

## Attendance

Students must attend the first class meeting and/or orientation of each new class whether it's a lecture or a laboratory. If a student cannot be there, they must notify the instructor in writing; via email or by phone no later than 24 hours prior to the first class session. Without prior notification, student may be dropped from the class and wait list students could be admitted in student's place. For instructor's email addresses and telephone extensions, visit the Hancock website and select Directories.

Regular attendance at all class sessions is a primary obligation of the student. Regular participation in distance learning and TBA components is part of attendance, with minimum time required each day or week depending on the course section. Both the successful completion of college work and the financial support of the college are dependent on regular attendance.

Students are required to remain for the entire period. Each instructor will explain the absence policy for his/her/their class at the beginning of the semester; however, failure to attend regularly may result in a reduction of the student's final grade, or in the student being dropped from the class altogether. In the event of a prolonged illness, instructors should be notified either by the student or by Health Services. Veterans should contact the Financial Aid/Veterans Affairs office on the Santa Maria campus.

## Authority of Instructors

### Dropping Students

For the guidance of instructors, each department will develop its own standard concerning dropping students with excessive absences. Individual instructors will include in the course syllabus, which is distributed to students, a statement, consistent with the departmental standard, concerning student absences. Copies of course syllabi will be on file with the appropriate academic dean. Students who have absences exceeding the number permitted under these standards may be dropped by the instructor.

### Suspending Students

Any student who violates the Guidelines for Student Conduct adopted by the Board of Trustees may be suspended from a class by the instructor for two consecutive class sessions, to include the day of removal.

## Academic Honesty

Allan Hancock College Board Policy 5500

Honesty and integrity are essential to the academic community. Faculty, students, and staff are expected to be truthful, trustworthy, and fair in all academic endeavors. Students who violate these principles by cheating, plagiarizing, or acting in other academically dishonest ways are subject to disciplinary action.

Below are examples of academically dishonest behaviors:

- Copying from another student's work without instructor approval;
- Giving answers to another student without instructor approval;
- Using notes, books, or other unauthorized materials during an exam;
- Taking a test for someone else;
- Submitting someone else's work as one's own;
- Completing an assignment for another student;
- Using other people's ideas, words, images, or artistic works – from any medium, including the Internet – without acknowledging them with proper documentation.

If an instructor determines, after a conference with the student, that the student has been academically dishonest, the instructor at his/her/their discretion may issue a failing grade on the assignment, or take other measures that are reasonable and appropriate. The student may also be subject to further disciplinary action through the associate superintendent/vice president, Student Services.

An appeals process is available to the student through the office of the associate superintendent/vice president, Student Services.