

INSTRUCTIONAL POLICIES

ACADEMIC DISHONESTY

Cheating and plagiarism (the representation of someone else's work as your own, usually by directly copying or paraphrasing without a reference to the original source) will not be tolerated. The penalty will be receiving a (0) for that assignment, without any possibility of make-up work or alternative assignments. Additionally, according to the Student Handbook, *Such acts will be considered a severe infraction and carry a possible sanction of suspension in semester (s) length or expulsion.* For a more in-depth explanation of academic dishonesty, see the Student Handbook.

ATTENDANCE POLICIES

CLASS ATTENDANCE POLICIES

The nature of the educational programs at Coahoma Community College is such that it is necessary for every student to attend class regularly. Instructors will keep accurate class attendance records, and those records will become part of the student's official record. Regular class attendance and punctuality are expected. All arrangements for completing missed work are to be made with the instructor. It is the student's responsibility to initiate these arrangements. *Excessive absences may result in loss of credit for the course concerned as well as loss of grant refunds and/or financial aid eligibility.*

- **Day Class Attendance Policy:** Students enrolled in academic, technical, and or career programs are limited to six (6) absences in a given course during a regular semester. A student is counted tardy if he/she is later than ten (10) minutes arriving to class. Three tardies shall constitute one absence.
- **Evening Classes Attendance Policy:** Students enrolled in evening courses are limited to three (3) absences in a given course during a semester. A student is counted tardy if he is later than ten (10) minutes arriving to class. Three tardies shall constitute one absence.
- **Summer School Attendance Policy:** Students enrolled in summer courses are limited to two (2) absences in a course during a summer term. A student is counted tardy if he/she is later than ten (10) minutes arriving to class. Three (3) tardies shall constitute one absence.
- **Health Science Programs Attendance Policy:** Students enrolled in Health Science programs are limited to one (1) absence for a one (1) semester credit hour course; two (2) absences for a two (2) semester credit hour course; and three (3) absences for a course receiving three (3) semester credit hours or more. Three (3) tardies will be recorded as an absence. Absences greater than those listed above result in the student being dropped from the course. Refer to the **Health Science Policy and Procedure Manual** for further information.
- **Online Attendance Policy.** Online classes are intended to accommodate the needs of the individual student by allowing the student the convenience of attending classes at the student's discretion as long as the student completes and submits assignments by the due dates. However, upon the third missed assignment, the instructor may request that the student is dropped from the online class.

INCLEMENT WEATHER POLICY

In the event of inclement weather, the President may cancel classes. Students are advised to listen to the TV or radio for an announcement or check the college website. Absence without an official school closure is treated as an unexcused absence unless there is a danger for the student to travel. Attendance is recorded the first day after a student registers.

STUDENTS CALLED TO ACTIVE DUTY

Any student called to active duty who has completed at least $\frac{3}{4}$ of the semester and is in good standing with the institution, has the option to leave the college pursuant to this policy, without his/her class standing effected, and without refund of any fees or tuition and shall have the option of receiving full credit for each enrolled course with the grade earned at the date he or she was called into active duty.

TARDY POLICY

A student is considered tardy if he/she is later than ten (10) minutes arriving to class. Three tardies constitute one absence.

EXAMINATIONS

Mid-term and final examinations are scheduled and appear on the Academic Calendar. All students are required to take a written examination at the time designated on the academic calendar.

GRADE SCALE

Coahoma Community College changed from the 3.0 system to the 4.0 system effective, September, 1974. College students' academic progress is evaluated according to the following grading system.

Grade Scale for University Parallel and Career Technical Programs		
Grade	Scale	Quality Points
A – Excellent	90-100	4.0
B – Good	80-89	3.0
C – Average	70-79	2.0
D – Poor	60-69	1.0
F – Failure	Below 60	0.0
I – Incomplete		0.0
W – Withdrawal		0.0
Z – Unassigned Grade		0.0

To be in good academic standing, students are required to maintain a cumulative 2.0 average on the 4.0 system. Each grade reported as having been earned by the student at the end of a semester or summer term will be included in computing the cumulative grade point average. The student should observe that the grade “F” carries zero quality points and will be included in the computation. The grade of “I” will not be computed until after some disposition has been made concerning it (See GRADE DESCRIPTIONS for more information).

