

Fayetteville Technical Community College

Syllabus Prefix Number and Title Semester and Year

Faculty Information:

**Instructor:
Office Location:
Office Hours:
Phone:
Email:**

Section(s), Time(s), and Location(s):

Course Description:

Course Interaction

Instructor Response and Availability

Expected Student Participation Level

Prerequisites:

Co-requisites:

Required Textbooks:

Other Required Materials/Software:

Program/Course Learning Objectives:

FTCC Grading Scale:

FTCC grades are based on a 4.0 grading system. Each grade is assigned a "grade-point equivalent" in quality points for each term credit hour scheduled. The scholastic point average is determined by dividing the total of quality points earned by the number of term hours scheduled.

<u>Numerical Grade</u>	<u>Letter Grade Equivalent</u>	<u>Grade Point Equivalent</u>
93 – 100	A – Excellent	4 grade points for each credit hour
85 – 92	B – Good	3 grade points for each credit hour
77 – 84	C – Average	2 grade points for each credit hour
70 – 76	D – Below Average	1 grade point for each credit hour
0 – 69	F – Failure	0 grade point

Courses numbered below 100 are developmental courses. The following grades are assigned for developmental courses: A, B, C, or U. Students who receive a grade of "U" (Unsatisfactory Progress) will be required to re-take the course.

Developmental course grades are not counted as credit towards graduation nor are they calculated into the student's cumulative Grade Point Average.

<u>Numerical Grade</u>	<u>Letter Grade Equivalent</u>
93 – 100	A – Excellent
85 – 92	B – Good
77 – 84	C – Average
0 – 76	U – Unsatisfactory Progress

The complete grading scale description may be found in the current FTCC Student Handbook under "Things You Should Know".

Course Requirements/Methods of Evaluation:

Make-up Policies:

Student Attendance Policy:

Each student is expected to attend class regularly - - at least 80 percent of all scheduled contact hours. If absences exceed 20 percent, the faculty member may drop the student from the course at any point during the term. More

information on attendance may be found in the current FTCC Student Handbook under "Things You Should Know".

For this specific course, refer to the Course Procedures section of the syllabus.

Student Code of Conduct:

Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and conduct. The purpose of this code is not to restrict student rights but to protect the rights of individuals in their academic pursuits. Students should review the Student Code of Conduct in the current FTCC Student handbook under "Student Rights, Responsibilities and Due Process".

Academic Integrity:

Students should review the Student Code of Conduct in the current FTCC Student Handbook under "Students Rights, Responsibilities, and Due Process".

Americans with Disabilities Act:

Students with disabilities who believe that they may need accommodations in this class are encouraged to contact the Office of Special Populations, located in the Tony Rand Student Center, as soon as possible to better ensure that such accommodations are implemented in a timely fashion. More information may be found in the "Services" section of the current FTCC Student Handbook.

Nondiscrimination Statement:

Fayetteville Technical Community College does not practice nor condone discrimination in any form against students, employees, or applicants on the grounds of race, color, national origin, religion, sex, age disability or political affiliation. Fayetteville Technical Community College commits itself to positive action to secure equal opportunity regardless of those characteristics. View the full Nondiscrimination Statement in the current FTCC Student Handbook.

Division/Department/Program Chair Information:

Name	Telephone	Email Address
------	-----------	---------------

Safety and Security:

The college is very concerned about protecting its students, employees, and visitors at all campus locations. Students can help the college protect everyone by reporting immediately any threats received or heard to their instructors, security, or any college staff member. The college always takes steps to protect students who have reason to believe that they are in any type of danger. Also,

students should remember to keep their belongings in secure places and to report any suspicious activities to college officials. "Together, we can help our campus to be a safer place."

Security – Main Campus: 678-8433
Cell (After 5 p.m. and weekends): 624-5959
Beeper (After 5 p.m. and weekends): 825-6924
Or use the emergency call boxes located around campus

Outline of Instruction