

Course Syllabus Resources Fall 2017 (201810)

- [Required Course Info](#)
- [Suggested Course Info](#)
- [POS 2041 Required Info](#)
- [ENC 1101 Required Info](#)
- [Course Schedules & Dates](#)

Required Course Information

- Winter Park Campus
- Term/Year Fall term (201810)
- Course Title/Number/CRN (ex. Astronomy AST 1002, CRN 14318)
- Meeting Days / Times (ex. TR 11:30A-12:45P)
- Professor's Name
- Office/Campus/Phone Contact/**ATLAS** E-Mail
- Office Hours/Appointments
- CATALOG Description of Course
- Prerequisites/co requisites (Note: If no prerequisites or co requisites are indicated, please identify Prerequisites/co requisites: None)
- Required Educational Materials (see your textbook information sheet)

Competencies & Evaluation:

- Student Core Competencies
- Think, Value, Communicate, Act (Specify your curriculum and how you will incorporate these competencies)

Disclaimer:

The **course schedule** may be changed at the discretion of the professor.

Helpful Information for ATLAS, Blackboard and General Computer:

Important Notice: Your instructor CANNOT provide technical support. If you are experiencing problems with Atlas, Blackboard, etc. you will need to contact the appropriate department: Blackboard (407)582-5600 (available 24/7) or onlinehelp@valenciacollege.edu The ATLAS help desk phone # is (407)582-5444.

******A special note about computers:** Even though computers and word-processing software are marvelous time and energy-saving devices, they can and do cause problems with the production of your documents. Please be aware that a broken or ill-functioning computer, or the inability to retrieve, produce or submit your assignments from a computer will not be accepted as a valid excuse for a document that is submitted late. I advise you to save all your documents to both a floppy disk, a CD, or a flash drive and your hard drive.

Course Policies:

- Grading
- Evaluation
- Final Exam
- Make-up Policy
- Special Rules/Classroom Rules
- **New Withdrawal Policy**
- Withdrawal Deadline for "W" Grade: TERM (Term Dates): WITHDRAWAL DATE
 - **Full-term classes:** (August 28, 2017 – December 17, 2017): **November 10, 2017**
 - **First 8 Weeks** (H1 – August 28, 2017 – October 19, 2017): **October 6, 2017**
 - **Second 8 Weeks** (H2 – October 20, 2017 – December 17, 2017): **December 1, 2017**
 - **First 10 Weeks** (TWJ – August 28, 2017 – November 5, 2017): **October 13, 2017**
 - **Second 10 Weeks** (TWK – October 2, 2017 – December 15, 2017): **November 17, 2017**
 - **Middle 8 Weeks** (LSC – September 25, 2017 – November 19, 2017): **November 3, 2017**

Suggested Course Information

Note: Following below are items included in this syllabus checklist that are posted in each classroom on the bulletin board.

We ask that you include or continue to include this information in its entirety in your syllabus **OR** briefly reference this information in your syllabus and review it the first night of class. Please be certain to reinforce that this information is posted on the bulletin board.

- Withdrawal policy
- No Show Status
- Course format: Online Courses, Condensed term courses, Online Condensed Term course
- Academic Dishonesty Policy Number: 6Hx28:8-11
- Student Code of Classroom Conduct Policy Number: 6Hx28:8-03
- Students with disabilities statement
- College policy relating to children on campus statement
- Statement reinforcing response to audible alarms and action accordingly

Withdrawal Policy (NEW as of Fall 2010)

PLEASE CONSULT THE CURRENT COURSE CATALOG.

Notice to Students Seeking to Withdraw from a Course(s)

Before you withdraw from a course, you should be aware that course withdrawals:

- Will increase the cost of your education
- May affect your financial aid status
- May affect your transfer grade point average
- May result in your having to pay the full cost of instruction fee to retake the course
- May affect your anticipated graduation date
- May result in your being denied access to limited access programs
- May affect your eligibility for the Honors Program
- May affect your immigration status if you are attending Valencia on a nonimmigrant visa
- Will result in your required repayment of course fees paid by a Bright Futures scholarship.

To withdraw from a course(s) you must access registration on Atlas. Each term you are required to withdraw prior to the Withdrawal Deadline. The Withdrawal Deadlines for each term are published in the Academic Calendar in the online official catalog. All requests for withdrawals must be submitted by 11:59 p.m. on the Withdrawal Deadline date.

Before you withdraw:

- Talk with your professor to discuss your progress in the course
- See a Student Services staff member to discuss how a withdrawal will affect your career and education plans and/or the status of your financial aid

Conditions That Apply to a First or Second Attempt in a Course On or Before the Withdrawal Deadline:

During a first or second attempt in the same course at Valencia, if you withdraw, or are withdrawn by the professor, you will receive a W (Withdrawn). You will not receive credit for the course, and the W will not be calculated in your grade point average; however, the enrollment will count in your total attempts in the specific course.

Following withdrawal, you may, with the professor's approval, continue to attend the course for the remainder of the term.

After the Withdrawal Deadline:

A student is not permitted to withdraw after the withdrawal deadline. A professor may withdraw you up to the beginning of the final exam period for violation of the class attendance policy in which case you will receive a grade of "W". If the professor does not withdraw you, your grade will be what you had earned.

No Show Status

Class attendance is required beginning the first week of the term. If you do not attend class during the first week, you may be withdrawn from the class as a "no show". In this event you will be billed for the class and a "W" will appear on your transcript for the course.

Course Format

If you are teaching an online course, flex start (non-Full term), or online flex-start course, you may consider adding one of the messages below:

Online courses:

Please know you have registered for a course that is being offered online. Completion of this course necessitates the same amount of work as a full-term traditional face-to-face course. You are responsible for knowing when assignments, tests, quizzes etc. and any other required work must be completed. Carefully consider your decision to enroll in an online course.