GRADE SCALE FOR HEALTH SCIENCE PROGRAMS

Grading scales for Health Science Programs are based on the 4.0 system. Grading scale variations are based on state-wide requirements and best practices as follows:

Grade Scale for Associate Degree Nursing Program		
Grade	Scale	Quality Points
A – Excellent	93-100	4.0
B – Good	85-92	3.0
C – Average	77-84	2.0
D – Poor	70-76	1.0
F - Failure	69 or below	0.0
I – Incomplete		0.0
W – Withdrawal		0.0
Z – Unassigned Grade		0.0

Associate Degree Nursing Program courses require a letter grade of “C” (minimum 77%) for passing. Failure to attain this score will prevent the student from progressing to the next scheduled semester.

GRADE SCALE FOR HEALTH SCIENCE PROGRAMS (CONT.)

Grade Scale for Paramedic, Polysomnography, Respiratory Care, and Practical Nursing		
Grade	Scale	Quality Points
A – Excellent	94-100	4.0
B – Good	87-93	3.0
C – Average	80-86	2.0
D – Poor	70-79	1.0
F - Failure	69 or below	0.0
I – Incomplete		0.0
W – Withdrawal		0.0
Z – Unassigned Grade		0.0
Failure to attain a course grade of “C” or 80% will prevent the student from progressing to the next scheduled semester in the Polysomnography, Respiratory Care, and Practical Nursing Programs.		

GRADE DESCRIPTIONS

I: The grade of "I" (Incomplete) indicates that the student has not completed the requirements of the course for some unavoidable reason. This grade may be changed by the instructor and credit allowed when the course requirements have been met, provided the "I" has been removed during the first semester immediately following the semester in which the "I" was received. If the student fails to complete the course within the specified time, the grade of "F" will be recorded by the Office of Admissions and Records. The student has the responsibility of making the necessary arrangements with the instructor concerned. In some cases, an Audit Fee may be charged in order to remove an "I".

F: This grade will be assigned when a student has attended class regularly and completed assignments but whose attendance and work are not of sufficient quality to receive a passing grade.

W: A grade will be recorded if the student officially withdraws before the date listed in Academic Calendar for the final examination. The "W" grade will be calculated in the total hours attempted and will carry 0 hours passed and a quality point value of 0.

Z: This grade will be assigned when a final grade has not been submitted to the Office of Admissions and Records by the instructor at the time that grades are posted. Students who have received a grade of “Z” should request a grade correction from their instructor. A corrected grade will be assigned when received in the Office of Admissions and Records. Grade correction/change must be made by the date indicated in Academic Calendar.

CR: This grade will be assigned when the student successfully completes program-specific requirements for advancement to the Associate Degree Nursing program.

N: Unofficial Drop (N): An unofficial drop occurs when a student misses 6 consecutive days without officially dropping a class. If a student fails to officially drop a course, the instructor records a “N” grade. N grades will be counted toward total hours attempted if a student fails to officially drop a course. Students who fail to officially drop a course will have a portion of their Title IV aid returned to the federal government.

GRIEVANCE PROCEDURES

Coahoma Community College is committed to maintaining a campus environment in which employees and students can collaborate and communicate freely with each other. The College recognizes that situations may arise in which an employees or students believe that the College may have subjected them to unfair treatment, or that they have been subjected to actions that violate the College's policies or the law. When this happens, employees or students are strongly urged to seek advice from an appropriate member of the College community. There should be no fear of reprisal or retaliation; the matter should be handled in a confidential fashion.

