

MASTER SYLLABUS

Course ID Number
Course Name
Semester/Year

INSTRUCTOR:
OFFICE HOURS:
CLASS TIME(S)/SECTIONS:

OFFICE LOCATION:
PHONE:
EMAIL:

Course Description: (include hours and credits)

Textbook(s) and Material(s):

Student Learning Outcomes:

Upon completion of this course, the student will be able to do the following:

1.

Attendance:

Absence from Class for School Sanctioned Activities

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.* For more information, see the Attendance Policy section in the College Catalog.

Make-up Policy:

Instructor is required to complete this section prior to presenting the syllabus to the students at the beginning of each semester.

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.

Electronic Devices in Class

The use of cellular phones, pagers, CD players, radios, and similar devices is prohibited in the classroom and laboratory facilities.

Non-Discrimination/Disability Policy:

Notice of Non-discrimination. Coahoma Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Evelyn Washington; Coordinator for Section 504/ADA, Title IX; 3240 Friars Point Road; Clarksdale, MS 38614; Telephone # (662) 621-4148; Email: ewashington@coahomacc.edu; Office Location: 2nd Floor Whiteside Hall, Office #210A.

Accommodations for Students with Disabilities. Coahoma Community College is committed to ensuring equal access to an education for enrolled or admitted students who have verified disabilities under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). College policy calls for reasonable accommodations to be made for eligible students with verified disabilities on an individual and flexible basis.

Any student enrolling in Coahoma Community College with a documented disability, who requests accommodations, must first provide a current evaluation of the disability from a medical professional. This documentation, which is required by federal guidelines, will remain on file in the office of Evelyn Washington; Coordinator for Section 504/ADA, Title IX; 3240 Friars Point Road; Clarksdale, MS 38614; Telephone # (662) 621-4148; Email: ewashington@coahomacc.edu; Office Location: 2nd Floor Whiteside Hall, Office #210A.

Instructional Techniques:

Instructor is required to complete this section prior to presenting the syllabus to the students at the beginning of each semester.

Method(s) of Evaluation:

Instructor is required to complete this section prior to presenting the syllabus to the students at the beginning of each semester.

(Method(s) of evaluation must measure the student learning outcomes listed above.)

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	QUALITY POINTS
A – Excellent	92-100	4.0
B – Good	83-91	3.0
C – Average	74-82	2.0
D – Poor	65-73	1.0
F – Failure	Below 65	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. For more information on the Coahoma Community College Grade Scale, students should see the College Catalog.

COURSE OUTLINE
Course Name and Number

Instructor is required to complete this section prior to presenting the syllabus to the students at the beginning of each semester.

This outline is intended as a guideline for the course. The institution and the instructor reserve the right to make modifications in content, schedule, and requirements as necessary to enhance each student's educational experience and student learning outcomes.