Online Flex Start courses:

Please know you have registered for an online course that is being offered in a term other than the full-term length course. Completion of this course necessitates the same amount of work as a full-term course (online or face-to-face format), but in a shorter time frame. Assignments, tests, quizzes etc. and any other required work will be given more frequently. Carefully consider your decision to enroll in a condensed-term online course.

Flex Start (non-Online) courses:

Please know you have registered for a course that is being offered in a term other than the full-term length course. Completion of this course necessitates the same amount of work as a full-term course, but in a shorter time frame. Assignments, tests, quizzes etc. and any other required work will be given more frequently. Carefully consider your decision to enroll in a condensed-term course.

**Academic Dishonesty Policy Number: 6Hx28: 8-11
8-11 Academic Dishonesty**

Please note that you are NOT required to reprint the entire policy below. This is printed for your reference. We highly suggest that instead of re-printing the policy, you reference the link printed below:

Specific Authority: 1001.64, F.S.

Law Implemented: 1001.64, F.S.

- Policy:**
- A. All forms of academic dishonesty are prohibited at Valencia College. Academic dishonesty includes, but is not limited to, acts or attempted acts of plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, facilitating academic dishonesty, and misuse of identification with intent to defraud or deceive.
 - B. All work submitted by students is expected to be the result of the students' individual thoughts, research, and self-expression. Whenever a student uses ideas, wording, or organization from another source, the source shall be appropriately acknowledged.
 - C. Students shall take special notice that the assignment of course grades is the responsibility of the students' individual professor.

Procedure: When the professor has reason to believe that an act of academic dishonesty has occurred, the professor may proceed in one of three ways:

- A. The professor may choose to consider the act of academic dishonesty to be an academic offense, and using his/her academic judgment may assign an academic sanction to the responsible student, following a discussion of the matter with the student and any other appropriate persons. Academic penalties may include, without limitation, one or more of the following: loss of credit for an assignment, examination, or project; withdrawal from course; a reduction in the course grade; or a grade of "F" in the course. If the student disagrees with the decision of the professor, the student may seek a review of the decision subject to and in accordance with Policy 8-10, Student Academic Dispute and Administrative Complaint Resolution.
- B. The professor may choose to consider the act of academic dishonesty to be a violation of the Valencia Student Code of Conduct, and may refer the matter for resolution in accordance with Policy 8-03. Disciplinary penalties for academic dishonesty may include, without limitation, warning, probation, suspension and/or expulsion from the College. Any appeal of disciplinary sanctions will occur subject to and in accordance with Policy 8-03.
- C. The professor may choose to consider the act of academic dishonesty as warranting both an academic and disciplinary sanction. In this case, a professor should refer the matter for resolution in accordance with Policy 8-03, Student Code of Conduct, and when appropriate, should withhold any academic sanctions until such time as the disciplinary process is concluded and the student has been found responsible for violating college policy. If the student is found responsible for violating the Student Code of Conduct, the professor may then assign academic sanction in addition to any assigned disciplinary sanction. Any appeal of disciplinary sanctions will occur subject to and in accordance with Policy 8-03, and any review of academic sanctions will occur subject to and in accordance with Policy 8-10.

Anyone observing an act of academic dishonesty may refer the matter to the professor, as an academic violation, and/or to the Dean of Students or designee, as a violation of the Student Code of Conduct (6Hx28:8-03).

History: Adopted 4-24-85; Amended 11-18-92; Amended 12-11-07; Formerly 6Hx28:10-16

8-03 Student Code of Conduct (NOTE: THE GROUNDS FOR DISCIPLINE FROM THIS POLICY ARE POSTED IN EACH CLASSROOM)

Student Code of Classroom Conduct Policy Number: 6Hx28:8-03

Please note that you are NOT required to reprint the entire policy below. This is printed for your reference. We highly suggest that instead of re-printing the policy, you reference the link printed below:

<http://valenciacollege.edu/generalcounsel/policydetail.cfm?RecordID=180>

Specific Authority: 1006.60, FS.

Law Implemented: 1006.60, FS.

Policy: I. General Principles

A. Purpose:

Valencia College is dedicated to the advancement of knowledge and learning and also to the development of responsible personal and social conduct. The primary purpose for the maintenance of discipline in the College setting is to support a civil environment conducive to learning and inquiry.

B. Inherent Authority:

The College reserves the right to take necessary and appropriate action to protect the safety and well being of the campus community. This Code is adopted for the appropriate discipline of any student (or student organization) who acts to impair, interfere with, or obstruct the orderly conduct, processes, and functions of the college. This Code may apply to acts conducted on or off campus when relevant to such orderly conduct, processes, and functions. It is the intention of the Board that authority for student discipline ultimately rests with the College President. The President delegates this authority to the Vice President for Student Affairs, and the Vice President delegates this authority to each campus Dean of Students.

The campus Dean of Students is responsible for implementing the student disciplinary system. The President, the Vice President for Student Affairs, or the campus Dean of Students or designee may take direct jurisdiction of any case due when it is determined by the circumstances that taking direct jurisdiction is the best way to resolution. As appropriate, the campus Dean of Students or designee will work collaboratively with the campus Provost Office and campus Security in addressing student conduct issues.

C. Interpretation of Regulations and Standard of Conduct:

To the extent feasible and practical, disciplinary regulations at the College are in writing in order to give students general notice of prohibited conduct. The regulations are not a criminal

code; they should be read broadly and are not designed to define misconduct in exhaustive terms.

D. Proceedings:

Disciplinary proceedings conducted pursuant to the Code shall be informal, fair and expeditious. Procedures governing criminal or civil courts, including formal rules of evidence, are not applicable. Deviations from the procedures in this Code shall not invalidate a proceeding or decision, except where such deviation has clearly resulted in significant prejudice to an accused student or to the College.

