

Cascadia College Syllabus Learning Agreement

Updated for Summer 2020 on May 26, 2020

Please see your course syllabi for faculty-specific course policies and procedures.

All Cascadia classes are remote in Summer Quarter 2020, with no face-to-face class meetings. Some classes require synchronous online meetings on specific days and times. Check the class schedule notes and your instructor's syllabus for information about your classes.

Pluralism and Diversity

Cascadia believes in pluralism, an intentional culture where everyone's history contributes to the collective success of our community. 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 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: Director of Human Resources, Office CC2-280, 425-352-8880.

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 Martin Logan, Vice President for Administrative Services and Human Resources, at mlogan@cascadia.edu or 425-352-8262.

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. 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. [Click here to see the policies and procedures in the Student Handbook.](#)

Student Rights and 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 policy, see the Student Code of Conduct in the Student Handbook.](#)

Course Websites

Nearly every course at Cascadia has one or more dedicated websites. The most common course website is the college Learning Management System, [CANVAS](#); nearly all mathematics courses use [WAMAP](#). 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. Computers are available in many locations on campus.

Students who enroll in courses that make use of a course website are expected to check that site frequently with their own devices and campus computers. Technical support for accessing learning management systems is available at the Cascadia Bock Learning Center.

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, located in CC2-060 and CC2-080, 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.](#)

Online Tutoring and Writing Assistance

Cascadia provides 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](#).

Disability Support Services

Cascadia provides services to help students with disabilities successfully adapt to college life. Students who meet specific criteria may qualify for reasonable academic accommodations. If you have or suspect you have a disability and need an accommodation please contact the DSS Office at 425-352-8128 to make an appointment, or email us at disabilities@cascadia.edu. Services and Accommodations through

DSS are not retroactive. It is the student's responsibility to approach the faculty member with the accommodation letter as soon as it is issued from DSS.

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 on the Cascadia website for more information.

Counseling Services

If you have a personal problem or stress that is affecting you and would like to talk with someone, please contact [UWB's Mental Health Counseling Center](#). Counseling at Cascadia (provided through UWB) is confidential, professional and free (six sessions). Visit the Counseling Center front desk in UW1-080 Monday through Friday, 8:30 a.m. to 5 p.m. or call 425-352-3183 for an appointment. The number for a 24-hour Crisis Line is 206-461-3222.

Care Team and Bias Incidence Response

If you are concerned for the safety and well-being of a fellow student, or even yourself, Cascadia has resources to help. The Care Team can assist by connecting students to the appropriate support services on campus. The Care Team can also initiate a response to and document bias incidents on campus. Please contact us by email careteam@cascadia.edu or via the campus web page: <http://www.cascadia.edu/advising/carereport.aspx>

Advising

Students should schedule an appointment to meet with an advisor to consult about classes and degrees, and to create a tentative education plan. They can call 425-352-8860 or come to the Kodiak Corner to make an appointment. Appointments are not made via email. At the time of the appointment, they need to indicate which degree they are pursuing. See the Cascadia website for information about Drop-In Advising hours.

Online Advising

Email advising is available at advising@cascadia.edu. Our distance advisor can answer most questions via email, but we don't schedule advising appointments via email.

Campus Closures and Inclement Weather

Find information about and sign up for alerts and notifications at [Emergency Notifications Cascadia FlashAlert](#). The site includes instructions for subscribing to alerts. In the event of a campus closure, instruction for this class will continue in the following way:

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.

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.

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](#) or go to the Bock Learning Center for assistance with any questions.

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.](#)