PROcedures

Class Time

Classes should begin promptly at the time the class is scheduled to begin. According to College policies and regulations, an instructor is required to meet classes for the full duration of the class in order to fulfill the minimum time requirements for the awarding of academic credit. This includes the initial and final class session. A prorated portion of the salary will be deducted for the time missed in class.

Occasionally, early dismissal of class may be tolerated if the instructor notifies the Program Manager prior to the meeting of the class. Please adhere to these policies and procedures so that the College can maintain the utmost quality and comply with instructional time requirements.

Absence of Instructor from Class

If a part-time faculty member must be absent from class, he/she MUST contact the Dean's office prior to the meeting of the class. A prorated portion of the salary will be deducted from the class missed. Efforts will be made to assign the responsibility of teaching the absent faculty member’s class to a substitute teacher. Failure to notify the Dean's office of class dismissal or substitution will be considered absent without leave and subject the instructor to dismissal.

In case of emergency, contact the Program Manager or Dean by telephone.

If a part-time instructor is absent from his/her class, the number of sessions missed will be deducted from his/her pay on a prorated basis. For example, if a class is scheduled to meet 15 times per term and the instructor misses one session, 1/15th of his/her salary for the class will be deducted.

Solicitations

Solicitations for the benefit of any employee, community group, or other cause shall be made only with the approval of the President of the College.

College Property
Materials belonging to the College are not to be removed from the College premises without authorization.

CHILDREN ON CAMPUS

Children of employees and students are not to be brought on campus. If a child should be brought on campus, the College will not be responsible for any type of injury or incident that may occur. Campus Security or the Night Campus Manager should be called for children left unattended. Children should never be allowed in the classroom during a scheduled class.

INVENTORY CONTROL

Although a complete inventory of all equipment is maintained, each faculty member is responsible for equipment assigned to his/her area.

DAMAGES AND THEFT OF PROPERTY

Damages to, and/or theft of, College and personal property should be reported to the Dean and the Campus Security office, Extension 7911.

LOST AND FOUND

Lost items should be taken to the Security Office or the Night Supervisor, where a record of such items is maintained. Items that have been lost should be reported to the Campus Security Office. If a lost item is found, it may be obtained from the Campus Security Office, upon proper identification.

STUDENT ATTENDANCE POLICY

Instructors must publish a statement in the course syllabus regarding their attendance policy. Those faculty who differentiate between excused and unexcused behavior must include this information on their course syllabus. It is the student’s responsibility to read the syllabus and to arrange to make up work missed because of absence. A student who registered late should not be penalized for late registration during the drop/add period. Instructors must keep student attendance records on the forms prescribed by the College and will be requested to submit these.

CLASS ROLLS
During the course of the academic term you will receive several different sets of class rolls. A cover memo that explains the purpose of that particular set of roll sheets will accompany some of these class rolls. When you receive rolls that are accompanied by a cover memo be sure to follow the directions outlined in it very carefully. Usually there are three sets of rolls distributed during the term. The general purpose of each of these is described below.

The first set is usually distributed to instructors on the first or second day of class and is for your use only. These rolls are very preliminary and do not have to be returned.

The second set of rolls is usually distributed at the end of the drop and add period. These rolls will be more up-to-date than the first and will reflect students who have registered late. Again, this set of rolls is for your use and need not be returned. If there are students in your class who do not appear on this roll, they should be sent to the Office of Admissions, Registration, and Records. If they are registered for the course, the proper administrator will add their names to the class roll.

The third set of rolls is usually distributed after the tenth day of class. These are commonly referred to as the purge rolls because these rolls are used to indicate no-show students. Any student who has not been to class for the first ten days of classes should be designated as a WN or No Show. The student will then be administratively withdrawn from the class. The instructor cannot withdraw a student who has attended even one day. Two other important points to remember about the purge rolls are as follows:

- After being carefully checked by you, they must be signed and returned directly to your Academic Dean’s office or the office of the Evening Manager. DO NOT put grade rolls in either the campus mail or the U.S. mail.
- Do not add a student’s name to this roll. If you have students who are not listed on the purge roll sheet, but who can show valid registration documentation, send them to the Office of Admissions, Registration, and Records.