College jurisdiction regarding discipline is generally limited to conduct of any student or registered student organization that occurs on College premises. However, the College reserves the right to impose discipline based on any student conduct, regardless of location, that may adversely affect the College community.

E. Violations of Local, State and Federal Law:

Any student who accepts the privilege extended by the laws of Florida of attendance at Valencia College is deemed to have given his or her consent to the policies of the College, the State Board of Education, and the laws of Florida.

By enrolling at Valencia College, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct listed in this Code. Violation of any of these may lead to disciplinary sanctions.

A student may be accountable to both governmental authorities and to the College for acts which constitute violations of law and this Code. Student conduct allegedly constituting a felony or misdemeanor offense may be referred to appropriate law enforcement agencies for prosecution. Disciplinary proceedings at the College will not be subject to challenge on the ground that criminal charges involving the same incident have been filed, prosecuted, dismissed, reduced or otherwise resolved or that such proceedings constitute double jeopardy.

II. **Definitions**

A. Student.

Student as used in this code means:

1. All persons taking Valencia courses, both full-time and part-time; and/or
2. All persons who are not officially enrolled for a particular term but have a continuing relationship with Valencia or intend to enroll in the next term. This provision is intended to include within the definition of students, those persons enrolled in the spring and fall semesters who engage in misconduct during the summer and

- students who are first time enrollees who engage in misconduct prior to the time of enrollment; and/or
3. All persons who are attending classes on a Valencia campus although they may be enrolled students in other higher education institutions; and/or
 4. Student groups and organizations may be held collectively responsible when violations of this Code by those associated with the group or organization have received consent or encouragement of the group or organization or of the group's or organization's leaders or officers

B. Campus

Campus means:

1. All land, buildings, facilities, and other property-including adjacent streets and sidewalks-in the possession of or owned, used, or controlled by Valencia

III. **Grounds for Discipline**

- A. The College may impose discipline for violation of, or an attempt to violate, any College policies or campus regulations. Violations or attempted violations include, but are not limited to, the following types of misconduct:
1. All forms of academic misconduct, including but not limited to, cheating, fabrication, plagiarism, or facilitating academic dishonesty.
 2. Other forms of dishonesty, including but not limited to, fabricating information or knowingly furnishing false information or reporting a false emergency to the College or to College officials acting in the performance of their duties.
 3. Forgery, alteration, or misuse of any College document, record, key, electronic device, or identification.
 4. Theft of, conversion of, or damage to or destruction of, any property of the College or property of others while on College premises, or possession of any property of the College or others stolen while on College premises.
 5. Theft or other abuse of computing facilities or computer time, including but not limited to: unauthorized entry into a file to use, read, or change the contents or any other purpose; unauthorized transfer of a file; unauthorized use of another individual's identification or password; use of computing facilities to interfere with the work of another student, faculty member, or College official; use of computing facilities to interfere with a College computing system, or other violations of policy 6Hx28:04-38, Information Technology Resources Policies and related procedures.
 6. Use of Valencia technology, including, but not limited to, computers, network, and wireless internet, to access materials disruptive to the learning environment, including and without limitation sexually explicit or violent content.
 7. Unauthorized entry to, possession of, receipt of, duplication of, or use of the College's name, insignia, or seal.
 8. Unauthorized entry to, possession of, receipt of, or use of any College properties, equipment, resources, or services.

9. Violation of policies, regulations, or rules governing College owned or operated facilities or leased facilities.
10. Physical abuse, including but not limited to, rape, sexual assault, sex offenses, and other physical assault; threats of violence; or conduct that threatens the health or safety of any person.
11. Sexual harassment, as defined in College policy (see Policies 6Hx28:02-01, 02-02, and 02-03): Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
 - a. Submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment, or participation in other College activity;
 - b. Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual; or
 - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive College environment. In determining whether the alleged conduct constitutes sexual harassment, consideration shall be given to the record of the incident as a whole and to the totality of the circumstances, including the context in which the alleged incidents occurred.
12. Stalking behavior in which an individual willfully, maliciously, and repeatedly engages in a knowing course of conduct directed at a specific person which reasonably and seriously alarms, torments, or terrorizes the person, and which serves no legitimate purpose.
13. The use or display of "fighting words" by students to harass any person(s) on College property, on other property to which these policies apply as defined in campus implementing regulations, or in connection with official College functions or College sponsored programs. "Fighting words" are those personally abusive epithets which, when directly addressed to any ordinary person are, in the context used and as a matter of common knowledge, inherently likely to provoke a violent reaction whether or not they actually do so. Such words include, but are not limited to, those terms widely recognized to be derogatory references to race, ethnicity, religion, sex, sexual orientation, disability, and other personal characteristics. "Fighting words" create a hostile and intimidating environment which the student uttering them should reasonably know will interfere with the victim's ability to pursue effectively his or her education or otherwise to participate fully in College programs and activities.
14. Wearing styles or articles of clothes that cause disruption of the learning environment, or intimidation of others in the learning environment, or violate published classroom protocols of individual professors, subject to the requirements of law.

15. Hazing or any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution, as prohibited by 1006.63, F.S., and Valencia Policy 6Hx28:8-12.
16. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other College activities, including but not limited to:
 - a. Violence committed against any member or guest of the college community.
 - b. Forcible interference with the freedom of movement of any member or guest of the College.
 - c. Obstruction of the normal processes, activities, and functions of the college community.
 - d. Assault or battery upon community college security officers.
 - e. Disruptive activities as defined and prohibited in accordance with the criminal provisions of Section 877.13, Florida Statutes.
17. Disorderly or lewd conduct.
18. Participation in a disturbance of the peace or unlawful assembly.
19. Failure to identify oneself to, or comply with directions of, a College official or other public official acting in the performance of their duties while on College property or at official College functions, or resisting or obstructing such College or other public officials in the performance of or the attempt to perform their duties.
20. Unlawful manufacture, distribution, dispensing, possession, use, or sale of, or the attempted manufacture, distribution, dispensing, or sale of controlled substances, identified in Federal and State law or regulations.
21. Manufacture, distribution, dispensing, possession, use, or sale of, or the attempted manufacture, distribution, dispensing, or sale of alcohol which is unlawful or otherwise prohibited by, or not in compliance with, College policy or campus regulations.
22. Possession, use, storage, or manufacture of explosives, firebombs, or other destructive devices.
23. Except as expressly permitted by law, possession, use, or manufacture of a firearm or other weapon.
24. Violation of the conditions contained in the terms of a disciplinary action imposed under this Code.
25. Violate the terms of any disciplinary sanction imposed in accordance with this Code.
26. Aiding, Solicitation, and Attempt.

