UNIVERSAL COURSE POLICIES AND INFORMATION

As a student enrolled at South College, you have agreed to abide by the policies and procedures of the college including the South College Academic Honor Code and the Student Conduct Standards and Regulations. The Academic Honor Code and selected Student Conduct Standards and Regulations (the Food and Beverage Policy, the Dress Code, the Smoking Policy, and the Social Media Policy) are included in this document for your review. Resource information for obtaining assistance as well as guidance on student technology accounts is provided. This document, **Universal Course Policies and Information**, is an addition to the syllabus for each class. Just as you are responsible for knowing and following the syllabus, you are also responsible for the material that is covered in this document.

SOUTH COLLEGE ACADEMIC HONOR CODE

Purpose of the Honor Code
The primary purpose of the South College Academic Honor Code (the "Honor Code") is to promote individual student honor and integrity in the best traditions of higher education. The Honor Code aims to ensure that students understand expectations and responsibilities and agree to conduct all academic activities in compliance with the principles set forth in the Honor Code.

Application of the Honor Code
The Honor Code applies, as may be applicable to the student, to the following:
1. Tests or examinations, including challenge examinations.
2. Oral, written, or practical reports that are a part of a student's academic program.
3. Classroom, laboratory, clinical, student teaching, or experiential activities.
4. Research activities.
5. Unauthorized peer-to-peer file sharing, illegal downloading and unauthorized distribution of copyrighted materials using the institution's information technology system (applies to academic work).
6. Other activities not listed above that are a part of a South College academic, classroom, laboratory, clinical, student teaching, experiential, or research activity and that will be used as the basis for awarding of a grade.

This Honor Code governs the academic affairs of all programs at South College. Individual programs may impose additional requirements and standards for a student's personal and/or professional responsibility and competency. Some individual graduate level programs (Pharmacy, Physician Assistant, Nursing, and Physical Therapy) have program-specific honor code guidelines and penalties. Students enrolled in these programs will follow the respective honor code policies contained in the program handbook. Should the Honor Code violation not be resolved at the program level, the institutional Honor Code procedures will be followed.

Violations of the Honor Code
Each student is expected to become familiar with and abide by the Honor Code. The following actions are deemed Honor Code violations. Other violations, not listed below, may be considered reportable upon

recommendation of a faculty member, Program Chair, Dean, or Director. Below are examples of violation of the Honor Code:

1. Use, give, or receive or attempt to use, give, or receive any unauthorized aid using any medium, including electronic.
2. Plagiarize or infringe upon an intellectual property right.
3. Falsify, alter, or forge data, documents, or records.
4. Falsifying, fabricating, or misrepresenting one's credentials or any other academic achievement.
5. Collaborate with others in assigned activities when directed or instructed, either in writing or verbally, that individual effort is required.
6. Record or report fraudulent data relating to academic, classroom, laboratory, clinical, student teaching, experiential, or research activities, willfully neglect responsibilities associated with such activities, or otherwise place at risk the interests of those offering and/or supervising the activity, or a patient, or a client.
7. Assist another student in committing a violation of the Honor Code.
8. Knowingly fail to report committed violations of the Honor Code.
9. Report another student for a violation of the Honor Code without information to support such a report.
10. Exit from and re-enter an examination room or online testing session without authorization, including covering of webcam during testing session.
11. Steal, possess, misappropriate, share, or use or attempt to steal, possess, misappropriate, share, or use any examinations or other materials relating to an academic, classroom, laboratory, clinical, student teaching, experiential, or research activity unless authorized or provided by a faculty member.
12. Share files or provide information to peers without authorization (applies to academic work).
13. Download or distribute copyrighted materials using the institution's information technology system without authorization (applies to academic work).
14. Engage in any other similar acts of dishonesty.

Honor Code Procedure

To ensure that students are treated equitably a faculty member witnessing or discovering a possible violation of the Honor Code shall carefully evaluate all available information in determining whether a violation has occurred. Upon determining that a violation has occurred the faculty member shall impose penalties as provided in the following section. In addition, any member of the South College community may file, with the Student Affairs Department, a report of a violation of the Honor Code if he or she believes there is information to support such a report.

