

Cy-Fair College and North Harris Montgomery Community College District Policies

Academic Integrity

Cy-Fair College is committed to a high standard of academic integrity in the academic community. In becoming a part of the academic community, students are responsible for honesty and independent effort. Failure to uphold these standards includes, but is not limited to, the following: plagiarizing written work or projects, cheating on exams or assignments, collusion on an exam or project, and misrepresentation of credentials or prerequisites when registering for a course. Cheating includes looking at or copying from another student's exam, orally communicating or receiving answers during an exam, having another person take an exam or complete a project or assignment, using unauthorized notes, texts, or other materials for an exam, and obtaining or distributing an unauthorized copy of an exam or any part of an exam. Plagiarism means passing off as his/her own the ideas or writings of another (that is, without giving proper credit by documenting sources). Plagiarism includes submitting a paper, report or project that someone else has prepared, in whole or in part. Collusion is inappropriately collaborating on assignments designed to be completed independently. These definitions are not exhaustive. When there is clear evidence of cheating, plagiarism, collusion or misrepresentation, disciplinary action may include but is not limited to: requiring you to retake or resubmit an exam or assignment, assigning a grade of zero or "F" for an exam or assignment; or assigning a grade of "F" for the course. Additional sanctions including being withdrawn from the course, program or expelled from school may be imposed on a students who violate the standards of academic integrity.

Americans with Disabilities Act Statement

Cy-Fair College is dedicated to providing the least restrictive environment for all students. We promote equity in academic access through the implementation of reasonable accommodations as required by the Vocational Rehabilitation Act of 1973, Title V, Section 504 and the Americans with Disabilities Act of 1990 (ADA) which will enable students with disabilities to participate in and benefit from all post-secondary educational activities. If you require reasonable accommodations because of a physical, mental, or learning disability, please contact the Counseling Office to obtain the necessary information to request accommodations. Upon completion of this process, please notify your instructor as soon as possible and preferably before the end of the first two weeks of class to arrange for reasonable accommodations.

Computer Virus Protection

Computer viruses are, unfortunately, a fact of life. Using diskettes on more than one computer creates the possibility of infecting computers and diskettes with a computer virus. This exposes the computers of the college, your personal computer, and any others you may be using to potentially damaging viruses. The college has aggressive anti-virus procedures in place to protect its computers, but cannot guarantee that a virus might not temporarily infect one of its machines. It is your responsibility to protect all computers under your control and use and ensure that each diskette you use, whenever or wherever you use it, has been scanned with anti-virus software. Since new viruses arise continually, your anti-virus software must be kept current. And, since no anti-virus software will find every virus, keeping backup copies is extremely important.

Continuing Education Refund Policy

A 100% refund will be issued if a student withdraws from the course 24 hours prior to the first class meeting. Refunds may take up to 20 business days or longer to receive. Refunds will be issued after the class begins. Emergency situations beyond the student's control may warrant a transfer to another course in the same term. Requests of this type may be submitted on an Add/Drop form at the Admissions/Registration desk within the first two weeks of school. The individual must state the emergency situation and the desired outcome in the Add/Drop form. Add/Drop can offset the fees paid and successful completion of a class.

Evaluation of Instructor

Instructors at Cy-Fair College are evaluated in several ways. Students provide input for each course they take in a semester. The college deans review these evaluations. The deans also complete an evaluation of the instructor and may visit each instructor's class at some time during the semester to observe the instructional environment provided by the instructor.

Equal Opportunity Statement

It is the policy of the North Harris Montgomery Community College District to provide equal employment, admission and educational opportunities without regard to race, color, religion, national origin, sex, age, or disability.

NHMCCD Colleges strive to provide an excellent learning environment free from harassment or intimidation directed at educational opportunities without regard to race, color, religion, national origin, sex, age, or disability.

Internet and E-mail

The District provides computing and network resources to students. You are encouraged to use the computers, software packages, and electronic mail (e-mail) for educational or District-related activities and to facilitate the efficient exchange of useful information. However, the equipment, software, and network capacities provided through the district computer services are and remain the property of the District. Use of the equipment and networks is to comport with the policies and procedures of the District and access may be denied to any student who fails to comply with the District's policies and procedures regarding its use.

Access to the District's e-mail and similar electronic communications systems are a privilege and certain responsibilities accompany that privilege. All users are expected to demonstrate the same level of ethical and professional manner, as is required in face-to-face or written communications. Anonymous or forged messages will be treated as a violation of this policy.

Software Piracy

Law strictly prohibits unauthorized copying of software purchased by Cy-Fair College for use in laboratories. Cy-Fair College administration will take appropriate disciplinary action against anyone violating copyright laws.