

## Institutional Policies

**DROP/WITHDRAWAL POLICY:** Withdrawing from a course is a formal procedure which **YOU** must initiate; the instructor cannot do it for you. You may withdraw from a class in either the Admissions office or Advising Center. If you stop attending or are unable to complete this class and you do not withdraw before the official drop date, you will receive a performance grade, usually a grade of "F." Students sometimes drop a class when help is available that would enable them to continue. Please discuss your plans with the instructor if you feel you need to withdraw. The [full drop and withdrawal policy](https://www1.dcccd.edu/catalog/GeneralInfo/GradesTranscripts/dw.cfm?loc=BHC) is online in the college catalog.

<https://www1.dcccd.edu/catalog/GeneralInfo/GradesTranscripts/dw.cfm?loc=BHC>

**STOP BEFORE YOU DROP:** For students who enroll in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your college counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated six non-exempt drops, you cannot drop any other courses with a "W." Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. The [full drop and withdrawal policy](https://www1.dcccd.edu/catalog/GeneralInfo/GradesTranscripts/dw.cfm?loc=BHC) is online in the college catalog.

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**FINANCIAL AID STATEMENT:** Failure to attend classes could result in a loss of Financial Aid (FA). If you are receiving any form of financial aid, you should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.

**Financial Aid Certification of Attendance:** You must attend and participate in your on-campus and online course(s) in order to receive federal financial aid. Your instructor is required by law to validate your attendance and participation. In an online course, you must participate in an academic related activity pertaining to the course in order for your attendance to be validated. Simply logging-in is not sufficient by itself to demonstrate academic attendance. You must demonstrate that you are participating in your online class and engaged in an academically related activity by the certification date. The academic related activity used to validate online course participation is at the discretion of your instructor.

This statement of certification of attendance applies to all students enrolled regardless of whether they are receiving financial aid or not. All students must be certified.

**INTERNATIONAL STUDENTS:** Students on an F-1 visa cannot withdraw from classes without jeopardizing their official status. If you are on an F-1 visa, you **MUST NOT** withdraw from any class without the permission of an International Student Advisor in the Multicultural Center, in Room S124 or at 972-860-4192.

**RELIGIOUS HOLIDAYS:** A student shall be excused from attending classes, or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this provision may not be penalized for that absence and shall be allowed to take an examination or complete an assignment within a reasonable time after the absence.

**ADA STATEMENT:** Brookhaven College, in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, assures access to college programs and facilities. Students are responsible for notifying the Disability Support Services Office of their need for assistance. Students with documented disabilities, such as mobility impairment, hearing or visual impairment, learning, cognitive, and/or psychological disorders are eligible for services. Disability Support Services is located in Room S136 in the Student Services Center, Building S, or may be reached by telephone at 972-860-4673 or email at [bhcADAservices@dcccd.edu](mailto:bhcADAservices@dcccd.edu).

**ACADEMIC INTEGRITY:** Scholastic dishonesty is a violation of the Student Code of Conduct and is punishable as stated in college policies. Please review the [full Student Code of Conduct](#) as listed in the college catalog for additional information.

<https://www1.dcccd.edu/catalog/GeneralInfo/CollegePolicies/code.cfm?loc=BHC>

Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion. The purpose of the Student Code of Conduct is to provide guidelines for the educational environment of the Dallas County Community College District. This environment views students in a holistic manner, encouraging and inviting them to learn and grow independently. Such an environment presupposes both rights and responsibilities.

**REPEATING THIS COURSE:** Each college of the DCCCD charges additional tuition to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and continuing education/workforce training courses will result in additional tuition being charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts included courses taken at any of the DCCCD colleges since the Fall 2002 semester. The District's [policy for tuition charges relating to a third attempt](#) is in the college's catalog.

[https://www1.dcccd.edu/catalog/GeneralInfo/GradesTranscripts/third\\_attempt.cfm?loc=BHC](https://www1.dcccd.edu/catalog/GeneralInfo/GradesTranscripts/third_attempt.cfm?loc=BHC)

**GRADE REPORTS:** Final grade reports are not mailed to students. You may obtain your final grades via [eConnect](#) at <https://econnect.dcccd.edu/>. From the student menu, select "My Grades" under "My Personal Information." If you are not already logged in, you will be prompted to do so. Select the grade type you wish to review. Press the submit button and all grades for the selected grade type will be displayed.

**FERPA:** The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. More information about the [FERPA guidelines](#) is available online in the college catalog at <https://www1.dcccd.edu/catalog/GeneralInfo/CollegePolicies/privacy.cfm?loc=BHC>

**INSTITUTIONAL EQUITY:** DCCCD policy, as well as federal and state laws, prohibits harassment, discrimination and sexual misconduct. More information about DCCCD institutional equity policies and resources is available at <https://www.dcccd.edu/au/fastfacts/legal/TitleIX/Pages/default.aspx>. To report a violation, contact Brookhaven College's [Title IX coordinator](#) at [TitleIX-BHC@dcccd.edu](mailto:TitleIX-BHC@dcccd.edu) or 972-860-4825.

<https://www.dcccd.edu/SS/OnCampus/HealthWell/titleix/Documents/DCCCD%20OIE%20Syllabi%20Statement%20Fall%202016.pdf#search=office%20of%20institutional%20equity>

**INSTRUCTOR'S RIGHT TO MODIFY:** The instructor has the right to add, delete, or revise segments of this course syllabus.