Cascadia College Syllabus Learning Agreement

Updated for Spring 2024

Please see your course syllabi for faculty-specific course policies and procedures. This Syllabus Learning Agreement (SLA) outlines Cascadia’s services to you as a student, the resources we provide to support our students, and your own Rights and Responsibilities as a student at Cascadia College.

# Health & Safety

## Emergency Procedures

Emergency procedures are posted in each classroom. To reach campus security personnel, dial 425-352-5359. City of Bothell fire and police may be reached by dialing either 9-9-1-1 or 9-1-1 from any campus phone. Campus emergency phones are located on campus walkways and parking lots.

## Campus Closures and Inclement Weather

Find information about and sign up for alerts and notifications at [Emergency Notifications Cascadia FlashAlert.](https://www.cascadia.edu/services/emergency/alert.aspx) The site includes instructions for subscribing to alerts.

In the event of inclement weather affecting morning classes, there will be notification on the local media by 5:30 a.m. You may also call the main campus number: 425-352-8000 to hear a message that will be updated with the latest Cascadia closure information. Should the weather deteriorate during the day, you may check online, listen to the main campus message, check email or the media to hear news about closures or class schedule changes.

# Learning & Learning Resources for Students

## Accessibility Statement and Services

Cascadia provides equal access to educational programs and opportunities for all students, including those with disabilities. The goal of Cascadia’s faculty is to create a learning experience that is inclusive in its design. If at any point in the quarter, you find yourself unable to access the content, space, or full experience of this course, please let your instructor know immediately.

If you are a student with a disability or think you may have a disability, you can also contact Student Accessibility Services (SAS). Even if you are unsure if accommodations are appropriate, SAS can provide you with more information about possible temporary assistance and connections to resources. SAS can be reached by phone at 425-352-8128 or by emailing accessibility@cascadia.edu. If you have been already been approved for accommodations, please request your accommodations by visiting the SAS website: <https://www.cascadia.edu/advising/accessibility.aspx>. SAS advises completing this process before or at the start of the quarter. You can also discuss your accommodations with your course instructor(s) in a private setting.

## Advising

Students should schedule an appointment to meet with an advisor to consult about classes and degrees, and to create a tentative education plan. Visit the [Academic Advising webpage](https://www.cascadia.edu/advising/academic.aspx) for information on scheduling an appointment with an academic advisor or email advising@cascadia.edu with questions. At the time of the appointment, students are encouraged to indicate which degree they are pursuing. See the Cascadia website for information about Drop-In Advising hours.

## Course Websites and their Access

Every course at Cascadia has one or more dedicated websites. The most common course website is the college Learning Management System, [CANVAS](https://cascadia.instructure.com/login/); all mathematics courses use [WAMAP](https://www.wamap.org/). Access to course websites is through Internet browsers, and students will use personal user IDs and passwords to log in.

* Students may not share their user IDs and passwords with anyone else or allow anyone else to participate in course sites on their behalf.
* Students need reliable access to the Internet. Some devices, such as smartphones, cannot access all aspects of CANVAS and most other course websites. Cascadia does not recommend that students attempt to complete a course using only a smartphone. A limited number of laptops are available for student checkout and can be requested through the campus helpdesk: <https://support.cascadia.edu/>.

Students who enroll in courses that make use of a course website are expected to check that site frequently. For help accessing learning management systems, email [ELHelp@cascadia.edu](file:///C%3A%5CUsers%5Cleisenhour%5CDownloads%5CELHelp%40cascadia.edu).

## Online Class Modalities

Remote/online classes at Cascadia are either **synchronous** or **asynchronous** through the end of Spring Quarter 2024.

* *Asynchronous*: Learning happens independently online, on student’s own time, with professor-designed content and lessons; no real-time whole-class interactions. Note: In the class schedule, **asynchronous classes appear with OL listed for the days and Online Asynchronous as the room information**.
* *Synchronous*: Learning happens in real time with the class, using a live conferencing tool such as Zoom. **Students are required to log in on specific days/times as listed in the class schedule. Synchronous online classes appear with Online Synchronous as the room information.** Additional study time is expected to happen on the student’s own time.

Please visit the [Learning Technologies and Design website](https://www.cascadia.edu/programs/elearning/default.aspx) for more information and contact your instructor for more details about your specific course.

