



Organic Chemistry I Syllabus

CHM2210C Class 72100, Fall 2019

URL of Online Syllabus

Online version:

<https://www.seminolestate.edu/ssap/ed-services/oasis/syllabus/2197/72100/CHM2210C>

PDF version:

<https://www.seminolestate.edu/ssap/ed-services/oasis/syllabus/pdf/2197/72100/CHM2210C>

Course Information

Organic Chemistry I - CHM2210C Class 72100

Date: August 20 to December 9, 2019

This course provides a basic introduction to all organic functional groups and nomenclature followed by detailed treatment of the relationship between structure and reactivity of organic molecules. Other topics include stereochemistry and synthesis. Lab fee required.

Pre-reqs: Prerequisite: CHM 2045C with a minimum grade of "C" or higher.

Additional Class Information: This class is taught in a flipped-classroom format.

Credits: 4

Instructor Information

Deborah Mead, M.S.

Email: meadd@seminolestate.edu

Instructional Mode

Combined Lecture and Lab

Instruction includes classroom lecture and may include laboratory activities.

Additional Class Information: This class is taught in a flipped-classroom format.

Teaching Philosophy

As the learning of chemistry requires active involvement by the students, the approach to this course will be somewhat non-traditional. The course will be presented in what is typically referred to as a "flipped" format. This means **students will be required to view lectures on-line and work related problems BEFORE each scheduled class meeting**. These lectures and problem sets will be available on-line in the MODULES section of Canvas, Seminole State's OnLine Learning Management System. You will be able to watch the lectures as many times as you feel is necessary, and you will even be able to return to them as material from later chapters overlaps with material from earlier in the semester. In the modules, you will also find a series of practice problems related to the material covered in the lecture videos. You are strongly encouraged to work the practice problems while or after watching the videos, but before coming to class. You will also be given a blank copy of the assignment that you will be expected to complete with a group of your fellow students during the next class period. During each class period, you will be broken into groups of 2-3 (which rotate each class period), and as a group you will compare your answers and complete a copy of the assignment for grading. Professor Mead will circulate around the classroom as each group works to answer questions and clarify content. There will be a 5 question multiple choice **quiz at the beginning of each classroom session** following the Lesson to reinforce the material of each lesson.

Class Participation

Attendance and participation in class each class period will be worth up to 25 class points. Students will work in small groups to solve a series of problems related to the videos and materials posted in Canvas. Each of these problem sets will lead to a series of multiple choice quiz questions that will be answered individually in class. The answers to the quiz questions and group assignments will determine the total points for attendance and participation in each class period.

Students who arrive late will be allowed to join their assigned groups, but will not be allowed to participate in any material that was covered before their arrival.

Because of the highly interactive nature of the group work and the quizzes, it is not possible to make up points missed by absences in this class.

Materials Needed

Additional Required Materials

Safety Goggles - Must be full coverage with indirect vents

Dishwashing Gloves - Latex, Nitrile, or Other Type of Sturdy, Non-Slip
Gloves for use in the Laboratory

Towel and Sponges for use in the Laboratory

Optional Materials

Preparing for your ACS Examination in Organic Chemistry ISBN
0-9708042-1-0

Organic Chemistry I as a Second Language ISBN 0-471-27235-3

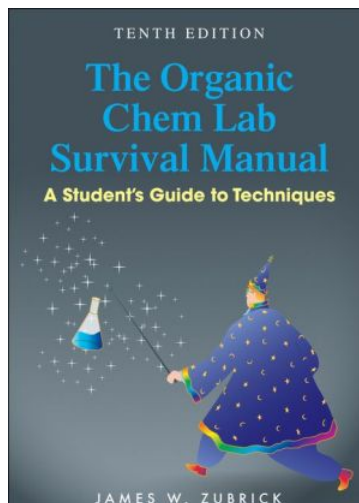
Textbook Information

Required Textbooks

Student Lab Notebk.:50 Spiral(new Only)

Author: Hayden-Mcneil
ISBN: 9781930882232
Publisher: Hayden-Mcn
Edition: 00
Buy: \$19.90 New
\$14.95 Used

