

SPC St. Petersburg College

COURSE SYLLABUS

Course Title - Studies in Applied Ethics
Course # PHI1600 - Section # 2233
Online Instruction
Semester Code 600
Spring 2022

Syllabus Addendum: www.spcollege.edu/addendum

WELCOME

Welcome to Applied Ethics! This is an exciting class that I love to teach! I hope you find it interesting and inspiring. I look forward to getting to know you and reading your discussions on the many interesting topics we will over.

Remember I am here to help you succeed so talk to/email me so I know how I can help you!

Be sure to watch the due dates to avoid any unnecessary stress. The goal is to learn and develop critical thinking skills to use throughout your life - and to have fun while you learn!

I wish you all the best! Any questions – just ask.

INSTRUCTOR

Name: Anthony Abell

Email: abell.anthony@spcollege.edu

Phone: 727-505-2746

Office and Online Virtual Hours: TBA

Office Location: Online

Instructor Web Page: <https://web.spcollege.edu/instructors/id/abell.anthony>

ACADEMIC DEPARTMENT

Dean: Dr. Susan Demers

Office Location: Clearwater Campus – SS 165

Office Phone Number: 727-791-2501

Email: demers.susan@spcollege.edu

Academic Chair South County: Christian Moriorty

Office Location: Clearwater Campus – SS 165

Office Phone Number: 727-341-4313

Email: Moriorty.Christian@spcollege.edu

Web Page: webapps.spcollege.edu/instructors/id/Moriorty.Christian

Academic Chair North County: Dr. Adeniji Odotola

Office Location: Tarpon Springs LY 114

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Web Page: webapps.spcollege.edu/instructors/id/odutola.adeniji

Academic Staff Assistant: Rickie Royle

Office Location: St. Petersburg College Gibbs Campus - EI 120

Office Number: 727-341-4335

Email: royle.rickie@spcollege.edu

Ethics Web Page Link: www.appliedethicsinstitute.org

COURSE INFORMATION

Course Description:

Course Description: This course is a practical overview of key issues, questions and concepts in applied ethics. Special emphases are placed on the historical development of ethical thinking, a variety of ethical approaches and on multicultural aspects of ethics. Students will also examine a variety of personal, social and professional ethical issues and problems and learn methods of resolving them through the use of critical thinking skills, sound ethical reasoning and legal and professional codes. Students are provided an active learning experience, increased student interaction and opportunities for independent research into ethical issues of personal interest. This course partially satisfies the writing requirements outlined in the General Education Requirements. This course meets the College's general education requirements for applied ethics. Credit is not given for both PHI 1600 and any of the following courses: PHI 1603, PHI 1602H, PHI 1631, PHI 2621, PHI 2622, PHI 2635 or PHI 2649.

Course Goals:

1. The student will identify historical developments in ethical thinking, comparing ideas from early Greek to contemporary philosophers.
2. The student will identify and analyze a variety of ethical issues when presented with examples.
3. The student will analyze diversity in ethics.
4. The student will apply critical thinking skills and ethical principles to resolve ethical issues.
5. Students will evaluate codes of ethics in the professional, corporate and government context.

http://www.curricunet.com/stpetersburg/reports/course_outline_pdf.cfm?courses_id=7721

Course Objectives:

Learning Outcomes and Objectives:

1. The student will identify historical developments in ethical thinking, comparing ideas from early Greek to contemporary philosophers by:

- a. defining central ethical terms.
- b. describing major historical and contemporary theories of ethics.

2. The student will identify and analyze a variety of ethical issues when presented with examples by:

- a. distinguishing between moral and non-moral issues.
- b. classifying personal, social, and professional ethical issues.
- c. evaluating various perspectives regarding personal, social and professional ethical issues.

3. The student will analyze diversity in ethics by:

- a. identifying societal values.
- b. differentiating between examples of ethical and unethical behavior within societies.
- c. evaluating the effect of unethical behavior on the individual and the society.