While it is not required, employees or students who believe that they've been subjected to improper or unfair treatment by the College or to behavior which violates any of the College's policies may first try to solve the problem through direct communication with the other person(s) concerned. Again, there should be no fear of reprisal or retaliation; the matter should be handled in a confidential fashion. If a discussion is not appropriate or possible, or if the employees or students are not comfortable trying to communicate directly with the other person(s) concerned, employees should promptly bring the problem to the attention of the College's Employee Services Department, located in the Vivian M. Presley Administration Building, in room A-100. Students should promptly bring the problem to the attention of the College's Director of Enrollment and Student Services or his/her Instructional Dean.

Please note that the procedures contained in this policy are not intended to be used to challenge the desirability or application of the College's policies. Grievances do not involve claims of possible discrimination on the basis of race, color, sex (including sexual harassment), religion, creed, age, handicap, national origin, or status as a veteran. Employees or students wishing to pursue claims of such discrimination must report them directly to the College's Employee Services Department, located in the Vivian M. Presley Administration Building, in room A-100.

As related to employees, disputes over salary or rates of pay, or disputes over a supervisor or administrator's judgment regarding job performance or professional competence, will not ordinarily constitute the basis for filing a grievance under this policy. The College's Employee Services Department will determine whether or not a dispute is within the scope of this policy.

The grievance procedures set forth below may be invoked by employees or students. This grievance policy is in place for current employees and students of the College. Contract non-renewals or former students are not subject to review under the grievance policy.

Non-Retaliation

An employee or student who file grievances in good faith shall not be subject to retaliation for making or pursuing such claims. Likewise, an employee or student providing evidence in the grievance process on behalf of or against another's claim shall not be subject to retaliation for their participation in the grievance process.

As related to an employee, if the evidence reveals that any of the parties involved in the grievance process have fabricated information, then the College's Employee Services Department may recommend disciplinary action, including, but not limited to, demotion, suspension, termination, or other of employment for the offending party or parties.

As related to student, if the evidence reveals that any of the parties involved in the grievance process have fabricated information, then the College's Director of Enrollment and Student Services

may recommend disciplinary action, including, but not limited to, suspension, expulsion, or other actions for the offending party or parties.

THE GRIEVANCE PROCESS

Note: The deadlines established by the grievance process are intended to promote a speedy and fair outcome for all concerned. If compliance with a deadline is not practical or reasonable in the circumstances, the individual or party who cannot comply with the deadline should request an extension from the College's Employee Services Department or the Director of Enrollment and Student Services. For instructional grievances, the student should see the Instructional Dean. Ordinarily, no more than one extension should be requested or granted during the course of any grievance proceeding. Accordingly, all parties should do their part to comply with all deadlines.

Step 1 – Within seven (7) business days of the incident(s) or situation(s) forming the basis of the grievance, the aggrieved employee or student is encouraged to meet with the persons directly involved in or implicated by the event(s), incident(s) or situation(s) forming the basis of the grievance, and to try to resolve the problem(s) informally. The aggrieved employee is also encouraged to seek the assistance of the College's Employee Services Department to coordinate the meeting, and/or to provide guidance or participation in the meeting, if the aggrieved employee believes that the assistance and/or participation of the College's Employee Services Department will promote the likelihood of achieving a satisfactory result.

The aggrieved student is also encouraged to seek the assistance of the College's Director of Enrollment and Student Services. For instructional grievances, the student should see the Instructional Dean to coordinate the meeting, and/or to provide guidance or participation in the meeting, if the aggrieved student believes that the assistance and/or participation of the College's Director of Enrollment & Student Services or the Instructional Dean will promote the likelihood of achieving a satisfactory result.

OR

If a meeting between the persons directly involved in or implicated by the event(s), incident(s) or situation(s) forming the basis of the grievance is reasonably deemed by the aggrieved employee or student to be unlikely to produce a mutually satisfactory conclusion, or if the aggrieved employee or student is not comfortable communicating directly with the other person(s) concerned, then the aggrieved employee or student should proceed to Step 2.

Step 2 – If a mutually-acceptable outcome was not achieved as a result of a meeting between the persons directly involved in or implicated by the event(s), incident(s) or situation(s) forming the basis of the grievance (as described in Step 1, above), then the aggrieved employee or student may file a written statement of the grievance with the College's Employee Services Department or with the Director of Enrollment and Student Services within three (3) business days after the meeting was held. For instructional grievances, the student should file a written statement to the Instructional Dean within three (3) business days after the meeting was held.

