

# Central Christian College Syllabus: Coursework Policies

## Appendix B: Course Administration and Policies

(Updated 11.29.2021)

**Location:** For Course Administration and Policies and Academic Integrity changes and updates, please see CCK website: <https://www.centralchristian.edu/academics/course-catalogs-policies/#1592863323743-1924b576-2b41>.

### \*\*\*COVID-19

Students at CCK will abide by the rules and regulations of the CCK Coronavirus Plan found on the CCK website: <https://www.centralchristian.edu/about/coronavirus/>, as well as any additional prescriptions given by the instructor of each class. Flexibility will be required of all students and staff as the institution continuously evaluates its position in light of COVID-19 exposure in the community. Being in good character, respect for one another (students and instructors) is a must as the CCK community moves through this pandemic.

### Academic Accommodations

Any student who has a documented learning or physical disability and wishes to access academic accommodations under the 1973 Rehabilitation Act of the Americans with Disabilities Act must contact the **Central Christian College of Kansas Success Center Director** (1-800-835-0078). The student must have appropriate documentation of the disability and the need for the requested accommodation on file with the Success Center Director before accommodations can be provided. Please click on the link below to access the information. <http://www.centralchristian.edu/student-success-center>

If you have questions about the process, please contact: **Mrs. Pat Muntz** at Central Christian College at **1-800-835-0078** or [pat.muntz@centralchristian.edu](mailto:pat.muntz@centralchristian.edu)

Accommodations will only be made after written verification of the eligibility has been received by the Facilitator. It is the student's responsibility to initiate contact with the Success Center and request that an official communication is sent to the facilitator, verifying the disability and specifying the accommodation.

### On Ground Attendance

The attendance policy for this course is based on respect for the student as an intelligent adult. A commitment to making each class meeting worthwhile underlies all planning, therefore the student can be assured that there is value in attending each class. Furthermore, while the course text provides the basis for your learning experiences, much of your learning depends upon the class environment. The student's absence not only decreases their own educational experience, it also diminishes the effectiveness of the group learning process. The student's presence and input are vital.

If the student chooses not to make class attendance a priority, please keep in mind the following. Excessive misses or tardiness will be reported to the Student Development Office and the Academic Office. You will be held responsible for all announcements and assignments given in class. Therefore tardiness as well as attendance should be carefully monitored. If you are absent when a quiz or in-class assignment is given, there will be no make-up work assigned. I reserve the right to discriminate against any student who misses an excessive, but arbitrary, number of classes. Such discrimination can include anything from a private conference, to deduction of

grade points, to a simple thumb up or thumb down on a borderline final grade. The reverse is also true, since conscientious attendance might aid the advancement of a borderline grade.

A college degree assumes that a student not only completed required coursework, but also attended and participated in the class. In the college world we call that *seat-time*. A student who misses too many classes not only undermines the value of the educational experience, but also cheats future co-workers and constituency.

### **Online Attendance**

This course is presented in weekly units. The weekly attendance period begins Monday at 12:00 am and ends on Sunday at 11:59 pm. The attendance policy for this course is based on the instructor's respect for the student as a fellow learner. While the weekly format and course text(s) provide the basis for your learning experiences, much of your learning depends upon the extent you interact with your fellow learners and facilitator. Your level of interaction cannot only increase your own educational experience; it can also amplify the effectiveness of the group learning process. Your collaboration and input are vital.

A college degree assumes that a student not only completed required coursework, but also attended and participated in the class. In the college world we call that *seat-time*. A student who chooses to not interact with his or her classmates and facilitator undermines the value the online educational experience and also cheats future co-workers and constituency.

A basic requirement of this course is that you will participate in class and conscientiously complete writing and reading assignments. It is your responsibility to communicate with me concerning times you are unable to attend class or complete an assignment on time. Any 14-day period of non-attendance will result in dismissal from the course (and perhaps the College). Dismissal from a course will have academic, financial, eligibility, and financial aid implications. Depending on the date of the withdrawal, no refund may be available.

### **Class Participation/Freedom of Expression/Diversity & Respect**

Members of the Central Christian College community, including students and invited guests, are granted the privilege to write about or discuss any subject of intellectual inquiry without fear of censorship, discipline, or intimidation. It is expected that there will be diverse and perhaps contradictory ideas shared; this variety is a strength of the academic community.