Organic Chem Lab Survival Manual



Author: Zubrick
ISBN: 9781118875780
Publisher: Wiley
Edition: 10TH 16 OE
Buy: \$89.35 New
\$67.00 Used
Rent: \$80.40 New
\$37.55 Used
E-book: \$47.50
E-book rental: \$19.00

Organic Chemistry Owl V2 Access

Author: Brown
ISBN: 9781305582422
Publisher: Cengage L
Edition: 8TH 18
Buy: \$160.00 New
\$120.00 Used
E-book: \$120.00
Choice - Please pick one

Anti Fog Chemical Goggles

Author: 997629
ISBN: 2818440002373
Publisher: Xx Supply
Buy: \$6.98 New
\$5.25 Used

White Lab Coat Xsmall

Author: 289622045
ISBN: 2818440012013
Publisher: Xx Supply
Buy: \$24.98 New
\$18.75 Used

White Lab Coat Small

Author: 289622053
ISBN: 2818440012020
Publisher: Xx Supply
Buy: \$24.98 New
\$18.75 Used

White Lab Coat Medium

Author: 289622061
ISBN: 2818440012037
Publisher: Xx Supply
Buy: \$24.98 New
\$18.75 Used

White Lab Coat Large

Author: 289622070
ISBN: 2818440012044
Publisher: Xx Supply
Buy: \$24.98 New
\$18.75 Used

White Lab Coat Xl

Author: 289622088
ISBN: 2818440012051
Publisher: Xx Supply
Buy: \$24.98 New
\$18.75 Used

White Lab Coat Xxl

Author: 289622096
ISBN: 2818440012068
Publisher: Xx Supply
Buy: \$26.98 New
\$20.25 Used

White Lab Coat 3xl

Author: 289622109
ISBN: 2818440012075
Publisher: Xx Supply
Buy: \$26.98 New
\$20.25 Used

Other Textbooks

Student Lab Notebk.:100 Spiral

Status: Recommended
Author: Hayden-Mcneil
ISBN: 9781930882744
Publisher: Hayden-Mcn
Edition: 09
Buy: \$23.90 New
\$17.95 Used

Organic Chemistry (II) W/ Owlv2 Access

Status: Recommended
Author: Brown
ISBN: 9781337537810
Publisher: Cengage L
Edition: 8TH 18
Buy: \$167.00 New
\$125.25 Used

Choice - Please pick one

Additional Contact, Office Hours and Location, Website

OFFICE - S-106 - Sanford/Lake Mary Campus

PHONE - 407-708-2208

E-MAIL - meadd@seminolestate.edu or through Canvas

OFFICE HOURS

Monday - 3:00 pm - 5:00 pm and 5:00 - 6:00 pm (by appointment only)

Tuesday - 2:00 pm - 5:00 pm

Wednesday - 12:00 - 1:00 pm

Thursday - 10:00 am - 12:00 pm and 1:00 - 3:00 pm and 3:00 pm - 4:00 pm (by appointment only)

All "by appointment only" office hours require 48 hour advance notice

EXPECTED RESPONSE TIME for e-mail and/or voicemail:

You may expect that I will respond to messages within 24 hours.

If I do not answer the phone during office hours it is because I am working with a student or otherwise occupied. I will make every effort to return those messages before the end of the office hour session.

I do not typically check my messages over the weekend; therefore, you should not expect a response to a message left after 1:00 pm on Friday to be answered before Monday.

Grade Scale and Evaluation Methods

Grading Scale

- A 1890-2100 points
- B 1680-1889 points
- C 1470-1679 points
- D 1260-1469 points

F <1260 points

The Grade

600 points	Four (4) Lecture Exams ^{1,4}
200 points	Final Exam
575 points	Lessons ^{2,3,4}
220 points	Quizzes ^{2,4}
40 points	Laboratory Skill Exercises ^{2,4}
200 points	Laboratory Exercises ^{2,4}
75 points	Laboratory Final Exam
190 points	OnLine OWL Exercises ⁴

Lecture Exams - 150 points each with 20-25 multiple choice questions and 125-130 points of free response questions

Final Exam - 70 multiple choice questions; cumulative for the entire course; ACS standardized