OR

If a meeting was not held between the aggrieved employee or student and the persons involved in or implicated by the event(s), incident(s) or situation(s) forming the basis of the grievance, the aggrieved employee or student may file a written grievance within ten (10) business days after the event(s), incident(s), or situation(s) that led to the grievance. If an employee or student fails to file his or her grievance within 10 days of the event(s), incident(s) or situation(s) that led to the grievance, the

fact-finding process may be impaired and additional time may be required to investigate the aggrieved employee's or student's complaint and to make a determination.

Contents of the grievance statement. The grievance statement filed must include the employee's or student's name, position, and department; the name of the employee's supervisor or the student's Director of Enrollment Services or Instructional Dean; a detailed description of the alleged grievance, including, as is appropriate, the dates of the occurrence(s); the date when the employee or student discovered the action upon which the grievance is based; a narrative statement which describes how the matter arose; a description of when and how the employee or student learned of the matter; the misconduct, unfair treatment, or improper action(s) that occurred, or the rights which the employee or student believes were violated; subsequent actions taken by the employee or student; any actions taken by the employee or student to resolve the matter; and a description of the specific remedy desired; and the employee's or student's signature.

After the grievance statement has been submitted to the College's Employee Services Department, Director of Enrollment and Student Services or Instructional Dean, a copy of the grievance statement may be provided to the person(s) directly involved in or implicated by the event(s), incident(s) or situation(s) forming the basis of the grievance, and to other appropriate College personnel by the Employee Services Department, Director of Enrollment and Student Services or Instructional Dean.

Step 3 -- The College's Employee Services Department or the Director of Enrollment and Student Services or Instructional Dean will conduct an investigation to collect pertinent information relating to the grievance, which may include individual discussions with the employee filing the grievance and the person(s) involved in or implicated by the grievance, based upon the availability of the individuals. This investigation should be concluded within ten (10) business days after the filing of the grievance, unless additional time for investigation is needed in the circumstances, to include, but not limited to, an employee or student with documented disabilities. If appropriate, written statements may be obtained from witnesses and/or from person(s) involved in or implicated by the grievance.

Step 4 – After the investigation has been concluded, a representative from the College's Employee Services Department or Director of Enrollment and Student Services or Instructional Dean shall promptly convene a meeting with the employee or student filing the grievance, the person(s) directly involved in or implicated by the event(s), incident(s) or situation(s) forming the basis of the grievance, and other personnel, as is appropriate, to review the situation and to discuss a possible resolution of the grievance that is acceptable to all parties, if any. If a mutually agreeable resolution can be achieved, no further actions will be taken by the College's Employee Services Department or the Director of Enrollment and Student Services or Instructional Dean in relation to the grievance.

Step 5 – If an agreeable resolution cannot be achieved by agreement (as described in Step 4), the College's Employee Services Department, Director of Enrollment and Student Services or Instructional Dean will notify the aggrieved employee or student of its determination in relation to the grievance within seven (7) business days. The College's Employee Services Department, Director of Enrollment and Student Services or Instructional Dean may also notify other appropriate personnel of the determination, as well, and may recommend any action(s) deemed to be necessary or appropriate – including disciplinary action -- to resolve the grievance. The parties named in or implicated by the complaint have three (3) business days to accept the decision and the recommended actions, or to proceed to the next step.

Step 6 – If the parties named in or implicated by the grievance are not satisfied with the College's Employee Services Department, Director of Enrollment and Student Services or Instructional Dean's determination and recommended actions, the aggrieved party or parties may submit a written appeal to the College's Employee Services Department or Director of Enrollment and

Student Services or Instructional Dean within three (3) business days after receiving notification of the determination and recommendations. Failure to file an appeal within three (3) business days constitutes an acceptance of the decision and recommended actions rendered.

