

2. SECTION TWO: INSTRUCTIONAL POLICIES AND PROCEDURES, Part I (Page 8)

2.1 - Faculty Teaching Responsibilities

The primary role of a faculty member is to instruct, evaluate, and advise students and to facilitate students' instruction. While carrying out these roles, faculty members serve as a liaison between students and administration in communicating instructional policies and procedures pertaining to students.

2.9 - Evaluation of Students' Performance (Page 15)

Instructors are expected to evaluate the work of students enrolled in college-level credit courses at least four times during a semester, or as called for by the Discipline Committee supervising the course, and assign grades. Evaluations can include tests, homework assignments, pop quizzes, in-class essays, out-of-class essay assignments, term papers, projects, presentations, journals, and other assignments. Instructors are urged to require that students complete at least one written assignment for evaluation during the semester.

A good system of evaluation will:

- a. Aid students in knowing what is expected of them and help prepare them for the specific kind of evaluation to be given.
- b. Allow students a number of opportunities to be evaluated so that one poor performance does not automatically result in a failing grade.
- c. Give students feedback on their progress several times throughout the term.
- d. Use more than one mode of evaluation so that students have an opportunity to exhibit learning in more than one way.
- e. Determine final course grades in a fair and objective manner.

2.16 Student/Discipline Conduct (Page 21)

Houston Community College System views college-level students as adults who subscribe to a basic standard of conduct which requires that they not violate any municipal, state, or federal laws. HCCS has a duty and corollary disciplinary power to protect its educational purpose through the setting of standards of conduct and through the regulation of the use of System property.

1. A student's membership in the community of scholars is a privilege and carries with it obligations to participate in and contribute to the educational mission of the College and to avoid any behavior that is contrary to that mission. Therefore;
 - a. No student may disrupt or otherwise interfere with any educational activity being performed by a member of the College System.
 - b. In addition, no student may interfere with his/her fellow students' right to pursue their academic goals to the fullest in an atmosphere appropriate to a community of scholars.
 - c. Student conduct and responsibilities are described in the HCCS Student Handbook, and students are expected to use these policies as guidelines for their behavior.
2. An instructor may establish additional reasonable behavioral guidelines for his/her class. Any student failing to abide by appropriate standards of conduct during scheduled College activities may be asked to leave that day's class or activity by the instructor or another College official.
 - a. The student has the right to return to the next class/activity.