This freedom does not provide the right to individuals to say anything that one wants without regard. Civility and respect are foundational components of freedom of expression. A hostile environment limits the expression of ideas and therefore undermines the diverse expression of opinion. Students are asked to show respect and treat peers in a way that validates various experiences and opinions based on a range of identities including ability, economic class, ethnicity, faith tradition or no faith, gender, age, nationality, religion, veteran status, and their intersections. Acts of bias, harassment, abuse, discrimination, relationship violence, sexual violence (i.e. sexual assault, sexual harassment, etc.), gender harassment, and stalking are not tolerated. If you or someone you care about has experienced any one of these crimes, or is aware of violations of the CCCK Code of Character, please know that you have rights, reporting options, and other support services available to you.

Faculty members of the College provide a safe environment where, as members of a learning community, the entire college community can engage ideas through scholarly investigation and inquiry. Student performance is assessed solely on the fulfillment of learning outcomes as prescribed in course syllabi. Opinions shared in class, classroom conduct, or matters not related to academic performance are not used as a basis for assessing student performance.

Faculty members and students may at times engage with course content or their own academic and creative work that involves reading, writing, repeating, or representing terms that might in

certain contexts be considered vulgar or offensive. While this kind of engagement is protected by CCK's freedom of expression policy, members of the college community are challenged to critically reflect on their use of language.

Students are asked to show respect and treat peers in a way that validates various experiences and opinions. As a campus community, residentially and virtually, we recognize the dignity and worth of all humans, regardless of age, gender, sexual orientation, race, ethnicity, color, socio-economic status, disability, faith tradition, or any other distinction. Hate speech and racial slurs used for the explicit purpose of abusing another person or group of people are strictly prohibited. If you or someone you care about has experienced any one of these crimes or is aware of violations of the CCK Code of Character, please know that you have rights, reporting options, and other support services available to you.

### **Disability Disclosure Statement**

See the *Academic Accommodations* section above.

### **FERPA**

In 1974, the Family Educational Rights and Privacy Act (FERPA) was passed to provide families and eligible students (over 18) the right to view their own educational records, the right to request that educational records be amended, and protection of the privacy of educational records. FERPA is administered by the Family Policy Compliance Office (FPCO), and applies to all schools that receive funding through the U.S. Department of Education. Central Christian College of Kansas complies with the mandates of FERPA. Eligible students have the right to file complaints with the FPCO for alleged failure of the College to comply with FERPA. (Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-8520). For complete FERPA policy, see current CCK catalog.

### **Incomplete Grade Policy**

Example: A Student who finds that he or she is unable to complete the requirements of this course, due to circumstances beyond his or her control (unavoidable conditions that have resulted in a hardship or obstacle) may request that a grade of "I" (Incomplete) be awarded for the course. The request for an incomplete is initiated by the student, though the final decision is at the discretion of the facilitator and the School of Professional Education.

Applications for incompletes can be obtained in the School of Professional Education. Applications for Incompletes must be submitted no later than the two weeks before the module ends.

Applications submitted after the last day of the course will not be considered. There is a \$10.00 fee associated with the application process.

Incompletes are intended to apply to students who can complete or have completed approximately three-quarters of the work prior to the end of the semester. If more than one-fourth of the coursework remains, and the reasons for the student's failure to complete the work are legitimate, the instructor may recommend to the dean that the student be permitted to withdraw from the course. When the parties fail to agree, the case may be referred to the academic dean.

### **Late Work**

All assignments have a due date and that due date has tremendous value to you as a student. Any assignment submitted after the due date is considered late and therefore does not demonstrate effective self-leadership. Planning and strategic preparation can help you avoid needless penalties.

A late assignment is defined as an assignment which is submitted after the articulated due date or time. Your absence during any given module or lack of participation in discussions does not extend due dates. As this is an accelerated course, no late submissions are accepted. If an

extension is needed, it is the responsibility of the student to contact the Facilitator prior to the due date.

### **Social Media Policies/Guidelines**

*Know copyright laws:* Cite your work, either using correct APA formatting or including a URL link for media (e.g., photos, video). If you have questions about copyright laws, contact the CCCK Library to assist you.

*Be accurate:* Always provide clear and consistent information based on research and fact.

