

PIKES PEAK STATE COLLEGE: INSTITUTIONAL SYLLABUS

Academic Honesty, Plagiarism and Student Conduct

Pikes Peak State College places the highest value on academic honesty and integrity. Students who disregard that value deprive themselves of the learning experience they have invested in and will need for future success. Therefore, you are expected to always do your own work.

Academic dishonesty includes but is not limited to submitting material prepared by someone else as your own; plagiarism (passing off another person's ideas, writings, etc., as your own); failure to cite sources adequately or correctly, using electronic data sources such as the internet, phone texting, computer IM, or smart devices such as the smartwatch or AI personal assistants without express permission of the instructor, cheating on tests by using unauthorized materials; having someone else take an online test for you; sharing your work or test answers with another student to submit as their own. If you are unclear on what counts as academic dishonesty, please consult with your instructor.

The use of artificial intelligence (AI) for any written or spoken graded content is strictly prohibited unless explicitly permitted in writing by the instructor. Students must demonstrate knowledge, understanding, independence, and integrity in their academic work.

If it is proven that you have been academically dishonest, *the instructor will impose the appropriate penalty as indicated on the course syllabus, up to a zero grade for the test/assignment. For more severe infractions, the instructor, in consultation with the Executive Dean, may assign a failing grade for the course.*

In addition, academic dishonesty violates the PPSC Student Standards of Conduct, and a report will be made to the Dean of Students for possible disciplinary action under the Colorado Community College System Student Behavioral Expectations and Responsibilities (BP 4-30).

Disciplinary action may occur for any standards of conduct violations, including in-class behavior which disrupts the instructor's ability to teach and other students' ability to learn. Please review the Colorado Community College System Student Code of Conduct ([found in Appendix A](#))

Accreditation

The College is accredited by [The Higher Learning Commission](#).

Americans with Disabilities Act (ADA) Academic Accommodations

Any student eligible for and needing academic accommodations due to a disability is encouraged to speak with the ACCESSibility Services (AS) Team. The following link provides additional information: [PPSC ACCESSibility Services webpage](#). You can email accessibilityservices@pikespeak.edu or contact AS at 719.502.3333.

Reasonable accommodations are determined through an interactive process that involves the student and AS specialists. We encourage students with accommodations to discuss them with their instructors as soon as they receive them.

Self-advocating for reasonable accommodations is the responsibility of the student. AS recommends that students request for reasonable accommodations before the first week of class. But students are welcome to make accommodation requests at any time during the semester. Students and Faculty are encouraged to contact ACCESSibility Services for information and assistance at any time.

Assessment

The faculty and staff at PPSC are committed to student learning and success. Therefore, students may periodically be asked to participate in an assessment activity for their program or department, or for the college. These activities might include taking a test, providing a writing sample, or speaking on a topic. They are designed to help faculty improve programs and teaching strategies and to promote student growth. For more information, visit the [Assessment landing page](#).

Campus Closure and Alternate Instructional Delivery

Due to circumstances beyond our control (i.e., natural disasters, extreme and extended inclement weather, pandemics, etc.) the college may change modes of instructional delivery to best accommodate student learning and academic success. If, for example, on-campus classroom instruction becomes unavailable or impossible (due to circumstances beyond our control), instruction may be delivered and provided online.

Classroom Attendance Policy

Individuals not enrolled in a class are not permitted to sit in the classroom while the class is in session. Faculty members are required to take attendance and anyone not on the class list will be asked to leave the classroom. The only exception to this procedure is for specially trained interpreters necessary for disabled students. Children are not permitted in classrooms during class meeting times.

Classroom Recordings

Students Recording

Students may record a class or discussion, including in-person or online classes and discussions, if one or both of the following conditions have been met ([see System President's Procedures 19-50](#)):

- The student has an approved disability accommodation, and/or
- The student has a received written permission from the person teaching the class.

Faculty/Instructors Recording

Faculty and instructors may record class sessions, including in-person or online classes and discussions. Students should be informed if classes will be recorded. Class recordings by faculty/instructors are for the use of that specific class, unless otherwise approved.

COVID Guidelines and Mask Requirements

If you are sick, please stay home and notify your instructor.