Lessons - Results of in class written assignments solved as a group; 23 classes at 25 points each

Quizzes - 5 question multiple choice quizzes that will occur during the first 10 minutes of each regular class period. 22 quizzes at 10 points each

Laboratory Skills Exercises - 4 lab sessions at 10 points each

Laboratory Experiments - 8 experiments at 25 points each

Laboratory Final Exam - A written exam of laboratory skills and concepts

OnLine OWL Exercises - Online homework done in the OWL system; 1 introduction at 10 points and 9 chapters at 20 points

1. There will be minimal opportunity for make-up exams. **A missed exam**

must be completed in the make-up testing center at least 2 hours before the beginning of the next class period. This opportunity will be available ONLY ONCE during the semester: You must save it for a TRUE emergency! A second missed exam will be recorded as a grade of 0; however, the lowest exam grade will be replaced by the average of ALL exam grades at the end of the semester.

2. Missed Lessons, Quizzes, Laboratory Experiments and Skill Exercises CANNOT be made up.
3. Students will be assigned to groups for each lecture period. These groups will work together to solve a series of problems related to the videos and practice materials posted in Canvas. The problem sets will be collected and graded. The flipped classroom works best when all group members are prepared for the in-class assignments. For students who are late, the time of arrival will be recorded, and their maximum grade will be based on the percentage of actual participation time with their groups.
4. At the end of the semester, the average of the grades recorded in each category with multiple entries will be determined and that average will replace the lowest grade in the category.
5. Each exam in this course will have a specific time limit. The time limits are based on the complexity of the material and the amount of time required for a typical student to finish the exam questions. It is possible that in some cases slower students may not finish an exam. It is important to use good test taking skills with each and every exam to avoid running out of time.

Exam Dates

Exam I - September 12

Exam II - October 10

Exam III - October 31

Exam IV - November 26

Laboratory Exam - December 3

Final Exam - December 5

Attendance Policy

The College recognizes the correlation between attendance and both student retention and achievement. Per [College Policy 3.060](#) **Students are expected to**

attend all classes, actively participate and complete all assigned course work for all courses for which they are registered.

For online classes, attendance is determined by consistently logging in and accessing the course content and completing courses in accordance with the syllabus. Simply logging in to an online class does NOT count as attendance. Students must engage in an academically-related activity.

Policies Specific to this Course

Students who miss three (3) lectures or two (2) laboratory sessions may be withdrawn from the course. Students will lose one letter grade for missing two labs and an additional letter grade for each additional lab missed during the semester. That is students who miss two labs will have a maximum grade of B. Students who miss three labs will have a maximum grade of C, and students who miss four labs will have a maximum grade of D. This will be the case regardless of course points.

It is the responsibility of the student to discuss the circumstances of any absence with the instructor to avoid being withdrawn for lack of attendance.

This course is taught in a very unique and highly interactive manner which makes recreation in any type of make-up environment impossible; therefore, there can be no make-up opportunities offered for missed classes. This is also the case for all laboratory assignments.

Accommodation Statement

Seminole State College abides by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), which stipulates that no student shall be denied the benefits of an education 'solely by reason of a handicap.' Disabilities covered by law include, but are not limited to psychiatric impairments, learning disabilities and hearing, sight or mobility impairments. If you have a disability that may have some impact on your work in this class and for which you may require accommodations you must contact the Disability Support Services Office (DSS) to facilitate the accommodation process.

Campus locations and phone numbers for DSS are:

- Sanford/Lake Mary Campus, Room SC-130, 407.708.2109
- Altamonte Campus, Room ALT 107, 407.404.6005
- Heathrow Campus, Room HEA 115, 407.708.4440
- Oviedo Campus, Room OVF 102-D, 407.971.5114

Policies Specific to This Course

Each exam in this course will have a specific time limit. The time limits are based on the complexity of the material and the amount of time required for a typical student to finish the exam questions. It is possible that in some cases slower students may not finish an exam. It is important to use good test taking skills with each and every exam to avoid running out of time.

