



Valencia College is committed to providing each student a quality educational experience. Faculty members have set high standards of instruction for themselves and for you. If you have a problem in a class, your first step is to talk to your instructor. If you are still dissatisfied, you may talk with the academic dean of the division for your class. We will work together to resolve any issues that arise.

Class Policies

Failure to comply with all of the following policies, as determined by the instructor, will result in students' grades being lowered.

1. Attendance, arriving on time, and staying until the instructor dismisses the class is required.
2. All members of the class are required to adhere to the Valencia College Student Code of Conduct (<https://catalog.valenciacollege.edu/academicpoliciesprocedures/studentcodeofconduct/>). Students must be respectful and courteous to classmates and the instructor at all times. Disrupting the learning environment and disturbing others in the classroom as determined by the instructor is prohibited.
3. Phones must be silenced and put away out of sight (unless otherwise instructed by the instructor).
4. Talking out of turn in class is prohibited. Students raise their hands and wait to be called on by the instructor. No student speaks in class without being instructed by the instructor to do so.
5. Students must follow instructions for class activities without delay or protest.
6. All class work must be submitted on the assigned dates and at the moment that the instructor requests submission. Late submissions are not accepted. Deviation from this will result in a score of zero for unsubmitted work.
7. Students are responsible for demonstrating mastery of the curriculum per the instructions provided in class and on Canvas.
8. Scores/Grades are not negotiable. Assessment is grounded in equity/fairness. Grades are based on student performance/demonstration of learning per the objectives and requirements of the course – not on requests or 'special circumstances.' Scores on class work are earned by the student. The instructor merely records scores.
9. There are no extra credit options.
10. Students are responsible for monitoring their own grades throughout the semester.
11. Students are responsible for staying up-to-date with all class information announced by the instructor in class and on Canvas.
12. Academic dishonesty (cheating) will result in a score of zero. The instructor determines if academic dishonesty has occurred. This is non-negotiable.
13. The learning environment/instructor-student relationship is cooperative, not adversarial.

Evaluation and Grading Scale: Valencia College EAP courses use a ten-point scale, with 'C' as the minimum passing and advancement grade for each course.

Grades that satisfy the EAP course requirement:

- A 90-100%
- B 80-89%
- C 70-79%

Grades that do NOT satisfy the EAP course requirement:

- D 60-69%
- F 0-59%

Determination of Final Course Grade

<i>Assignment</i>	<i>Percent of Course Grade</i>
Tests	45
Homework & Pop Quizzes	30
Final Exam	25

Disclaimer: Changes in the syllabus may be made at any time during the term by announcement by the instructor. A revised syllabus may be issued at the discretion of the instructor.