# Course Discipline Course Number

# Course Title

# # Credits

# Semester Year

# Course Section Information:

**CRN:**

Instructor**:**

Day/Time**:**

Modality**:**

Contact Information: (SCCC office/department phone and SCCC email address)

Office Hours**:**

Building/Room**:**

## **Course Description**:

Copy and paste [course description](https://www.sunysuffolk.edu/explore-academics/courses/index.jsp) here.

## **Course Learning Outcomes**:

**Upon completion of this course, students will be able to:**

Copy and paste [learning outcomes](https://www.sunysuffolk.edu/explore-academics/courses/index.jsp) here.

## **Course Materials/Resources/Texts**:

Required:

Supplementary:

## **Evaluation of Student Performance and Grading Rubric**:

***Sample****:*

| Assessment | Percentage |
| --- | --- |
| Exam 1 | 20% |
| Exam 2 | 20% |
| Final Exam | 30% |
| Quizzes | 15% |
| Homework and Class Participation | 15% |
| **Final Grade** | **100%** |

## Grading System:

| Letter | Percentage | Letter | Percentage |
| --- | --- | --- | --- |
| A | 90% - 100% | C | 70% - 74% |
| B+ | 85% - 89% | D+ | 65% - 69% |
| B | 80% - 84% | D | 60% - 64% |
| C+ | 75% - 79% | F | 59% or below |
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## Weekly Outline\*

| Date | Topics | Exams and Assignments |
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\*This schedule is subject to change at the discretion of the instructor.

# College Policies

**Preventing Spread of Respiratory Viruses When You’re Sick**

Current precautions recommend that if you have [symptoms of common respiratory viruses](https://www.cdc.gov/respiratory-viruses/prevention/precautions-when-sick.html) such as COVID-19, flu, and RSV, that aren’t better explained by another cause, you may be contagious and should stay home and away from others. Students can return to normal activities when their symptoms have been improving for at least 24 hours, and, if they had a fever, when their fever has been gone without use of fever-reducing medication for at least 24 hours. After returning to normal activities, you should continue to take added precaution using prevention strategies such as wearing a well-fitting mask for the next 5 days, enhancing hygiene practices, keeping a distance from others, and/or testing when you will be around other people indoors. If you never had symptoms but tested positive for a respiratory virus, you may be contagious and should take the same added precautions for the next 5 days when you will be around other people indoors. If you develop a fever or start to feel worse after you have gone back to normal activities, the CDC recommends you follow the stay home precaution outlined above again before returning to normal activities.

## Attendance Policy

Regular attendance is considered essential for academic success. Students are expected to attend every class session, no matter the modality, of each course for which they are registered. Excessive absences may have a negative impact on a student’s academic performance and/or eligibility for financial aid.

Each instructor must provide an attendance policy in the course syllabus, allowing for a minimum of one week’s worth of absences including absences due to illness or other unforeseen circumstances. For example, if a class meets twice a week in a 15-week term, a student must be entitled to at least two absences. The equivalent of one week may differ depending on the length of the term.

The College defines attendance in online courses as regular participation in course-related activities, which may include, but is not limited to: contributing to online discussion, engaging in virtual live instruction (when applicable), submitting an assignment, taking a quiz or exam, viewing and/or completing a tutorial, or communicating with a faculty member regarding course content. Logging into an online class is not sufficient, by itself, to demonstrate attendance or participation by the student.

Students absent from a class for any reason are responsible for any missed work and any other relevant requirements stated in the course syllabus. In the event that a student is absent, it is always recommended that the student contact the instructor to discuss missed work and class content.

Federal financial aid regulations require the College to report a student’s last date of attendance for each course; in most cases faculty will be asked to confirm this date. Consequently, faculty must take attendance at each class meeting.

