PSYC 370 – Human Development: A Life Span – Fall 2010
American River College

Schedule: Full Term, Aug 21-Dec 16
TTh 09:00AM-10:20AM  Section 14658
TTh 10:30AM-11:50AM Section 10412

Instructor: Dr. Liz Nelson
Office: Room 377, Davies Hall
Office Hours: See D2L
Voice Message: 484-8862
Email: nelsone@arc.losrios.edu
Pager: via D2L

Required Readings:
Wadsworth/Thomson Learning.

NOTE: Using an earlier edition of the textbook is not advised or permitted.

I. Course Description:
This is a web-enhanced course, and thus the use of D2L is required.

PSYC 370 (formerly PSYC 18) examines human development across the lifespan, from conception through
death, by focusing on development from the perspectives of physiology, cognition, and psychology along with
the interaction among these three domains. Seeing development as an on-going process and the practical
application of this knowledge are emphasized. This course also helps students acquire an understanding of how
social and cultural processes are integral parts of human development. Specifically, it explores how the family,
community, schools, gender, and other specific social conditions influence human development. This course is
designed as a scientific foundation for careers in educational, social, psychological, and medical fields as well
as providing a better understanding of one’s own developmental process.

Prerequisite: None  Advisory: ENGWR 102 or 103, and ENGRD 116 or ESLR 320, ESLW 320, or placement
through assessment process. Course Transferable to UC/CSU. Hours: 54 hours LEC AA/AS area C2 or E2;
CSU area D3 or E1.

II. Course Objectives:
Upon completion of this course, the student will:

1. Gain an integrative understanding of contemporary psychological research, theory, and practice;
   particularly, those issues that involve the effects of social and cultural contexts on an individual’s
development.
2. Acquire an understanding of several important areas of human development. Major concepts and
   principles used in the field of developmental psychology will be explored.
3. Learn about the significance of the social context and the extent
that social experiences set an individual’s developmental path. Students will also acquire an understanding of how the distribution of wealth and power in a society affects children and their family dynamics.

4. Develop and evidence an appreciation and respect for cultural diversity. Questions of cultural identity such as approaches to parenting will be addressed.

5. Becomes proficient at and develop competence in making oral presentations.

6. Develop and evidence an appreciation for working in groups with your classmates.


III. Course Requirements:

You are expected to:

- Arrive to class on time. Students lose points for coming in late and leaving early
- Attend lectures and participate in class discussions and exercises.
- Buy the textbook, and read the assigned chapters of text before each class.
- Complete up to 10 pop quizzes including the Syllabus Quiz and/or In-Class Exercises including Video Discussion Questions. Most In-Class Exercises will be turned into Turnitin.com via D2L. For Pop Quizzes, please have on hand when you come to class, up to 6 (total needed for the semester) Scantron Quizzstrip Form No. 815-E.
- Take up to 5 exams administered throughout the semester using 882-E Scantrons.
- Buy, read, and bring your textbook and lecture notes to class.
- Follow the class schedule for readings and assignment due dates. For information on what chapters to read for each day and when assignments are due, please refer to the Class Schedule posted in the Content Area on D2L.

1. Exams: Each student will take up to 5 exams testing course-content during class time. All tests may consist of multiple-choice, true/false, matching, and short answer questions. Questions will be taken from assigned readings, lectures, class discussions, audio-visual materials, and other class activities. Students are responsible for all material covered in class whether present or not.
   - Each Exam is worth up to 100 points for a total of 500 points. No extra credit points will be on the exam. Exams are closed note/closed book. Students are only allowed to have Scantron and pencil for exams. No electronic or paper dictionaries are allowed unless authorized by DSPS.
   - Arriving late to an exam will result in an automatic zero on the exam.
Points to Remember:

A. **Collaborating with a fellow student** while taking the exam will result in an automatic zero on the exam for everyone involved.

