

Sample Course Syllabus Statements:

DISCLAIMER (please read before use):

Below are a set of sample statements designed to enhance your course syllabi. As such, you are encouraged to use these statements in their entirety or as a guide as you develop statements of your own. Please be aware that these statements have not been vetted by college personal outside of the Conflict Resolution Center; as such it is recommended that prior to their use you consult with your Department Chair and/or Dean respectively.

Conflict Resolution Center

The Conflict Resolution Center (CRC) is an internal complaint department created to help resolve issues between the student body and the faculty and staff of South Texas College. The CRC is a resource that can help resolve issues in a confidential, neutral and peaceful manner. The CRC is a neutral third party that strives for fairness, but does not advocate in any way for either party. The CRC investigates complaints and uses mediation, facilitated dialogue, and shuttle diplomacy to help members of the college community reach fair and equitable solutions. For more information related to the CRC please go to the following link: <http://studentservices.southtexascollege.edu/studentlife/crc/index.html>.

Contact information:

Address: Pecan Campus, Student Services Bldg., Room 2.1106

Phone: 956-872-2180

Fax: 956-872-2500

Email: crc@southtexascollege.edu

disAbility Services

South Texas College is committed to providing reasonable accommodations for all persons with disabilities. If you have a disability that may have some impact on your work in this class and for which you may require accommodations, please contact the Office of disAbility Support Services to inquire about accommodations.

Contact information:

Address: Pecan Campus, Student Services Bldg., Room 2.900

Phone: (956) 872-2173

Fax: 956-872-6477

Students that have received accommodation letters, please meet with me privately during my office hours to discuss the provisions of those accommodations as soon as possible.

Religious Accommodations

Students are expected to notify their instructor in advance if they intend to miss class to observe a holy day pertaining to their religious faith. Students may be required to provide verifiable documentation to the faculty either prior to missing or upon their return to class.

Unauthorized Use of Class Notes or Other Materials

Third parties may be selling class notes and other materials from this or other class without authorization. Please be aware that such class materials may contain errors, be consider theft of property or plagiarism, which could affect your performance or grade. Use these materials at your own risk.

Controversial Content

During this course we will explore a range of topics that you may experience strong emotions about. It is important to keep an open mind and be respectful of other, as this will help to facilitate the learning environment. If you feel uncomfortable with this, please let me know and we can make accommodations or discuss other learning opportunities.

Academic Integrity

Academic integrity covers the core values and basic principles of honesty and responsibility that govern our practices as scholars, researchers, and creative artists in at South Texas College. Plagiarism is the intentional or unintentional act, of using other people's words or ideas as your own. South Texas College expects you to write your own papers and to provide full and accurate citations for words, phrases, or sentences taken from outside sources, including the internet. In accordance with STC policy, acts of academic dishonesty in this class may be reported to the Office of Student Conduct and may result receiving an F on the assignment, dismissal from class with a final grade of F, and can include suspension or expulsion from the college, depending upon the severity of the violation.

Academic Dishonesty

Academic dishonesty includes but is not limited to cheating, fabricating or falsifying information or sources, improper collaboration, submitting the same paper for different classes without permission, and plagiarism. You should familiarize yourself with STC's Student Code of Conduct and all STC policies on academic dishonesty.

Plagiarism

Plagiarism is taking credit for someone else's work whether intentionally or unintentionally. This includes but is not limited to turning in all or part of an essay written by someone other than yourself and claiming it as your own work, this includes information or ideas from research material without citing your source. The South Texas College considers plagiarism a serious form of academic dishonesty. Plagiarism in this course may result in failure of the assignment, failure of the course, and/or disciplinary action by the College.

Classroom Discipline

The primary responsibility for managing the classroom environment rests with the course instructor. South Texas College supports the right of faculty to maintain discipline in the classroom. When a student is being disruptive in the classroom, clinical or other academic setting, the course instructor or clinical supervisor has the right temporarily or permanently remove that student from class according to procedures outlined in this Student Code of Conduct.

When a student exhibits inappropriate behavior in the classroom, clinical or other academic setting, the course instructor may temporarily or permanently remove that student from class.