*In accordance with New York State Education Law, Section 224-a, any student who is unable, because of religious beliefs, to register or attend classes on a particular day or days will be excused from any examination, study, or work requirements [scheduled on that day]. It is the responsibility of the faculty to make available [to the student] an equivalent opportunity to make up any examination, study, or work requirements within a reasonable amount of time of the religious observance. It is the responsibility of students to notify their professor at least one week prior to the religious observance, via their College email accounts or otherwise in writing, of their intention to be absent from class.*

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## Course Withdrawal Policy

A student may withdraw from a course and receive a W any time between the end of the add/drop period and the withdrawal deadline, which is the end of two-thirds of the part of term.

After this deadline, a student may appeal to the Campus Associate Dean of Academic Affairs for a course withdrawal if the student has experienced unforeseen or extenuating circumstances. The student must obtain an acknowledgment from the faculty via signature and then submit the Appeal for Course Withdrawal form to the Campus Associate Dean of Academic Affairs no later than:

* For the 15week-term, seven business days before end of term.
* For the 10-week term, five business days before the end of term.
* For terms less than 10-weeks, three business days before the end of term.

If a student drops a course(s) prior to the end of the add/drop period, the student’s academic record will not reflect these courses. After the end of the add/drop period, if a student is officially withdrawn from a course, a “W” will be reflected for that course on their academic record. Withdrawal from a course is considered an “unsuccessful course attempt” and may negatively impact financial aid and satisfactory progress requirements.

Official withdrawal from the College means that a student voluntarily separates from the College by dropping all courses at any time during the academic term.

[Withdrawal forms](https://www.sunysuffolk.edu/current-students/registrar/withdrawal.jsp) can be found on the college website or in OneLogin.

For Spring 2025, the deadline to submit a Course Withdrawal for 15-week Full Term, Saturday and Sunday parts of term classes and be guaranteed a W is April 14, 2025.

After this course withdrawal deadline, you will need to submit a request to Appeal for Course Withdrawal. Course withdrawal appeals are granted only for extreme, extenuating circumstances and must be supported by official supporting documentation. It is recommended that you continue to attend your class(es) and discuss with your instructor(s) options to complete the class(es).

NOTE: An exception to the Withdrawal Policy is when a student is seeking a [medical withdrawal](https://www.sunysuffolk.edu/current-students/documents/Policies_5.pdf). This action is managed exclusively through the Campus Associate Dean of Student Affairs office and requires medical documentation for consideration.

## Services for Students with Disabilities

Suffolk County Community College provides reasonable accommodations to registered students with disabilities who have self-identified and been approved by the Office of Disability Services. Once approved for reasonable accommodations, such students will be provided with an Accommodation Letter, describing the specific accommodations. Students must present this letter to each of their professors before accommodations can be provided. Students are encouraged to email this letter to their faculty member.

Students who have, or think they may have, a disability are invited to contact Disability Services for a confidential consultation.  Students are encouraged to contact the office by email this semester.

### Disability Services Contact Information

#### Ammerman Campus

Call 631-451-4045 or email the Office at [disabilityA@sunysuffolk.edu](mailto:disabilityA@sunysuffolk.edu)

#### Eastern Campus

Call 631-548-2527 or email the Office at [disabilityE@sunysuffolk.edu](mailto:disabilityE@sunysuffolk.edu)

#### Michael J. Grant Campus

Call 631-851-6355 or email the Office at [disabilityG@sunysuffolk.edu](mailto:disabilityG@sunysuffolk.edu)

## Academic Integrity

Suffolk County Community College provides students with the opportunity to demonstrate their knowledge by submitting coursework that is uniquely theirs and giving proper attribution to the work of others. Participating honestly in the SCCC academic community ensures that students can take pride in their education and their contributions to scholarship. Without academic integrity, students gain unfair advantage over others and prevent their own intellectual progress. As a student in this class, you are expected to uphold the SCCC core value of Integrity and understand the Special Procedures for Academic Dishonesty in the relevant sections of the [SCCC Student Code of Conduct](https://www.sunysuffolk.edu/explore-academics/academic-integrity/procedures.jsp).