4. The student will apply critical thinking skills and ethical principles to resolve ethical issues by:

- a. describing methods of ethical decision-making.
- b. employing philosophical principles to resolve ethical dilemmas when presented with actual and hypothetical ethical issues found in personal, social and professional life.
- c. describing the distinguishing characteristics and emphases of a variety of professional codes of ethics (including the Florida Code of Ethics for Public Employees) and relating the codes to ethical issues in contemporary professional life.

5. Students will evaluate codes of ethics in the professional, corporate and government context by:

- a. identifying and critiquing specific code(s) of ethics relating to their chosen careers.
- b. applying code(s) of ethics relating to their chosen careers to resolve ethical dilemmas.

Prerequisites: - *(REA 0002 and ENC 0020) or EAP 1695 or appropriate score on the SPC placement test. Computer skills and computer access are necessary for online classes.*

Availability of Course Content

When the class begins the first week module will be open. The remaining modules will be open by each week. Normally one module is due each week. Late work will not be accepted without documentation of emergency. If modules open early, you may work ahead.

Proctored Testing Information:

<https://mycoursesupport.spcollege.edu/proctored-testing-information>

REQUIRED TEXTBOOK & OTHER RESOURCE INFORMATION

Required Textbook:

This class requires the purchase of *The Moral Compass: An Introductory Guide to Critical Thinking and Applied Ethics*. McGraw-Hill, 2020.

ISBN 10: 1264176821

ISBN 13: 9781264176823

The Moral Compass is an E-BOOK embedded within the MyCourses page for your ethics class. Furthermore, it is part of the Barnes & Noble “First Day” program, which means you will have access to the textbook directly through MyCourses and do not need to “go” anywhere to buy it. The charge for the book is automatically added to your student account. (Financial aid will cover it).

Step-by-step instructions for how to access the textbook are in the “Start Here” module in MyCourses.

If you would prefer a hard copy of the book you may purchase a printed edition through the McGraw Hill platform. A hard copy will be printed and mailed to you directly from McGraw. The cost of the hard copy is an additional \$20. First you must register your access card information.

A note about the book: SPC has published its own ethics textbook for nearly thirty years. The authors do not receive royalties on purchased copies. Purchasing the book does not directly benefit any SPC faculty or staff—the royalties are paid to the College itself. As part of this arrangement, the royalties generated by the SPC ethics textbook are used to fund student trips, teams, study materials, scholarships, and other activities that contribute to SPC student success.

Library: <http://go.spcollege.edu/central/libonline/>.

LEARNER SUPPORT

Accessibility: www.spcollege.edu/dr

Academic Support Services: www.spcollege.edu/support

On-Campus Support: www.spcollege.edu/tutoring/#tab=2

Online Support: www.spcollege.edu/tutoring/#tab=3

Student Services and Resources: www.spcollege.edu/services

IMPORTANT DATES

Course Dates – 2/14 – 5/5

Drop Date – 2/11

Withdrawal Date – 4/3

Spring Break – 3/6 - 3/13

Financial Aid Dates: www.spcollege.edu/pages/dynamic.aspx?id=800

Academic Calendar: www.spcollege.edu/calendar/#tab=2

DISCIPLINE SPECIFIC INFORMATION

Attendance is mandatory and absences (not completing work on time) will hurt your grade.

Due dates are clearly posted on the calendar so watch them carefully.

Failure to adequately complete all work during the first two weeks will result in being dropped for non-participation – SPC RULE.

Discussion boards/Correspondence - all students must be respectful and stay on topic. Personal conversations, and off topic conversations should be conducted through personal email. If conversations go too far off topic or are disrespectful they will be deleted. Students who continue to be disrespectful will be dropped from the class.

Cheating is not tolerated. You will receive an F in the class and be reported to the College for Disciplinary Action. This is ethics – no cheating!

Students who do not fully participate: (earn a grade of 60% or above in the class) will be dropped from the course. So don't fall behind.

ATTENDANCE

The College-wide attendance policy is included in the Syllabus Addendum:
www.spcollege.edu/addendum/#attend

For this class, attendance is defined as completing all of your assigned work online, by the due date.

Attendance is mandatory. Since we will meet online it is suggested that you check the course several times a week – MyCourses is our online “classroom.”

