



Institutional Statements Required in All Syllabi

Board of Governors Policy 18 (Section 3.1.3), mandates that a student be given a written copy of the academic requirements, a syllabus for the course, during the first scheduled class meeting. The syllabus should include attendance expectations and any penalty imposed for absences, evaluation criteria, special requirements, etc. If the syllabus is available only electronically, it must still be discussed with students on the first day of class.

Academic Integrity and Academic Dishonesty Policy (12-2013)

Pierpont values highly the integrity of its student scholars. All students and faculty members are urged to share in the responsibility for removing every situation which might permit or encourage academic dishonesty.

ACADEMIC DISHONESTY POLICY

Academic dishonesty is defined to include, but is not limited to, any of the following:

Plagiarism is defined in terms of proscribed acts. Students are expected to understand that such practices constitute academic dishonesty regardless of motive. Those who deny deceitful intent, claim not to have known that the act constituted plagiarism, or maintain that what they did was inadvertent are nevertheless subject to penalties when plagiarism has been confirmed.

Plagiarism includes, but is not limited to, submitting, without appropriate acknowledgment, a report, notebook, speech, outline, theme, thesis, dissertation, or other written, electronic, visual, or oral material that has been copied in whole or in part from the work of others, whether such source is published or not, including, but not limited to, another individual's academic composition, compilation, or other product, or commercially prepared paper.

Cheating and dishonest practices in connection with examinations, quizzes, papers, and projects, include, but are not limited to:

1. Obtaining help from another student during any graded assignment (including but not limited to examinations, quizzes, and on-line assignments).
2. Knowingly giving help to another student during any graded assignment (including but not limited to examinations, quizzes, and on-line assignments), taking an examination or doing academic work for another student, or providing one's own work for another student to copy and submit as his or her own.
3. The unauthorized use of notes, books, or other sources of information (including cell phones) during examinations.
4. Obtaining an examination or any part thereof without authorization.

Forgery, misrepresentation, or fraud includes, but is not limited to:

1. Forging or altering, or causing to be altered, the record of any grade in a grade book or other educational record.
2. Use of documents or instruments of identification with intent to defraud.

3. Knowingly presenting false data or intentionally misrepresenting one's records for personal gain.
4. Knowingly furnishing the results of research projects or experiments for the inclusion in another's work without proper citation.
5. Knowingly furnishing false statements in any academic proceeding.

Process to Initiate a Charge of Academic Dishonesty

To initiate and process a charge of academic dishonesty, including plagiarism, cheating, and academic fraud, and/or to begin the process of issuing sanctions/punishment, the instructor must do the following:

1. Notify the student in writing of the charge and the penalty and schedule a conference within five academic days of discovering the infraction.
2. Meet with the student to discuss the issue, to present evidence, to review all relevant materials, to give the student opportunity for rebuttal, and to complete the Notification of Academic Misconduct (NAM) form as soon as possible but no longer than five academic days following the discovery of the violation.
3. Responsibility/Resolution

- a. If the student accepts responsibility for both the charge and the sanctions, he or she signs the misconduct form and the case is closed. Within five academic days of resolution of the case, faculty should make three copies of the NAM form: one for the student, one for faculty records, and one for the Office of the Provost.
- b. If the student does not accept responsibility as charged, he or she may appeal to the Dean of the program. If the student and chair reach a resolution, the chair should make three copies of the NAM form: one for the student, one for departmental records, and one for the Office of Provost. These copies should be distributed within five academic days of resolution of the case.
- c. If the student and the chair do not reach a resolution, the student may appeal to the Student Conduct Board. This appeal must be initiated within five academic days of the student's meeting with the Dean.
- d. If the student appeals to the Student Conduct Board, the assigned panel will examine the case, and a decision will be reached.
- e. If the student disagrees with the decision of the Student Conduct Board, he or she may appeal to the Provost, whose decision is final.

Assessments, Surveys, and Course Evaluations

Pierpont values students' opinions. Your participation in special assessments, surveys and course evaluations assists us in improving the services of the institution and the effectiveness of classroom instruction. These are to be viewed as course requirements and completed to the best of your ability and with full attention.

Attendance

Students are expected to attend regularly the class and laboratory session of courses in which they are registered. Regular attendance is necessary to the successful completion of a course of study and is an integral part of a student's educational experience. On the first day of class contained within the syllabus each course will clearly state the attendance requirements and provide the penalties associated with nonattendance.

Campus Participation of Individuals with Felony and/or Sexual Offense Records

Please notify the instructor if an assignment or activity is given that you cannot complete, and an alternative arrangement will be offered. Students in HealthCare, Early Childhood, Criminal Justice and Homeland Security are subject to criminal background checks while in the program of studies. Results of the checks may affect the ability of a student to complete certain courses and/or be eligible for employment after graduation.

Campus Safety

Upon activation of the building fire alarm, all building occupants must exit to a position safely away from the building. If you will require assistance during an emergency, please contact the instructor so that arrangements can be made in advance. All students are encouraged to familiarize themselves with the locations and emergency exits. Information concerning emergency exit is posted at or by each classroom location. Please review the campus safety plan for additional information.

