



KLAMATH

Community College

KCC Institutional Syllabus

MISSION

Klamath Community College provides accessible, quality education and services in response to the diverse needs of the student, business, and community. The College supports student success in workforce training, academic transfer, foundational skills development, and community education.

INSTITUTIONAL LEARNING OUTCOMES (ILOS)

Apply Critical Thinking to Problem Solving

Evaluate information, sources, arguments, opinions, and issues to solve problems.

Communication

Create and convey thoughts, opinions, or information by listening, speaking, reading, or writing.

Cultural Competence

Demonstrate effective and appropriate interaction in a variety of cultural contexts.

Professional Competence and Self – Efficacy

Apply knowledge, skills, and attitudes to succeed in a profession or academic program; demonstrate confidence and ability to meet personal, social, academic, and professional goals.

Teamwork

Demonstrate effective and respectful participation as members and leaders of diverse teams.

ATTENDANCE POLICIES

Classroom Setting – To maintain enrollment in a course, students must attend all the first week's class meetings unless they have made specific arrangements with the instructor. Those who don't meet this requirement may be dropped from the class for non-attendance. Students are also expected to attend all class meetings of the courses in which they are enrolled, and repeat absences may affect a student's grade.

Online Setting - Students must access their online course as early as possible during the first week of the term and complete assigned work due before the end of week one. Assignment completion during the first week establishes attendance in the course.

- Failure to complete week one assignment(s) will result in the student being automatically dropped from the course.
- A student who seeks an exception to this policy must gain instructor approval in advance of the absence and provide documentation of the emergency that caused the absence.
- After the first week, if a student stops participating in a course, and the date for dropping has passed, the student may receive a failing grade.

DROP/WITHDRAWAL POLICY

During the first week of the term, a student may be dropped from a class by the instructor for non-attendance OR for failure to complete assignments. The student may also choose to drop from a class during the first week of the term with no financial obligation for tuition and fees for the dropped class. After the first week, students may withdraw from a class, but they are then financially responsible for all of the tuition and fees. If for any reason a student must withdraw from a course, it is the student's responsibility to do so by submitting an online drop form through MyKCC or by contacting a Student Success Representative in Enrollment Services.

DROP/WITHDRAWAL POLICY (CONT.)

A grade of “W” will be assigned if the withdrawal occurs by the **8th Friday of the term** (for **summer term**, the **6th Friday of the term**). If a student simply stops attending rather than officially withdrawing, they may receive a grade of “F” for the course.

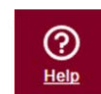
SATISFACTORY ACADEMIC PROGRESS (SAP)

To maintain good academic standing at Klamath Community College (KCC), a student must meet the standards of Satisfactory Academic Progress (SAP). Failure to meet any of the standards will result in warning or disqualification from receiving federal financial aid, probation, or academic suspension from attending KCC.

SAP includes maintaining a term GPA of 2.00 and a 66.67% or higher completion rate. The completion rate is based on the number of credits in which a student is enrolled as of the published add/drop deadline. A grade of W, I, or F does not count as successful completion of a class. KCC will apply the SAP standards at the completion of each term after final grades are posted. The completion requirements are listed on [the Registrar’s webpage on Satisfactory Academic Progress](#).

ACADEMIC RESOURCES

Online Technical Support – Canvas provides 24/7, 364 technical support for Canvas issues. All methods of contacting Canvas can be found by logging in to Canvas and selecting the Help option found on the navigation bar. The Help Button will give you the following options for communication: Chat with Canvas Support, Canvas Support Hotline, and Report a Problem. Students can also e-mail Canvas Support at support@instructure.com. Additional information on technological resources is available on [the Center for Teaching and Learning Student Resource Page/Tech Help Page](#).



The Help Button

Library Services – Library resources are available in the LRC which is located in building 9, room 9214. Library databases can be accessed through [the LRC Databases page in MyKCC](#).

Testing Center Services – Proctoring services are available for students residing in Klamath County and for on-campus students in the Testing Center, which is located in building 3, room 355. Current hours of operation can be found at [the Testing Center webpage](#). Proctoring services for KCC students residing outside of Klamath County are available remotely through Proctor360, which is available in your Canvas course. Please contact the Testing Center for instructions and requirements. *Note: Students must provide their own webcam and microphone.

Tutoring Services – Tutoring services are available for students in the Tutoring Center and online. The Tutoring Center is located in building 9. The tutors’ schedules are available online on [the Tutoring Center webpage](#). For those needing after-hours assistance, tutoring services are available through the Tutor.com link in Canvas.

Learning Accommodations - Klamath Community College’s mission is to ensure that all students have equal access to educational opportunities. Students can find further information on documentation and services provided at [the Accessibility Services and Resources webpage](#).

RECORDINGS

Regardless of the type of course, KCC reserves the right to record all audio or video communications (e.g. Zoom meetings) and to use the recordings for internal and external distribution without seeking consent from each individual depicted. If an individual does not want to be recorded, they should notify their instructor prior to the scheduled recordings.