## Other Technology and Applications

You may be asked to use various forms of technology (including software, apps, browser extensions, plug-ins, or websites) to complete assignments in your courses. Not all technology is compatible with all devices. Review the specific technology needed for each course and visit the Information Services Helpdesk (<https://support.cascadia.edu/>) for tech support or to check out a laptop if your own devices do not meet course needs. Additionally, Cascadia provides multiple places throughout campus where students can access computers.

## John and Margaret Bock Learning Center Services

To support student success, Cascadia offers a variety of support services through its John and Margaret Bock Learning Center (The Bock Center). The Bock Center provides tutoring in a range of subjects, space for students to work individually or in small groups, computer and printing resources, technology support, and graphing calculators available for checkout. [Click here for hours and contact information for the Bock Center.](https://www.cascadia.edu/services/tutoring/)

## Online Tutoring and Writing Assistance

Cascadia provides additional online access to live tutors in a variety of subjects through the Western e-Tutoring Consortium. This service includes live, interactive sessions and asynchronous feedback through an Essay Center. Many subjects have convenient tutoring hours late into the evening and seven days a week, depending on tutor availability; schedules are available online. To learn more or get started, visit the Bock Learning Center’s [etutoring webpage](https://www.cascadia.edu/services/tutoring/etutoring.aspx).

# Personal Support & Resources

## Counseling Services

If you have a personal problem or stress that is affecting you and would like to talk with mental health, please contact [UWB’s Mental Health Counseling Center](https://www.uwb.edu/student-affairs/counseling). Counseling at Cascadia (provided through UWB) is confidential, professional and free. Call 425-352-3183 for an appointment.

To access real-time, confidential mental health support, 24/7 and in multiple languages, please contact [MySSP](https://myssp.app/ca/home) by calling 1-866-743-7732. MySSP counselors are licensed mental health therapists who are familiar with campus resources.

## CARE Team and Bias Incidence Response

Students who are concerned about their own or another student’s well-being (including concerns about mental health, financial trouble, food & housing insecurity, victim of violence) should [file a report](https://cascadia-advocate.symplicity.com/care_report/index.php/pid476692) with the CARE Team. [The CARE Team](https://www.cascadia.edu/advising/careteam.aspx) is a collective of staff and faculty who work with students facing difficult situations to connect them with appropriate resources. After filing a report with the CARE Team, a member will reach out to gather information in a confidential manner to discuss with appropriate resources. The CARE Team is for non-emergency situations. If you or someone you know is in immediate danger, please call 911.

## Benefits Hub Emergency Grant

If you have recently lost a job, had your hours cut, faced emergency medical expenses, or run into other financial hardship, you can access the Benefits Hub Emergency Grant. The grant is designed to keep students enrolled in their classes by supporting them with emergency financial costs. Students may be eligible for $1,000.00 a quarter. Please complete a [CARE Team report](https://cascadia-advocate.symplicity.com/care_report/index.php/pid476692) if you want to access this grant (only available to currently enrolled students).

# Student Rights & Responsibilities

Cascadia is a student-centered college, operated to provide knowledge and skills for the achievement of learners’ academic, professional and personal goals. Inherent in the college’s mission are certain rights and freedoms needed for learning and personal development. Admission to Cascadia provides these rights to students, and also assumes that students accept the responsibility to conduct themselves in ways that do not interfere with the purposes of the college in providing education for all of its learners. [For the complete Student Rights and Responsibilities, please see the Cascadia College chapters of the Washington Administrative Code.](https://app.leg.wa.gov/WAC/default.aspx?cite=132Z-112)

## Responsibilities

#### Academic Honesty

The College regards acts of academic dishonesty, including such activities as plagiarism, cheating and/or/violations of integrity in information technology, as very serious offenses. These offenses are prohibited by the [Washington Administrative Code regarding student conduct](https://app.leg.wa.gov/WAC/default.aspx?cite=132Z-115-025).  In the event that cheating, plagiarism, or other forms of academic dishonesty are discovered, each incident will be handled as deemed appropriate.  Care will be taken that students’ rights are not violated and that disciplinary procedures are instituted only in cases where documentation or other evidence of the offense(s) exists.  A description of all such incidents may be forwarded to the Student Conduct Officer, where a file of such occurrences is maintained.  The Student Conduct Officer may institute action against a student according to the college’s disciplinary policies and procedures.