The Penalties

Imposed by a Faculty Member:

A faculty member who determines that a student has violated the Honor Code will promptly consult with the designated official as described above to ascertain whether the student has a prior offense of violation of the Honor Code. The faculty member and/or Student Affairs Department coordinator/director, as applicable, may impose a penalty based on whether the violation is a first, second, or third offense as set forth below.

First Offense of Violation of the Honor Code: The student may be given a grade of "0" for the examination, assignment, or other activity with the possibility of an "F" for the course at the discretion of the faculty member, and in addition, may be placed on probation or suspended for a specified period by the Student Affairs Department coordinator/director. If in the opinion of the Director/Coordinator, the violation is of such a grave nature that a more severe punishment is warranted, the designated official may recommend to

the Dean of Academic and Student Services or Dean of Academics (Online) and the Chief Academic Officer that the student be dismissed.

Second Offense of Violation of the Honor Code: The student may be given a grade of "F" for the course, resulting in the student being required to retake the course at a later date, and in addition, may be placed on probation or suspended for a specified period by the Student Affairs Department coordinator/director. If the receipt of the "F" results in a student not being allowed to progress in the student's academic program, the student will be immediately dismissed from the program and will be required to reapply for future reinstatement if eligible. The reinstatement is not guaranteed. If in the opinion of the Director/Coordinator, the violation is of such a grave nature that a more severe punishment is warranted, the designated official may recommend to the Dean of Academic and Student Services or Dean of Academics (Online) and Chief Academic Officer that the student be dismissed.

Third Offense of Violation of the Honor Code: The student will be dismissed from South College and may return only if allowed by the South College Appeals Committee following a hearing.

Appeal Procedures

If the student is not satisfied with the decision, and an appeal is desired for disciplinary actions, academic situations, and/or penalties imposed for a violation of the South College Academic Honor Code, the student will follow the *Dismissal and Disciplinary Action Appeal* procedures outlined in the *Appeals Process* section of the South College Catalog, which can be accessed at www.south.edu. Please note, a dismissal decision made by the Chief Academic Officer (CAO) for violation of the South College Academic Honor Code and/or Student Conduct Standards and Regulations is final so far as dismissal are concerned and cannot be appealed at the institutional level.

ACADEMIC DISHONESTY TRACKING TOOLS

In addition to the observation skills of our faculty and staff, South College also uses several electronic resources for tracking. The fact is that virtually no system used today is without tracking capabilities, and academic dishonesty is easier to spot now than ever.

Our Learning Management System Canvas continually keeps a log of the following:
1. Every log in to a Canvas site.
2. Every page visited.
3. Every time a test/quiz is taken, or an assignment submitted.
4. Every browser and operating system from which you visit.
5. Every message sent.
6. Times and IP addresses of each page view.
7. Performance over time in a given class.

Faculty members have tools at their disposal for checking the originality of work submitted against online databases, papers submitted in other classes, and the Internet.

These are just a few of the ways that incidents of academic dishonesty are identified at South College. With these available methods, it is very time consuming to try to evade detection – time better spent studying and submitting your own original work.

STUDENT CONDUCT STANDARDS AND REGULATIONS

South College's Student Conduct Standards and Regulations are published in the ***Student Handbook***. All students are expected to meet the standards and follow the regulations of the college. Any student found guilty of an infraction of any of the Student Conduct Standards and Regulations will be accorded due

process as explained in the Disciplinary Procedures section of the *Student Handbook.* Specific standards and regulations, which many students have difficulty adhering to, are addressed below for emphasis.

Academic Participation
Regular and active class participation in learning activities is a hallmark of adult learning and the professional responsibility of every student. The programs, as well as individual courses, are arranged with learning experiences in a sequential manner to ensure understanding of new information, knowledge, and skills and integration with previously introduced material. In addition, the collaborative learning activities used in virtually all courses requires regular interaction between and among students and faculty.

Campus and Class Conduct
Students are expected to conduct themselves in a professional and responsible manner at all times, creating an environment that embraces the values of South College.

Any conduct that is deemed unprofessional is prohibited and should be reported immediately to the Director of Student Affairs (Main Campus/Parkside Campus or Online) or the Director of Student Success (Asheville, Atlanta, or Nashville campuses). Although not all-inclusive, the following are examples of unprofessional conduct:
- Using inappropriate and/or profanity or displaying offensive hand signals.
- Ignoring or disrespecting an instructor or an administrator.
- Disregarding the directions given by an instructor or an administrator.
- Writing inappropriate language or expressions that are viewed as offensive to the prevalent standards of the college or its community.
- Other actions deemed inappropriate in a college setting.

