**COLLEGE POLICIES**

* **Credit Hour Policy**
	+ 4-unit courses*.* It is expected that students in these classes will be devoting at least twelve (12) hours a week (including in-class time) on average.
	+ 4-unit courses with 0-unit lab. It is expected that students in these classes will be devoting at least twelve (12) hours a week (including in-class time and in-lab time) on average.
	+ 2-unit courses. It is expected that students in these classes will be devoting at least six (6) hours a week (including in-class time) on average.

**GRADES**

* **Course grade assignment (the listed percentages are the lower bounds for the particular grades)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **A** | **A-** | **B+** | **B** | **B-** |
| 92.5 | 90 | 85 | 80 | 75 |
| **C+** | **C** | **C-** | **D+** | **D** |
| 72.5 | 70 | 67.5 | 65 | 60 |

* **Attendance Policy and Participation**

*“Attendance and participation are expected as the work that we do in class is critical to your understanding of the material and you will be giving feedback to your peers on many occasions. Discussion activities supply the opportunity for you to demonstrate your learning and put it into practice and allow us the opportunity to ensure that you are grasping the relevant concepts. However, if there is a medical issue or family emergency please let one of us know; we do not want you coming to class if you are seriously ill, and we recognize that other life issues can sometimes arise unexpectedly. If you must miss class due to an official Oxy event, or due to reasons of faith or conscience, please let one of us know as early in the semester as possible.”*

* **Late Assignment Policy: No late assignments will be accepted.**
* **Academic Ethics**

Students are expected to comply with the Student Handbook, in particular the section on [Academic Ethics](http://www.oxy.edu/student-handbook/academic-ethics/academic-ethics). ([Link to the policy in the Student Handbook](https://www.oxy.edu/student-handbook/academic-ethics/academic-ethics)). **Whenever outside sources are used, they must be properly credited!**

* **Academic Integrity** ([Link](https://www.oxy.edu/student-handbook/academic-ethics/academic-misconduct) to Student Handbook on Academic Misconduct) [faculty cannot replace or override the college policy]
* **Title IX statement**, and statement of role of faculty member as a mandatory reporter ([Link](https://www.oxy.edu/sexual-respect-title-ix) to Title IX)
	+ It is important for you to know that all faculty members are mandated reporters of any incidents of sexual misconduct. That means that I cannot keep information about sexual misconduct confidential if you share that information with me.
	Marianne Frapwell, the Survivor Advocate, can advise you confidentially as can counselors at Emmons Wellness Center and Rev. Susan Young, Director of the Office of Religious & Spiritual Life. You can also contact counselors at the 24/7 Hotline 323-341-4141. Marianne can also help you access other resources on campus and in the local community. You can reach Marianne at 323-259-1359 or survivoradvocate@oxy.edu and her office is in Stewart-Cleland Hall Lower Lounge.

	The sexual misconduct policy, along with additional resources, can be found at: <http://www.oxy.edu/sexual-respect-title-ix/policies-procedures>.
	+ Here’s an updated statement from Marianne Frapwell on Title IX (August 2019):

*“In the event that you choose to write or speak about having experienced sexual or interpersonal violence, including sexual assault, dating violence, domestic violence, stalking, sexual exploitation or any other form of sexual harassment, federal and state education laws require that, as your instructor and a designated Responsible Employee, I notify the Title IX office. They will contact you to let you know about accommodations and support services at Oxy and reporting options both on and off-campus.*

 *If you do not want the Title IX Office notified, instead of disclosing this information to your instructor, you can speak confidentially with the following people on campus:*

* *Marianne Frapwell, Survivor Advocate, Project SAFE (survivoradvocate@oxy.edu)*
* *Emmons Counseling (For appointments, call: (323)259-2657)*
* *Rev. Dr. Susan Young, Office of Religious and Spiritual Life (young@oxy.edu)”*

*The sexual misconduct policy, along with additional resources, can be found at:* [*http://www.oxy.edu/sexual-respect-title-ix/policies-procedures*](http://www.oxy.edu/sexual-respect-title-ix/policies-procedures)*.*

* **Language on Special Accommodations/Learning Differences** ([Link to Disability Services](https://www.oxy.edu/offices-services/disability-services))
	+ Students with documented disabilities and learning differences who are registered with Disability Services are required to present their accommodation letter to the instructor at the beginning of each semester or as soon as possible thereafter. Any student who has, or thinks they may have, a physical, learning, or psychological disability may contact Disability Services at (323)259-2969 to learn about available services and support. More information is available at<http://www.oxy.edu/disability-services>.
* **Accommodations for Reasons of Faith and Conscience** ([Link to the policy in Catalog](https://www.oxy.edu/student-life/resources-support/orsl/academic-accommodations))
* **Discrimination, Harassment, and Retaliation policy:** <https://www.oxy.edu/student-handbook/general-college-policies/discrimination-harassment-and-retaliation>
* **Other Resources:** Student Academic Support Resources (e.g., AMP, SSAP, Writing Center, Math Specialist, and Peer Subject Advisers in CDLA)—please their websites (e.g., <https://www.oxy.edu/academics/areas-study/mathematics/students> and <https://www.oxy.edu/academics/academic-support/ssap/peer-tutors-tutoring-schedules>)

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P.S. Some links might be broken. Please let me know if you find any.