Students who receive extra time for exams as established by the office of disability support services must provide documentation at least seven (7) days before the first scheduled exam in order for proper accommodations to be made. **Students receiving extra time will be required to take the exam in the make-up testing center on the same day as the assessment is given to the entire class.**

Withdrawal Policy

A student desiring to withdraw from a course after the add/drop period should initiate withdrawal procedures with an instructor or counselor. Withdrawals are not official until the withdrawal form is completed and given to the Office of Enrollment Services and Registrar. Withdrawal deadlines are published in the official College Catalog Academic Calendar.

<https://www.seminolestate.edu/catalog/student-info/general/academic-calendars>

Policies Specific to This Course

1. Missing three (3) lectures or two (2) labs before October 23 may result in withdrawal from the course. Students who miss two labs will lose one full letter grade and another letter grade for each additional lab missed. Miss two labs and max grade is B, Miss three labs and max grade is a C, Miss four labs and max grade is a D, regardless of total course points
2. **The last date to withdraw from the course is October 23.** As per Seminole State policy there can be no withdrawals after this date. Students enrolled in the course after this date will receive the grade they earned based on the total number of course points accumulated.

Classroom Guidelines

Things You Should Know To Be Successful in This Course

1. You WILL be tested over ALL of the material taught in this course.
2. You ARE expected to keep up with lectures and other materials on your own.
3. Plan on being in classroom and/or laboratory for the ENTIRE SCHEDULED TIME.
4. Arriving unprepared for class or laboratory is UNACCEPTABLE at this level.
5. You, your textbook, the recorded videos, and your instructor are all partners in this academic endeavor. No one piece should be neglected or the whole effort will suffer.
6. Earning a “good grade” is completely up to you and the amount of time and effort you are willing to put into the class throughout the term. You know going in what is expected to get the grade you want. There will be no extra credit assignments available to make up for any possible deficiencies. Keeping up your GPA and/or keeping your scholarship are not sufficient reasons to receive a passing grade. Any passing grade must be **earned** by you and will be based solely on the points earned during the term.

Classroom and Laboratory Protocol

- i. It is expected that all students will strive for the highest levels of academic integrity. Any incidence of cheating or plagiarism will not be tolerated and will result in a grade of zero for the test or assignment.
- ii. It is rude and distracting to other students when cell phones ring during class, and it is completely inappropriate to answer a cell phone call while in class. While cell phones may be used to access course content, it is totally inappropriate to use them for any non-course activities during class time. A first offense will result in a warning and further offenses will result in dismissal for the day and a grade of zero on any work not completed before dismissal.
- iii. Be aware that while you are free to come and go during lecture and lab to attend to personal matters, you will be held responsible for all lecture and laboratory work. Also, **be aware that you will NOT be allowed to leave the classroom during an exam unless you have completed the exam and submitted it for grading.**
- iv. You will not be allowed ANY personal items at your desk, other than writing instruments, during an exam.

- v. There are several laboratory safety precautions that must be observed at all times. Failure to observe these precautions will result in eviction for the remainder of the class period and a grade of zero for all corresponding lab work.
 - 1. Safety goggles must be purchased by you and are always worn in lab. NO LOANERS AVAILABLE
 - 2. Long hair should be pulled back and tied.
 - 3. Lab is sometimes MESSY, try not to wear nice clothes.
 - 4. Recommended lab-wear should consist of a cotton shirt (no bare midriff, no bare shoulders), cotton jeans/pants, and leather close-toed shoes.
 - 5. No food or drink in lab.
 - 6. A separate sheet will be distributed to students with a complete list of all laboratory safety rules and requirements. It is the responsibility of each individual student to observe all laboratory safety rules.
- vi. There are a large number of class sections sharing the laboratory space; and therefore, it is IMPERATIVE that the lab be kept clean. Each student is responsible for his/her own lab drawer and countertop. The entire class is responsible for common areas including the common reagent counters, and the instrument/balance room. As long as all areas are kept clean and tidy, all will be well. However, if this does not occur, penalties must result. A separate sheet will be provided outlining the penalties for unacceptable lab areas.

