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SCC Standard Course Policies

1 Online Confidentiality

All students' e-mail addresses may be available to other students in the class. Although some assignments in an online course may encourage or require peer communication, the instructor will make every effort to protect the confidentiality of any personal communication (for example, grades). However, you should recognize that e-mail and other electronic media are not secure; there is no guarantee of the privacy of your e-mail or other personal information.

2 Classroom Behavior

Discussion and expression of all views relevant to the subject matter is recognized as necessary to the educational process, but students have no right to interfere with the freedom of instructors to teach or the rights of other students to learn.

The instructor sets the standards of behavior acceptable in the classroom by announcing these standards early in the term. If a student behaves disruptively in class after the instructor has explained the unacceptability of such conduct, the instructor may dismiss the student for the remainder of that class period.

The instructor shall initiate a discussion with the student to resolve the issue prior to the next class meeting. A further disruption by the student may result in a second dismissal and referral in writing by the faculty member to the chief student services officer. These procedures for

classroom behavior do not limit the action that may be taken for proscribed conduct under Section III herein and instructors may dismiss students from class for the remainder of the class period for such conduct. Students remain subject to other sanctions hereunder for such conduct.

3 Online Behavior

The use of Spartanburg Community College's website, e-mail service or course management software for creation and/or distribution of material not pertaining to course participation is prohibited and is grounds for dismissal according to College policy under "disruptive behavior." Such actions, include, but are not limited to:

Inappropriate use of email and discussion boards for:

- Harassment
- Unlawful solicitation
- "Spamming"
- "Flaming"

Use of online editing tools within the course management software to:

- Create offensive material
- Link to inappropriate materials

4 Classroom Conduct/Expectations

While there are many informal situations in which people have neither the desire nor the right to prescribe how others ought to behave, a college class/lab environment requires a higher level of courtesy than many people exercise in ordinary public places.

In an educational environment, each instructor has the responsibility to maintain a class/lab environment conducive to student learning. Discussion of all views relevant to the subject matter is recognized as necessary to the education process, but students do not have a right to infringe on the freedom of instructors to teach or the right of other students to learn. The College encourages students to express their opinions and ideas in an orderly manner, since a free exchange of views enhances the learning process.

However, the College will not condone verbal combat or verbal abuse among students and instructors. Students are expected to comply with the Student Code. The instructor has an obligation to make students aware of rules for the class/lab and to inform students if they are violating these rules. If a student behaves disruptively in class, lab or field trip after the instructor has explained the unacceptability of such conduct; the instructor may dismiss the student and refer the matter to the vice president for student affairs or designee.

Spartanburg Community College, a higher education institution for adult learning, offers programs/courses designed for adult learners. It fosters a partnership between instructors with the desire to teach and students with the desire to learn. In order to create an appropriate

environment for teaching and learning, students must show respect for their instructors and for their fellow students. In other words, students are to conduct themselves maturely as they work toward achieving serious goals in an institution of higher learning.

5 Class/Lab Behavior

Listed below are guidelines for class/lab behavior that the College has established to ensure that the learning environment is not compromised:

1. Attendance

Students are expected to be in class the entire class time. They should not enter late or leave early. Rare exceptions may be made, particularly in emergency circumstances, but students should be prepared to explain their tardiness to the instructor after class. Likewise, students should explain before class any need to leave early.

2. Absences

Students should inform the instructor in advance if they know they are going to miss class. They should reserve absences for emergencies. Also, students must take responsibility for finding out what material they missed and for getting assignments from other students. They should not expect that they will be allowed to make up work, such as quizzes or tests, after an absence. Instructors are not responsible for re-teaching materials students miss when they are absent.

3. Conversation

Students should not carry on side conversations in class (or pass notes).

4. Other Activities

Students should not work on other activities while in class. This includes homework for other courses or other personal activities.

5. Internet

In classes where Internet access is provided, students may use the Internet for valid, academic purposes only. They may not access other sites unrelated to the course.

