The instructor reserves the right to amend a syllabus as necessary.
Evaluation Procedures

Grading Scale

Each Unit contains assignments, discussion boards, and quizzes. Additionally, there are three Blog assignments and a Museum Assignment. Each category is worth a percentage of the final grade:

Assignments = 30%
Quizzes = 25%
Discussion Board = 20%
Blogs = 5%
Museum Assignment = 10%
Final = 10%

Total points possible: 100

90-100 = A  80-89 = B  70-79 = C  60-69= D  <69 = F

Assignments: Assignments should be turned in as either a Word document or PDF. Each assignment will be checked for plagiarism.

Late work policy: Late work is not accepted without a doctor’s note.

Academic Honesty:

Academic honesty includes cheating on tests, plagiarism (using other people’s work without permission or citation), and collusion (working with another student on an assignment that is not a team or group assignment)

All written papers are checked for plagiarism using Safe Assign in eCampus. If you are caught plagiarizing the consequences are:

1. On the first offense you can redo the paper and receive no more than a 70.
2. The second offense will result with a 0 on the assignment and a report to the division office.
3. The third offense will result in a failing grade in the course and a report to the division office.

Attendance Policy

Online classes are expected to check in daily for postings and check the message system in your eCampus course. It is YOUR responsibility to notify your professor of upcoming absences or post-class absences if it has affected your course performance. Illnesses for an extended period must have documentation from a medical facility or professional.

Student Academic Progress

Students are encourages to discuss academic goals and degree completion with their instructors. Specific advising is available throughout the semester from academic advisors and career specialists. Check http://richlandcollege.edu/admissions and http://richlandcollege.edu/advising for more details.

Other College Policies

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Information about the following college policies are contained online at:

http://richlandcollege.edu/employees/syllabus-institutional-policy-statements/

- Six Course Drop Rule
- Course Withdrawal
- Repeating a Course
- Texas Success Initiative Assessment and Course Placement Requirements and Guidelines
- Financial Aid Attendance and Participation Requirements
- Academic Honesty
- Americans with Disability Act Compliance
- Religious and Ethnic Holidays
- Campus Emergency Operation Policy and Contingency Plans
- Richland College Quality Enhancement Plan
- Student Survey of Instruction

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