B. **Exams**: Please bring an 882-E Scantron and number two pencil on exam days.

C. **Extra time on exams**: A student may be given extra time to complete an exam if they have documentation from DSPS.

D. **Practice Quizzes**: The quizzes are not worth any points, and they are for study purposes only. You will not be provided the answers. Use your notes and text to complete the quiz. Most answers may be found in the textbook. Best way to study is to print out the quiz, and go to your text to study for the answers. *Some of the practice quiz questions or similar questions will be on the exams.*

E. **Practice Quiz Help Discussion Board**: This is discussion board for students to help each other with the practice quizzes. Please do not request more than 5 questions at a time. When you ask about a question, you must copy and paste the actual question/answers into your thread and indicate what your answer is. That way other students can answer your questions faster. It is very important that you provide what you think the answer is.

F. **No Electronic/paper dictionaries are allowed to be used during the Exams/Quizzes.**

G. **Arriving late to an exam will result in an automatic zero on the exam.**

**NO MAKE UP EXAMS ARE GIVEN DURING THE SEMESTER:**

If you miss an exam, you may only make up the exam by taking a Make-up Comprehensive Essay Exam during the scheduled final time after the regularly scheduled final exam. Therefore you are only allowed to make up one exam. You may also be able to take the Make-up exam if you wish to replace a low exam score. The higher score will be chosen in calculating your final grade. A study guide for the Make-up is provided. Refer to the Make-up Study Guide link on the D2L Menu. This make up exam is given during the final schedule time for your class.

2. **Participation/Attendance**: According to the American River College Catalog, “College students are expected to attend all sessions of their courses. Excessive absence may result in the student being dropped from class by the instructor.

*Points to remember:*

A. **Excessive absence** is defined as the number of unexcused absences equal to the number of meetings of a class per week plus one.” (p. 21). *For the TTH classes*, excessive absence means 3 unexcused absences.
B. **Do not assume** your professor suspects that you are sick or have a sick child because you haven’t shown up for class. **It is your responsibility to communicate your situation to your professor.**

C. **Excused Absences:** You must provide written documentation (i.e. doctor’s note, note from work, etc.) in order to have an absence excused, to your professor **within one week of your absence.** After that deadline, no notes will be accepted and your absence will not be excused.

D. **Coming to class late/leaving early/often:** If late arrival and/or early departure become a consistent pattern, the student will lose attendance points. In a nutshell, students are expected to arrive and leave class at the scheduled time. If you have a medical situation that requires you to leave the classroom often, you must notify the instructor in advance. **Two late arrivals and/or early departures will equal one unexcused absence.**

E. **Students must stay in class during the class session:** Students who get up, leave and come back during class disrupt the class session. Please take care of any personal needs before class begins. If you have a medical condition that warrants your need to use the restroom often, please let me know and please sit close to the door. If you are anticipating an important phone call, please let me know at the beginning of class, set your phone to vibrate, and sit close to the door. If you leave the class for other reasons, do not plan on coming back. You will earn an unexcused absence.

F. **Participation in class discussions:** Students are also expected to share his/her understanding of the course material through class discussions, in-class group activities, and D2L discussion postings. In order to do well, you must come to class prepared. Please bring your textbook and your lecture notes for the assigned readings. Being prepared means having already read the assigned chapter for that day.

G. **Personal Laptops are not permitted:** Personal Laptops are not permitted in class to take notes. Laptops are only permitted if the student provides documentation from DSPS that it is necessary, and the laptop has been screened by the IT department on campus.

H. **Attendance is taken at every class.** Students earn 4 points for each class attended. **Attendance Points are deducted for the following reasons:**

1. Arriving late and/or leaving class early/often.
2. Studying for another class during class time.
3. Texting on your phone during class time. (Note: you are not allowed to take notes by texting on your phone.)
4. Talking in class while someone else has the floor.
5. Getting up, leaving the class, and coming back during class disrupts the class session.
6. Other behavior that distracts from the class.
7. Two late arrivals and/or early departures will equal one unexcused absence
8. Arriving late to an exam will result in an automatic zero.