6. Sleep

Students may not sleep in class; they are expected to be attentive and focused.

7. Attitude

Students are expected to maintain a courteous/civil attitude in class. They may not use inappropriate or offensive language, verbal or non-verbal, to convey their attitude regarding the course, the instructor, assignments or fellow students.

This includes, but is not limited to, making fun of others, disrupting class, shouting, slamming books, glaring, rolling eyes, speaking in a disrespectful tone of voice, or refusing to carry out assignments.

8. Profanity and Offensive Language

Students may not use profanity or offensive language in any public area (to include

canteens/break areas) on campus.

9. Cell phones, pagers/beepers, MP3 Players, CD's and Headphones

Students may not receive or send telephone calls, text messages, or pages during class. They are responsible for turning off cell phones and beepers upon entering class. (An exception will be made for public service employees on call.)

Unless required for a course, MP3 players, CD's and headphones are not allowed in any class/lab at any time.

10. Guests and Children

Students may not bring unregistered friends or children to class.

11. Food, Drink, Tobacco Products

Food and/or drink may be allowable in class at the discretion of the instructor; however, use in lab areas may be more restrictive. It is the student's responsibility to ensure that any trash is disposed of properly.

No one may use tobacco products in any building at SCC. Smoking is allowed in designated areas only.

12. Physical Disruptions and/or Physical Altercation

No one may, under any circumstances, provoke or engage in physical altercations of any nature. This includes harassment, grandstanding or threats of any kind.

13. Individual Business

Students who need to speak privately with an instructor should not attempt to do so during the class period. Students are advised to make appointments with instructors during their scheduled office hours.

The guidelines listed above are not meant to be an exhaustive list. SCC developed this list to address some of the more commonly seen infractions. The College expects every student to conduct himself/herself in an appropriate manner. Violations will be referred to the vice president of student affairs for disciplinary action as deemed necessary.

Tips for Success

- Come to class/lab prepared to work. This includes bringing materials needed for class/lab (textbook, workbook, computer disks, writing materials, notebook, etc.)
- Take notes
- Complete assigned readings and other homework on time
- Contribute in class as appropriate
- Focus your attention on the subject at hand

6 Class Attendance

Students are responsible for punctual and regular attendance in all classes, laboratories, clinicals, practica, internships, field trips and other class activities. The College does not grant excused absences; therefore, students are urged to reserve their absences for emergencies. When illness

or other emergencies occur, the student is responsible for notifying instructors and for completing missed work if approved for late submission by instructors.

Tardiness

Students are tardy if not in class at the time the class is scheduled to begin. Students who are tardy are admitted to class at the discretion of the instructor.

Course syllabi and, if applicable, program handbooks reflect attendance and tardiness policies.

Instructors maintain attendance records. However, it is the student's responsibility to withdraw from a course. A student who stops attending class and fails to initiate a withdrawal will remain on the class roster. A student who does not complete an assignment, test, or final exam in the course will receive a zero for each missing grade and the final course grade will be calculated accordingly.

Absences for Religious Holidays

Students who are absent from class in order to observe religious holidays are responsible for the content of any activities missed and for the completion of assignments occurring during the period of absence. Students who anticipate their observance of religious holidays will cause them to be absent from class and do not wish such absences to penalize their status in class should adhere to the following guidelines:

1. Observance of religious holidays resulting in three or fewer consecutive absences. Discuss the situation with the instructor and provide written notice at least one week prior to the absence(s). Develop (in writing) an instructor-approved plan which outlines the make up of activities and assignments.
2. Observance of religious holidays resulting in four or more consecutive absences. Discuss the situation with the instructor and provide the instructor with written notice within the first 10 days of the academic term. Develop an instructor-approved plan which outlines the make up of activities and assignments.

Online Course Attendance

Students must have logged into and actively participated in the online course by the end of the drop/add period, as indicated by posting to an online discussion, submitting an assignment, taking an assessment, communicating with the instructor, or completing other activities as designated by the instructor. Students who fail to meet this attendance requirement by the end of the drop/add period will be dropped from the class by the instructor.

