

ACADEMIC POLICIES

Academic Honesty

Students are expected to abide by ethical standards in preparing and presenting material which demonstrates their level of knowledge and which is used to determine grades. Such standards are founded on basic concepts of integrity and honesty. These include, but are not limited to, the following areas:

1. Students shall not plagiarize, which is defined as:
 - a. stealing or passing off as one's own the ideas or words of another or,
 - b. using a creative production without crediting the source.

The following cases constitute plagiarism:

 - paraphrasing published material without acknowledging the source,
 - making significant use of an idea or particular arrangement of ideas, e.g., outlines,
 - writing a paper after consultation with persons who provide suitable ideas and incorporating these ideas into the paper without acknowledgement, or
 - submitting under one's own name term papers or other reports which have been prepared by others.
2. Students shall not cheat, which is defined as
 - a. using notes, aids, or the help of other students on tests or exams in ways other than those expressly permitted by the instructor, or
 - b. misreporting or altering the data in laboratory or research projects involving the collection of data.
3. Students shall not submit an original paper or project to more than one class without approval from the second instructor. Instructors who do not accept previously submitted papers should so inform the students in the course syllabus.
4. Students shall not furnish materials or information in order to enable another student to plagiarize or cheat. Instructors may deal with academic dishonesty in one or more of the following ways:
 - a. Assign an appropriate academic penalty such as an oral reprimand or point reduction.
 - b. Assign zero points on all or part of a particular paper, project, or exam.
 - c. Report to the appropriate administrators, with notification of name of the student(s) for disciplinary action by the school. Such a report will be accompanied by supporting evidence and documentation.

Absences

By the direction of the Chancellor of the California Community Colleges, attendance shall be taken at all class sessions. Regular attendance is expected of every student. Attendance at the first class meeting is strongly recommended because of enrollment demands. If a student does not attend the first class meeting the instructor may drop them from the course.

Student Responsibilities

While an instructor may drop a student for excessive absences, it is the student's responsibility to officially drop the class by visiting one of the Admissions and Registration offices, located at each NOCE Center, or online by logging onto MyGateway at noce.edu/mygateway.

High School Diploma Credits

Prior to April 2010, continuing and returning students were provided the option to earn a diploma under the previous 185 credit requirement or current 160 credit requirement. Effective the 2012 Fall Term, variable credits can be assigned to new, matriculated students enrolling on or after the 2012 Fall Term. Variable credits will not be an option for continuing and returning students enrolled prior to 2012 Fall Term. Variable credits will not be an option for the distance education diploma courses in the High School Diploma Program.

High School Diploma Program Transfer Policy

Diploma students enrolled in one of the NOCE high school labs must commit to completing their diploma studies at their enrolled lab. The High School Diploma Program administrative staff may consider transfer requests that are critical such as a legal reason for attending a different lab/center/site and/or attempting to earn a diploma at the center/site they enrolled in for other academic programs such as credit (college) and/or certificate courses. Diploma students having a critical reason for their request to transfer may contact the NOCE Associate Dean I for Basic Skills after informing his/her High School Diploma Program instructor and/or counselor.
