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Syllabus [Term] [Class]

# Course Information

**Course Section and Course Title:**

**Credit Hours:**

**Course Date and Time:**

**Instructor Name:**

**Instructor Contact Information: (Office/phone/email/web/mailbox location)**

## Course Description

Check for updates on [**Curricunet**](http://www.curricunet.com/DuPage/) each term

## Course Objectives

Check for updates on [**Curricunet**](http://www.curricunet.com/DuPage/) each term

## Required Materials, Texts, Supplies, and Technology

## Course Outline

## Methods of Evaluation

## Grading Scale

| Grade | Point Range |
| --- | --- |
| A |  |
| B |  |
| C |  |
| D |  |
| F |  |

## Final Exam Date and Time

Access [**the final exam schedule**](https://www.cod.edu/academics/pdf/final_exam.pdf#search=final%20exams)(also available in the employee portal).

# Course Policies

## Absence/Tardiness Policy

## Make-Up Policy

## Incomplete Policy

# College Policies

## Academic Integrity

Your participation in this class should reflect College of DuPage’s core values of Integrity, Honesty, Respect, and Responsibility. This means that it is your responsibility to ensure that you do not engage in academic dishonesty, including, but not limited to: plagiarism, cheating or helping another student to cheat, or violating an instructor’s policies for completing an exam or assignment. There can be serious consequences for academic dishonesty that, depending on the severity of the offense, range from receiving a failing grade to expulsion from the College.

Learn more about the [**Academic Integrity policy**](https://cod.edu/dean-of-students/academic-integrity.aspx) at College of DuPage.

## Late Withdrawal Policy

The final day for a student to withdraw from any course will be equal to 75% of the time for the respective academic session ([**access the Registration Calendar**](https://cod.edu/registration/pdf/reg_calendar.pdf)) through [**myACCESS**](https://myaccess.cod.edu/) or in person at the Office of Student Registration Services. After the deadline, students will be required to [**appeal for late withdrawal**](https://cod.edu/registration/pdf/late_withdrawal_appeal_form.pdf) and provide appropriate documentation to the Office of Student Registration Services for all requests.

Students who are granted approval to withdraw by petition will not be eligible for refunds of tuition or fees and will receive a ‘W’ grade on their transcript. Late Withdrawal Appeals must be submitted at least one day prior to the last regular class meeting. Students will not be eligible to petition for late withdrawal during the week of Final Exams.

## Access and Accommodations

The College of DuPage is committed to providing equal access to its programs, services, and activities for people with disabilities, in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. If you feel you may need accommodations in this or any class, please visit the [**Center for Access and Accommodations**](https://cod.edu/student_life/resources/access_accommodations/) in the Student Services Center (SSC), Room 3249, or contact them by phone at (630) 942-2154, TDD at (630) 858-9692, or e-mail at [**access@cod.edu**](mailto:access@cod.edu).

## Student Rights and Responsibilities

Students at the College of DuPage are expected to review and understand their [**rights and responsibilities**](https://cod.edu/catalog/current/pdf/2019-2021-student-services.pdf) as outlined in the Code of Student Conduct, Code of Academic Conduct, and the Student Non-academic Complaint Process.

## Class Cancellation and College Closure Policy

Students are responsible for checking their COD email account for notices of class cancellation.

In the event that it becomes necessary to close the campus as a whole or to cancel classes and other activities due to inclement weather, notices are sent out through the College’s [**COD Alerts system**](http://www.getrave.com/login/cod) via text, email and voicemail (sign up at). Announcements are also posted on [**the College’s website**](http://www.cod.edu), on the exterior LED signs, [**the student and employee portals**](https://myaccess.cod.edu), and on [**Facebook**](https://www.facebook.com/collegeofdupage/) and [**Twitter**](https://twitter.com/collegedupage).

## Title IX

College of DuPage is committed to your safety. Please be aware that all of COD’s faculty members are “responsible reporters”, which means that if you tell me about a situation involving sexual harassment, sexual assault, dating violence, domestic violence or stalking, I am required to share that information with the school’s Title IX Coordinator. Although I have to make that notification, you control how your case will be handled, including whether or not you wish to pursue a formal complaint. Our goal is to make sure you are aware of the range of options available to you and have access to the resources you need.

More information on Title IX and Sexual Harassment can be found on the [**Dean of Students website**](https://cod.edu/dean-of-students/sexual-harassment.aspx).