

MSVCC Absence Policy

Holmes Community College is a member of the Mississippi Virtual Community College (MSVCC). This allows students to take online courses that are taught by Holmes instructors (provided courses), as well as courses that are taught by instructors from the other community colleges (hosted courses). Each college will have its own absence policy. At the beginning of the course, the instructor must communicate with the student by documented class policies his/her expectations regarding the format and frequency of class participation.

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.

A student participating in a provided online course will be allowed two (2) absences. 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 and will not be made up. Upon the third absence, the student will be administratively withdrawn from the course barring any extenuating circumstance.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

MSVCC Honesty Policy

A hallmark of any profession is integrity and honesty. Academic honesty is expected of all students; therefore, each student is expected to accomplish his/her own work. Academic misconduct includes, but is not limited to, deceptive acts such as the following:

- a. plagiarizing from any source
- b. cheating in any manner on tests, papers, reports, etc.
- c. turning in work as their own when, in fact, it was not their work
- d. improperly using technology
- e. stealing, buying, or selling course materials
- f. either impersonating another student during a test or having another person assume one's identity during a test
- g. deliberately conveying false or misleading information

When academic misconduct has occurred, the instructor has the responsibility of assigning an appropriate penalty in accordance with the instructor's institutional policy. This may include failure of the assignment, failure of the course, or dismissal from the institution.