assault and stalking, as well as gender-based discrimination, discrimination against pregnant and parenting students, gender-based bullying, and hazing. We understand that sexual violence can undermine students’ academic success, and we encourage students who have experienced any form of sexual misconduct or discrimination to talk to someone about their experience in order to get the support they need. This policy includes all modalities of learning: face-to-face, hybrid, and distance education.

If you have experienced or observed sexual violence/assault, harassment, or discrimination of any kind, reporting options can be found at [www.klamathcc.edu/Safety/Complaints](http://www.klamathcc.edu/Safety/Complaints), or you may contact the Director of Title IX and Student Conduct at 541-880-2364 or [titleIX@klamathcc.edu](mailto:titleIX@klamathcc.edu).

**24-Hour Crisis Line:** students are encouraged to contact the Klamath Crisis Center at 541-884-0390 for support and assistance 24 hours a day, 7 days a week.