7 Withdrawal from a Course/Term/College

There are three types of withdrawals, BUT the process for assigning a grade remains the same.

Withdrawal from a Course

If you withdraw from a course after the add/drop period, you will receive a "W." If you are

receiving financial aid, you should contact the financial aid office prior to withdrawal from a course. You may withdraw from a course through web advisor or by submitting a drop form to student records prior to the drop deadlines established by the College. Faculty signatures are not required to drop courses.

Term Withdrawal

You are term withdrawn for one term when all courses for that term are dropped.

From the College

If you do not attend the College for three consecutive terms you will be administratively withdrawn from the College by the student records office. If you have been withdrawn from the College, you must go through the admissions process to be re-instated. If you are re-instated, you are required to meet program requirements under the catalog for the term in which you are re-instated.

8 Add/Drop Period

The add/drop period is the first five instructional days of the fall, spring and full summer terms. The add/drop period for the FlexStart terms in the fall and spring and the summer is the first two-three (2 – 3) instructional days of the term, depending on the term.

During the add/drop period students may drop courses without academic penalty and students may add only courses that have not yet met. Admittance to courses that have already met (including hybrid and online) is at the discretion of the department chair.

Students who register for a course but who do not attend a face-to-face class or log into and actively participate in an online course before the published deadline will be dropped from the course for not attending. No grade will be assigned for courses dropped for no attendance and a full refund of tuition excluding the enrollment fee will be processed. Courses dropped during the add/drop period will not appear on transcripts.

Students may be reinstated in a class at the discretion of the department chair. During the first 75 percent of the course, a student may drop a class through WebAdvisor or go to the student records office to complete a drop form. A grade of W will be awarded.

A student or an instructor cannot initiate a drop during the last 25 percent of the course except in extenuating circumstances, with documentation approved by the appropriate department chair and academic dean.

Go to the SCC website (www.sccsc.edu/transcripts Transcripts & Records) to review the drop procedure for students.

9 Academic Integrity

SCC defines academic integrity as both the practice and commitment to defending academic honesty, personal responsibility, and respect for one's own and others' intellectual work. SCC expects every member of the College community to support, promote and enforce academic integrity, which is fundamental to the mission of the College.

10 Academic Misconduct

All forms of academic misconduct including, but not limited to, cheating on tests, plagiarism, collusion, and falsification of information will call for discipline. Alleged violations will be handled according to the procedures presented in Section IV.B.

1. Cheating on tests is defined to include the following:
 - a. Copying from another student's test or answer sheet.
 - b. Using materials or equipment during a test not authorized by the person giving the test.
 - c. Collaborating with any other person during a test without permission.
 - d. Knowingly obtaining, using, buying, selling, transporting or soliciting in whole or in part the contents of a test prior to its administration.
 - e. Bribing or coercing any other person to obtain tests or information about tests.
 - f. Substituting for another student, or permitting any other person to substitute for oneself.
 - g. Cooperating or aiding in any of the above.

2. "Plagiarism" is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work.*

*Plagiarism occurs when a student "uses words, ideas or work products" that are someone else's, and when the original source is "identifiable," and the student presents them as his own words, ideas or work products, without giving the source credit while expecting a "benefit, credit or gain."
Source: Fearn, Hannah. "Is It Plagiarism? Well, It Is Rather Difficult to Say." Times Higher Education. The (London) Times. July 1, 2010.

3. "Collusion" means knowingly assisting another person in an act of academic dishonesty.
 4. Fabrication is defined as falsifying or inventing information in such academic exercises as reports, laboratory results and citations to the sources of information.
1. An instructor who has reason to believe that a student enrolled in his/her class has committed an act of academic misconduct must meet with the student to discuss this matter. The instructor must advise the student of the alleged act of academic misconduct and the information upon which it is based. The student must be given an opportunity to refute the allegation.
 2. If the instructor, after meeting with the student, determines that the student has engaged in academic misconduct as alleged, the instructor will inform the student about the decision and the academic sanction that will be imposed. The instructor may impose one of the following academic sanctions:
 - a. Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
 - b. Require the student to repeat or resubmit the paper, project, assignment or examination involved in the act of misconduct.