Smoking/Other Tobacco Use and E-Cigarettes
Smoking, chewing tobacco, dipping snuff, or using E-Cigarettes are prohibited on any campus except in personal vehicles. The use of all tobacco products and any type of E-Cigarette (vapor) is not allowed in the buildings or on the campus grounds.

Food and Beverages
The eating and drinking of foods and beverages are prohibited in all college buildings except in the student centers. Receptacles for trash are provided in these areas. Food and drink cannot be consumed in the classrooms, labs, hallways, or libraries. Food and beverages with secured screw-on tops may be taken in these areas but must be kept out of sight (in back-packs, duffel bags, insulated lunch bags, purses, briefcases, and other appropriate carry-in bags). They may not be left on desktops, tabletops, counters, or any location including floors where they are visible. **Only water in an approved, sealable container is permitted in the classrooms.**

Social Media Policy
Students are expected to adhere to the same behavioral standards when using social media as they use when interacting with others in person. Social media are communication tools which when used inappropriately can damage reputations and cause harmful reactions. A student is in violation of this policy when he/she uses social media to slander, harass, demean, degrade, bully, discriminate, or threaten others and/or when postings are offensive to the prevalent standards of the college or its community. These postings include photographs, pictures, diagrams, drawings, video, video clips, films and other material which may be inflammatory or demeaning. If a student has been identified as having openly disparaged South College, or members of its community in a libelous or harassing manner in a public Internet forum – Facebook, Instagram, X, etc. – or via phone usage, the student may face disciplinary action, comparable to if the offense occurred on campus. Any student who has encountered a bullying incident should report the violation to the Student Affairs Department coordinator/director.

Dress Code
The South College dress code is applicable to all students, day or evening, and is in effect at all times that the student is present on campus or is on a class field trip. This includes class times, laboratory hours, study days, final examinations, or visitation to the campus for other reasons. Students in online courses with video sessions/presentations should also adhere to the dress code. Students failing to adhere to the college dress code will be asked to leave campus or the online session. Students will be expected to adhere to the dress code outlined below.

Attire While On-Campus, In Online Video Sessions/Presentations, or on Class Field Trips
1. Clothing worn by students should be neat, clean, and in good repair for the personal health and safety of students.
2. Clothing that detracts from the learning process and/or is offensive to the campus environment must not be worn.
3. Students shall **not** wear: i. Shorts, skorts, or skirts *more than* 3 inches above the knee.
   a. Spandex shorts or pants or clothing made of similar materials.
   b. Clothing that is see-through, frayed, or has holes.
   c. Shirts/tops that do not cover the midriff, back, shoulders, or chest.
   d. Shirts/tops that do not cover the waistband of pants, shorts, or skirts.
   e. Jewelry that could be used as weapons (wallet chain, etc.).
   f. Extra-long belts or ones that hang loosely.
   g. In some courses, such as allied health courses and computer-related courses, students may be asked to remove jewelry as appropriate.
4. Appropriate footwear is required at all times.
5. Undergarments should not be visible.

Attire for Off-Campus Student Services Activities
1. For off-campus activities, such as Deans/Directors Excursions and student organization events, students are to remember that although they are not on-campus, they are representing the institution and should dress appropriately for the activity.

Internship, Clinical, and Work-Study Attire
1. Students assigned to college-sponsored worksites are expected to follow appropriate dress codes as outlined by their supervising faculty/staff member and the worksite.
2. Students should be aware that they represent South College and should dress in a professional manner.

COMPUTER / ONLINE LEARNING POLICIES

Computer Policy and Code of Ethics
Students shall abide by the **South College Computer Code of Ethics (**Acceptable Use Policy) available via the South College website. As described in detail in the code, computers cannot be used in any manner that violates any local, state, or federal laws or infringes copyright provisions as part of South College courses. The use of computers to violate the welfare, safety, or privacy of students, faculty, administration, or others is prohibited.

Students are responsible for any and all uses of their computer accounts. In particular, security passwords should be protected information, changed periodically to improve security, and not shared with other individuals.