A person is in violation of this Code if he or she:

- a. Intentionally aids or abets another in the commission of any offense(s) mentioned in this Code;
- b. Requests, hires, encourages, or otherwise solicits another person to commit any offense

mentioned in this Code, either intending that the other person commit the offense or with the knowledge that the other person intends to commit the offense; or

- c. Attempts to commit any offense mentioned in this Code.

27. The College shall enforce the provisions of Section 1006.62, Florida Statutes, hereinafter set forth in full, as follows:

- a. Each student in a community college or state College is subject to federal and state law, respective county and municipal ordinances, and all rules and regulations of the State Board of Education or board of trustees of the institution.
- b. Violation of these published laws, ordinances, or rules and regulations may subject the violator to appropriate action by the institution's authorities.
- c. Each president of a community college or state College may, after notice to the student of the charges and after a hearing thereon, to expel, suspend, or otherwise discipline any student who is found to have violated any law, ordinance, or rule or regulation of the State Board of Education or of the board of trustees of the institution. A student may be entitled to waiver of expulsion:
 - i. If the student provides substantial assistance in the identification, arrest, or conviction of any of his or her accomplices, accessories, coconspirators, or principals or of any other person engaged in violations of chapter 893 within a state College or community college;
 - ii. If the student voluntarily discloses his or her violations of chapter 893 prior to his or her arrest; or
 - iii. If the student commits him or herself, or is referred by the court in lieu of sentence, to a state-licensed drug abuse program and successfully completes the program.

- B. The College will follow the mandates of Public Law 90-575, which provides in part, that students at an institution of higher learning who, after notice and hearing, are found guilty of substantial disruption will not be eligible for financial assistance provided by the federal government

IV. **Standards of Classroom Behavior**

- A. Primary responsibility for managing the classroom environment rests with the faculty. Faculty members are authorized to define, communicate, and enforce appropriate standards of decorum in classrooms, offices, and other instructional areas under their supervision. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the class for the remainder of the class period. Longer suspensions from class or dismissal on disciplinary grounds must be preceded by a

disciplinary conference or hearing, as set forth in the Implementing Procedures of this Code.

Examples of such disruptive or distracting activities include, but are not limited to, the following:

1. Activities that are inconsistent with commonly acceptable classroom behavior and which are not conducive to the learning experience, such as: excessive tardiness, leaving and returning during class, and early departure when not previously authorized;
 2. Activities which violate previously prescribed classroom guidelines or constitute an unreasonable interruption of the learning process;
 3. Side discussions which are irrelevant to the subject matter of the class, that distract from the learning process, or impede, hinder, or inhibit the ability of the students to obtain the full benefit of the educational presentation;
- B. Academic dishonesty allegations may be processed by the professor as academic violations, and/or may be processed in accordance with student conduct procedures set forth in this Code. Students may be subject to both the Student Conduct Code and academic sanctions as determined in the academic judgment of the professor in cases where there is a combination of alleged violations of academic and nonacademic regulations. Any student determined by the professor to have been responsible for engaging in an act of academic dishonesty shall be subject to a range of academic penalties (apart from any sanctions that may be imposed pursuant to the Code) as determined by the professor which may include, but not be limited to, one or more of the following: loss of credit for an assignment, examination, or project; a reduction in the course grade; or a grade of "F" in the course.

V. **Implementation**

The President, or designee(s), shall administer this policy by developing and implementing procedures as deemed necessary and appropriate.

Procedure: The disciplinary function at Valencia supports the educational mission of the College. Students or student organizations in violation of College policies and procedures will be reported to Valencia authorities for disciplinary action. Disciplinary processes are outlined in the Student Handbook, the College Catalog, and the Valencia web site under College Policies, which gives the College authority to impose sanctions including suspension, dismissal, and expulsion.

A. Reporting violations of the Student Conduct Code

1. Any College student, faculty, or staff member may report student(s), student group, or student organization suspected of violating the Student Code of Conduct to the campus Dean of Students, or designee. Normally, a written complaint to the campus Dean of Students will be requested promptly after the occurrence or discovery of the alleged infraction(s), although the campus Dean of Students may initiate disciplinary processes without a written complaint. Those reporting cases are normally

- expected to participate in the proceedings and provide information relevant to the matter in the disciplinary process.
2. If the complaint is received more than one term after the incident occurred, the campus Dean of Students or designee will evaluate whether the circumstances merit disciplinary action based on the nature of the alleged charges.
- B. Steps in Student Conduct Resolution process:
1. The first step in the process is an informal conference between the student(s) and the Dean of Students or designee. During this conference, the Dean of Students or designee will discuss the alleged violation with the student and may reach an understanding about its circumstances and sanctions that will result in a final determination by the Dean of Students or designee on the alleged violation. If a final determination is not reached at this point, the Dean of Students or designee will refer the case to Mediation or for a Disciplinary Conference, depending on the nature and severity of the alleged violation and his or her judgment as to how to reach the best resolution for all involved.

