

# WAKE TECHNICAL COMMUNITY COLLEGE

## Applied Engineering & Technologies Division

### Division Information and Policies

#### Division Contact Information

|                                   |   |                          |  |
|-----------------------------------|---|--------------------------|--|
| Dean                              | Patricia Godin<br><a href="mailto:pagodin@waketech.edu">pagodin@waketech.edu</a><br>919.866.5170      | Assistant to<br>the Dean | Barbara Lyczkowski<br><a href="mailto:belyczkowski@waketech.edu">belyczkowski@waketech.edu</a><br>919.866.5161 |
| Administrative<br>Department Head | Russell Wahrman<br><a href="mailto:rawahrman@waketech.edu">rawahrman@waketech.edu</a><br>919.866.5152 | Division<br>Secretary    | Ruth Hillmann<br><a href="mailto:rchillmann@waketech.edu">rchillmann@waketech.edu</a><br>919.866.5798          |

#### College Catalog

All Applied Engineering & Technologies courses follow the academic policies set forth in the College Catalog. Please apprise yourself of its contents; you will be expected to follow all rules and regulations therein.

Website: <http://www.waketech.edu/student-services/catalog/student-code-conduct-rights-and-responsibilities>

#### Disability Support Services

Should you require accommodations for any type of learning challenge, you must contact Disability Support Services. Instructors are not required to provide extra test time or any other accommodation under ADA without formal documentation from the Disability Support Services division.

Website: <http://disabilityservices.waketech.edu>

Phone: 919.866.5670

#### Attendance

Absences from class are a serious deterrent to good scholarship. The College, therefore, stresses regular class attendance, but recognizes that students should have an opportunity to develop personal responsibility and should have some discretion in attendance to meet the demands imposed by other responsibilities. Students anticipating absences should notify their instructor in advance. If prior notification is not possible, the student should contact the instructor immediately upon returning to the College to determine the next course of action. Students are expected to be in attendance at least 90% of all scheduled class hours. The full withdrawal policy is explained in the College Catalog.

Students are also expected to arrive to class on time and stay for the entire class period; arriving late or leaving early disrupts the learning environment. Because even the most conscientious students occasionally experience extenuating circumstances, classroom doors will not be locked to enforce this policy, although doors may be locked for security or pedagogical reasons. Doors will be opened for tardy students. A pattern of tardiness and/or early departure will have consequences. Tardies and early departures will be considered part of students' attendance violations. Tardies and early departures not justified to the satisfaction of

the instructor will be equated to absences at a rate of one absence per two tardies and/or early departures.

### **Field Trips**

Some courses offered by Applied Engineering & Technologies Division programs include field trips as part of their instruction. Students enrolled in courses with scheduled field trips are expected to attend all field trips. Likewise, students are responsible for all expenses such as registration fees and are responsible for their own transportation. Alternative assignments may be available upon request. Please see your instructor for further information.

### **Student Withdrawal**

Students may withdraw without grade penalty until the 60% point of the Term. Students must attend class 90% of the scheduled class times. Failure to inform instructors of absences puts one at risk of being withdrawn, which is at the discretion of the instructor. Distance learning students will obtain withdrawal permission via email with their instructor, and the instructor will notify Registration and Student Records. The full withdrawal policy is explained in the College Catalog.

### **FERPA: Annual Notice to Students of Their Rights under the Family Educational Rights and Privacy Act of 1974**

This act, with which the College intends to comply fully, protects the privacy of educational records, establishes the rights of students to inspect and review their educational records, and provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings. To the extent consistent with the Act, students who seek the correction of inaccurate or misleading data or who otherwise have complaints should follow the grievance procedure contained in the College Catalog. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office concerning alleged failures by the College to comply with the Act.

For more information on FERPA, see: <http://www.waketech.edu/parents-family/what-ferpa>

### **Email**

Every student is provided with an official Wake Tech email account through the student portal ([my.waketech.edu](http://my.waketech.edu)). Students must first activate their my.waketech.edu account, wait 24 hours, and then activate the email account. This college-issued email account is to be used for all email correspondence with instructors and other college officials. Once the account has been activated, students may choose to re-direct their email to a personal account. However, students are reminded that official correspondence from the college (communications from instructors, information about registration or financial aid, etc.) will ONLY be sent to the Wake Tech email address, and that instructors and college officials may refuse to accept student emails sent from other addresses.

Website: <http://my.waketech.edu>

### **Academic Integrity**

Effective education depends on an atmosphere that is conducive to learning, and creating such an atmosphere is the responsibility of both students and instructors. This atmosphere is based on a foundation of mutual commitment to honesty, truth, fairness, respect, and individual responsibility. Since this atmosphere requires students and instructors to maintain the highest integrity in all their academic endeavors, students may be asked to sign a

statement of academic integrity upon entering a class at Wake Tech. Cheating and plagiarism are forms of academic dishonesty that violate the integrity of any academic process. Academic penalties for cheating and plagiarism will be assessed as per the Student Handbook.

### **Inclement Weather**

Information regarding the closing of the College because of inclement weather will be announced on local radio and television stations, and is posted on Wake Tech's web site. In the event that bad weather occurs after the opening of the College, announcement of the dismissal of classes will come from the administrative office in charge at that time.

### **ILC: Individualized Learning Center**

The Wake Tech Individualized Learning Center offers assistance to Wake Tech students on campus as well as distance education students.

Website: <http://ilc.waketech.edu>

### **Student Code of Conduct**

Please review the College Catalog regarding the expectations of student conduct on the campus. This code of conduct includes the current No Smoking policy at all Wake Tech campuses.

### **Core Values of the College**

- Accountability: Instructor and students stand by their words and actions, taking full responsibility for what they create and for what they contribute to the community.
- Respect: Instructor and students will foster an environment that is respectful of all.
- Responsibility: Instructor and students will foster an environment that promotes taking responsibility for one's actions and obligations.
- Critical Thinking: Instructor and students will strive to improve the critical thinking skills of analysis, synthesis, and evaluation.
- Communication: Instructor and students will strive to ensure that both written and oral communications are clearly understood.
- Collaboration: Instructor and students will strive to develop collaborative skills.

### **Classroom Behavior**

Certain ground rules are necessary for a successful learning environment. Students are asked to commit to the following standard of behavior:

- Students will respect themselves as well as everyone else in the room.
- Students will accept the instructor's role as director of the class.
- Students will support the right of everyone in the class to learn and participate, including him or herself.

Guidelines and consequences for misbehavior will be handled according to the policies outlined in the College Catalog.