*Be respectful:* It is acceptable to disagree, but be polite and constructive. Do not include defamatory or harmful information about any individual. Any such content will not be tolerated and may result in removal of the violator from the social media site at the discretion of the instructor.

*Be transparent:* Note that any opinions expressed are your own, and communicate in a professional and appropriate manner. Your instructor will likewise follow these guidelines: Anything that the instructor says is strictly his or her opinion and is not speaking on behalf of CCCK.

*Safeguard others' privacy:* When telling stories about real students and/or situations, use pseudonyms and indicate that you are doing so. This will ensure that you are complying with state and federal privacy laws.

### **Technology**

When committing to earning your degree online, you will want to ensure that you have regular access to the proper technology, as well as high-speed Internet.

At CCCK, malfunction or failure of students' technology is not an accepted reason for late submission of work. It is the sole responsibility of the student to procure the technological hardware (desktop, laptop, tablet, etc.) necessary for completing course assignments.

Should a student experience technical difficulties with his/her Internet connection or primary device used for completing coursework, it remains his/her responsibility to find alternative means of completing and submitting course assignments. In the event of technological failure, students are strongly encouraged to implement their "Plan B". This may include using computers available at public libraries, borrowing computers from friends, relatives, or neighbors, accessing high speed internet at alternative locations, etc.

For a list of free Wi-Fi locations, visit: <http://www.wififreespot.com/>

Students should use technology for further their educational experience at CCCK. Any outside use of video content or other technology to damage or smear other students or CCCK employees is prohibited.

## **Appendix C: Academic Integrity**

### **Academic Honesty/Plagiarism**

The mission of Central Christian College is to provide a Christ-centered education for character. This outcome is echoed in the Community Expectations Covenant and Code of Character, which provide the behavioral basis for how elements of character are defined at Central Christian College of Kansas. Activities such as plagiarism, impersonation, fabrication, sabotage, cheating, and deception represent severe departures from the expectations of those attending an institution dedicated to producing men and women of good character. Furthermore, such activities represent a form of embezzlement since they communicate the attainment of knowledge, skills, and abilities that may not truly be mastered by the individual.

The College understands that not all students may agree or understand how standards of academic excellence are violated; therefore the student should become familiar with the practices to avoid. Students do not have the option to appeal to ignorance in cases of academic dishonesty. This section of the Catalog is designed to help educate the student, but this is in no means an exhaustive description. If there is any element of doubt, it is the responsibility of the student to communicate with officials of the school in order to determine if his or her actions could be defined as appropriate.

Academic dishonesty is best defined as any action that misrepresents the aptitude or ability of a student or misappropriates the work of others. Such actions undermine the academic integrity of the College and subvert its educational goals. Activities that might be considered examples of academic dishonesty include but are not limited to: Plagiarism: The intentional failure of the student to attribute credit to an individual or entity for ideas, words, or data that were not originally derived by the student. This can be done through the omission of quotation marks, improper or omitted references, or payment or use of a paper, assignment, project, or response created by someone else; Impersonation: The act of falsifying identity in order to gain an advantage on an assignment or assessment; Fabrication: The falsification of information and data in order to obscure, distort, or bias an assignment or assessment. This can be done through the misrepresentation of data or opinion, falsifying references or data, distorting information or data, or misrepresenting time or level of involvement to influence the grade; Sabotage: The willful act of undermining the academic work of others; Cheating: The intentional choice to deceive others by appearing to have a level of mastery that does not truly reflect the level of understanding currently obtained by the student. This can be done through copying, allowing others to copy, using unauthorized materials, receiving unauthorized assistance, repurposing already completed assignments, or paying, coercing or convincing another to complete work assigned to the student (or doing the same for another student). It also includes the act of obtaining or providing aid outside of the articulated parameters represented by the assignment or assessment; and Deception: Providing falsified information in order to escape consequences or outcomes that would be sanctioned under differing circumstances. All cases of academic dishonesty will be investigated and arbitrated. No student will be allowed to graduate until all rulings have been finalized. In those cases where an allegation of academic dishonesty is filed after a diploma has been granted, the College reserves the right to revoke graduate status, if the allegation results in a ruling against the student. A grade of "FX" may be reported on the transcript for any course failed due to academic dishonesty.