Procedures for Mediation

2. Mediation is a confidential process whereby two or more parties voluntarily meet with an impartial mediator to communicate their concerns and needs to each other and to reach their own agreement on the resolution of the case. The participants in mediation are responsible for keeping their agreement or renegotiating it, if necessary. In the event that the participants do not reach a full and final resolution, the case will be referred back to the Dean of Students or designee. The mediator will be assigned by the Dean of Students or designee.
3. The Dean of Students or designee, at his or her discretion, may decline to process a complaint until the parties involved make a reasonable attempt to achieve a mediated settlement. To be binding in a disciplinary case, any mediated settlement must be approved by the campus Dean of Students. If mediation fails, the case will be forwarded for a Disciplinary Conference.

Procedures for Disciplinary Conference

4. The campus Dean of Students or designee will convene and conduct the Disciplinary Conference with the Student Conduct Committee. He or she may participate in hearing deliberations and discussions. Recommendations of the Student Conduct Committee are determined through consensus. The Dean of Students or designee, will receive the recommendation of the committee, consider procedural integrity and consistency with the outcomes of prior student conduct cases, and make a final determination of the outcome. The Dean of Students or designee will convey the outcomes of the disciplinary conference to the student(s). The Dean of Students or designee is responsible for final decisions on all procedural issues and may modify conference procedures, if necessary, to ensure a fair and expedient administration of the conference.
5. A campus-based Student Conduct Committee will be established by the Dean of Students or designee to resolve disciplinary

issues. The Student Conduct Committee will consist of two or more members comprised of:

- a. One (1) Dean of Students who chairs the Student Conduct Committee
- b. One (1) or more additional members selected at the discretion of the Dean of Students or designee based on the particulars of the student conduct case, which may include representatives of the Provost's Office, faculty, academic deans, security staff, students, and other student affairs staff.

Both the findings and the sanctions determined by Student Conduct Committee are recommendations to the campus Dean of Students or designee who will render a final decision.

The Vice President for Student Affairs or designee is responsible for training and providing administrative support to the campus Student Conduct Committees and staff who serve as mediators.

6. The following procedural protections are provided to students referred for disciplinary action in Disciplinary Conferences:
 - a. A written notice of the specific charges at least 24 hours prior to the scheduled conference with additional time at the campus Dean of Students or designee's discretion.
 - b. Reasonable access to the case file prior to and during the conference
 - c. An opportunity to respond to the evidence
 - d. A right to be accompanied by an advisor. At their own discretion, person(s) who filed the report of student conduct violation and students referred for disciplinary action may be advised by a College student, faculty, or staff member or a personal friend. The role of advisors is limited to consultation. While advisors may be present at Disciplinary Conferences or hearings, they may not address hearing bodies, speak in Disciplinary Conferences, or question witnesses. Because the purpose of this disciplinary process is to provide a fair review of alleged violations of this Code rather than a formal legal proceeding, participation of persons acting as legal counsel is not permitted.
 - e. Students referred for disciplinary action who fail to appear after proper notice will be deemed to have pled no contest to the charges pending against them. Nonetheless, the Disciplinary Conference will be held with all relevant parties present so that the Student Conduct Committee can understand the circumstances of the incident in order to make their recommendation on the outcomes of the case.
 - f. The Dean of Students will exercise control over the proceedings to avoid needless consumption of time and to achieve orderly completion of the hearing.
 - g. Any person, including the student referred for disciplinary action, who disrupts a Disciplinary Conference, may be excluded by the Dean of Students or designee conducting the Disciplinary Conference.
 - h. The Dean of Students or designee may make audio recordings of hearings.

- i. Persons who participate in providing information at the Disciplinary Conference will be asked to affirm that their testimony is truthful and may be subject to charges of violating the Student Code of Conduct by intentionally providing false information to the Student Conduct Committee.
- j. Persons who participate in providing information at the Disciplinary Conference will be excluded from the conference except when providing information to the Student Conduct Committee. The student(s) referred for disciplinary action may attend the entire conference except for the deliberation by the Student Conduct Committee. All parties will be excluded during Student Conduct Committee deliberations, which will not be recorded or transcribed.
- k. Formal rules of evidence will not be applicable in disciplinary proceedings conducted pursuant to the Student Code of Conduct. The Dean of Students or designee will abide by the rules of confidentiality and privilege, but will admit all other matters which are relevant. Irrelevant or unduly repetitious evidence may be excluded by the Dean of Students or designee.
- l. Affidavits will be considered only if signed by the affiant and witnessed by the campus Dean of Students or designee.
- m. The Student Conduct Committee will make a recommendation of findings and sanctions to the campus Dean of Students or designee who is conducting the hearing.
- n. The campus Dean of Students or designee conducting the hearing will receive the recommendation of the committee, consider procedural integrity and consistency with the outcomes of prior judicial cases, and make a final determination of the outcome and sanctions.
- o. The campus Dean of Students or designee will convey the outcome of the disciplinary hearing to the student(s).

C. Sanctions

Sanctions for violating provisions of this Code may result in suspension or dismissal from the College. Significant mitigating or aggravating factors will be considered when sanctions are imposed, including the present demeanor and past disciplinary record of the offender, the nature of the offense, and the severity of any damage, injury or harm resulting from it. Repeated violations of any part of this Code may also result in suspension or dismissal. Sanctions for students and student organizations which may be imposed in accordance with this Code include, but are not limited to:

- 1. "Warning"--notice, oral or written, that prohibited conduct may be cause for additional disciplinary action if repeated in the future.
- 2. "Censure"--a written reprimand for violation of specified regulations, including a warning that prohibited conduct may be cause for additional disciplinary action if repeated in the future.
- 3. "Disciplinary Probation"--status assigned for a designated period of time, during which any other violation of the Code may result

in suspension or dismissal from the College. Students on disciplinary probation may not hold or run for any elected or appointed positions. Additional conditions appropriate to the violation may be imposed.