Student Discipline in the Classroom - Appeal Process

The student may appeal the decision of the course instructor to the appropriate Program Chair. This appeal must be made in writing and received in the Program Chair's office within 5 working days of the student's receiving notice of the course instructor's decision. The decision of the Program Chair concludes the approved South Texas College appeal process.

For more detail please see the South Texas College Student Code of Conduct.

Definition of Classroom Disruption

Behavior a reasonable person would view as likely, substantially or repeatedly interfering with educational activities.

Examples include but are not limited to:

- Constantly interrupting
- Repeatedly leaving or entering class
- Making loud noises
- Using physical or verbal threats
- Repeated use of cell phones in the classroom
- Persistent speaking without being recognized

*It is recommended that you include activities that may be specific to your program or course.

Incomplete Statement

The grade of "I" (for Incomplete) may be given in certain circumstances when a student is unable to complete all of the objectives for the passing grade level attempted. The student must complete all of the objectives as dictated by the instructor by the end of the next long (Fall or Spring) term. Failure to complete all requirements by the end of the next long (Fall or Spring) term will result in a final grade of "F" or "NP" for the course.

The following are a list of circumstances under which I would be will to assign a grade "I" (for Incomplete):

1. Please list you criteria for a student to receive a grade of "I" (for Incomplete).
2. Please explain how you want to the student to notify you of a request for an "I" (for Incomplete).
 - a. Include any documentation you may to verify the students story.

Pregnant and Parenting Students

South Texas College does not discriminate against any student on the basis of pregnancy, parenting or related conditions. Pregnant or parenting students seeking accommodations should contact the Title IX Coordinator immediately.

Pregnancy-Related Absences

Schools must excuse absences for students who are pregnant or who give birth for as long as that student's doctor determines is necessary. At the conclusion of that period, the student must be given a reasonable amount of time to make up the work she missed.

If you have questions about absences related to pregnancy and parenting under Title IX contact the Department of Student Rights and Responsibilities at:

Office 2.1106, Building K Office

Phone: 956-872-2180

Email: crc@southtexascollege.edu

Statement on Title IX

Title IX of the Education Amendments of 1972 protects individuals from discrimination based on sex in any educational program or activity operated by recipients of federal financial assistance. Sexual harassment, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX.

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. Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX).

South Texas College is committed to creating an educational and learning environment free from discrimination based on sex and supports members of the campus community by providing resources to assist students, faculty and staff in addressing issues involving sex discrimination, including sexual violence.

The Title IX Coordinator has been charged with monitoring and ensuring compliance with these regulations. Questions regarding Title IX or concerns about and complaints of non-compliance that include complaints of sexual harassment, sexual assault, sexual violence, or other sexual misconduct should be directed to the Title IX Coordinator. Complaints will be addressed using the College's complaint procedures. Some acts of sexual misconduct may also constitute violations of criminal law and require mandatory reporting to the South Texas College Police Department; this includes but may not be limited to sexual assault and indecent exposure. In these cases you are encouraged to contact the South Texas College Police Department at (956) 872-2589. Inquires about Title IX may also be directed to the Office for Civil Rights, US Department of Education.

Title IX Coordinator & Deputy Coordinators**Title IX Coordinator**

Mary Elizondo, MBA CFE, CGMA, CPA
Vice President - Finance and Administrative Services
3201 West Pecan Blvd. X224
McAllen, TX 78501
956-872-3558
marve@southtexascollege.edu

Title IX Deputy Coordinator

Brenda Balderaz
Director of Human Resources
2501 West Pecan Blvd.
McAllen, TX 78501
956-872-5057
brendajb@southtexascollege.edu

Title IX Deputy Coordinator

Paul Varville
Chief of Police / Director of
Safety & Security
2509 West Pecan Blvd.
McAllen, TX 78501
956-872-2330
pbvarvil@southtexascollege.edu

Title IX Deputy Coordinator

Pablo Hernandez
Dean of Student Affairs
3201 West Pecan Blvd. K2.22
McAllen, TX 78501
956-872-2182
phernan@southtexascollege.edu