General Laboratory Information

- 1. Eye protection must be worn at all times while in the lab, even if you are not personally performing an experimental procedure. Students will receive one single warning about safety glasses. A second warning about eye protection in a single laboratory period will result in the dismissal of the student from the lab for the remainder of that laboratory period and a grade of zero on the experiment being performed.
- 2. Laboratory experiments are found in the Modules Section of Canvas and will require reading both the laboratory manual and the assigned reading from the Zubrick Text.
- 3. Each student will be required to turn in a laboratory "flow chart" outlining the steps of the experiment and emphasizing the places where time might be saved by multitasking. This flow chart will be your ticket to the lab. **You will not be admitted into the lab until you have submitted a flow chart.** These flow charts should be created in the duplicate laboratory notebook and the carbon page should be submitted.

4. All Experiments are performed as individual projects, even though you will likely share a hood space with another student.

Each student will be required to keep an individual duplicate laboratory notebook for all experiments. All data and information in this notebook must be recorded in INK. Errors are to be crossed out with a single line. The use of correction fluids or erasable pens will not be permitted. The carbon copies of each lab will be submitted on the due date with the printed data sheet for each lab. Late labs will not be accepted more than 5 school days after the due date.

Before Coming to Lab the notebook should be set up with the following information

Title

Purpose (A concise statement of the actual chemical purpose of the experiment. What will this experiment produce/accomplish?)

Introduction (The definitions and a discussion of all terms pertaining to the particular experiment. In addition, a discussion of how the experiment will allow us to complete the purpose.) NO PLAGARISM!!!! PROPER REFERENCES!!!!

Chemical reactions and mechanisms, as warranted

Summary of the procedure, leaving adequate space for possible procedure changes, data, and observations

Sketches of the apparatus used during the course of the experiment

During the Course of the Lab, each student should record the following

Observations of the physical characteristics of all reagents and products; ID of unknowns as warranted

Masses or Volumes of any reagents used and products obtained

Melting or Boiling points of any products

Observations of any changes that may occur during the course of the lab **with accompanying date and initials**

Any other information that may be relevant to the experiment

Upon Completion of the Lab, each student should record the following

Any calculations pertaining to the experiment

A brief summary of the experimental results

A conclusion stating the results of the experiment

A discussion of any sources of error in the experiment

REMEMBER: All entries in your notebook must be made in **INK**.

1. Attendance in the laboratory is absolutely critical. It is absolutely impossible to make-up the work of missing a lab. For this reason the lowest lab grade will be dropped and the average of all lab grades will replace the missing score. This will allow each student to miss one lab without significant penalty.
2. Laboratory results and discussion will be due one week following the completion of the experimental work, including melting points and final yields. Late labs will lose 1.0 (out of twenty-five) for each day late. Labs that are not submitted will receive a grade of zero. **Late labs will not be accepted after 5 days.**
3. Each lab will receive two grades, a notebook grade (15 points) and a results grade (10 points). The notebook grade will be a measure of the adherence to the guidelines described above. The results grade will be determined by the actual results of each experiment. The final grade will be the sum of the notebook grade and the results grade.

General Laboratory Notebook Guidelines

1. All entries of data and observations must be accompanied by the date on which they are recorded. Each entry must also be initialed by the experimenter as it is recorded.
2. All discussion, conclusions, and observations must be written in **third person, passive voice**.
3. Each conclusion must include a discussion of possible sources of error, which do not include blunders.
4. All calculations and measurements must be included in the laboratory notebook. Once recorded in the notebook, they are to be transferred to

the report sheet that is provided with the laboratory procedure. **Report sheets must be printed, completed with the necessary information, and submitted with lab notebook pages**

Schedule/Calendar

Tentative Lecture Schedule

See Modules in Canvas

Laboratory Schedule

See Modules in Canvas

Late Assignments and Make-up Exams

Make-Up Exams

There will be **minimal** opportunity for make-up exams. A missed exam must be completed in the make-up testing center at least **2 hours before the beginning** of the next class period. This opportunity will be available only once during the semester: You must save it for a TRUE emergency! A second missed exam will be recorded as a grade of 0; however, *the lowest of all exam grades will be dropped and the average of all exam grades will replace that lowest grade.* These drop grades are for illness, funerals and emergencies. **SAVE THEM FOR THOSE PURPOSES!!!**

Late Laboratory Reports

1. Laboratory results and discussion will be due one week following the completion of the experimental work, including melting points and final yields. The due dates for these assignments can be found in the laboratory schedule. Late labs will lose 1.0 (out of twenty-five) for each day late. Labs that are not submitted will receive a grade of zero. **Late labs will not be accepted after 5 days** excluding Saturdays and Sundays.