The Code prohibits academic misconduct, which includes any action that results in students giving or receiving unauthorized assistance in an academic exercise, or receiving credit for work that is not their own. Academic exercise includes all forms of work submitted for credit. Academic misconduct includes, but is not limited to, the following behaviors: **cheating** - unauthorized use of textbooks, notes, mobile devices, artificial intelligence tools or other sources during an academic exercise; **plagiarizing -** using another person’s work or ideas without crediting them, including using material generated by artificial intelligence tools for an assignment without instructor authorization; **complicity -** helping a student, or being helped, to engage in academic misconduct; **multiple submissions** - submitting the same work for credit in more than one course without the instructor’s permission; **falsification and forgery** - inventing information or falsifying the identity of a student.

Information about the Student Code of Conduct, plagiarism and the citation process is in the [Academic Integrity](https://www.sunysuffolk.edu/explore-academics/academic-integrity/procedures.jsp) webpage.

# Optional College Syllabus Statements

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## Use of Online Exam Proctoring (Fully Online, Real-Time Online and Combined Online)

This course requires the use of an online proctoring tool for online/remote exams taken off-campus. You will be required to use Proctorio which requires the use of a webcam when you take your assessments. After the assessment is completed, an instructor may review details of any potential breach in academic integrity by viewing the recorded video. If you do not have a webcam, please notify the professor as soon as possible but no later than one week prior to the first scheduled exam.

**Generative AI (choose ONLY one and remove heading)**

* **Allowed Use of Generative AI**

Students are encouraged to explore the use of generative AI tools such as ChatGPT for assignments, creative, and collaborative work. However, the use of generative AI must be appropriately acknowledged and cited, and it is each student’s responsibility to assess the validity and applicability of any generative AI product used and submitted.

* **Some Use of Generative AI**

Some assignments in this course may include or allow the use of generative AI, including ChatGPT or related tools for the creation of text, images, computer code, audio, or other media. The instructor will inform you when, where and how you may use these tools and provide guidance on citing them. Using generative AI tools in any other context in this course will be considered a violation of the [SCCC Student Code of Conduct](https://www.sunysuffolk.edu/explore-academics/academic-integrity/procedures.jsp). If at any point you have questions about what is permitted, contact the instructor to discuss its use *before* submitting work.

* **No Use of Generative AI**

In this course, all assignments must be completed by the student. Generative AI, including ChatGPT and other related tools used for creating text, images, computer code, audio, or other media, are not permitted for use in any work in this class. Use of these generative AI tools will be considered a violation of the [SCCC Student Code of Conduct](https://www.sunysuffolk.edu/explore-academics/academic-integrity/procedures.jsp).

**Turnitin – Paper Submissions**

Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism.  All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers.  Use of the Turnitin.com service is subject to the Usage Policy posted on the website.

## Diversity

In alignment with our institutional mission and strong support of diversity, equity and inclusion, Suffolk County Community College reaffirms its commitment to providing access to higher education and a welcome environment to all students. No matter your age, race, ethnicity, national origin, gender identity or expression, sexual orientation, family status, U.S. citizenship status, religion, socio-economic status, political ideology, military-connected status, or intellectual or physical ability - you belong here. Therefore, in this class, we will maintain an atmosphere of mutual respect, civil discourse and cross-cultural communication.

The College prohibits discrimination and harassment and you can read more at: [www.sunysuffolk.edu/nondiscrimination](http://www.sunysuffolk.edu/nondiscrimination)

**Mental Health & Wellness Services** (MHWS)

SUNY Suffolk understands that your academic success goes hand-in-hand with your mental health and well-being. We want you to know that if you ever need support for your emotional, psychological, or social well-being, our Mental Health & Wellness Services counselors are here for you. Counseling services are free and completely confidential.  For more information about MHWS and our events this semester, visit our website: [SUNY Suffolk Mental Health Services](https://www.sunysuffolk.edu/experience-student-life/mental-health-services/index.jsp) or follow us on Instagram @SCCCMentalHealth.

To schedule an appointment with one of our licensed mental health professionals, you can email MHWS at [mentalhealth@sunysuffolk.edu](mailto:mentalhealth@sunysuffolk.edu) or give your campus MHWS office a call.

Ammerman Campus: 631-451-4040

Eastern Campus: 631-548-2650

Michael J. Grant Campus: 631-851-6876