As we move into a new phase for COVID-19, we still need to be careful to take care of each other and the Pikes Peak community. With that in mind, please practice proper hygiene:

- Wash your hands regularly.
- Cover coughs and sneezes.
- Face masks are optional, faculty/instructors and staff may choose to wear masks in the classroom or on campus.
- [The Centers for Disease Control](#) recommends that people with COVID symptoms, a positive test, or exposure to someone with COVID-19, should wear a mask.
- ***If you are symptomatic, please stay home and get tested.***
- Rapid tests are available at many pharmacies and retail outlets.
- Students: If you are sick, stay home and inform your faculty members of your need to stay home.
- Employees: If you are sick, stay home and inform your supervisor of your need to stay home.
- If you test positive for COVID, you must remain off campus for five (5) days following your positive test report. You may return to campus on the sixth (6th) day following the positive COVID test, provided you are fever-free, and your symptoms are resolving. **You should continue to wear a mask around others for five (5) additional days.**

Course Evaluation

Students are responsible for evaluating their course and instructor using the [MyCourses/D2L platform](#). Access to the evaluation is provided through SSO (Single Sign On), via the “My Surveys” widget on any D2L course homepage. Evaluations become available shortly after the midterm point; look for announcements in your campus email containing a survey access personalized link. Faculty and administrators use the responses collected in the survey to improve classes and programs, and individual instructors use them to improve their teaching. Evaluations are anonymous. Instructors will not see the responses until they have submitted grades, and they will not be able to match responses with individual students.

Grading

See the [current PPSC Catalog](#) for important information regarding academic standards and the grading system that applies to your course(s).

Withdrawals

Drop with a refund is possible during the first 15% of the semester. An official withdrawal may also be initiated by the student through 80% of the term resulting in a grade of "W". A "W" grade has no credit and is not computed in the GPA. If you simply stop attending without officially withdrawing, a grade based on the total points earned will be assigned to you at the end of the semester as per the grading policy listed in the syllabus. This will usually result in an F on your grade report and may not be changed to a W once it is issued. Consult a current class schedule or the PPSC calendar for the exact dates. **NOTE:** Your instructor cannot withdraw you; timely withdrawal is a student responsibility. **NOTE:** Students using Military and Veterans education benefits must also adhere to their benefit guidelines. Military and Veteran students who are considering withdrawing should contact the MVP office immediately to understand the potential impacts.

Incomplete Grades

An incomplete will be issued only if the student has completed more than 75% of the course requirements and has an emergency that cannot be resolved prior to the end of the semester. An incomplete is rarely issued and may pose risk to your GPA. ALL remaining work must be satisfactorily completed by the contracted date prior to the end of the next semester, or a grade of F will be issued for the course. An Incomplete (I) grade may be removed only when the remaining class objectives are completed by the date indicated on the "Incomplete Course Agreement" form or no later than the end of the next full 15-week semester. **NOTE:** Active-Duty Army soldiers are required to have incompletes completed within 110 days of the end of the term. The resulting change of grade is made by the instructor of record and is approved by the appropriate instructional division Executive Dean. Course work

not completed within the allotted time will be assigned a Failing (F) grade. Students may not re-enroll in a class in which an incomplete grade is pending, since according to the College's definition of enrollment, they are still enrolled.

Grade Change Requests

A change of grade (other than from an Incomplete) is permitted only as a result of faculty/instructor or administrative error in calculating, posting, or recording a grade. A student has one full year from the time in which the grade was issued to submit a written request for a grade reevaluation to the faculty member. Any student who wishes to pursue a change of grade must exhaust the following options in sequence.

- Grade review with faculty/instructor. If no resolution is reached or satisfactory explanation given, then:
- Review by department chair. If no resolution or satisfactory explanation, then:
- Review by division Executive Dean or Associate Dean. If no resolution is reached or satisfactory explanation given, then:
- Review by the Vice President for Instructional Services, or the appointed Assistant to the Vice President, for final resolution.

Student Concerns

Examples of instructional or course concerns deal with instructor behavior, class policies, and unfair expectations or demands. Any student who wishes to pursue an instructional concern must exhaust the following options in sequence.

- The student must meet with the instructor and attempt to resolve the problem. If no resolution,
- The student must state the concern in writing via [PPSC Academic Concern Form](#) and meet with the Department Chair (in the case of an adjunct instructor) or with the Executive Dean/Associate Dean (in the case of a faculty member). Departments may require specific

documentation. Please contact the appropriate division. If no resolution,

- The student will meet with the Executive Dean. If the student contests the Executive Dean's decision, he/she must submit the request in writing to the Office of the Assistant to the Vice President for Instructional Services. The request should include documentation of everything that the student wants considered in the decision. The Executive Dean will also submit all written documentation and recommendations. The Vice President for Instructional Services or a designee will notify the student of the decision in writing. This decision will be final.

The Learning Commons

The mission of the Learning Commons is to promote student persistence by reinforcing the importance of supplemental support, collaborative inquiry, and independent learning. Library, Technology, and Tutoring Services have merged to allow for increased efficiency and effectiveness in partnering with students to develop lifelong learning strategies. ***Students can access computers, participate in workshops, or request academic assistance from tutors, faculty, and librarians to meet the academic demands of courses.*** There are a variety of other services and resources that can improve the overall student experience at PPSC. For more detailed information about services, we invite you to explore the Learning Commons or visit the website: [Learning Commons | Pikes Peak State College](#) For immediate assistance call: 502- 2400 (Library Services) or 502-3444 (Tutoring Services).