Cell Phones

Students may use cell phones in class to access course content posted on Canvas or for consulting with other on-line resources pertaining directly to the assignment; however, the use of cell phones for purposes other than accessing course content is expressly forbidden during class time.

During exams, cell phones will be silenced and stowed in a place where they cannot be accessed readily during class time.

Laptop/Netbook/Tablet Policy

Students may use laptops, notebooks, and/or tablets in class to access course content posted on Canvas or for consulting with other on-line resources pertaining directly to the assignment; however, the use of these items for purposes other than accessing course content is expressly forbidden during class time.

During exams, laptops, notebooks, and/or tablets will be silenced and stowed in a place where they cannot be accessed readily during class time.

Canvas Learning Management System

Canvas is the online learning management system at Seminole State College. If you are enrolled in an online, online/campus, hybrid, or Web-enhanced campus class, your course will be offered through Canvas. To login to Canvas visit the Seminole State Homepage www.seminolestate.edu and select online classes and Canvas login. You also may login directly to Canvas at <https://online.seminoleState.edu>

Your Canvas login information is:

- **USERNAME** - Same as your MySeminoleState username
- **PASSWORD** - Same as you use to login to Seminole State computer labs. The default password is your first initial CAPITALIZED + your last initial lowercased + the last two digits of your birth year + your birth month in a two-digit format + your birthday in a two-digit format. Alternatively your password may be your first initial and last initial CAPITALIZED + the last two digits of your birth year + your birth month in a two-digit format + your birthday in a two-digit format.

If you cannot remember your username/and or password please contact the College HelpDesk by email helpdesk@seminolestate.edu , by phone 407.708.2000 or visit the HelpDesk website www.seminolestate.edu/cts/

[computing-and-user-services](#)

Canvas course sites will not be available until the first day of class. Make sure to check the class notes in your MySeminoleState schedule of classes for class start date, orientation (if applicable) and course notes. If you register during the add/drop period, there may be a slight delay (up to 24 hours) in the activation of your user ID and password. If you are unable to log into Canvas after the add/drop period, please refer to the information the [Student Canvas Login](#) page.

Canvas Help is available for all Seminole State students 24 hours a day, seven days a week. Canvas Help is provided through online chat and the Canvas Support Hotline at 855.981.8103. To access Canvas Help online, see Getting Help with Canvas at <https://community.canvaslms.com/docs/DOC-1524>

Because it's built using Web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern Web browser. Canvas supports the last two versions of every browser release including Chrome, Firefox, Safari and Internet Explorer. We highly recommend updating to the newest version of whatever browser you are using.

Collegewide Student Learning Outcomes

The Collegewide Student Learning Outcomes assessed and reinforced in this course include the following:

- Communication
- Critical Thinking
- Scientific and Quantitative Reasoning
- Information Literacy

Measurable Course Objectives

Measurable Course Objectives are outcomes students are expected to achieve by the end of the course.

- Recognize and identify the major organic function groups: alkanes, alkyl halides, alkenes, alkynes, alcohols, ethers, ketones, aldehydes, carboxylic acids, esters and amides.
- Write names and structural formulas for the major organic functional groups: alkanes, alkyl halides, alkenes, alkynes, alcohols, ethers, ketones, aldehydes and carboxylic acids.
- Assign absolute configuration to organic molecules, calculate its effect on the rotation of polarized light and determine its changes during the course of chemical reactions.