NETIQUETTE

Effective written communication is an important part of online learning. In a face-to-face classroom, body language, verbal responses, and questions help the facilitator and participants communicate with each other. In an online environment, however, misunderstandings can easily occur when participants do not follow basic rules of netiquette (online etiquette). Therefore, please use the following guidelines when communicating in this course:

- Use clear subject lines in your emails and include your course name/section.
- Include your name in all emails – your address may not identify you.
- Avoid offensive language, rants, or vulgarity in any communication.
- Be respectful – what seems harmless to you may offend others.
- Disruptive behavior may result in being dropped from the course without a refund.
- Report concerns about inappropriate communication to your instructor.
- Avoid ALL CAPS, which can come across as shouting. Use sparingly for emphasis.
- Emojis are acceptable when used appropriately in discussion forums, chats, and messages.

ACADEMIC INTEGRITY

Students are subject to disciplinary action if they intentionally or unintentionally participate in any of the following activities:

- Representing someone else's work or ideas, including those copied from online searches, as their own (plagiarism).
- Using generative artificial intelligence (AI) tools when your teacher does not authorize it (unauthorized assistance). Plagiarism policies may apply to the use of AI.
- Using inappropriate or prohibited aids for examinations or graded assignments, including but not limited to generative artificial intelligence others' answers, notes, phone or other electronic devices, and test files (cheating).
- Submitting work from another class without written instructor permission from both classes.

The penalty for a first offense may include failure of the assignment and a conduct hearing. A second offense may result in a conduct hearing, course failure, academic dismissal, or suspension and other sanctions. For more information, please go to [KCC's Academic Integrity Policy](#).

FERPA POLICY

The Family Educational Rights and Privacy Act (FERPA) provides for the protection of student records. Consistent with FERPA, KCC has identified information which is considered part of a student's educational records. In compliance with the federal Family Educational Rights and Privacy Act, KCC is prohibited from providing to a third-party certain student record information such as information on grades, billing, tuition and fees assessments, or financial aid (including scholarships, grants, work-study, or loan amounts). This restriction applies, but is not limited, to

FERPA POLICY (CONT.)

parents, spouse, or a sponsor. Students may grant KCC permission to release student record information to a third party by submitting a Student Information Consent to Release form.

TITLE IX POLICY

Klamath Community College is committed to creating a learning and working environment that ensures equal access and opportunity to education and resources for all of its students that is free of bias, discrimination, and harassment. This includes, but is not limited to, sexual harassment, domestic and dating violence, sexual assault and stalking, and any type or form of gender-based discrimination, discrimination against pregnant and parenting students, gender-based bullying, and hazing. We understand that sexual violence can undermine students' academic success, and we encourage students who have experienced any form of sexual misconduct or discrimination to talk to someone about their experience in order to get the support they need.

If you have experienced or observed sexual violence/assault, harassment, or discrimination of any kind, reporting options can be found at [KCC's Safe Campus Incident/Complaint form](#), or you may contact the Title IX Coordinator at 541-880-2202 or titleIX@klamathcc.edu.

24-Hour Crisis Line - students are encouraged to contact the Klamath Crisis Center at 541-884-0390 for support and assistance 24 hours a day, 7 days a week.

TECHNOLOGY REQUIREMENTS AND DIGITAL LITERACY

Computer Requirements

- Laptop or PC. Smart devices (phones & tablets) can be used but are not encouraged because they may not work with some course technology requirements.
- Speakers and a sound card may be required for some courses.
- A webcam and microphone may be required for some classes.
- Access to a printer. [How to Use KCC Web Printing](#) lists campus computers for student use.
- An Internet Service Provider (ISP) to access the internet.

Web Browsers

- Firefox 8 or higher (preferred)
- Chrome (preferred)
- Internet Explorer 8
- Safari for MacOSX 10.5 or later

Browser Settings

- Java enabled
- JavaScript enabled
- Cookies enabled
- Popup Blocker disabled

Other Software

- An email account (Microsoft Outlook is provided to all KCC students)
- Word processing software (Microsoft Office with Word, Excel, and PowerPoint is provided to all KCC students)
- Current virus software must be installed and kept up to date
- Students should use file management software (OneDrive, Dropbox, Google Drive)
- Some classes may require additional software; check with your instructor.

Technology requirements apply to all class modalities: face-to-face, hybrid, hyflex, and online.

TECHNOLOGY REQUIREMENTS AND DIGITAL LITERACY (CONT.)

To learn more about digital literacy, cybersecurity, Canvas, Microsoft Office programs, Zoom, and other technologies, complete the CASX 731 (non-credit) Digital Literacy course or visit KCC's [Center for Teaching and Learning YouTube Playlists](#).

EMERGENCY RESPONSE MANAGEMENT PLAN

KCC's Emergency Response Management Plan outlines procedures for protecting life and property during emergencies that exceed routine capabilities, such as natural disasters, hazardous incidents, pandemics, utility failures, or active threats. Printed copies are available in all campus buildings for quick reference, and the full [Emergency Response Management Plan](#) is available online.

If evacuation is required, proceed to the designated outdoor assembly area marked by a placard (A, B, C, or D) mounted on a light pole approximately 25 feet high. Maps of these areas and evacuation routes are posted in each building, in the printed Plan, and on the [KCC Campus Safety webpage](#).

Blue light emergency call boxes are located in parking lots 5 and 6. Pressing the emergency push button triggers an immediate response to that location.

KCC communicates emergency alerts by text, phone, email, social media, and the KCC website.

Please locate the printed Emergency Response Management Plan in each building and identify the outdoor assembly areas so that you are prepared to respond quickly in event of emergency.

Klamath Community College is an Affirmative Action/Equal Opportunity/Veteran/ADA institution embracing diversity. We encourage and welcome women, minority, veteran, and disabled candidates.