

SDCCD IMPORTANT INFORMATION FOR SYLLABI

Please include the following information in your syllabi:

- *It is the student's responsibility to drop all classes in which he/she is no longer participating. (for online classes).*
- *It is the student's responsibility to drop all classes in which he/she is no longer attending (for on campus classes).*
- *It is the instructor's discretion to withdraw a student after the add/drop deadline (include date) due to excessive absences.*
- *Students who remain enrolled in a class beyond the published withdrawal deadline, as stated in the class schedule, will receive an evaluative letter grade in this class.*

Attendance: *If the final grade in a class is affected by attendance (active participation in the class), it must be stated in the class syllabus as follows:*

- *The final grade in this class will be affected by active participation, including attendance, as follows: (instructor to define specifically how attendance, including participation, will affect final grade in the class.)*

Cheating/Plagiarism

Students are expected to be honest and ethical at all times in the pursuit of academic goals. Students who are found to be in violation of Administrative Procedure 3100.3 Honest Academic Conduct, will receive a grade of zero on the assignment, quiz, or exam in question and may be referred for disciplinary action in accordance with Administrative Procedure 3100.2, Student Disciplinary Procedures.