Online – Every week you will normally complete one module.

The graded work for most modules will include:

1. One Discussion Post and one reply post (at least one for every discussion topic)
2. AND/OR One Dropbox Assignment
3. AND/OR One Quiz

There is additional work (exams, self-assessments, etc.), as you will see below.

This course is NOT self-paced. You are expected to keep up with the class schedule. Modules are due according to the due dates.

The students who drop out of the course or fail are almost always the students who get behind early in the semester and then can't catch up.

GRADING

Your final grade in this class will be based on the points you earn on assignments. Grades are based on point scale.

Your final grade will be determined as follows:

The categories of assignments for this course are as follows:

<u>Assignment</u>	<u>Percentage</u>
Participation	20%
Quizzes	20%
Discussion Forum	20%
Critical Thinking Paper	20%
Code of Ethics Project	10%
Final Exam	<u>10%</u>
	100%

You may see extra credit assignments in the course and/or in your emails. Don't miss them.

Students who earn 90% are exempt from the Final Exam.

See due dates on the Course Calendar and by each Module.

Students must make a "C" or better to pass.

COURSE REQUIREMENT:

Your Dropbox Submissions and Discussion Board Posts will be graded for this purpose. PHI 1600 is a Gordon Rule Class (the Gordon Rule originated with the Florida legislature). A Gordon Rule Class requires students to demonstrate college-level writing skills through all assignments. In order to pass PHI 1600 and fulfill the general education requirement for ethics, you must (a) successfully complete at least 2,000 words of college level writing, and (b) achieve a final grade of "C" or better in PHI 1600.

ASSIGNMENTS

Extra Credit Assignments:

Pre-Survey: 5 Extra points

Please complete this short survey for 5 Extra points. Every student must complete the Pre-Survey the first week of class. **After completing the survey, you MUST complete the following form to receive your five extra points in the participation portion of your grade.** [Click here to access the Pre-Survey Completion Form.](#)

Post-Survey: 5 Extra points

Please, complete the post-survey the week before Finals. **After completing the Post-Course survey, you MUST complete the following form to receive your five extra points in the participation portion of your grade.** [Click here to access the Post-Survey Completion Form.](#)

Student Survey of Instructions (SSI): 5 Extra points

The SSI must be completed in April. After completing the Student Survey of Instructions, you MUST complete the following form to receive your five extra points in the participation portion of your grade. [Click here to access the Student Survey of Instruction Completion Form.](#)

Regular Assignments:

Participation: 20%

Students are expected to interact with the assigned material through video lectures. These videos will acquaint you with the material with each chapter covered.

Week one you are to complete the [Syllabus Acknowledgment Form.](#)

Quizzes: 20%

There will be quizzes at various points of the semester consisting of true and false, multiple choice, short answer, and matching questions. The Academic Honesty Quiz is included in the quizzes. The quizzes are open book and open notes. The Quizzes will be open for the time periods specified in the syllabus and on the calendar. Both are in MyCourses. [No late quizzes are accepted for any reason.](#)

Discussion Forum: 20%

Students are provided several moral issues to discuss and to also react to the posts of their classmates. First, you should provide an initial post following the instructions in each discussion forum. Second, you should respond to at least one other student's initial post. Initial posts should comprehensively cover the forum topic. The [initial post length should be a minimum of 100 words](#) (or as directed by the forum if different), however the focus should be on covering the

topic well. You need to place the word count at the end of your initial post. The response to student post should take up an issue raised by the other student and provide reasons why you agree or disagree with their perspective. The response posts should be at least 50 words in length and a word count should be placed at the end of the post. Inadequate response posts are those that provide no meaningful progress of the conversation or provide no further insight to the topic. No late postings are accepted for any reason.