3. Pop quizzes/ In-Class Exercises:
   - Quiz Strips: For Pop Quizzes, please have on hand when you come to class, up to 6 (total needed for the semester) Scantron Quizzstrip Form No. 815-E. These are available in the bookstore.
   - Be On Time: Pop quizzes are required and will be given within the first 10 minutes of class time.
   - No Make-ups: No make ups allowed if you miss class or you are late to class and miss the quiz.
   - No Notes: Quizzes are closed book/closed notes.
   - Read the chapter for that day: The material covered on the pop quiz will be from the chapter that was assigned for that day.
   - Grades: Each Pop Quiz/In-Class Exercise is worth up to 40 points for a total of 400 points.
   - First Pop Quiz: First Pop Quiz will be the Syllabus Quiz. See the class schedule for due date. This is the only quiz that will be announced and given outside of class.

In-Class Exercises (ICE):
   - No Make-ups: Students who miss class the day an in-class exercise is given will not be able to make it up for in-class exercises.
   - Examples: Examples of in-class exercises include completing Video Discussion Questions while viewing a video during class time, completing an online assignment, and researching a topic online.
   - Turn into Dropbox: All In-Class Exercises will be turned into a Dropbox on D2L. Emailing the assignment to the instructor will not count as being turned in.
   - Video Discussion Questions: These questions are due on the dates set on the class schedule and they are to be turned into the Dropbox on D2L under the appropriate title. Most of videos we watch in class will have a study sheet or a worksheet to complete on the movie or video clip. Worksheets are to be turned into the Dropbox for that assignment.
   - Downloading the questions: The discussion questions can be found in a word document on the link for the assignment located in the Dropbox for that assignment. Students may download the word document and type their answers into the document before submitting it to the assignment’s Dropbox on D2L. Be sure to save your work on your computer when you are done.
   - Keep a copy of your work: When you turn an assignment into the Dropbox on D2L, there will be questions from the video discussion questions on the exams. You may not
receive your completed and graded questions before the exam, so it is important that you keep a copy of your work.

- **Keep a copy of the receipt email:** When you turn in an assignment into Dropbox in D2L, you will receive an email to your Imail account. This is a receipt of your work being turned in. Please save this email as a record of your work in the event that D2L misplaces your paper.

- **A Word Processing Program:** You will need a program that is compatible with D2L and allows you to save in Rich Text Format.
  - Some examples: WordPad, Microsoft Word, Word Perfect, and others.
  - **DO NOT USE MICROSOFT WORD WORKS (.wps).** Please do NOT use Microsoft Word Works (ending in a .wps). This format is not compatible with D2L or Turnitin.com. Students who turn in a paper in this format (.wps) will be considered as not turning in a paper and their paper will be considered late.
  - It is the student’s responsibilities to discover if they have used the wrong format and resubmit their work using a correct format.

- **APA Style:** Students must learn how to use APA style. More information will be given out later.

- **Check for Plagiarism:** Your work will be submitted automatically to turnitin.com link via D2L. If you turn in your paper early enough, you can view your originality report for your assignment, and then make changes as needed to your paper.

- **What is plagiarism?** Plagiarizing material from other sources will result in a zero on the assignment. See below for a definition of plagiarism. When you turn your work into the Dropbox, your work will automatically be submitted to Turnitin.com to check for plagiarism. It is the student’s responsibility to check the originality report from Turnitin.com. You will be able to see the report in the Dropbox for the assignment after an hour or so (depending on how busy Turnitin.com is). There is more information about Turnitin.com in the FAQ on D2L.
  - Turning in work you completed for another class is also considered plagiarism.
  - Collaborating with another student, when it is not a group project, is also considered plagiarism.
  - Failure to cite a source correctly using APA style or failure to cite a source at all is considered plagiarism.
  - **NOTE:** Any information from your textbook, articles, videos, or podcasts, etc. are sources that you must cite.
  - **Tip to remember:** If you didn’t research the idea, create the information, make the video or podcast, or write the article; you must cite the source from where you obtained the information using APA style. This includes your textbook, MDL, and any information from the internet. You must cite a source even if you put the information in your own words.
Be sure to cite all sources using APA style. See the link for the library hand-out on APA style for more information.

- Failing to cite a source and not providing a reference (as you would see in a reference page) will result in a zero on the assignment, and possible referral to the Dean of Behavioral and Social Sciences for further disciplinary action.

- **Group Work ICE’s**: Bring your textbook to class on days when group exercises are given. It is expected that all members of a group collaborate on an ICE. If an individual does not participate actively as a member of the group, their score will be lowered. Please avoid “social loafing”.