For details, view the [Cascadia Student Handbook](https://www.cascadia.edu/academic_resources/handbook.aspx), then select Student Code of Conduct, then view the Cascadia section of the [Washington Administrative Code](https://app.leg.wa.gov/WAC/default.aspx?cite=132Z-115-025).

#### Reasonable Accommodations for Religion/Conscience:

Students who will be absent from course activities due to reasons of faith or conscience may seek reasonable accommodations so that grades are not impacted. Such requests must be made within the first two weeks of the quarter, in writing, to the faculty member and must include specific dates for which the student requests accommodations. Please see the [Student Handbook](https://www.cascadia.edu/academic_resources/handbook.aspx) on the Cascadia website for more information.

#### Acceptable Use Policy on Information Technology

In general, the same ethical conduct that applies to the use of all college resources and facilities applies to the use of Cascadia’s systems and technology. These systems may only be used for authorized purposes, using only legal versions of copyrighted software, and with consideration and respect for the conservations of resources and the rights of other users. For additional information, see the [online version of the Student Handbook](https://www.cascadia.edu/academic_resources/handbook.aspx) or go to the Bock Learning Center for assistance with any questions.

#### Class Recordings

Students may not record classroom lectures without instructor consent. If instructor permission is given, recordings may be used for the student’s individual educational purposes only and must be deleted upon completion of the course. Class recordings cannot be posted online, shared with others, or distributed without explicit permission from the instructor. Students who violate this policy may be subject to discipline.

#### Class Concerns

Students who have a concern about a course should first try to resolve any issue directly with the faculty member. If they are unable to resolve a concern directly, they have the right to bring their concern to the Office of Student Learning (StudentLearning@cascadia.edu), and have the option of meeting with the dean to discuss their concern.

#### CIEs

There are five standard questions on the CIES; faculty may add up to 3 additional questions during the posted add period and may adjust release dates. All responses are 100% anonymous. Faculty are able to change the start date from the pre-defined date to the last week of the term.

Unless adjusted by Faculty, students have access to CIEs the last 2 weeks of the term. Access ends the Sunday following the last day of the term. CIE instructor and student access are done through Canvas using a web browser. NOTE: CIEs do not work using the Canvas mobile app.

For questions regarding CIEs, please email Brandy Long or your Dean.

## Rights

#### Non-discrimination Statement

Cascadia is committed to creating a supportive environment for a diverse student, faculty, and staff population. Individual differences are celebrated in a pluralistic community of learners.

Cascadia does not discriminate on the basis of race, color, religion, gender and/or sex, sexual orientation, national origin, citizenship or immigration status, age, marital or veteran status, or the presence of any sensory, mental or physical disability, or genetic information, and is prohibited from discrimination in such a manner by college policy and state and federal law.

The following office has been designated to handle inquiries regarding non-discrimination policies and can direct inquiries to the appropriate office for ADA-related requests:

Vice President of Administrative Services
Cascadia College
18345 Campus Way NE
Bothell, WA 98011
nondiscrimination@cascadia.edu

#### Title IX

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs or activities that receive Federal financial assistance. In compliance with Title IX, Cascadia is committed to providing an educational environment free from sexual harassment, including acts of sexual violence or sexual assault. The College is equally committed to ensuring that those who raise complaints or participate in the investigation and resolution of complaints are free from retaliation. To raise a complaint or voice a concern with Cascadia's compliance with Title IX, contact Human Resources Non-Discrimination, nondiscrimination@cascadia.edu, 425-352-8880.

#### Family Education Rights and Privacy Act (FERPA)

Cascadia College complies with the Family Education Rights and Privacy Act (FERPA) of 1974 concerning the information that becomes a part of a student’s permanent educational record and governing the condition of its disclosure. Under FERPA, students are protected against improper disclosure of their records. [See the student handbook for details](https://www.cascadia.edu/academic_resources/handbook.aspx).

Even if a release of information form is on file, only registered students, SAS-approved individuals, and faculty-invited guests can attend class. Release of information forms do not authorize anyone else to act as a proxy for a student by attending classes, joining office hours, or submitting information on behalf of a student, whether online or in-person.

Students who need to record lectures to gain equal access to the classroom can request this from Cascadia’s [Cascadia’s Student Accessibility Services](https://www.cascadia.edu/advising/accessibility.aspx) office.