



## Holmes Absence Policy

Registration for a class makes the student responsible for attending that class until completed unless officially withdrawn. Once a student exceeds the number of allowable absences for a class, he/she is withdrawn from the class. **After completion of 75% of the term, a student is no longer able to withdraw from or cut-out of a class.**

**Absence policy for online courses provided by Holmes instructors:** Online instruction differs fundamentally from traditional classroom instruction in that the student may access the online resources at times that are convenient to the student's personal schedule within a range of times defined by the instructor. However, consistent attendance is required to successfully complete an online course.

**Attendance will be monitored by timely submission of assignments, including tests, homework, projects, etc. A student is expected to complete all assignments by the appropriate due date. Failure to complete such assignments by the due date will be recorded as a zero. Attendance guidelines for the various terms are listed below:**

Term	Allowed Absences	Administratively Withdrawn On Absence
15 Week	2	*3
8 Week	1	*2
4 Week	1	*2 (attendance recorded twice per week)
* barring any extenuating circumstance		

It is understandable that extenuating circumstances occur, such as an extreme illness, death in the family, legal matters, or military duty.\* It is the student's responsibility to provide appropriate documentation to substantiate such circumstances, at which time the instructor will determine if an extension is warranted. Students and instructors of online courses will adhere to the academic calendar and the process of appeal.

\* *Circumstances that are NOT considered extenuating:*

- *Registering late for the class*
- *Failure to read the syllabus*
- *Failure to plan appropriately*
- *Not having the appropriate textbook or software*
- *Technical problems*

## Holmes Honesty Policy

A student may be dismissed from class or expelled from the college if it is determined that he/she has:

- a. Plagiarized from any source (**Holmes CC defines plagiarism as the act of submitting the work of another or others as if it were one's own. This includes both published and unpublished materials, both copyrighted and uncopyrighted works, written assignments composed by another or others contracted to perform such work, and materials obtained from the Internet. Proper credit must be given for any use of another's work, in keeping with the canons and ethics of scholarship.**), or
- b. Cheated in any manner on tests, papers, reports, or any other assignment, or
- c. Turned in work as his/her own when, in fact, it was not his/her own work, or
- d. Improperly used technology, or
- e. Deliberately conveyed false or misleading information

The student will be notified in writing of the disciplinary action taken and will have two (2) days after receipt of this letter to request review through the student complaint procedure as outlined elsewhere in this bulletin and the Student Handbook.