

I. ACADEMIC POLICIES

a. Academic Freedom

SJVC is committed to providing a campus environment in which faculty and students are safe to express their ideas freely, particularly those beliefs which are unpopular, but requires that they do so "within the boundaries of good taste and socially established standards" as stated in the governing board policy on academic freedom. (See **College Catalog, Academic Freedom**)

b. Academic Honesty

As one of its core values, *SJVC* strives to support and uphold integrity throughout the institution. Instructors contribute to this endeavor by communicating the College's expectations for academic integrity to their students and fostering a classroom environment where honesty and integrity are respected and valued.

The College does not tolerate intentional acts of dishonesty. Instructors must ensure that they are taking appropriate measures to safeguard against such behavior, and, if it does occur, address the situation promptly and appropriately. Conversations with students must be documented in **Academic Info** along with any penalties or disciplinary action taken against the student.

Plagiarism: *SJVC* uses a web-based plagiarism detection product, which is used as a teaching/learning tool to identify and correct causes of plagiarism and improper citation. Every instructor has access to submit papers and assignments through this tool. Instructors are encouraged to use this product as they teach students how to properly cite their sources and develop their own unique writing style.

c. Grading Policy

Except in cases where there is a programmatic grading policy or requirements, instructors shall adhere to the following:

- Due dates shall be established and clearly communicated for all course assignments and projects. It is up to the discretion of each individual instructor as to whether or not to accept late assignments. Every late assignment shall be subject to a 10% reduction in points.

- Instructors may require students to successfully complete skill demonstrations as a prerequisite for taking the final exam.
- Students who are absent on the day of a mid-course or final exam have three class days from the date of the scheduled exam to take a make-up test. Late exams are subject to a 10% reduction in points.
- Quizzes may not be made up.
- Professional development points may be deducted for unprofessional behavior (e.g., being tardy or absent, misconduct, dress code violations). Consistency must be applied in deducting points in this category.
- Extra credit points are not allowed.
- Points may not be deducted based upon personal preferences that are not clearly articulated in the syllabus.

d. Standardized Component Grading System

SJVC uses a standardized component grading system. In this system, courses are assigned a total number of points based upon their unit value (1 credit unit = 100 points). The total points possible for the course are then distributed into their component parts and weighted as seen in the example provided below:

- 40% Projects/Homework
- 10% Quizzes
- 20% Skills
- 20% Exams
- 10% Professional Development

For each component of the course, instructors must identify the corresponding assignments or assessments and the total points or percent possible for each. This information must be included in the course syllabus along with any other expectations or prerequisite requirements. For example, if students are required to successfully demonstrate a particular skill prior to taking the final exam, that information must be stated on the syllabus.

Final grades are calculated by dividing the total points earned by the total points possible for the course. The percentage grade is then converted to a letter grade using the following scale: