

Attachment 2

**COMPUTER TECHNOLOGY DEPARTMENT  
POLICIES AND PROCEDURES**

- Computer Technology students must obtain a minimum grade of “C” in all CPT and IST courses in order to earn credit towards a degree or certificate
- Classrooms assigned to the Computer Technology Department must be locked at all times except during scheduled classes.
- Students may work in CPT classrooms outside of normal class schedule hours if given approval by department faculty.
- Under no circumstances should CPT classrooms be open when no one is working in the classroom; the last person leaving the classroom must close the door(s) which should automatically lock

**Department Exam Policy**

- Exam Policies reference Final Exams, Midterm Exams, and/or Skills Exams
- Exams must be taken as scheduled with no exemptions or exceptions
- A Comprehensive Final Exam will be given, unless otherwise stated the course syllabus
- Midterm and/or Skills Exams may be given and will be stated specifically on the course syllabus
- Exam dates will be announced in class and posted on Blackboard
- The student assumes responsibility for materials and announcements missed when absent
- Exams must be taken on or before the announced day; early exams may be arranged at the instructor’s discretion; Late Exams will not be permitted.

*Exceptions to the Departmental Exam Policy will be made on an individual basis as a result of a decision involving the department head, instructor, student, and/or the Divisional Dean.*

**Department Test Policy**

- Test Policies reference Unit Tests, Chapters Tests, and/or Projects
- Three or more unit tests will be given, unless otherwise stated in the course syllabus
- Test dates will be announced in class and posted on Blackboard
- The student assumes responsibility for materials and announcements missed when absent
- Tests must be taken on or before the announced day; early tests may be arranged at the instructor’s discretion
- Each student will be allowed one make-up test in a course (for a penalty of no more than 20%)
- Additional missed tests will result in a grade of zero for that specific test.
- The date and time of the make-up test will be at instructor’s discretion, not to exceed seven days after the scheduled test date
- Curves and bonus options will not be allowed for any make-up test

*Exceptions to the Departmental Test Policy will be made on an individual basis as a result of a decision involving the department head, instructor, student, and/or the Divisional Dean.*

### Department Assignment Policy

- Assignment Policies reference Assignments, Quizzes, and/or Journals
- Assignment dates will be announced in class and posted on Blackboard
- The student assumes responsibility for materials and announcements missed when absent
- Late assignment will not be accepted
- Assignments makeups will not be permitted, unless otherwise stated in the course syllabus

*Exceptions to the Departmental Assignment Policy will be made on an individual basis as a result of a decision involving the department head, instructor, student, and/or the Divisional Dean.*

### Department Lab Policy

- Lab Policies reference hands-on labs, equipment labs, virtual labs, and/or group Labs
- The student assumes responsibility for materials and announcements missed when absent
- Late labs will not be accepted
- Lab makeups will not be permitted, unless otherwise stated in the course syllabus
- The date and time of the make-up labs will be at instructor's discretion

*Exceptions to the Departmental Lab Policy will be made on an individual basis as a result of a decision involving the department head, instructor, student, and/or the Divisional Dean.*

### Departmental Academic Honesty Policy for Cheating and Plagiarism

Cheating and Plagiarism will not be tolerated in any Computer Technology course. If cheating and/or plagiarism are found, the following grading penalty will be assessed:

- First Offense – A grade of zero (0) will be assessed for the assignment or test on which the offense occurred.
- Second Offense – At a minimum, the student will receive a grade of zero (0) for that portion of the course in which the additional offense occurs.

### Departmental Grading Scale

Final letter grades will be issued as follows:	A = 90 - 100 points
	B = 80 - 89 points
	C = 70 - 79 points
	D = 60 - 69 points
	F = 0 - 59 points

**INCOMPLETES:** An INCOMPLETE ("I") will only be approved if ALL of the following conditions exist:

- The student must have no more than 4 weeks (14-week term) or 2 weeks (7-week/10-week term) remaining to complete the course.
- The student must have a validated, documented reason why he/she cannot complete the course by the prescribed end date (illness, work situation, death, etc.).
- The student must be up to date with all work up to the point of the request for an Incomplete (no untaken tests or un-submitted labs, homework, etc.), and the student must have a passing grade average (C or higher) for all work submitted.

***Last Updated August 18, 2015***