Upon appeal, a grievance hearing ordinarily shall be scheduled by the College's Employee Services Department for employees; the Director of Enrollment and Student Services or Instructional Dean for students, to take place within fourteen (14) days after the appeal and request for a grievance hearing has been submitted. A neutral hearing officer selected by the College will hear the grievance. Attendance at the hearing shall be restricted to the hearing officer, witnesses, and College representatives. The hearing officer shall preside at the hearing and any party who wishes to present evidence, examine witnesses, summarize evidence, or present arguments may do so only with the consent of the hearing officer. It is the responsibility of the aggrieved employee or student to show that there has been a violation of policy or established practice. If the aggrieved employee or student wishes to obtain testimony from witnesses at the hearing, the names of witnesses must be provided to the College's Employee Services Department for employees or Director of Enrollment and Student Services or Instructional Dean for students at least seven (7) days prior to the hearing date (to avoid possible scheduling conflicts among witnesses). The privacy of confidential records used in the hearing shall be respected. The aggrieved employee or student to the grievance may submit suggested questions or proposed inquiries of witnesses, in writing, to the hearing officer at the time of the hearing, and the hearing officer may, at his or her discretion, ask the questions or pursue the proposed inquiries at the hearing, if they are deemed by the hearing officer to be relevant. An audio recording or stenographic record of the hearing will be maintained. (If an audio recording of the hearing is made, a copy of the recording may later be requested by the aggrieved employee or student, if an appeal is filed in relation to any determinations or recommendations subsequently issued by the hearing officer.) The hearing officer may consider both oral testimony and written materials, and other evidence. Upon receipt of any written statement or evidence provided by any party to the hearing officer, the hearing officer shall promptly provide the other party with a copy of such materials.

After the close of the hearing, the hearing officer shall issue a report within fourteen (14) business days which contains his or her findings and non-binding recommendations, based upon the evidence, information, and testimony presented at the hearing. A copy of the hearing officer's report will be immediately provided to the aggrieved employee or student and to all other parties named in or implicated by the complaint. The aggrieved employee or student, or any other party against whom an adverse employment action or enrollment action has been recommended in relation to the grievance, has seven (7) business days to accept the decision and/or recommendations of the hearing officer, or to proceed to the next step. The report and/or recommendations of the hearing officer shall be advisory; the College retains the right to accept or to reject the findings, recommendations, and decisions of the hearing officer, in whole or in part, for the purposes of deciding upon an appropriate course of action and/or response in relation to the grievance.

Step 7 -- If the parties named in or implicated by the grievance are not satisfied with the decision and/or recommendations of the hearing officer, the aggrieved employee or implicated parties may submit a written appeal to the College's Employee Services Department, Director of Enrollment and Student Services or Instructional Dean within seven (7) business days after the hearing officer's report and recommendations have been mailed to or otherwise provided to the aggrieved party or parties. The appeal must include a detailed description of the basis of the appeal, and a detailed statement, which explains why the hearing officer's determination and/or recommendations are in error. This appeal shall be submitted to College's Employee Services Department, Director of Enrollment and Student Services or Instructional Dean. The College's Employee Services Department, Director of Enrollment and Student Services or Instructional Dean shall then provide all investigative, hearing, transcript, personnel, and other materials (including the hearing officer's report and/or recommendations) to the President of Coahoma Community College for his or her consideration.

Within a reasonable period of time, the President shall review these materials and, at his or her discretion, any other available evidence, information, and testimony, for the purposes of determining whether to sustain the grievance and/or the hearing officer's recommendations, in whole or in part; to reject the grievance and/or the hearing officer's findings and/or recommendations, in whole or in part; or to take other appropriate action, in his or her discretion. The report and/or recommendations of the hearing officer and/or of the College's Employee Services Department, Director of Enrollment and Student Services or Instructional Dean shall be advisory, and will not bind the President to a particular decision. The President's review of the grievance and the hearing officer's report and recommendations may be made in consultation with the College's Employee Services Department, Director of Enrollment and Student Services or Instructional Dean, with the Board of Trustees, and/or with other individuals, as is or may be appropriate. The decision of the President is final.