Code of Ethics Critique: 10%

Each student is required to develop a Code of Ethics critique. After you have read Chapter 18 in your text answer the following questions. Number your answers in your submitted paper:

1) Locate the Code of Ethics for your major or field of interest and provide the link. Provide a brief summary of the code. 2) In one paragraph, state the code level you believe the code of ethics to be written at. Support your answer by referencing the area in chapter 18 that discusses the levels of a code of ethics. 3) Locate a news article published in the last six months regarding a moral issue within your field/major and provide the link to this article. Provide a brief summary of the article. 4) Write the main moral issue of the article in the correct format. **Bold print the issue.** 5) Solve the main moral issue using your code of ethics. Cite specific evidence and terminology from the text book and your code. Discuss in detail. This answer should be at least one paragraph in length. 6) Reflect on the resolution. Discuss if the code's resolution was just. If the resolution was not just, explain why, and what changes in the code would you recommend to solve the ethical issue justly. This should be a full paragraph.

Reminder - A college level paragraph should be at least 5 - 7 sentences. The word count should be a minimum of 500 words. Include your word count.

Critical Thinking Application Paper (CTAP): 20%

You will be assigned a critical thinking case that illustrates an ethical issue. You **MUST** use the case that is assigned. Anyone who uses a different case will receive a zero on the CTAP. This paper must meet a 2,000 word Gordon Rule requirement. Your paper must be typed, double-spaced, 12 pt. font, and formatted according to MLA standards. The paper will be due in parts throughout the semester (see schedule below). Each section of the paper must be submitted as an attachment into the corresponding drop box in MyCourses in Word, RTF or PDF format. If you use an Apple word processing application, you must export the file as a Word or PDF document.

Final Exam: 10%

There will be a cumulative online final examination consisting of multiple-choice, short answer, and matching questions.

COURSE SCHEDULE

Weeks	TOPICS	ASSIGNMENTS/DUE DATES
1	Syllabus Chapter 1: Introduction Pre-Survey (5 Extra Points) Writing Center Training	Complete the assignments below by the due dates: -Pre-Survey: 5 Extra Points -Chapter 1 Discussion Forum -Academic Honesty Quiz Due Date: February 13, 2022
2	Chapter 2: The Ethics Environment Chapter 3: Dimensions of Moral Development	-Chapter 2 Quiz -Chapter 2 Discussion Forum -Chapter 3 Discussion Forum -Chapter 3 Quiz Due Date: February 20, 2022
3	Chapter 4: Critical Thinking Chapter 5: Consequential Ethical Theories Assign Critical Thinking Application Paper	-Chapter 4 Discussion Forum -Chapter 4 Quiz -Chapter 5 Discussion Forum -Chapter 5 Quiz Due Date: February 27, 2022
4	Chapter 6: Nonconsequential Ethical Theories, Part 1	-Chapter 6 Discussion Forum -Chapter 6 Quiz -CTAP paper part 1- Case summary, central and secondary issues Due Date: March 6, 2022
5	Spring Break	No Assignments Due Due Date: March 13, 2022
6	Chapter 7: Nonconsequential Ethical Theories, Part 2	-Chapter 7 Discussion Forum -Chapter 7 Quiz -CTAP paper part 2 – Analysis Due Date: March 20, 2022
7	Chapter 14: Economic Justice	-Chapter 14 Discussion Forum -Chapter 14 Quiz -CTAP paper part 3 - Application Due Date: March 27, 2022
8	Chapter 15: Human Rights	-Chapter 15 Discussion Forum -Chapter 15 Quiz -CTAP paper part 4 - Research Due Date: April 3, 2022
9	Chapter 11: Professional Ethics Chapter 13: Government Ethics	-Chapter 11 Discussion Forum -Chapter 11 Quiz -Chapter 13 Discussion Forum

		-Chapter 13 Quiz -CTAP paper part 5 – Decision Due Date: April 10, 2022
10	Chapter 12: Code of Ethics	-Chapter 12 Quiz -Code of Ethics Project Due Date: April 17, 2022
11	Chapter 10: The Employment Relationship: Rights, responsibilities, and respect	-Chapter 10 Quiz Chapter 10 Discussion Forum -CTAP paper part 6 – Evaluation <u>Extra Credit</u> -Student Survey of Instructions (SSI) -Ethics Post/Exit Survey Due Date: April 24, 2022
12	Chapter 21 Technology Humanity and Ethics. Final Exam in MyCourses	Chapter 21 Discussion Forum Chapter 21 Quiz CTAP Part 7 - Reflection -Final Exam opens Tuesday, April 26 to Sunday, May 1, completed no later than 11:30 p.m. Due Date: May 1, 2022

STUDENTS' EXPECTATIONS AND INSTRUCTOR'S EXPECTATIONS

INSTRUCTOR'S EXPECTATIONS

I expect you to abide by this syllabus, provide positive participation, and submit your best work by the due date. **Positive participation adds to the class in a respectful manner and does not detract from the class.**

I expect you to be respectful in all communications with me and your classmates.

