



AMERICAN SAMOA COMMUNITY COLLEGE

Insert Name of Academic Program

Insert Name of Course and Course Alpha

Insert Semester/Year/Session

Course Alpha/Title/Section:

Class Days/Time:

Academic Department:

Office Location:

Instructor:

Office Hours:

Email Address:

Contact Number:

Textbook Title:

ISBN Number and Price of textbook:

Publisher Name/Copyright Year:

Additional Materials/Resources:

Course Description:

Pre – requisite(s):

Course Learning Outcomes (CLO):

- 1.
- 2.
- 3.
- 4.
- 5.

Course Objectives:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Methods of Instruction:

- 1.
- 2.
- 3.
- 4.

Grading Scale:

A+	98-100	A	94-97	A-	90-93
B+	88-89	B	84-87	B-	80-83



AMERICAN SAMOA COMMUNITY COLLEGE

C+	78-79	C	74-77	C-	70-73
D+	68-69	D	64-67	D-	60-63

Course Requirements:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

Important Dates:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.

Attendance: (2018-2020 ASCC General Catalog, p. 40)

All students attending ASCC are expected to attend all of their scheduled classes. Students with excessive absences during the first two weeks of instruction will be administratively dropped. Instructors are required to include in their course syllabi the College's attendance policy and have it distributed to students during the first week of instruction. A student cannot exceed six (6) absences for Monday, Wednesday, Friday classes, four (4) absences for Tuesday, Thursday classes; and three (3) absences for CAPP and summer sessions. Students with excessive absences, in accordance to this policy, will receive a lower or failing grade for the semester or session.

- 15 Weeks Semester(s) = 6 absences for courses offered on Mondays, Wednesdays, and Fridays
= 4 absences for courses offered on Tuesdays and Thursdays*
- 10 Weeks Session(s) = 4 absences for courses offered on Mondays, Wednesdays, and Fridays
= 3 absences for courses offered on Tuesdays and Thursdays*
- 6 Weeks Session(s) = 3 absences for courses offered daily
= 2 absences for courses offered daily*
- 5 Weeks Session(s) = 3 absences for courses offered daily
= 2 absences for courses offered daily*

A student can be excused from classes at the discretion or upon verification by the instructor, for the following reasons: medical reasons, family emergency, special curricular activities, military obligations, jury duty, and related official College sponsored activities. It is the responsibility of the student to make arrangements with his/her instructor(s) for work to be made up for absences due to legitimate reasons. Students are required to submit in writing, justifications or provide documentation for absences to the Dean of Academic Affairs.



AMERICAN SAMOA COMMUNITY COLLEGE

Veteran students are to refer to the Student Services Veterans Educational Benefit sections for additional requirements.

Textbook Policy: (2018-2020 ASCC General Catalog, p. 43)

Students are required to purchase textbooks, workbooks, and other instructional materials designed for the course(s) they are enrolled in. Textbook costs vary from course to course. Every student must have the required materials identified in the current syllabus of the course(s) in which they are officially enrolled by the end of the first week of instruction. Students' failure to provide their instructors proof of this requirement will result in an immediate recommendation by the instructor to drop the course(s). If the student does not drop the course or purchase the required materials, then the instructor may initiate an administrative drop. (Administrative Drop, 2018-2020 General Catalog, p. 29)

Academic Honesty and Integrity: (ASCC General Catalog 2018-2020, p. 39)

ASCC prohibits the following actions:

- *Plagiarism, the submitting of one person's written ideas or thoughts as one's own without giving proper citation or credit to the original author; and,*
- *Cheating that includes, but is not limited to, unauthorized sharing of information on any exam with others before the end of all final exams; and,*
- *The abuse of library or other institutional materials, misuse of library privileges and unlawful duplication and/or distribution of copyrighted materials; and,*
- *Knowingly furnishing false information to the college with the intent to deceive or fraud; and*
- *Forgery, alteration or misuse of documents, records, or identification; and,*
- *The attempted or actual theft or damage of college property.*

Students in violation of any of the actions listed above will be reported to the Dean of Student Services to be disciplined and/or counseled, which may result to probation, suspension, or expulsion in accordance to the severity of the action.

Access and Reasonable Accommodation: (ASCC General Catalog 2018-2020, p. 13)

ASCC is committed to assist and provide appropriate academic access services to students with a certified disability who meet the academic and essential requirements for admission or participation in any education program or activity at the College to which they can be given appropriate and reasonable accommodation.

Topical Outline:

	Content Outline	Objectives:	CLO's:	Assessment:
Week 1				
Week 2				



AMERICAN SAMOA COMMUNITY COLLEGE

Week 3				
Week 4				
Week 5				
Week 6				
Week 7				
Week 8				
Week 9				
Week 10				
Week 11				



AMERICAN SAMOA COMMUNITY COLLEGE

Week 12				
Week 13				
Week 14				
Week 15				
Week 16				

Disclaimer: Subject to change to accommodate circumstances beyond the control of the instructor.