- Remember to be assertive now and speak up to your group if you disagree on the answers for a group project. I will not change grades later if a student is unhappy with the final group grade, but they didn’t speak up at the time of the assignment.

- **Personal Applications of Chapter Topics ICEs**: At times the ICE’s will focus on the student applying the chapter information to their own lives such as their own development.

### 4. Grade Breakdown

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Number of points</th>
<th>Equals/ percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance/Participation:</td>
<td>4 X 31</td>
<td>124 (12 %)</td>
</tr>
<tr>
<td>Exams</td>
<td>5 X 100</td>
<td>500 (49 %)</td>
</tr>
<tr>
<td>Pop Quizzes/ In-Class Exercises</td>
<td>10 X 40</td>
<td>400 (39 %)</td>
</tr>
<tr>
<td><strong>Total Number of points</strong></td>
<td></td>
<td><strong>1024 (100%)</strong></td>
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</tbody>
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Final Grades: Grades will be determined by each student’s total points at the end of the semester and applied to the following distribution.

- A = 90-100%
- B = 80-89%
- C = 70-79%
- D = 60-69%
- F = 59% or below

**To determine the percent of points earned:**

Divide Points Earned by Total Points Possible. Multiply the Sum by 100 = % of Points Earned

Example: 275/375 = .73 .73 x 100 = 73% = C

√**Extra Credit**: There will be several opportunities to earn “bonus” or “extra credit” points to help improve your grade. You may only earn up to **20 points extra credit in a semester**. Some of the extra credit options are presented below:
1. Extra Credit options as presented throughout the semester (in-class assignments, opportunity to participate in research, etc.)
2. Extra Credit movie reviews (worth 5 points). Student may complete up to two movie reviews.
3. Attend campus events such as college hour lectures, career center workshops, campus plays, concerts, and art exhibits for up to 5 points each.
4. Online activities such as Extra Credit Syllabus Quiz, updating your email address on D2L, and crossword puzzles.
5. Visit your professor during office hours!

In order to obtain points for extra credit do the following below to earn up to 5 points of extra credit:

All extra credit should be turned into the Extra Credit Dropbox on D2L

1. Crossword puzzles: Copy and paste the completed cross word puzzle in an email results to your professor or you may turn in a hard copy of the puzzle. You are allowed to do up to 2 cross word puzzles. See below on how to turn a document into a pdf.
2. On Campus Activities: Type a one page summary of what you learned and how it applied to your own development.
3. Movie Review: watch a movie that focuses on a specific age of development. Write a brief summary of the plot and then explain the character’s development in terms of one of the theories of development described in your text. Please see the instructor for examples of appropriate movies to review.

NOTE: To turn a document into a PDF you need to download the free PDF Driver into your printer preferences, and then you can "print" pages into a pdf. Here is the link to the Free PDF Driver


IMPORTANT COURSE POLICIES:

How do I contact my professor?

In addition to approaching your professor immediately before or after class for brief questions, there are multiple ways students can contact me:

1. Office Hours: Open door office hours are held at the appointed time and location (see above). If you are unable to make my office hours, please contact me and we can arrange a time to meet.
2. **Email** - Important: All e-mail messages must have the words “Psy 370 and section and your full name” as the SUBJECT line. Failure to write “Psy 370 and section and your full name” as the SUBJECT line of your e-mail message may result in your message not being read. Also, make sure to put your full name (first and last) by including your first and last names when sending an email message. I cannot identify you by your email address only.

3. **Voice Mail**: You may leave me a message on my voice mail. Please be sure to say your name slowly and clearly. In addition, please leave me a number where I can call you back. **NOTE:** I am must faster at returning emails than I am voice mails.

4. **FAQ Room**: If you have a general question about the class, please use this discussion board link. Post your question and someone, either the professor or a fellow student will answer your question. Please use this discussion board for general questions, and only use email for issues of a personal nature for your instructor.

5. **Response time to student messages**: Your instructor will respond to student messages, i.e., phone, e-mail, and/or discussion board, within 36 hours during the assigned workweek. Messages received after noon on Friday will be replied within 36 hours beginning the next working day I am on campus.

