

General Course Policies

Posting of Assignment Grades: Assignments (e.g. programs) are typically graded the day after the due date. On occasion, it may be an extra day or so. Grades are recorded in Blackboard and may be accessed via the My Grades & Due Dates button.

Questions submitted: Students are responsible for comprehension of schedule and syllabus content. Please check the syllabus before emailing questions to ensure the topic has not already been addressed in the syllabus. Questions emailed that are directly answered in the syllabus are considered rhetorical and will likely not be answered by the professor. Inquiries regarding syllabus/schedule content are welcome.

Email: *All* email communication will be via your ACC email account. Student email from non-ACC accounts will not be acknowledged. Contact the ACC Help Desk for assistance if required.

Withdrawal: It is the student's responsibility to complete a Withdrawal Form in the Admissions Office if they wish to withdraw. If the withdrawal is not completed by 5 PM on the last day to withdrawal, the student will receive a performance grade (A, B, C, D, or F) that they have earned. **Alert:** Students are limited to six course withdrawals throughout an undergraduate education, regardless of how many colleges attended. Students who entered college before Fall 2007 are not affected. Ask a counselor for details.

Incomplete: An Incomplete may not be used as a shelter from a potentially low grade in the class. A student who qualifies for an incomplete grade may request an "I" (Incomplete) at the end of the semester only if ALL of the following conditions are satisfied:

1. The student is unable to complete the course during the semester due to documented extenuating circumstances.
2. The student must have completed at least half the course and earned a grade "C" or higher for that half.
3. To remove an "I", the student must complete the course two weeks before the end of the following semester or sooner based on direction of the professor. Failure to do so will result in the grade automatically reverting to an "F".

Student Conduct: It is expected that student conduct will be in accordance with policies as described in the ACC Student Handbook.

Students with Disabilities: Each ACC campus offers support services for students with documented physical or psychological disabilities. Students with disabilities must request reasonable accommodations through the Office for Students with Disabilities on the campus where they expect to take the majority of their classes. Students are encouraged to make this request three weeks before the start of the semester. (Refer to the current ACC Student Handbook).

Late Arrivals: The final course grade may be reduced for students who are repeatedly late to class. It is disrespectful to self, other students, the professor, and the institution to disregard class start times.

Computer Time: Scheduling of computer time outside of regular lab time is the student's responsibility. Availability of computers is NOT an excuse for being late with a lab project assignment.

Academic Dishonesty: Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project, and/or failure in the course. For more information, refer to the "Academic Dishonesty" policy in the ACC Student Handbook.

Notification of Final Course Grade: The final course grade is updated in "Online Services" by the ACC Records Office approximately ten days after the semester ends.