FINAL GRADE REPORTS

The Instructor Grade Sheets are issued as the end of the term and are used by the instructor for reporting students’ final grades. Be sure that you issued a grade to each student, even if the student attended only once, and that the grade sheets are returned directly to the Academic Dean's office. DO NOT put these grade sheets in the campus mail or the U.S. mail.

Grading Policies

At HCC students are awarded letter grades as final grades in all courses. The following list shows the grades recognized by the College.
Used in GPA computation:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Interpretation</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0</td>
</tr>
</tbody>
</table>

Not used in GPA computation:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Interpretation</th>
</tr>
</thead>
<tbody>
<tr>
<td>AU</td>
<td>Audit</td>
</tr>
<tr>
<td>AW</td>
<td>Administrative Withdrawal</td>
</tr>
<tr>
<td>N</td>
<td>No Credit</td>
</tr>
<tr>
<td>NR</td>
<td>Grade not reported by instructor</td>
</tr>
<tr>
<td>W</td>
<td>instructor Withdrawal</td>
</tr>
<tr>
<td>WN</td>
<td>Withdrawal, non attendance</td>
</tr>
</tbody>
</table>

The following letter grades have special requirements:

**Audit**: awarded to a student who enrolls in a credit class for enrichment but not for credit. A change in enrollment from credit to audit or audit to credit can be made only during the designated adjustment period.

**Administrative Withdrawal**: awarded by the College for reasons such as non-payment of fees, non-compliance with rules, or extenuating circumstances.

**Incomplete**: awarded only when requested by the student, approved by the instructor, and confirmed by the Academic Dean. “I” grades are given only when UNFORESEEN CIRCUMSTANCES prevent a student from completing course work during the regular term. An “I” contract is agreed upon and signed by BOTH the student and the instructor. The contract includes a listing of the course work that the student must complete, as well as, a deadline for work completion. To be eligible for an “I”, students must have satisfactorily completed more than two-thirds of the course work. An “I” grade earned in either the spring, summer I, or summer II terms must be removed before the end of the eighth week of the following fall term; an “I” grade earned in the fall term must be removed before the end of the eighth
week of the following spring term. If not removed by this time, it will be changed to an “F” grade on the student’s permanent record.

No Credit: awarded in college preparatory courses. To remove an “N” a student must repeat the course. The “N” grade is not figured in the cumulative GPA.

Grade Not Reported: appears on permanent record as “NR” when instructor inadvertently omits grade.

Withdrawal: awarded if student officially withdraws by the deadline as prescribed by the catalog. Note that a withdrawal is different from a drop. Students may drop a course during the scheduled drop/add period, or they have the option of dropping a course through an appeals process. In both drop cases, the student’s name does not appear on the final course roll; the course does not appear on the student’s transcript; and the student’s course fees are refunded. A withdrawal is considered an attempt to take the course; a drop is not.

A student may officially withdraw from one or all courses without academic penalty by either filing an adjustment form or submitting the request in writing to the campus AR&R office by the mid-point of the semester. There is an official withdrawal deadline date for each semester. Students who officially withdraw are given a “W” grade.

Effective Fall 1997, a student will be permitted a maximum of two (2) withdrawals per course. Upon the third attempt, the student will not be permitted to withdraw and will receive a grade for that course.

A withdrawal from a course or courses may affect the student’s athletic eligibility, financial aid or veterans’ benefits, as well as benefits received from other federal agencies.

If a student does not officially withdraw by the deadline date, the instructor must assign a letter grade other than “W” to the grade report. Withdrawals after that date would be granted only through established institutional procedures.

Students who officially withdraw from a class are not entitled to continue attending that class.

An instructor may recommend to the College’s administration that a student be withdrawn from a class for disciplinary reasons. A student recommended for withdrawal will be notified by the administration and will be given an opportunity to appeal the decision.

WN: awarded if student does not attend the first 10 class days of a regular term.