6. **If you need assistance**: If you are experiencing difficulty with the course, please do not hesitate to contact me as soon as possible. The sooner you contact me, the sooner we can work together to help you work through these difficulties. If you have a disability including chronic disease or learning disabilities, please notify me so we can discuss your needs and appropriate accommodations. Please bring a verification of your disability or specialist’s recommendation for accommodating your needs.

7. **Promoting a positive learning environment**:
   
   A. **Promoting a positive learning environment**:
      
      **Courtesy**: I expect that everyone will participate in the class with courtesy and consideration for each other and for the instructor. Comments made in class, e-mails and web postings should be on the topic at hand, should be appropriate and should reflect a professional demeanor. Inappropriate behavior includes but is not limited to the following: disruptive behavior, profanity or vulgarity, racism, harassment of other students, obstruction of the learning environment, plagiarism or dishonesty. Students may not knowingly access, alter, damage, delete, destroy or otherwise use
any data, computer, computer system or computer network in order to harass, disrupt, destroy, or disturb the classroom learning environment.

**NOTE:** Behavior that is disruptive to the learning environment of the classroom (online or in the discussion boards) will not be tolerated under ANY circumstance. Continued disruption will result in further disciplinary action. Students must take responsibility for monitoring their own behavior in class or online, and they will bear the impact of any embarrassment resulting from corrective action on the part of the professor. If a student does not comply with the class rules or courtesies, they will be asked to leave, and will be suspended for the next academic day as well. Both of those days will be counted as unexcused absences.

*Creating a positive learning experience is the responsibility of the instructor and of the students.*

*Please respect the learning environment of others by:*

- Not having a conversation while others are talking
- Respecting differences of opinion or values
- Turning off all electronic devices that make sound
- Not sleeping or snoring in class.
- Please clean up any trash that you bring to into the classroom.
- Other behaviors that interfere with another student’s learning.
- Removing earphones and turning off listening devices (Bluetooth, ipods, mp3’s, etc.)

Please avoid behaviors that will interfere with the learning of others. In other words, treat others, as you would have them treat you in class.

*In order to have an enjoyable classroom experience, please avoid the following behaviors.*

- Tardiness or leaving class early/often is disruptive.
- Talking in class while someone else is speaking is disruptive.
- Talking over another classmate who is asking a question or making a comment is disruptive.
- Playing with your cell phone or pager is disruptive (i.e. texting or reading text messages).
- Doing homework or studying for a test in class for another class is disruptive.
- Talking/writing notes to another person in class is disruptive.

**NO kids.** (It is illegal and against College policy to bring children to class). If you bring a child to class you will be asked to leave.

**NO pets** (only working dogs are allowed).

**NO food.**
NO beverages (except in plastic, sealable containers).
NO cell phones and/or pagers (please, set them on Silent/vibrate mode).
NO Text messaging on cell phones or other electronic devices. I do not allow students to use texting as a way to take notes in class for it is disruptive. Students may use electronic devices only if they have documentation from DSPS.

NOTE: Behavior that is disruptive to the learning environment of the classroom will not be tolerated under ANY circumstance. You will be asked to leave the classroom. Continued disruption will result in further disciplinary action. Students must take responsibility for monitoring their own behavior in the classroom and will bear the impact of any embarrassment resulting from corrective action on the part of the professor.

8. Important D2L Information!!
1. All students are required to have a back-up plan in place in case of personal technology problems.
2. You will not be excused from an assignment or exam if you have technology problems such as internet failing on your home computer, computer malfunctions, etc. or if you do not know how to use turnitin.com on the D2L website.
3. Please, be aware that the Late Policy (see below) applies to all late work, even if your computer crashes. Please plan ahead by having a back-up plan in place.
4. Possible back-up options:
   1. Students with ACCESS cards (available through the ARC library circulation desk) may use any computer from any of the Los Rios campuses.
   2. Using a family/friend’s computer.
   3. Be sure that your internet service and computer is reliable. Student’s often experience problems with dial-up connections especially with call waiting.