I expect you to be honest in all work.

I expect you to come to me for help. I am here to help you.

I expect you to come to me if you cannot keep up or if you need to withdraw from the class. I will do what I can to help you succeed.

STUDENT EXPECTATIONS OF INSTRUCTOR

You can expect me to abide by the syllabus and provide you with any changes.

You can expect positive feedback and respect.

You can expect your emails answered within 24-72 hours (excluding holidays), if you use MyCourses email. If you use SPC email it may go to spam and I may miss your message.

You can normally expect most grading to be completed within 7 days of the due date or sooner. Most quizzes and exams are computer graded so the grades are immediate.

You can expect help. Please ask whenever you need help or have a question.

Online Student Participation and Conduct Guidelines:

www.spcollege.edu/addendum/#onlineguide

Academic Honesty: www.spcollege.edu/academichonesty

St. Petersburg College has an Academic Honesty policy. It is your responsibility to be familiar with the policies, rules, and the consequences of violations. There is no tolerance for cheating and academic dishonesty. Discipline can range from a zero on a specific assignment to expulsion from the class with a grade of F. Note that copy/pasting published information, whether it's from your textbook or the Internet, without citing your source is plagiarism and violates this policy. Even if you change the words slightly, the ideas are someone else's so you still have to cite your sources. Cheating, plagiarism, bribery, misrepresentation, conspiracy, and fabrication are defined in Board Rule 6Hx23-4.461. Student Affairs: Academic Honesty Guidelines, Classroom Behavior.

All students are required to abide by the following Academic Honesty Guidelines:

Each student is required to subscribe to the Guidelines upon registration each semester by signing the following pledge which is contained on the Registration and Drop/Add Form:

I understand that SPC expects its students to be honest in all of their academic work. I agree to adhere to this commitment to academic honesty and understand that my failure to comply with this commitment may result in disciplinary action, up to and including expulsion from the College.

A copy of this form can be obtained at the Office of the Registrar.

II. The conduct set forth hereinafter constitutes a violation of the Academic Honesty Guidelines. Those adjudged to have committed such conduct shall be subject to discipline up to dismissal.

A. Cheating - the improper taking or tendering of any information or material which shall be used to determine academic credit. Taking of information includes, but is not limited to, copying graded homework assignments from another student; working together with another individual(s) on a take-home test or homework when not specifically permitted by the instructor; looking or attempting to look at another student's paper during an examination and; looking or attempting to look at text or notes during an examination when not permitted. Tendering of information includes, but is not limited to, giving your work to another student to be used or copied; giving someone answers to exam questions either when the exam is being given or after having taken an exam; giving or selling a term paper or other written materials to another student; sharing information on a graded assignment.

B. Plagiarism - The attempt to represent the work of another as the product of one's own thought, whether the other's work is published or unpublished, or simply the work of a fellow

student. Plagiarism includes, but is not limited to, quoting oral or written materials without citation on an exam, term paper, homework, or other written materials or oral presentations for an academic requirement; submitting a paper which was purchased from a term paper service as your own work; submitting anyone else's paper as your own work.

C. Bribery - The offering, giving, receiving, or soliciting of any materials, items or services of value to gain academic advantage for yourself or another.

D. Misrepresentation - Any act or omission with intent to deceive an instructor for academic advantage. Misrepresentation includes using computer programs generated by another and handing it in as your own work unless expressly allowed by the instructor; lying to an instructor to increase your grade; lying or misrepresenting facts when confronted with an allegation of academic dishonesty.

E. Conspiracy - The planning or acting with one or more persons to commit any form of academic dishonesty to gain academic advantage for yourself or another.

