HERITAGE COMMUNITY COLLEGE

Academic Policies & Expectations

1. Academic Standards at HCC

HCC maintains academic standards to ensure learning quality, fair evaluation, and credible credentials. Students are expected to engage seriously with coursework and meet program outcomes.

2. Attendance Requirements (Explained)

2.1 Why attendance matters

Attendance supports learning, skill development, safety, and fair assessment. Many programs include practical learning that cannot be replaced through notes alone.

2.2 Student expectations

Students are expected to:

- Attend all scheduled classes, labs, and required activities
- Arrive on time and remain for the full session
- Participate in learning activities

2.3 Reporting absences

If you must miss class:

- Follow the college's absence reporting process
- Communicate as early as possible
- Provide documentation when required (if applicable)

2.4 Consequences

Attendance below required thresholds may lead to:

- Missed learning outcomes
- Inability to complete assessments
- Academic warnings, probation, or dismissal (as per policy)

3. Academic Progress & Evaluation

3.1 How progress is measured

Academic progress is evaluated through:

- Assignments and projects
- Quizzes and exams
- Participation and practical demonstrations (where applicable)
- Competency-based assessments in skills-based programs

3.2 Student responsibilities

Students must:

- Submit work on time
- Attend assessments as scheduled
- Ask for clarification when instructions are unclear

3.3 If you are struggling

If you are falling behind:

- Contact your instructor or the appropriate office early
- Ask for learning strategies or support referrals
- Review feedback carefully and make improvement plans

4. Academic Integrity (In Depth)

Academic integrity means honest learning. Violations can harm your education and future opportunities.

4.1 Examples of misconduct

- Copying someone else's work
- Using unauthorized notes during a test
- Paying someone to do your assignment
- Copying online content without proper citation
- Submitting the same work for multiple classes without permission

4.2 What you should do instead

- Use your own words and ideas
- Cite sources properly when you use information
- Ask for help with writing and referencing
- Speak to your instructor if you are unsure what is allowed

4.3 Consequences

Academic misconduct may result in:

- A warning
- A failing grade on the assessment
- Course failure
- Disciplinary action (as per policy)

5. Assessment & Grading

5.1 Understanding assessment types

Assessments may include:

- Written assignments
- Presentations
- Skills demonstrations
- Midterms and final exams
- Group projects

5.2 Fairness and transparency

Students should receive:

- Clear instructions and marking criteria
- Feedback on performance
- Information on how to request clarification

5.3 Appeals (high-level)

If you believe there was an error, you may follow the college's appeal process (see the Complaints & Appeals PDF).