
[Academic Misconduct \(Procedure 3.07\)](#)

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

Academic Progress, Probation, and Dismissal

A student’s cumulative Grade Point Average (GPA) is used to evaluate his/her academic progress. Students are considered to be making satisfactory progress toward program completion if a minimum cumulative GPA of 2.0 is maintained.

A student whose GPA falls below minimum progress will be placed on probation for the next semester. If significant progress has been demonstrated, but the student has not quite attained a minimum of a 2.0 cumulative GPA, a second semester on probation may be granted. The student must petition the Vice President of Student Affairs to request an additional semester on probation.

If the 2.0 minimum has not been achieved after a second semester on probation, the student will be suspended from the College. Petition for reinstatement can be made after one semester has expired. During suspension, the student will be encouraged to enroll in developmental courses to assist him/her in required studies upon reinstatement.

[Alcoholic Exemption \(Policy 2.10\)](#)

[Appeal of Final Grade \(Procedure 3.18\)](#)

Attendance Guidelines

Regular class attendance is essential for student success. A student should inform instructors of special circumstances, such as illness, surgery, or participation in campus activities or sports, which make an absence necessary.

Instructors may withdraw a student for lack of excused absences if they fail to meet the 75% attendance standard (e.g., if the student missed 8 times in a MW or TR 16-week class, 15 times in a M-R 16-week class, etc.) for on-ground classes, but only after the appropriate date of certification for the course and on or before the last date to withdraw for the semester.

For online classes, attendance is measured by activity completed in the course, such as completing a discussion board or assignment. Instructors may withdraw a student for no activity if they fail to meet the 75% attendance standard measured in weeks (e.g., if the student misses 4 weeks in a 16-week class, 2 weeks in an 8-week class, etc.) Unexcused absences do not have to be consecutive for both on-ground and online courses. If an instructor exercises this option, a grade of W will be recorded and all of the course charges/fees will be applied to the student’s account.

Excused absences due to student representation of the college in some official capacity such as athletic travel, participation in an academic or official student organization activity, illness, surgery, or special circumstances approved by the VPSA or VPAA, will be allowed to make up course work upon notification from Administration and/or Athletic Coach or Club Sponsor/Representative. Students who would like to keep documentation of illness/injury/special circumstances confidential may send to VPSA who will notify instructors. Unexcused absences coursework will be up to the discretion of the instructor on whether the student will be allowed to make up course work.