In compliance with the United States Federal Higher Education Opportunity Act (HEOA), Public Law 110-315 concerning the verification of student identity in distance learning, institutions must verify that the student registered for a course is the same student who participates in and completes the course   5

requirements and receives academic credit. South College uses the following methods to ensure registered students are completing the assigned coursework:

1. Students use an individual secure login and password when accessing courses and completing coursework in the Learning Management System.

2. Tools such as ExamSoft, Respondus, and TurnItIn Originality Check may be used to ensure integrity in the program. Additionally, faculty use pedagogical practices to verify student identity. Faculty will be alert for sudden changes in academic performance, writing styles, or odd online behaviors exhibited by the student.

Privacy Protection: South College protects the privacy of all student information used to verify student identity. This includes, but is not limited to, the student's security password and any personal identifying information used in the process of resetting passwords. Individual usernames and passwords are sensitive information and should be protected by the student.

South College Email
South College email addresses are required to communicate with your instructors and classmates and to log into all Canvas sites. All students are required to obtain, maintain, and daily check their official South College email address. Faculty, staff, and students use email and mailing lists to communicate important information. Some faculty may also use the email as an official mechanism to distribute handouts, reading lists, or other course materials. Other email addresses are not recognized.

ACADEMIC SERVICES AND ASSISTANCE PROGRAMS

South College provides many resources to assist students. In addition to active participation, careful organization, and thorough class preparation, please remember the additional resources below:

Writing Lab: Under the direction of English faculty, the Writing Lab offers students the opportunity to develop or enhance their written communication skills and receive feedback on course papers and other academic assignments across all curriculum areas. Services provided by the Writing Lab staff are available by email, in-person at campus locations, or through virtual Zoom sessions. The Writing Lab hours and location are listed on Canvas: https://canvas.south.edu/courses/16390

Math Lab: Administered by Math faculty, the Math Lab provides tutoring to any students who wish to improve their math skills. Additionally, the Math Lab offers students tutoring on course-specific topics within the math curriculum. The Math Lab hours and location are listed on Canvas: https://canvas.south.edu/courses/16658

Tech Lab: With the guidance and support of Computer Literacy faculty, the Technology Lab's mission is to help students become stronger, more confident, and self-reliant in the utilization of technology. Virtual tutoring is available to all students, and in-person tutoring is available at the Knoxville Lonas Library Tutoring Center. Tutors cover concepts related to SCC 1031, Microsoft Office, Canvas, email, file saving, and other basic troubleshooting. The Tech Lab hours and location are listed on Canvas: https://canvas.south.edu/courses/26545/pages/tech-tutoring-information

Health Science: Administered by faculty in health science and general sciences, this lab aims to help students understand concepts related to physics, chemistry, and anatomy. There are also resources on pathophysiology and microbiology. Please see additional resources and tutoring options here: https://canvas.south.edu/courses/32642

Tutor.com: An online tutoring resource free of charge to all South College students. Students may access this service through their Canvas account.

Peer Tutoring: Tutoring assistance can also be requested through the Peer Tutoring Program. Students needing assistance should contact their faculty members, dean/department chair, or the Student Affairs Coordinator/Director**.** Every effort is made to find tutors, but tutoring assistance is not guaranteed for every class

through this program. The service is dependent on the availability of tutors and not all classes have students who qualify to tutor

Students must check their South College email and course announcements in Canvas daily.

Students who are struggling to meet course requirements should reach out to their course faculty first and their student success advisor as well as utilize available tutoring.

All tutoring is available to students at no cost.

For those classes that require papers, projects, speeches, and/or presentations based on research, the **South College Library Resources** are available electronically. Students may request assistance with electronic library resources by contacting a subject librarian as listed on the library website, sending an email to scref@south.edu or calling 865-251-1832.

It is suggested that you discuss your progress with your instructor any time you earn a grade of "C" or below. The instructor may provide you with suggestions for additional preparation. If you need more assistance, the department chair or student/faculty advisors are available to discuss your situation.