F. Fabrication - The use of invented or fabricated information, or the falsification of research or other findings with the intent to deceive for academic professional advantage.

To put it plainly, **This is an Ethics class – No cheating!!** Cheating of any kind cannot be tolerated. Cheating, whether on quizzes, exams or any assignments, is an attempt to get a grade without learning or earning. Also, allowing others to cheat by doing their work or allowing them to copy your work is cheating. **This includes posting your work on the internet where others can view and/or download.** Any of these violations and those listed above, violates the rights of your fellow students who do not cheat. Cheating defeats your purpose for being in school and hurts you in the long run. **If a student is caught cheating, including plagiarizing, he/she will receive an F for the course and be reported to the administration.**

Netiquette:

Course email is for course work discussions only. If any student receives SPAM/personal type emails, report this to the instructor immediately.

Do not sent mass emails.

If you have a problem or issue email the instructor so the problem can be solved. **Do not** email your fellow students, they cannot fix the problem. Email is not a place to vent.

Be courteous when emailing (and speaking with others). State questions clearly. Remember, emotions are not easily conveyed through email. If you are upset – wait. Do not email until you have control of your emotions. Always use professional language and college level writing.

TURNITIN

The instructor of this course may require use of Turnitin.com as a tool to promote learning. The tool flags similarity and mechanical issues in written work that merit review. Use of the service enables students and faculty to identify areas that can be strengthened through improved paraphrasing, integration of sources, or proper citation. Submitted papers remain as source documents in the Turnitin database solely for the purpose of detecting originality. Students retain full copyright to their works. The Turnitin Usage Agreement can be reviewed at: turnitin.com/agreement.asp. Students who do not wish to submit work through Turnitin must notify their instructor via course email within the first seven days of the course. In lieu of Turnitin use, faculty may require a student to submit copies of sources, preliminary drafts, a research journal, or an annotated bibliography.

STUDENT SURVEY OF INSTRUCTION

The Student Survey of Instruction is administered in courses each semester. It is designed to improve the quality of instruction at St. Petersburg College. All student responses are confidential and anonymous and will be used solely for the purpose of performance improvement.

TECHNOLOGY

Minimum Technology Requirements:

This is an online course so you must have access to a computer with internet access. If your computer breaks down it is your responsibility to get to a computer at a local library, on campus, etc. and complete your work for the week on time. You will be submitting work by use of attachments/drag and drop/copy and paste which must be in .doc, .docx or .rtf format. Microsoft Word is best.

Minimum Technical Skills:

This is an online course. You must be able to use MS Word, attach/drag and drop documents and copy and paste documents.

You will be using the MyCourses learning management system (LMS). If you are not familiar with this LMS complete the Introduction to MyCourses found under your Home page.

There is a MyCourses Tutorial in the class with clear instructions on how to use all sections of the course. Also, you will see an **Online Help** link at the top of your page for help with any technical issues.

Accessibility of Technologies:

MyCourses (Brightspace by D2L) Accessibility Statement:
www.brightspace.com/about/accessibility

Privacy:

MyCourses (Brightspace by D2L) Privacy Statement: www.brightspace.com/legal/privacy

Technical Support: web.spcollege.edu/helpdesk

You will see an **Online Help** link at the top of your page for help with any technical issues.

Technical Requirements for MyCourses: mysuccess.helpdocsonline.com/#technical-requirements-for-mycourses

EMERGENCY PREPAREDNESS

In the event that a hurricane or other natural disaster causes significant damage to St. Petersburg College facilities, you may be provided the opportunity to complete your course work online. Following the event, please visit the college Web site for an announcement of the College's plan to resume operations.

Students should familiarize themselves with the emergency procedures and evacuation routes located in the buildings they use frequently.

Located in each classroom is an Emergency Response Guide (flip-chart) that contains information for proper actions in response to emergencies. Students should be prepared to assess situations quickly and use good judgment in determining a course of action. Students should evacuate to assembly areas in an orderly manner when an alarm sounds or when directed to do so by college faculty or staff or emergency services personnel. Students may access additional emergency information by going to www.spcollege.edu/safety. In face to face courses your instructor will review the specific campus plans for emergency events.

