**College Course Syllabus Statements – August 2020**

**Attendance on Religious Observance**

As provided for in New York State Education Law §224-a, student absences from class necessitated by religious observance will be deemed an excused absence, with no academic consequences. Students must notify their professor in advance of their religious observance, via their College email accounts or otherwise in writing, of their intention to be absent from a particular class due to a religious observance; notification should occur at least one week prior to the religious observance. Observing students shall be granted reasonable arrangements and/or be permitted a reasonable amount of time to make up missed quizzes, tests, assignments, and activities covered in their absence. Please refer to the College’s [Religious Observance Policy](https://www.sunysuffolk.edu/legalaffairs/documents/b9-religious-observance-policy-and-procedures.pdf), which is available on the Office of Legal Affairs’ website, for additional information.

**Services for Students with Disabilities**

Suffolk County Community College provides reasonable accommodations to registered students with disabilities who have self-identified and been approved by the Office of Disability Services. Once approved for reasonable accommodations, such students will be provided with a laminated letter, describing the specific accommodations. Students must present this laminated letter to each of their professors before accommodations can be provided.

Students who have, or think they may have, a disability are invited to contact Disability Services for a confidential consultation.

**Disability Services Contact Information:**

* **Ammerman Campus**

Call the Disability Services Office at 631-451-4045, email the Office at [disabilityserv-ammr@sunysuffolk.edu](mailto:disabilityserv-ammr@sunysuffolk.edu) or stop by to make an appointment at Room 202 in the Ammerman Building.

* **Eastern Campus**

Call the Disability Services Office at 631-548-2527, email the Office at [disabilityserv-east@sunysuffolk.edu](mailto:disabilityserv-east@sunysuffolk.edu) or stop by to make an appointment at the Student Success Center in the Peconic Building, Room 122.

* **Michael J. Grant Campus**

Call the Disability Services Office at 631-851-6355, email the office at [disabilityserv-west@sunysuffolk.edu](mailto:disabilityserv-west@sunysuffolk.edu) or stop by to make an appointment in Caumsett Hall, Lower Level 20.

**Academic Integrity**

Suffolk County Community College provides students with the opportunity to demonstrate their knowledge by submitting coursework that is uniquely theirs and giving proper attribution to the work of others. Participating honestly in the SCCC academic community ensures that students can take pride in their education and their contributions to scholarship. Without academic integrity, students gain unfair advantage over others and prevent their own intellectual progress. As a student in this class, you are expected to uphold the SCCC core value of Integrity and understand the Special Procedures for Academic Dishonesty in the relevant sections of the [SCCC Student Code of Conduct](https://libguides.sunysuffolk.edu/plagiarism).

The Code prohibits academic misconduct, which includes any action that results in students giving or receiving unauthorized assistance in an academic exercise, or receiving credit for work that is not their own. Academic exercise includes all forms of work submitted for credit. Academic misconduct includes, but is not limited to, the following behaviors: **cheating** on exams; **plagiarizing -** using another person’s work or ideas without crediting them; **complicity -** helping a student, or being helped, to engage in academic misconduct; **multiple submissions** - submitting the same work for credit in more than one course without the instructor’s permission; **falsification and forgery** - inventing information or falsifying the identity of a student.

Information about the Student Code of Conduct, plagiarism and the citation process is in the [Academic Integrity and Plagiarism Guide](http://libguides.sunysuffolk.edu/plagiarism).

***Optional* College Course Syllabus Statements**

**Use of Online Exam Proctoring**

**For Courses Offered Fully Online, Real-Time Online and Combined Online**

This course requires the use of an online proctoring tool for online/remote exams taken off-campus. You will be required to use [Respondus Lockdown Browser and Monitor](https://web.respondus.com/lockdownbrowser-student-video/) which requires the use of a webcam when you take your assessments. After the assessment is completed, an instructor may review details of any potential breach in academic integrity by viewing the recorded video. If you do not have a webcam, please notify the professor as soon as possible but no later than one week prior to the first scheduled exam.

Before the assessment, a college-specific link will be provided to you to prepare for the use of Respondus Lockdown Browser and Monitor.

**Diversity**

In alignment with our institutional mission and strong support of diversity, equity and inclusion, Suffolk County Community College reaffirms its commitment to providing access to higher education and a welcome environment to all students. No matter your age, race, ethnicity, national origin, gender identity or expression, sexual orientation, family status, U.S. citizenship status, religion, socio-economic status, political ideology, military-connected status, or intellectual or physical ability - you belong here. Therefore, in this class, we will maintain an atmosphere of mutual respect, civil discourse and cross-cultural communication.

The college prohibits discrimination and harassment, and you can read more at: [www.sunysuffolk.edu/nondiscrimination](https://www.sunysuffolk.edu/nondiscrimination).

**SCCC CARES**

At Suffolk, we are **C**REATING **A**WARENESS and **R**EADINESS to **E**ND **S**TIGMA about mental health issues and we know that the past several months have presented unprecedented challenges to our mental health and wellness. Please know that if you need support related to your psychological, emotional or social well being, there are counselors available through Mental Health & Wellness Services to provide free and confidential counseling services. Email us at [mentalhealth@sunysuffolk.edu](mailto:mentalhealth@sunysuffolk.edu) to connect with a counselor. You can also reach out to a counselor directly:

* **Ammerman Campus** – Sarah Boles (451-4530 / [boless@sunysuffolk.edu](mailto:boless@sunysuffolk.edu)) or Evan Haun (451-4060 / [haune@sunysuffolk.edu](mailto:haune@sunysuffolk.edu))
* **Eastern Campus** – Maggie Marcincuk (548-2650 / [marcinm@sunysuffolk.edu](mailto:marcinm@sunysuffolk.edu))
* **Michael J. Grant Campus** – Hypatia Martinez (851-6872 / [martinhy@sunysuffolk.edu](mailto:haune@sunysuffolk.edu))