ACADEMIC ADVISING AND COUNSELING SERVICES

Upon admission, undergraduate students are assigned a Student Success Advisor, who provides assistance during enrollment and for class scheduling. After a specified timeframe, onground students in programs with programmatic admission will transition to a faculty member who will serve as the academic advisor for the major. The Student Success Advisor will send notification to the student when this transition occurs. For students enrolled in fully online programs, the Student Success Advisor will provide advising to the student throughout the entire program. During the initial conference with the Student Success Advisor, the advisor and the student will design a scheduling plan that meets the student's educational goals and the requirements for the program. Thereafter, each term the student must meet with his/her advisor to update his/her plan and to register for classes for the following term.

Graduate students are assigned an advisor upon beginning coursework. This advisor should be consulted at the beginning of each term and again during registration for upcoming quarters. As students progress in their program, the advisor will work with each student toward completion of the capstone requirement(s) for his/her program.

Advising/counseling services are available to assist students in resolving academic, career, and non- academic issues. **Assistance is available for any student who seeks aid in addressing individual problems.** Student Affairs staff members are available to listen and help students identify and evaluate their options so that informed decisions can be made. These services are available during the day and in the evening by appointment. Information regarding alcohol and drug abuse counseling is given to all students during the orientation process. If you are facing a difficult decision, are overwhelmed with your responsibilities, or need assistance, the Student Affairs Coordinator/Director of Student Affairs will meet with you privately to help you identify and evaluate your options, set priorities, or determine a course of action to resolve a problem or meet the demands in your life.

South College students (and their family members) have complimentary access to resources and counseling through ComPsych. Students can call a Guidance Consultant via a dedicated toll-free phone number and after speaking with the consultant and answering some questions, the consultant can provide additional resources, guidance, and/or a referral to a counselor. These Guidance Consultants are available 24/7 and can help with any issue, including anxiety, depression, stress, grief, life adjustments, substance abuse, and relationship conflict. If needed, students will be referred to a licensed counselor/therapist located in their community where they will receive up to 3 in-person sessions per person, per issue, per year free of charge. ComPsych has a large network of licensed counselors/therapists throughout the United States , so all our students (regardless of where they are)

will have access to in-person counseling. Students may select counselors based on specialty, language, gender, or religious preferences. In addition to phone-based and in-person counseling, students also have access to *GuidanceResources,* which is a website that contains articles, podcasts, videos, slideshows, and "ask the expert" personal responses to wellness questions.

Phone-based counselors: 844-268-5855
Website: guidanceresources.com (Web ID: SouthCollege)

Students requesting special services (including accommodations for disabilities) from the college should notify the Disability Services Coordinator to schedule an initial meeting. Students will be asked to complete the *Registration Form for Disability Services* to disclose their specific limitations, request accommodations, and provide documentation from a health care professional of the need for accommodations. Students are encouraged to request accommodations and provide the required documentation at least one month prior to beginning classes for the first time in order to allow time for the request to be evaluated appropriately and for the accommodation to be arranged. Classroom accommodations are not retroactive and must be reestablished quarterly. South College does not discriminate on the basis of disability and is committed to full compliance with the Americans with Disabilities Act (ADA) of 1990.

ARTIFICAL INTELLIGENCE (AI) POLICY

As an academic institution, we value academic integrity and expect all students to adhere to the highest standards of ethical behavior. Artificial Intelligence (AI) language models, such as ChatGPT, have a wealth of knowledge and information that can be useful for academic assignments to provide helpful insights and suggestions, but students should not rely solely on these generated responses for their academic work. Artificial intelligence programs are not designed to replace critical thinking and research skills essential for academic work. Faculty members may use college-approved AI detection software to check for the use of AI programs in academic assignments.

Policy Statement: Course submission material generated by AI programs (e.g., ChatGPT) must be properly cited as a resource for any academic submission. The use of AI without proper source citation may be subject to academic penalties. Alleged violation of academic regulations shall be addressed under the Academic Honor Code published in the South College Student Handbook in accordance with legal regulations.

Examples of AI Misuse in an Academic Setting
AI programs may not be used:
1. as a substitute for independent research and critical thinking. While these programs may provide helpful insights and suggestions, students should not rely solely on these generated responses for their academic work.
2. for assignments that require original ideas or analysis. Students are expected to use their own creativity and analytical skills to produce unique and original work.
3. for assignments that require ethical or moral reasoning. It is important to understand that AI programs are not capable of making moral or ethical decisions.
4. for assignments that require interaction with human subjects. Artificial Intelligence is not a substitute for human interaction and cannot provide insights into human behavior or emotions.

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