- c. Assign a failing grade for the course.
 - d. Require the student to withdraw from the course.
3. If the student is found responsible for the academic misconduct, within five working days of the meeting, the instructor will submit a written report about the incident and the sanction imposed to the chief instructional officer.
4. The chief instructional officer, or designee, will send a letter to the student summarizing the incident, the finding, the terms of the imposed sanction, and informing the student that he/she may appeal the decision and/or the sanction by submitting a written request to the chief instructional officer within seven working days of the date of the chief instructional officer's letter.
5. If the student requests an appeal, the chief instructional officer, or designee, will schedule a time for the meeting. The chief instructional officer, or designee, will send a certified letter to the student. In addition to informing the student that the chief instructional officer, or designee, will hear the appeal, this letter must also contain the following information:
 - a. A restatement of the charges
 - b. The time, place, and location of the meeting
 - c. A list of witnesses that may be called
 - d. A list of the student's procedural rights. These procedural rights are presented in the Student Code and Grievance Procedure, Section V.A.1.e.
6. On the basis of the information presented at the appeal, the chief instructional officer, or designee, will render one of the following decisions:
 - a. Accept the decision and the sanction imposed by the instructor
 - b. Accept the instructor's decision but impose a less severe sanction
 - c. Overturn the instructor's decision
7. The chief instructional officer, or designee, will send the student a letter within two working days of the meeting. This letter will inform the student of the decision and inform the student that the decision can be appealed to the president of the College by sending a letter detailing the reasons for the appeal to the president's office within five working days.
8. After receiving the student's request, the president will review all written materials relating to this incident and render one of the following decisions. The president's decision is final and cannot be appealed further.
 - a. Accept the decision and the sanction imposed
 - b. Accept the decision but impose a less severe sanction
 - c. Overturn the decision
 - d. Remand the case to the Student Appeals Committee to re-hear the case according to the procedures listed in section IV.D and section V.

11 Grade Correction

If a student believes that a grade was assigned in error, the student must request a review of the grade by the instructor within one term for which the grade was assigned.

12 Services for Students with Disabilities

Spartanburg Community College believes that a barrier-free learning environment is essential for students with disabilities to reach their potential to lead autonomous lives.

Spartanburg Community College is committed to providing such an environment. Students with a special need should contact contact:

SCC coordinator of Student Disability Services at
(864) 592-4818 or (864) 592-4748 for TDD
P. Dan Hull Building, room E-30B.

Upon receiving appropriate documentation, an accommodation plan will be developed and instructors will be notified. Parking spaces designated for students who are physically disabled are conveniently located near each building.

Contact Info

Admissions Center

Address

SCC Central Campus, Student Services Building
Mail to: PO Box 4386, Spartanburg SC 29305

Phone:

(864) 592-4800

Toll Free:

(866) 591-3700

Fax:

(864) 592-4564

E-mail:

admissions@sccsc.edu (<mailto:admissions@sccsc.edu>)

Mon - Thu | 8:00am-6:00pm

Friday | 8:00am-5:00pm

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Mailing Address

PO Box 4386
Spartanburg, SC 29305

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[Emergency & Alerts \(/alert\)](#)

[Privacy Policy Statement \(/privacy\)](#)

[Contact Us \(/contact\)](#)

[Manage Application \(https://applynow.sccsc.edu/Datatel.ERecruiting.Web.External/Pages/welcome.aspx\)](https://applynow.sccsc.edu/Datatel.ERecruiting.Web.External/Pages/welcome.aspx)

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Acrobat (PDF Reader) (<http://get.adobe.com/reader/>)

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