Copyright Notice

Material presented in this course may be protected by copyright law.

Counseling Service

The Counseling Center serves all students and provides professional assistance to students experiencing a variety of personal and social problems. Costs are covered through tuition and fees. The staff consists of professionals trained in clinical practice and counseling. Students come to the Center for a variety of reasons, and it has shown to be very beneficial to speak to someone if you are distressed or life is not working out the way you had planned. Some common concerns may include: adjusting to college life, transitioning in or out of college, stress, family problems, feeling sad or depressed, feeling anxious or overwhelmed, problems with drug or alcohol use, identity issues (sexuality, gender, race, religion, disability), or concerns about sexual assault. Benefits of counseling include increased self-awareness, maximizing potential, and making the college experience more productive and meaningful. Contacts with the Counseling Services are held in strict confidence. Appointments may be made by email to access@pierpont.edu, by telephone (304) 534-7878, or in person at 231-A Hardway Hall (Locust Avenue Campus). Additional information may be found on the web www.pierpont.edu (click on Current Students on the top menu, then click on Student Services on the blue menu on the left, then click on Counseling Center on the blue menu on the left).

Disability Services (Accommodations-IEP)

Pierpont works closely with full- or part-time students to determine reasonable accommodations that will help students be successful in their schooling. Many students who were under an Individualized Education Plan (IEP) or a 504 Plan during high school should qualify for services, as will many other students who might not have received specialized services during K-12. It is the student's responsibility to contact the Disability Services Office to discuss any disability that might interfere with the pursuit of their education and what type of documentation of the disability will be required. Approved accommodations are determined on an individual basis. Students must provide their professors with a copy of their

accommodation letter each semester in order to receive their accommodations. The accommodation letter will be given to the student after the student completes an intake with disability services. Instructors are not required to allow any academic accommodations unless the student provides the instructor with a letter from the Office of Disability Services outlining the necessary accommodations. Appointments may be made by email to access@pierpont.edu, by telephone (304) 534-7878 or in person at 231-A Hardway Hall (Locust Avenue Campus). Additional information may be found on the web www.pierpont.edu (click on Current Students on the top menu, then click on Student Services on the blue menu on the left, then click on Disability Services on the blue menu on the left).

Email Accounts

All students are required to use their college-assigned email accounts. Students receive communications from the college via campus email. If you are unsure how to activate your email account, notify your instructor.

Equal Opportunity Affirmative Action

Pierpont Community & Technical College is an Equal Opportunity-Affirmative Action institution. In compliance with Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act, West Virginia Human Rights Act, Title IX (Educational Amendments of 1972), Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the other applicable laws and regulations, the institution provides equal opportunity to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, sex, religion, age, national origin, disability, or sexual orientation as identified and defined by law.

Pierpont neither affiliates knowingly with nor grants recognition to any individual, group or organization having policies that discriminate on the basis of race, color, age, religion, sex, national origin, disability, or sexual orientation as defined by applicable laws and regulations. Further inquiries may be directed to the Director of Affirmative Action, Cynthia Curry, 324 Hardway Hall, (304) 367-4386.

Firearms Policy

All members of the Fairmont State University and Pierpont Community and Technical College community, including faculty, staff, and students, as well as visitors to any campus, are prohibited from possessing firearms, explosives or weapons (hereafter collectively referred to as “weapons”) on the premises of the University and College or in any building under their separate or combined control or at any University or College sponsored event without the explicit authorization of the Campus Chief of Police, whether or not a federal or state license to possess the same has been issued to the possessor.

Incomplete Grades

Incomplete grades are given only when students have completed most of the course (>75%), but are unable to conclude it because of unavoidable circumstance. An “I” will be omitted from the calculation of the grade point average for a period of one year following the issuance of the “I”.

At the end of the one-year period, the instructor must submit a final grade. If not grade is submitted the “I” will be changed to an “F”. Grades of “I” may affect the financial aid status of a student.

Practices for the Campus Community

Act as family and treat others as family.

Promote inclusiveness of all cultures and views, and seek to create a safe place where members of different cultural and social backgrounds may feel welcome.

Require one to be ethically consistent, act with integrity and follow the Student Code of Conduct.

Interact and conduct oneself with a sense of equality, respect, and dignity, toward all students, faculty, staff, and self.

Demonstrate common politeness to all members of the campus community without exception to race, national origin, religion, creed, gender, disability, or age, and seek to engage and improve civic organizations, goals and values of the community.

Encourage honest communication be it speaking, writing or listening, both in and outside of the classroom.

Professionalism

Students and faculty are expected to act in a professional nature inside and outside of the classroom.

- Turn off cell phones or place on vibrate before class begins
- Arrive for class on time and stay for the whole session, if you must arrive late, sit in a spot to not disrupt others
- Arrive for class prepared for the session
- Be polite and respectful of others
- Come with a positive attitude and willingness to participate and be engaged

Procedures for Emergency Closings/Cancelations

In accordance with the institutional policy on emergency closings and/or cancellation of classes, these procedures will be followed if it is necessary to alter the regular class schedules or work schedules due to an emergency situation and/or inclement weather. In such a case, the institution will notify area media listed below.

