

IMPORTANT POLICIES

SCIENCE DIVISION POLICY ON CHEATING

You, the student, are expected to conduct yourself with integrity. When you cheat, or aid someone else in cheating, you violate a trust. If you cheat, the following actions will be taken:

1. You will receive a grade of 0 (zero) on the work (exam, assignment, lab, quiz, etc.) where the cheating occurred. This grade cannot be dropped.
2. A report of the incident will be sent to the Dean of Students. The Dean may file the report in your permanent record or take further disciplinary action such as suspension or expulsion from the college.

If you feel you have been unfairly accused of cheating, you may appeal. (For a description of the process see WAC 132H-120.)

Cheating includes, but is not limited to, copying answers on tests or assignments, glancing at nearby test papers, swapping papers, stealing, plagiarizing, and illicitly giving or receiving help on exams or assignments — in short, presenting another's work or ideas as your own.

COURSE WITHDRAWAL POLICY AT B.C.C.

Withdrawal from a course is the termination of the student's registration in that course. Withdrawals are classified as official only when a student returns a completed Add/Drop form, available at the Registration Center or their designee. The recording procedure for official withdrawals is as follows:

- (i) Through the tenth day of the quarter [**September 30, 2005**] the dropped course does not become part of the student's transcript record.
- (ii) After the tenth day of the quarter and through the last day of the seventh week of the quarter [November 4, 2005], the previously described procedure will be followed. The grade of "W" will become part of the student's transcript record. Although the instructor's signature is not required, it is in the student's best interest to consult with the instructor prior to withdrawal to discuss options.
- (iii) **No official withdrawal will be permitted after the last day of the seventh week of the quarter [Nov. 4, 2005] except for health emergencies.**
- (iv) A student who finds it necessary to withdraw completely from the college due to illness or other bona fide reasons must comply with these procedures, except that under unusual circumstances the administrator responsible for the registration may give permission and the student will receive a "W."
- (v) Failure to comply with the above procedures will not constitute an official withdrawal and will cause the forfeiture of any refund.

MATHEMATICS DEPARTMENT POLICY

A student who does not attend class and who fails to officially withdraw from the course will receive a grade of "F."

STUDENTS WITH DISABILITIES

If you have a disability that may effect your performance or needs in this class, you should contact the Office of Disabled Students as soon as possible. I would appreciate it if you would also stop by my office soon and talk with me about adjustments I can make to be of help.