4. "Restitution"--repayment to the College or others affected for damages resulting from a violation of this Code.
5. "Suspension"--exclusion from College premises and other privileges or activities for a period of time as set forth in the suspension notice. This action will be permanently recorded on the student's record.
6. "Dismissal" or "Expulsion"--permanent termination of student status and exclusion from College premises, privileges, and activities. This action will be permanently recorded on the student's record.
7. "Other Sanctions"--other sanctions may be imposed instead of or in addition to those specified in sections (A) through (F) of this section.
 - a. Without limitation, examples of other sanctions for individual nonacademic offenses also include fines; withholding of diplomas or transcripts pending compliance with rules, completion of any student judicial process or sanction, or payment of fines; restrictions on the use of or removal from campus facilities; community service; educational requirements, or research projects.
 - b. Without limitation, examples of other sanctions for individual academic honesty offenses also include reduction of grade, denial of academic credit, and invalidation of university credit or of the degree based upon such credit. In addition to any other penalties that may be imposed, an individual may be denied admission or further registration, and the college may invalidate academic credit for work done by a student and may invalidate or revoke the degree based upon such credit if it is determined that the student has made false, fraudulent, or incomplete statements in the application, residence affidavit, or accompanying documents or statements in connection with, or supplemental to, the application for admission to or graduation from the college.
 - c. Without limitation, sanctions may be imposed for individuals who engage in conduct that violates this policy for the student to provide a personal action plan to ensure that there will be no further disruption to the learning environment.
 - d. Without limitation, examples of other sanctions for offenses committed by student organizations include cancellation of events, or revocation of the registration or official recognition of a student organization; and restrictions on the use of, or removal from, campus facilities.
8. The Vice President for Student Affairs, Dean of Students or designee may impose any of the above immediately as an Interim Sanction if needed to protect the welfare of the student(s) referred for disciplinary action, others involved in the alleged violation, or the college community. The interim sanction will be effective immediately without prior notice whenever there is evidence that the continued presence of the student at the College poses a substantial and immediate threat to him or herself, to others, or to the stability and continuance

of normal College functions. A student who receives an Interim Sanction will be given a prompt opportunity to appear personally before the Dean of Students or designee to discuss the reasons and terms of the Interim Sanction.

9. The officers or leaders or any identifiable spokesperson for a student group or organization may be ordered by the Dean of Students or designee to take appropriate action designed to prevent or end violations of this Code by the group or organization. Failure to make reasonable efforts to comply with the Dean of Students or designee order shall be considered a violation of this Code, both by the officers, leaders, or spokespersons for the group or organization and by the group or organization itself.

D. Appeals

Any disciplinary determination arrived at through a disciplinary conference and resulting in suspension or dismissal may be appealed to the Vice President for Student Affairs by the respondent in keeping with the following provisions:

1. The appeal must be in writing and delivered to the Vice President for Student Affairs within seven days after the notice of suspension or dismissal is delivered to the address on record for the student in the Office of the Registrar.
2. Appeals will be reviewed by the Vice President for Student Affairs to determine their viability as soon as possible after the appeal is received.
3. The Vice President for Student Affairs will determine viability based on whether there is new information that significantly alters the finding of fact, evidence of improper procedure, findings that are against the weight of the evidence, or excessive sanctions. The decision of the Vice President for Student Affairs about the viability of the appeal is final. The Vice President may deny the request for appeal and affirm the findings of the Dean of Students or grant the request for appeal.
4. Appeals will be decided based on the report filed by the Dean of Students, the student's written statement, and any written response or memoranda prepared by College officials. All written materials considered by the Vice President for Student Affairs will be subject to inspection by the student. The student may request an opportunity to discuss the written materials in person with the Vice President for Student Affairs. New hearings will not be conducted on appeal. Decisions rendered by the Vice President for Student Affairs are final.
5. The Vice President of Student Affairs has the authority to:
 - a. Alter, amend and/or overturn disciplinary action if information on appeal merits such action.
 - b. Schedule a rehearing if specified procedural errors or errors in interpretation of College regulations were so substantial as to deny the student a fair hearing, or if new and significant evidence becomes available.
 - c. Dismiss the case if the finding is held to be unsupported by the evidence.
6. Disciplinary action for suspension or dismissal may be deferred while an appeal is pending, unless, in the discretion of the Vice President for Student Affairs, the continued presence of the student on the campus poses a substantial threat to him or

herself, to others, or to the stability and continuance of normal College functions.

History: Adopted 12-11-74; Amended 9-16-81; Amended 8-25-82; Amended 1-19-83; Amended 11-18-92; Amended 5-15-07; Formerly 6Hx28:10-03

Students with Disabilities

Students with disabilities who qualify for academic accommodations must provide a letter from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities (Winter Park Campus, Room 203, 407/ 582-6887).

Children On Campus

We ask that you follow college policy relating to children on campus. Please make arrangements for childcare outside of classrooms or labs.

Audible Alarms

Please make note of evacuation route from your classroom in case of emergency. Interpret all audible alarms as valid and act accordingly. **Please share information about [VALENCIA ALERT](https://valenciacollege.edu/alert) with your students. (To sign up for Valencia Alert, visit [alert.valenciacollege.edu](https://valenciacollege.edu/alert) Select "New User" from the left-hand column and fill in the required information.)**

ENC 1101 Required Information

Freshman Composition I (ENC1101) Faculty ONLY

All ENC 1101 syllabi must address and assess a "basic computer competency". Please include the following course description information as well as the computer-based learning activity as it specifically relates to your class in your syllabus:

ENC 1101 COURSE DESCRIPTION

Prerequisites: Score of 83 on writing component of CPT or equivalent score on other state-approved entry test or minimum grade of C in ENC 0012 and ENC 0012L or ENC 0012C or EAP 1640 or ENS 1441; also, score of 83 on reading component of CPT or equivalent score on other state approved entry test or minimum grade of C in REA 0002 and REA 0002L or REA 0002C or EAP 1620 or ENS 1421. Development of essay form, including documented essay; instruction and practice in expository writing. Emphasis on clarity of central and support ideas, adequate development, logical organization, coherence, appropriate citing of primary and/or secondary sources, and grammatical and mechanical accuracy. This course includes learning activity designed to ensure competence in the basic use of computers. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple assignments. Minimum grade of C required if ENC 1101 is used to satisfy Gordon Rule and general education requirements.