9. Technology Problems: Your professor will not be able to answer technology questions.
If you experience problems with technology such as difficulty accessing the course web site contact the support services below:
There are two ways to contact our Los Rios eLearning Help Desk -- by phone, by live chat or by Email to Help Desk.
• To contact the Los Rios eLearning Help Desk by phone:
   Dial 1-866-353-9451.
   The system will direct your call to the first available Help Desk staff member.
The Help Desk is now staffed 24 hrs a day and 7 days a week.

- To get help through "live chat" with the Help Desk staff.
  
  You can use the link below.
  
  Link to Live Chat with Help Desk Staff

- Eservices Help Desk - ARC: (916) 484-8152 for password and account information.

10. **Late Policy:**
    
    All late work is subject to an automatic 11% reduction in points (one whole grade reduction) for each 24 hours it is late, irrespective of the reason for the lateness. I will only accept late submissions within one week of the assigned due date and time by Midnight. After a week has passed, the assignment will not be accepted under any circumstances. I do appreciate and care about why an assignment may not be able to be turned in on time. However, I will not get into the business of judging whether one excuse is “better” than another. For this reason and to avoid difficulties, you are strongly advised to plan on turning in your assignments **prior to the due date**.

11. **Turning in work:** Most assignments will be turned in on the D2L website either via turnitin.com or in a discussion board. Assignments that are turned via D2L will not be accepted via email. **If you email an assignment to your professor, you must also turn it in via D2L.**

12. **Incomplete:**
    
    Based on the American River College Catalog, an “incomplete grade (I) may be assigned by the instructor when, in the judgment of the instructor, the student is unable to complete the requirements of a course before the end of the semester because of unforeseeable emergency or other justifiable reasons.” (p. 22). Furthermore, at least 70% of the course work must be completed for an incomplete to be granted. No exceptions will be made!

13. **Netiquette:**
    
    Netiquette refers to the protocol to be followed when communicating with others on the Internet. In this course, this protocol mainly applies to e-mail messages and to posting on discussion boards. Please, see the web link “Netiquette” made available on D2L under Helpful Websites.
14. Academic Honesty:
It is a violation of American River College policy to plagiarize, to recycle work, or to cheat or attempt to cheat on exams.

1. Examples of academic dishonesty include taking others’ thoughts or words without using quotation marks; submitting work that has been written or revised in part or in whole by another person; submitting work that you have submitted for another class; cheating or attempting to cheat on a quiz or exam.

2. Cheating, plagiarism, and other forms of dishonest conduct may result in immediate expulsion from class with a grade of “F” and/or expulsion from the college.

3. Cheating is against the policy of American River College. Cheating includes any attempt to defraud, deceive, or mislead the instructor in arriving at an honest grade assessment.

Types of Plagiarism:
There are two types of cheating and plagiarism: Obvious and Soft Plagiarism.

1. **Obvious Plagiarism**: This cheating involves looking at your neighbor’s answers when taking an exam, collaborating with a fellow student on an exam, paying someone to write a paper for you or getting a paper off the Internet. Most students do not engage in this form of cheating. What many students inadvertently do is called “Soft plagiarism”.

2. **Soft Plagiarism**: Soft plagiarism which involves failing to cite references or citing references inappropriately in your papers. This is much more common. Copying and pasting from other resources such as the internet or article is considered plagiarism.

Please, see the web link “Understanding Plagiarism” made available on D2L under Helpful Websites.

According to the American River College 2009 - 2010 guide to student rights and responsibilities (2009) **Cheating is the act of acquiring or obtaining** academic work through fraud, deception, or dishonest acts.

**Examples:**
- Copying in part or in whole from someone else’s test.
- Submitting work presented previously in another course when contrary to directions prohibiting such acts from either course.
- Altering or interfering with grading in the class.
• Using or referring to any sources or materials not authorized by the professor during the quiz, test, or examination.
  • Committing other acts that misrepresent one’s own academic work.
  • Acting in part or in whole to compromise the integrity of the course examinations/quizzes/projects through replication, duplication, or electronic means.

**Plagiarism is representing the work** of another person as one’s own work and submitting it to fulfill the academic requirements of the course.