- Classify compounds as electrophiles or nucleophiles and recognize the relationship of these concepts to Lewis acids and Lewis bases.
- Use structure and hybridization to explain the reactivity of organic compounds.
- Draw resonance structures and recognize the major resonance contributor.
- Write products and complete stepwise mechanisms for the reactions and synthesis of alkyl halides.
- Write products and complete stepwise mechanisms for the reactions and synthesis of alkenes.
- Write products and complete stepwise mechanisms for the reactions and synthesis of alkynes.
- Provide a logical and realistic set of reactions that will convert a given starting material to a desired end product.
- Gather and analyze data in the laboratory.
- Demonstrate the ability to properly prepare a well written and maintained laboratory journal.
- Synthesize, separate and re-crystallize simple organic molecules in the laboratory.
- Use melting point, boiling point, density and other physical properties to characterize and identify compounds in the laboratory.

Academic Integrity

As members of the Seminole State College of Florida community, students are expected to be honest in all of their academic coursework and activities. Academic dishonesty, such as cheating of any kind on examinations, course assignments or projects, plagiarism, misrepresentation and the unauthorized possession of examinations or other course-related materials, is prohibited.

Plagiarism is unacceptable to the college community. Academic work that is submitted by students is assumed to be the result of their own thought, research or self-expression. When students borrow ideas, wording or organization from another source, they are expected to acknowledge that fact in an appropriate manner. Plagiarism is the deliberate use and appropriation of another's work without identifying the source and trying to pass-off such work as the student's own. Any student who fails to give full credit for ideas or materials taken from another has plagiarized.

Students who share their work for the purpose of cheating on class assignments or tests are subject to the same penalties as the student who commits the act of cheating.

When cheating or plagiarism has occurred, instructors may take academic action

that ranges from denial of credit for the assignment or a grade of "F" on a specific assignment, examination or project, to the assignment of a grade of "F" for the course. Students may also be subject to further sanctions imposed by the judicial officer, such as disciplinary probation, suspension or dismissal from the College.

College Emergency Information

In case of emergency conditions (such as tropical storms, hurricanes, power outages, etc), verify the college is open and classes are being held by calling 407.708.2290 or 407.708.4722. The Seminole State homepage will also feature updated announcements (www.seminolestate.edu).

Seminole State College also offers enrolled students a mobile app called LifeLine Response. The app allows the College to send email alerts and push notifications about potentially dangerous situations on campus and supplements emergency communications that are already in place. Students can also use the app for their own safety when traveling outside of the College. Students can download the app through the [LifeLine Response website](#) and register using their Seminole State email address. For more information, visit www.seminolestate.edu/lifeline.

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Students have the right to have some control over the disclosure of information from the records. It is Seminole State Colleges policy to comply with the requirements of FERPA and to prevent improper disclosure of personally identifiable information from the records. For more details on FERPA, please refer to the [FERPA information on the Seminole State website](#)

Student Code of Conduct

It is the responsibility of a student to observe campus rules and regulations and to help maintain appropriate conditions in the classroom, on the campus, and in the community. The Student Code of Conduct is a statement of Seminole State's expectations regarding student standards of conduct, both academic and non-academic. It is the student's responsibility to read the Code of Conduct and follow its expectations. The Student Code of Conduct can be found at <https://www.seminolestate.edu/policies-procedures/policies/student/3.090>

A Tobacco-Free College

To promote the health and wellness of the Seminole State College community, the use of tobacco of any kind and in any form is prohibited on all College-owned and/or operated facilities. This includes tobacco use in personal vehicles while on College property. The College Tobacco-Free Policy can be found at www.seminolestate.edu/tobacco-free/

College Communication

Student Email Office 365

All official e-mail from the College is sent to your Seminole State Office 365 student e-mail address. When contacting the college students should use their student email accounts to ensure that communication is delivered to the appropriate party. Be sure to check your account regularly for information important to your academic and financial records. To access your student email account, visit www.seminolestate.edu/student-email/ for instructions.

Canvas Messages

Students currently enrolled in online or hybrid courses should use the Inbox link within their Canvas course to communicate with the professor. It is important for students to check the inbox regularly for important communication from the instructor.

Seminole State Text

Sign up for Seminole State Text and you will receive messages pertaining to registration dates, tuition deadlines, financial aid, emergency campus closings and changes to your student record or classes. To sign up to receive text messages, visit www.seminolestate.edu/text/

Academic Calendar

The College academic calendar can be accessed via the online catalog located at: www.seminolestate.edu/catalog/#calendar