Employees and students are advised to read or listen to media announcements. There have been occasions when the media outlets have put out the wrong message, or have provided a limited message. For the official word and full details it is recommended that you check the Pierpont web site (www.pierpont.edu) or call the general number, (304) 367-4000, for a message. You also can access the announcement toll-free at (800) 641-5678.

Information on emergency closings will be sent through Pierpont's emergency text messaging system. To opt in to the system, follow these directions:

- Go to our home page, www.pierpont.edu
- On the Quick Links menu, select "ENROLLMENT CENTER."
- On the ENROLLMENT CENTER page, select "Secure Area Log-in."
- Log-in using your UCA and password.
- From the Main Menu, select "Personal Information."
- In that menu, select "Emergency Text Messaging."
- Enter your cell phone number and service provider's name and select "Submit."

When public schools close in Doddridge, Preston, Barbour, Taylor, Randolph, Calhoun, Gilmer and Upshur counties, regional courses for Pierpont in that particular county are canceled. There will be no media announcement.

Pierpont classes offered in Monongalia, Lewis and Braxton can operate if public schools are closed in those counties, so they will follow the same closings/delay schedule as main campus. The Robert C. Byrd National Aerospace Education Center and the Gaston Caperton Center in Harrison County also follow the same closings/delay schedule as main campus.

In the event of a two-hour delay, classes scheduled before 10 a.m. will be canceled. All classes starting at 10 a.m. or later will operate on their normal schedule. Staff members are to report as close to their normal start time as possible.

Students and employees must use good judgment in deciding if they can arrive to campus safely when weather is unfavorable. In compliance with state code, employees who do not report to work or who report to work later than their normal start time, will be required to use annual leave or make arrangements with their supervisor to make up the lost time unless there is a declared state of emergency.

Some personnel necessary to the operation of the institution, including Physical Plant employees, are considered essential employees and are required to report to work and/or make every effort to report for work.

Media to be notified:

Television stations WBOY and WDTV

Radio stations

Fantasia Broadcasting -- WMMN 920 AM, WRLF 94.3 FM, WTCS 1490 AM
Froggy 102.7 FM, 92.7 FM, 103.7 FM
West Virginia Radio Corporation -- WKKW 97.9 FM, WVAQ 101.9 FM, WAJR1440 AM
West Virginia Public Radio -- 90.9 FM Morgantown, 107.3 FM Clarksburg, 88.9 FM
Buckhannon -- 88.5 FM Elkins

Newspapers

These **newspapers** will be notified when the change is known in time to meet printing deadlines:

Times West Virginian, The Dominion Post and The Exponent-Telegram

Tobacco Free Campus (Board of Governors, Policy #60, Effective August 1, 2015)

The use of tobacco and tobacco related products is prohibited on all premises owned, operated, leased or occupied by Pierpont Community & Technical College, or any street, road or thoroughfare passing through Pierpont owned property. This definition includes regional campuses.

Prohibited tobacco and tobacco related products include, but are not limited to, cigarettes, e-cigarettes, chewing tobacco, dip, pipes, cigars, cigarillos, hookah or waterpipe smoking, snus and snuff. This policy applies to faculty, staff, students, contractors, vendors, and visitors, and it applies to all indoor and outdoor events.

There shall be no advertising, sale or free sampling of tobacco or tobacco related products on Pierpont Campuses. Littering the campus with the remains of tobacco, tobacco related products or other related waste products are prohibited. All members of the College community and visitors must comply with this policy. Violation of the policy by employees, students and visitors may be subject to fines and/or disciplinary. The President's designees are responsible for the enforcement of this policy.

Tutoring Program and Math & Writing Center

In 2010, Pierpont received a grant to create a professional Writing and Math Center that is currently located on the second floor of the library. The Center also has an accredited tutoring program, which has been certified by the College Reading & Learning Association's International Tutor Certification program. Tutoring is provided for most basic skills courses and a variety of other courses each semester. All students are entitled to free tutoring each semester. Students registered with documented academic accommodations through Disability Services can receive additional services as needed and available. Professional tutors are available at the Center, and Peer tutors are available through Tutorial Services on a drop-in basis and by appointment. The Center houses study carrels and support materials for one-on-one or small group tutoring sessions. ***Brainfuse is an online tutoring service available through Blackboard. (Select "tools" from the course menu in Blackboard).*** For further information, contact the Director of Tutorial Services on the second floor of the library or at 367-4081. <http://www.pierpont.edu/tutoring>

Withdrawal from a Course

Students should speak with their advisor and financial aid before withdrawing from any course. Students should withdraw from courses by logging into their Pierpont account. The Registrar's Calendar contains the dates and deadlines for a student to withdraw from a course. After that deadline date, students may withdraw from the institution with grades of "W" being recorded prior to the last week of classes. Students who fail to follow this procedure will receive grades of "F" for courses not attended or not completed. If you are withdrawing from the institution be sure to drop classes in the semester(s) beyond the semester in which you are currently enrolled but have preregistered for. Students are responsible for making printed copies of all transactions for documentation of their actions

Practical.....Possible.....Pierpont