COMPUTER-BASED LEARNING ACTIVITY to demonstrate competence with the basic use of computers the College's Freshmen Composition Course (ENC 1101) course is designed to include a formal "computer-based" learning activity. For this particular course the following assignment (s), assessment and percentage of final grade protocols have been established.

- Description of assigned computer-based learning activity (clearly related to course objectives)
- Description of method of assessment
- Description of impact on percentage of the final course grade

The assignment can be as simple as requiring papers to be completed on a word processor, having students conduct electronic research or giving students an e-mail assignment. However you choose to address this area is fine so long as you assess the assignment.

POS 2041 Required Information

U.S. Government (POS2041) Faculty ONLY

All POS2041 syllabi must address and assess a "basic computer competency". Please include the following course description and computer-based learning activity as it specifically relates to your class in your syllabus:

POS2041 COURSE DESCRIPTION

Analysis of the organization, structure and operational dynamics of the U.S. national government, both past and present, and an examination of the U.S. Constitution, including principles and theories supporting it. This course includes learning activity designed to ensure competence in the basic use of computers.

COMPUTER-BASED LEARNING ACTIVITY to demonstrate compliance with the computer competency requirement, the college's U.S. Government course has been modified to include a "computer-based" learning activity. For this particular course the following assignment(s), assessment and percentage of final grade protocols have been established:

- Description of assigned computer-based learning activity (clearly related to course objectives)
 - Description of method of assessment
 - Description of impact on percentage of the final course grade
- Suggested approaches include, but are not limited to:
1. Issue research
 2. Resource development
 3. Biographical analysis
 4. Response to a question

Furthermore, such activities may be linked with Internet resources, instructional and/or presentation software or course materials.

INTERNAL NOTE:

GRADES ARE DUE:

Full Term – NO LATER THAN 9:00am December 17, 2017

H1 [Term A], H2 [Term B], TWK, TWJ, LSC – NO LATER THAN 9:00am on Last Class Meeting via ATLAS

Course Schedules & Dates are identified using the Academic Calendar 2017 – 2018:

<http://valenciacollege.edu/calendar/documents/2017-2018>

ImportantDatesCalendar.pdf

Please make a note of the dates that credit classes will NOT be held as you prepare your schedule:

September 4, 2017 (Labor Day)

November 22-26, 2017 (Thanksgiving)

December 21 – January 1, 2018 (Winter Break)

Monday Only - Full Term

Monday	August 28, 2017
Monday	September 4, 2017 (Labor Day no classes)
Monday	September 11, 2017
Monday	September 18, 2017
Monday	September 25, 2017
Monday	October 2, 2017
Monday	October 9, 2017
Monday	October 16, 2017
Monday	October 23, 2017
Monday	October 30, 2017
Monday	November 6, 2017
Monday	November 13, 2017
Monday	November 20, 2017
Monday	November 27, 2017
Monday	December 4, 2017

Tuesday only – Full Term

Tuesday	August 29, 2017
Tuesday	September 5, 2017
Tuesday	September 12, 2017
Tuesday	September 19, 2017
Tuesday	September 26, 2017
Tuesday	October 3, 2017
Tuesday	October 10, 2017
Tuesday	October 17, 2017
Tuesday	October 24, 2017
Tuesday	October 31, 2017
Tuesday	November 7, 2017
Tuesday	November 14, 2017
Tuesday	November 21, 2017
Tuesday	November 28, 2017
Tuesday	December 5, 2017

Wednesday only – Full Term

Wednesday	August 30, 2017
Wednesday	September 6, 2017
Wednesday	September 13, 2017
Wednesday	September 20, 2017
Wednesday	September 27, 2017
Wednesday	October 4, 2017
Wednesday	October 11, 2017
Wednesday	October 18, 2017

Wednesday	October 25, 2017
Wednesday	November 1, 2017
Wednesday	November 8, 2017
Wednesday	November 15, 2017
Wednesday	November 22, 2017 (Thanksgiving – no classes)
Wednesday	November 29, 2017
Wednesday	December 6, 2017

Thursday only – Full term

Thursday	August 31, 2017
Thursday	September 7, 2017
Thursday	September 14, 2017
Thursday	September 21, 2017
Thursday	September 28, 2017
Thursday	October 5, 2017
Thursday	October 12, 2017
Thursday	October 19, 2017
Thursday	October 26, 2017
Thursday	November 2, 2017
Thursday	November 9, 2017
Thursday	November 16, 2017
Thursday	November 23, 2017 (Thanksgiving – no classes)
Thursday	November 30, 2017
Thursday	December 7, 2017

Friday only – Full Term

Friday	September 1, 2017
Friday	September 8, 2017
Friday	September 15, 2017
Friday	September 22, 2017
Friday	September 29, 2017
Friday	October 5, 2017
Friday	October 6, 2017
Friday	October 13, 2017
Friday	October 20, 2017
Friday	October 27, 2017
Friday	November 3, 2017
Friday	November 10, 2017
Friday	November 17, 2017
Friday	November 24, 2017 (Thanksgiving – no classes)
Friday	December 1, 2017
Friday	December 8, 2017

