

- Grade Breakdown of points is as follows:
A+ = 200-194 (97%); A = 193-186 (93%); A- = 185-180 (90%); B+ = 179-174 (87%); B = 173-166 (83%); B- = 165-160 (80%); C+ = 159-154 (77%); C = 153-140 (70%); D = 139-120 (60%); F = 119-0 (50%)
- Except in the case of an EXCUSED absence, there are no make-up quizzes or late project assignments accepted. See Instructor after class if you have or will have an EXCUSED absence. Assignments are due by the end of the class period on the stated due date. You may place an assignment or project in the instructor's mailbox on or before the due date, which the mailroom will time stamp. Otherwise it will be considered late and will not be accepted.

13. Classroom and Attendance Requirements

- Academic Integrity:** It is the responsibility of each student to understand the actions and behaviors that constitute academic dishonesty, including plagiarism and cheating, within each class as well as other venues on campus. Students are encouraged to ask questions of instructors and are expected to read the college's statement on Academic Fraud (located in the class schedule). Penalties for actions inconsistent with classroom, library and College expectations for academic integrity range from a failing grade on an assignment, quiz, exam, paper, or project (which may lead to a failing grade in the course) to, under certain conditions, suspension, or expulsion from a class, program, or the college. For more information and/or further clarification, please consult with your instructor or contact the Student Affairs Office.
- Attend all class sessions and arrive on time. **Attendance will be taken at the beginning of each class meeting or at the end of each field trip by signing in on an attendance sheet. Only three absences are allowed to stay in the class.** For an excused absence, see below #13F. Not showing up for lectures or field trips will diminish your chances of passing this course. There may be material covered in class and on field trips that may not be in the textbook and may be included on the exams.
- Students are responsible for withdrawing from the course before the twelfth week drop deadline. If you have not dropped by **Thursday, November 9th**, you will receive a letter grade at the end of the semester.
- It is highly recommended that you speak with the Instructor before dropping the class.
- Students are asked to sit in the first 6 rows of the classroom so one can hear and be heard more easily.** If you arrive late, please sit in the 7th row. Do not disturb your fellow students or the Instructor by walking in front of them. Chronic lateness is unacceptable. It shows disrespect for fellow students, the instructor and yourself.
- Excused absences:** jury duty; religious holiday; military obligation; hospitalization or death in the immediate family.
- Enrollment in college assumes maturity, seriousness of purpose and self-discipline. Disruptive behavior in the classroom will result in expulsion from the class. Disruptive behavior includes: receiving pager and beeper calls, receiving cellphone calls, leaving and returning for reasons other than an emergency, private conversations with classmates, repeated tardiness, drinking, eating or sleeping. **(Please turn off all personal electronics).** For further information on standards for student code of conduct, see page 24-25 in college catalog.

14. Office Hours

For an appointment, please arrange a time with the Instructor after a regular class meeting or via email.

15. Accommodation for Students with Disabilities

Students with disabilities who may need accommodations in this class are encouraged to notify the instructor and contact the Accessibility Resource Center (ARC) (formerly Disabled Students Programs and Service (DSP&S)) early in the semester so that reasonable accommodations may be implemented as soon as possible. Students may contact ARC in person in room 60-120. Video Phone for the Deaf [619-567-7712] or TTY users can call the ARC voice number through California Relay Services. <https://www.grossmont.college.edu/dsps/>

16. Supervised Tutoring Referral

Students requiring reinforcement of concepts or additional help to achieve the stated learning outcomes for a course are referred to enroll in IDS 198, Supervised Tutoring. To add these courses, students must obtain Add Codes from the appropriate staff. Please refer to the Tutoring Section in the current class schedule for contact information.

- IDS-198 Supervised Tutoring - ESL
- IDS-198 Supervised Tutoring - Math
- IDS-198 Supervised Tutoring - Reading
- IDS-198 Supervised Tutoring - Writing
- IDS-198 Supervised Tutoring - Other Areas - Sheri Cordes, for art and art history is available MTWTH 8-11am and TU & TH night 6-9pm in the Tutor Center, 2nd floor of the Learning & Technology Resource Center, Room 70-202.