Examples:
  • Submitting a written paper purchased or obtained from an outside source.
  • Representing another’s creation (painting, photo, music composition, computer program, etc.) as your own product and work.
  • Incorporating words, passages, ideas of another person’s writing without citing appropriate credit or acknowledgement and representing it as your own.
  • Duplicating any previous academic work from another and then submitting them as your own for academic credit. (American River College, 2009, p. 5)


√ **Penalties for Plagiarism in This Course:**

1. Regardless of the type of plagiarism, any violation will result in an automatic “0” on the assignment and possibly for the final grade in this course.

2. In addition, your instructor is required to report the offense in writing to the ARC Campus Disciplinarian Officer, who may take further action.

According to the American River College 2009 - 2010 guide to student rights and responsibilities (2009) *Consequences of academic dishonesty*

*Academic sanctions and penalties* may be applied in cases of academic dishonesty depending on the seriousness of the infraction and those grading guidelines specified by the instructor of the class. You may:

• Receive a failing grade on a test, paper, or examination.
• Have your course grade lowered or possibly fail the course.
In addition to these academic sanctions, disciplinary action may be taken in any case of academic dishonesty. As a violation of the Student Standards of Conduct at ARC, such action will be conducted by referral to the college Disciplinary Officer under the direction of the Vice President of Student Services. Disciplinary action may be imposed, individually or in various combinations on any student found to have violated the Standards of Conduct. (Please see “Forms of Student Discipline” below.)

**Forms of Student Discipline**

1. **Warning**- a written or oral notice to the student that continuation or repetition of certain conduct will result in further disciplinary action.

2. **Disciplinary Probation** is a status imposed for a specific period of time wherein a student must demonstrate his or her conduct conforms to the District standard of conduct as set forth in the District Policies and Administrative Regulations. The conditions may be imposed at the discretion of the President or administrative designee. Misconduct or further violations of any of the conditions imposed during the probation time period will result in more serious disciplinary action such as loss of privilege, suspension, or expulsion.

3. **Loss of college privileges** is the denial of access onto campus and from college regular, extra-curricular, and co-curricular activities within the District. Any further violations of any restrictions or campus regulations will result in more serious penalties such as suspension or expulsion.

4. **Removal** is where a student may be removed from class, office, or college area by the responsible President, administrative designee or an appropriate college administrator; if necessary, it will be conducted with the assistance of the college police.

5. **Suspension** is a separation from the college/District for a designated period of time after which the student will be eligible to return. A suspension may consist of:
   a. A period of time from one or two classes by the instructor for a period up to the time the student meets with the campus Discipline Officer or makes the necessary arrangements to do so for a period up to 10 days of instruction.
   b. From one or more classes for the remainder of the school term.
   c. From all classes or activities of the college for one or more terms.

6. **Expulsion** is the permanent termination of a student from Student Status by the Governing Board for good cause. The action occurs when other means of corrective disciplinary action fail to bring about proper conduct or when the action is needed to ensure that the presence of the student causing a continuing danger to physical safety of the students, staff, and the college is mitigated. The expelled student is prohibited from participating in any college programs, activities, and from entering the premises of the campus or District.
15. **Student Rights & Responsibilities** Please refer to the following link for information on student rights and responsibilities concerning Disciplinary, Student Grievances, Equity, Sexual Harassment, Title IX, 504 Federal Regulations, ADA compliance. This is a complete description of students’ rights and responsibilities at ARC. Students are required to act accordingly to the policies described. Please refer to the link for further information.

http://www.arc.losrios.edu/stusrvc/Student_Rights_Respons.pdf

15. **Accommodations for Students with Special Needs:**
Students who have special needs (e.g., students who need additional time to complete exams due to language barrier or learning disability) should identify themselves ahead of time in order for appropriate arrangements to be made. Please contact us so we can discuss your potential needs. We also suggest you to contact:

- Disabled Students Programs and Services (DSPS) office (916-484-8382)

  http://www.arc.losrios.edu/~dsps/

- English as a Second Language (ESL) Program (916-484-8693 http://arc.losrios.edu/~esl)

The Learning Resource Center (LRC) also offers assistance with writing papers, tutoring, computer and media equipment, and adaptive technologies. You may contact the LRC at (916) 484-8693 or

http://arc.losrios.edu/learnres/lrc.html