Reading Your Syllabus

At the beginning of the semester, your instructor will give you a syllabus, whether it be digitally or a hard copy. A syllabus is a document that outlines what will be expected of you in the course and it provides important information about requirements for the class. A general rule of thumb: **Before you ask the instructor, review the syllabus to find the answer on your own**. Here is a brief overview of key things included on the syllabus:

1. **Important dates.**
   a. 10% date – last day the class can be dropped and a partial refund can be received.
   b. 35% - last day a student can withdraw from class and receive a "W" on transcript.

2. **Course policies.** This outlines your instructor's rules for the course. Important course policies include:
   a. **Attendance policy**. The attendance policy details how many absences and "tardies" you are allowed for the class.
      i. The attendance policy may include information about what you should do if you plan to miss a class.
   b. **Late-work policy**. This details whether or not your instructor allows you to turn in assignments after the due date and how late work will be graded.
   c. **Class participation**. Informs you of what type of participation the instructor expects from students, such as participation during class discussion.
   d. **Academic integrity**. This outlines the consequences of cheating or using plagiarism. Familiarize yourself with the instructor's and the school's academic integrity policy.
   e. **Class conduct**. Provides detail about acceptable behavior in the class, such as whether or not you are allowed to eat in class, use technology in class (laptops and phones), and more.

3. **Course schedule.** Outlines dates of important components of the class, i.e. tests, homework assignments, papers, etc.
   a. **Assignments.** Includes a description of the assignments and accompanying due dates, as well as a description of the type of assignment and acceptable format. For example, your instructor may request that all papers be written in APA format.
   b. **Exams.** Includes the dates and locations for all exams, including the final exam.

4. **Grading scale and policy.** This includes the following information:
   a. Letter grades and the numerical values and equivalents.
   b. Assigns a percentage to each component of the class, which demonstrates the amount that each component contributes to the final grade in the class.
   c. Example grading scale

Grading Scale

Letter Grade	A	B	C	D	F
Percentage Score	90 – 100%	80 – 89%	70 – 79%	60 – 69%	Below 60%

PLEASE VIEW THE EXAMPLE SYLLABUS ON THE FOLLOWING PAGE

Attendance Policy
Your attendance is critical to your success in this class. You are expected to be present *and on-time* at all class meetings. You are responsible for all material covered and all announcements made in class whether or not you are present. Students who have missed consecutive classes for a time period equal to 12.5% of the semester will be marked as Stopped Attending unless they contact their instructor and are actively participating in the coursework. Once a student is marked as Stopped Attending, the student will not be permitted to continue in or to re-enter the class.

In addition, regular class attendance is required to remain entitled to financial aid and veterans' benefits. Faculty are required to report attendance and stopped attendance to the College. Failure to attend class and/or withdrawal from class may impact your financial assistance and could result in a loss of benefits. For more information, go to http://www.cpcc.edu/financial_aid/fyi/withdrawal

Make-up Policy
Students will not be allowed to make up any tests during the semester. You may drop one test grade. Students will not be allowed to make up any labs during the semester. You may drop 3 lab grades.

SERVICE LEARNING DEFINITION: Service Learning is defined as a teaching method that combines community service with classroom instruction as it focuses on critical thinking and civic responsibility. Students in this class must volunteer for at least 6 hours during this semester. For further details please see the document: **MAT 171 Project Service Learning Worksheet fa2015**

C L A S S   P O L I C I E S

GRADING POLICY →

4 Chapters test - 50% of the grade.
Service Learning project - 5% of the grade. Details of this project will be described further in class.
Comprehensive final exam - 20% of the grade. No one is exempt for the exam.
Homework: (Done in "ALEKS") - 20% of the grade
LAB GRADE - 5% AVERAGE OF LAB QUIZZES done in lab.

Student Code of Conduct
Students are expected to abide by the Student Code of Conduct. Detailed information may be found at http://www.cpcc.edu/student_handbook/conduct.

Academic Integrity
Any student who violates the CPCC Code of Student Integrity is subject to academic disciplinary action. Such action may include, but is not limited to, entry of the incident in the records of the Office of Student Development, reduced grades, and dismissal from college classes, programs and activities. For additional information, please visit http://www.cpcc.edu/administration/policies-and-procedures/7-10-student-academic-integrity
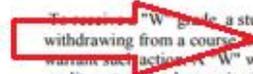
Withdrawal Policy
While withdrawing from a course is sometimes necessary, it is advisable to discuss this with the instructor before withdrawing. For those experiencing academic difficulty, CPCC's Academic Learning Center offers free individualized and small group tutoring, computer tutorials, and strategies for improving learning skills. Additionally before withdrawing, consider whether this course is a prerequisite for another course; whether the course will be offered again in the future; whether withdrawing will delay plans to transfer or graduate; or whether withdrawing will affect eligibility for honors designation, health insurance benefits, or other financial arrangements.

When a student determines that he/she will be unable to complete courses in which he/she is currently enrolled, it is the student's responsibility to initiate procedures leading to a formal withdrawal ("W") in order to avoid a failing ("F") grade. For additional information, go to the following links:

http://www.cpcc.edu/administration/policies-and-procedures/5-09-withdrawal-from-classes
http://www.cpcc.edu/administration/policies-and-procedures/5-10-grading-policy

WITHDRAWAL DATE →

To receive a "W" grade, a student must withdraw before the last 25% of the academic term. Final dates for withdrawing from a course **9/24/2015**. The instructor may also assign "W" at other times when circumstances warrant such action. "W" will remain on the transcript and will not count as credit hours attempted. To receive credit, a student who received a "W" must re-register and pay for the course in a subsequent term. Financial aid recipients need to refer to the financial aid satisfactory progress policy to determine if schedule adjustments will affect financial aid.

If you have any questions, contact the STAR Coaches at star.success@cpcc.edu or call 704.330.6754.