All records regarding adjudication of academic dishonesty will be kept in the Office of the Provost. These records will remain confidential and will be maintained for a minimum of five years. After five years, files may be destroyed unless there is evidence to suggest that maintenance of said files is required for continued adjudication.

### **Adjudication of Academic Dishonesty**

If it is found that a learner cheats or plagiarizes on a major examination or project, it must be reported to the Chief Academic Officer. The minimum penalty for such dishonesty should be failure of the particular examination or project, with no opportunity for make-up or extra credit. The maximum penalty for dishonesty at this level could be failure of the course, if the student has had other instances of dishonesty. A grade of "FX" may be reported on the transcript for any course failed due to academic dishonesty. If there are records of any misconduct or other incidents of academic dishonesty, the Dean of Professional Education may take additional action, including a request for expulsion by the Chief Academic Officer. Dismissal from the College is also possible on the first or second offense of this magnitude. In all cases the degree to which dishonesty and/or cheating was intended will be determined by the Dean of Professional & Distance Education and any academic sanctions may be enacted by the School of Professional & Distance Education. Formal discipline for academic dishonesty, as it relates to violation of the Code of Character, will be initiated by the Dean of Professional & Distance Education in cooperation with the Chief Academic Officer. Appeals concerning academic dishonesty and any rulings should be submitted to the Chief Academic Officer. The Chief Academic Officer will meet with the Dean of Professional Education as an arbiter. If an agreeable resolution does not result, the Chief Academic Officer will convene a formal committee.

### **Confidentiality & Title IX**

Insomuch as the College maintains a stance on Freedom of Expression and insomuch as you should expect the role of the instructor to maintain confidentiality, Faculty also have a responsibility to protect the rights and safety of others.

Under federal law, "no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." Given the sensitivity of the topics covered in this class, it is important for you to know the professor has a mandatory obligation to notify designated personnel of incidents of gender-based misconduct that are shared in private or during class discussions. The reason for this is to keep all students safe and connected to the resources & reporting options that are available. Additionally, if you disclose anything that may be perceived as a threat or participation in an act of harm, abuse, neglect, criminal activity, or infringement of the Code of Character, you should expect that the faculty member will notify the appropriate authority. Hypothetical scenarios that are discussed do not require any action.

### **Copyright**

All *works* (i.e. written assignments, pieces of art, graphic design, etc.) created and submitted by the student remain the property of the student and are part of the student's *educational record*; therefore protected under the Family Educational Rights and Privacy Act. Enrollment at the institution does provide the College with limited permission to use a student's *educational record*, including *works*, in its fulfillment of the functions of the College (i.e. accreditation portfolio's, displays, assessment, etc.).

### **Dual Relationship**

As a professional member of the instructional staff, it is expected that faculty members interact with students in a supervisory role, which may at times include providing counsel or direction within the context of the subject matter. While the very structure of the College promotes close relationships between faculty mentors, inside and outside of the classroom, the College exhorts faculty members to carefully guard the primary relationship needed to master the material of this course. For that reason, faculty members may recommend that a student seek counsel or

assistance from another member of the College or local community, during enrollment in the course.

### **Support Services**

The Center for Academic Excellence and Enrichment (The Success Center) include a writing center, academic support services, career services, ESL/ELL services, and tutoring.

Students are also eligible for 10 free hours of tutoring, each semester, through Tutor.com. To access these services go to [CCCK-Tutor.com](http://CCCK-Tutor.com).

### **Turnitin.Com**

To help you in the development of academic integrity, Central Christian College utilizes Turnitin.com. This collaborative environment can help you identify ways in which your research and writing may improve. As a student at Central Christian College, you will need to maintain an active account with Turnitin.com.

By maintaining enrollment in this class, the student voluntarily grants permission and consent for the College to submit copies of my *works* to Turnitin.com to be catalogued as source documents in the Turnitin.com database. It is the understanding of the student that Turnitin.com will not copy, use, distribute, or further disclose and *works* for any other purpose other than what is provided for in the privacy Pledge provided by Turnitin.com (<http://turnitin.com/enUs/about-us/privacy-center/privacy-pledge>). It is the responsibility of the student to revoke this permission through written instruction provided to the instructor and the Academic Office. Any revocation shall not affect disclosures made to turnitin.com prior to the revocation.