Monday/Wednesday – Full Term

Monday	August 28, 2017
Wednesday	August 30, 2017
Monday	September 4, 2017 (Labor Day no classes)
Wednesday	September 6, 2017
Monday	September 11, 2017
Wednesday	September 13, 2017
Monday	September 18, 2017
Wednesday	September 20, 2017
Monday	September 25, 2017
Wednesday	September 27, 2017
Monday	October 2, 2017
Wednesday	October 4, 2017
Monday	October 9, 2017
Wednesday	October 11, 2017
Monday	October 16, 2017
Wednesday	October 18, 2017
Monday	October 23, 2017
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Wednesday	November 1, 2017
Monday	November 6, 2017
Wednesday	November 8, 2017
Monday	November 13, 2017
Wednesday	November 15, 2017
Monday	November 20, 2017
Wednesday	November 22, 2017 (Thanksgiving – no classes)
Monday	November 27, 2017
Wednesday	November 29, 2017
Monday	December 4, 2017
Wednesday	December 6, 2017

Monday/Wednesday – H1

Monday	August 28, 2017
Wednesday	August 30, 2017
Monday	September 4, 2017 (Labor Day no classes)
Wednesday	September 6, 2017
Monday	September 11, 2017
Wednesday	September 13, 2017
Monday	September 18, 2017
Wednesday	September 20, 2017
Monday	September 25, 2017
Wednesday	September 27, 2017

Monday	October 2, 2017
Wednesday	October 4, 2017
Monday	October 9, 2017
Wednesday	October 11, 2017
Monday	October 16, 2017
Wednesday	October 18, 2017

Monday/Wednesday – H2

Monday	October 23, 2017
Wednesday	October 25, 2017
Monday	October 30, 2017
Wednesday	November 1, 2017
Monday	November 6, 2017
Wednesday	November 8, 2017
Monday	November 13, 2017
Wednesday	November 15, 2017
Monday	November 20, 2017
Wednesday	November 22, 2017 (Thanksgiving – no classes)
Monday	November 27, 2017
Wednesday	November 29, 2017
Monday	December 4, 2017
Wednesday	December 6, 2017
Monday	December 11, 2017
Wednesday	December 13, 2017

Monday/Wednesday – TWK

Monday	October 2, 2017
Wednesday	October 4, 2017
Monday	October 9, 2017
Wednesday	October 11, 2017
Monday	October 16, 2017
Wednesday	October 18, 2017
Monday	October 23, 2017
Wednesday	October 25, 2017
Monday	October 30, 2017
Wednesday	November 1, 2017
Monday	November 6, 2017
Wednesday	November 8, 2017
Monday	November 13, 2017
Wednesday	November 15, 2017
Monday	November 20, 2017
Wednesday	November 22, 2017 (Thanksgiving – no classes)
Monday	November 27, 2017

Wednesday November 29, 2017
Monday December 4, 2017
Wednesday December 6, 2017
Monday December 11, 2017
Wednesday December 13, 2017

Tuesday/Thursday – Full Term

Tuesday August 29, 2017
Thursday August 31, 2017
Tuesday September 5, 2017
Thursday September 7, 2017
Tuesday September 12, 2017
Thursday September 14, 2017
Tuesday September 19, 2017
Thursday September 21, 2017
Tuesday September 26, 2017
Thursday September 28, 2017
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Thursday **November 23, 2017 (Thanksgiving – no classes)**
Tuesday November 28, 2017
Thursday November 30, 2017
Tuesday December 5, 2017
Thursday December 7, 2017

Tuesday/Thursday – H1

Tuesday August 29, 2017
Thursday August 31, 2017
Tuesday September 5, 2017
Thursday September 7, 2017

Tuesday	September 12, 2017
Thursday	September 14, 2017
Tuesday	September 19, 2017
Thursday	September 21, 2017
Tuesday	September 26, 2017
Thursday	September 28, 2017
Tuesday	October 3, 2017
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Thursday	October 12, 2017
Tuesday	October 17, 2017
Thursday	October 19, 2017

Tuesday/Thursday – H2

Tuesday	October 24, 2017
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Thursday	November 16, 2017
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Tuesday/Thursday – TWK

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Thursday	November 23, 2017 (Thanksgiving – no classes)
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Tuesday	December 5, 2017
Thursday	December 7, 2017
Tuesday	December 12, 2017
Thursday	December 14, 2017

Monday only – H1

Monday	August 28, 2017
Monday	September 4, 2017 (Labor Day no classes)
Monday	September 11, 2017
Monday	September 18, 2017
Monday	September 25, 2017
Monday	October 2, 2017
Monday	October 9, 2017
Monday	October 16, 2017

Monday only – H2

Monday	October 23, 2017
Monday	October 30, 2017
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Monday	November 20, 2017
Monday	November 27, 2017
Monday	December 4, 2017
Monday	December 11, 2017

Tuesday only – H1

Tuesday	August 29, 2017
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Tuesday	October 10, 2017
Tuesday	October 17, 2017

Tuesday only – H2

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Tuesday	December 5, 2017
Tuesday	December 12, 2017

Tuesday only – TWK

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Tuesday	December 12, 2017

Thursday only – H1

Thursday	August 31, 2017
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Thursday	October 12, 2017
Thursday	October 19, 2017

Thursday only – H2

Thursday	October 26, 2017
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Thursday	November 23, 2017 (Thanksgiving – no classes)
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Monday/Tuesday/Wednesday/Thursday – H1

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Monday/Tuesday/Wednesday/Thursday – H2

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Tuesday	November 14, 2017
Wednesday	November 15, 2017
Thursday	November 16, 2017
Monday	November 20, 2017
Tuesday	November 21, 2017
Wednesday	November 22, 2017 (Thanksgiving – no classes)
Thursday	November 23, 2017 (Thanksgiving – no classes)
Monday	November 27, 2017
Tuesday	November 28, 2017
Wednesday	November 29, 2017
Thursday	November 30, 2017
Monday	December 4, 2017
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