CAMPUS SAFETY AND SECURITY

For information on campus safety and security policies please contact **727-791-2560**. If there are questions or concerns regarding personal safety, please contact the Provost, Associate Provost, Campus Security Officer, or Site Administrator on your campus.
www.spcollege.edu/safety

SEXUAL PREDATOR INFORMATION

Federal and State law requires a person designated as a “sexual predator or offender” to register with the Florida Department of Law Enforcement (FDLE). The FDLE is then required to notify

the local law enforcement agency where the registrant resides, attends, or is employed by an institution of higher learning. Information regarding sexual predators or offenders attending or employed by an institution of higher learning may be obtained from the local law enforcement agency with jurisdiction for the particular campus by calling the FDLE hotline (1-888-FL-PREDATOR) or (1-888-357-7332), or by visiting the FDLE website at <http://offender.fdle.state.fl.us/offender/homepage.do>

SPECIAL ACCOMMODATIONS

If you wish to request accommodations as a student with a documented disability please make an appointment with the Learning Specialist on campus. If you will need assistance during an emergency classroom evacuation, please contact your campus learning specialist immediately about arrangements for your safety. The Office of Services for Students with Disabilities can be reached at 791-2628 or 791-2710 (CL and EPI), 341-4758 (SP/G), 394-6289 (SE), 712-5789 (TS), 341-3721 (HEC), 341-4532 (AC), or 341-7965 (DT). www.spcollege.edu/central/ossed

TUTORING ASSISTANCE

Tutoring assistance and academic support is available online and in person at Learning Centers:

www.spcollege.edu/tutoring

On-Campus Support: www.spcollege.edu/tutoring/#tab=2

Online Support: www.spcollege.edu/tutoring/#tab=3

TECHNICAL ASSISTANCE

Help Desk: web.spcollege.edu/helpdesk

Email: helpdesk@spcollege.edu

Phone: 727-341-HELP (727-341-4357)

FROM STUDENT AND EDUCATIONAL SERVICES-STUDENTS WITH DISABILITIES

www.spcollege.edu/dr

If you wish to receive special accommodations as a student with a documented disability, please make an appointment with the Learning Specialist on the Clearwater, Tarpon Springs, or St. Petersburg sites.

If you have a documented hearing loss, please contact the Program for the Deaf at 791-2628 (V/TDD).

Clearwater AD 122791-2710

St. Petersburg/ Gibbs AD 120341-4316

Tarpon Springs Counseling 712-5789
Seminole SE 112 394-6108

LIBRARY SERVICES

There are libraries at various SPC sites. You may choose the one that is most convenient for you. You also can access library services online.

www.spcollege.edu/libraries

WITHDRAWAL POLICY

FEDERAL GUIDELINES RELATED TO FINANCIAL AID AND TOTAL WITHDRAWAL FROM THE COLLEGE

www.spcollege.edu/withdrawal

The U.S. Department of Education requires students who completely withdraw prior to the 60% point of the term and who receive Federal financial aid i.e., Federal Pell Grant, Federal Academic Competitiveness Grant (ACG), Federal Stafford Loan, and/or Federal Supplemental Educational Opportunity Grant SEOG--to repay a portion of their financial aid.

Students considering a withdrawal from all classes before the published withdrawal date should consult a financial assistance counselor to understand their options and the consequences of the total withdrawal. For further information regarding this policy and other financial assistance policies we encourage you to visit our website at: www.spcollege.edu/getfunds

DUAL ENROLLMENT, EARLY ADMISSIONS, & EARLY COLLEGE STUDENTS

A Dual Enrollment, Early Admissions, or Early College student may not withdraw from any college course without permission from the Early College/Dual Enrollment office. Withdrawal from a course may jeopardize the student's graduation from high school. The Dual Enrollment office can be reached at 727 712-5281 (TS), 727 791-5970 (CL) or 727 394-6000 (SE).

www.spcollege.edu/central/de/index.htm

This syllabus is a guide and can be changed by the professor as needed.