

## General Student Learning Contract

This Student Learning Contract will be accepted for all classes **except** Spanish C180 & C185. For those classes, please use the Student Learning Contract provided in the specific Student Handbooks.

Course Name & Number: \_\_\_\_\_

Semester/Year: \_\_\_\_\_

Your first assignment is to complete and return this *Student Learning Contract* to the Distance Learning Dept. within the first 2 weeks of the course. This is a contract between you and your instructor.

**NOTE: Students risk being dropped from the course if the Student Learning Contract is not received on time.**

### I understand that:

- I should purchase all required course materials before the beginning of the term, and I will use the textbook edition recommended by the instructor.
- If I do not show signs of active participation in this course by the Census Date (at start of 3rd week in a 16-week course), I may be dropped. Signs of participation are defined by each faculty member, but often include this Letter of Agreement and/or the first quiz.
- I will refer to the course *Assignment Section* in the **CURRENT SEMESTER** handbook, to ensure that all requirements for assignments and tests are being met by the recommended deadlines.
- I must personally attend the midterm and final exams, which will be supervised by my proctor. It is my responsibility to file a Student/Proctor Agreement Form through the **Distance Learning Department** in advance.
- All work submitted is my own. Copying, cheating, and/or plagiarism are not permitted.
- Questions related to the coursework should be directed to the instructor. Questions regarding department policies and procedures should be directed to the Distance Learning Department.
- Written coursework takes additional time to correct and post. It may take two weeks or more to process written assignments and essay portions of exams. After that, it will take additional time for grade summaries to reach students via U.S. Mail.
- If I have a verifiable disability, (e.g., physical, communication, learning, acquired brain injury, psychological or other disability), it is my responsibility to request accommodations by contacting Coastline's Special Programs Office at 1515 Monrovia Avenue, Newport Beach, CA 92663, or [specialprograms@coastline.edu](mailto:specialprograms@coastline.edu), or (714) 241-6214.
- I must **PRINT LEGIBLY** on assignments, quizzes, exams, letters or other communications: MY NAME, STUDENT ID #, PROFESSOR'S NAME, COURSE NAME and COURSE REFERENCE NUMBER (CRN). **THIS INFORMATION MUST APPEAR ON ALL PAPERS SUBMITTED DURING THE COURSE.**

### REQUIRED INFORMATION:

PRINT NAME: \_\_\_\_\_

Last Name

First Name

STUDENT ID #:

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CRN (5 digits):

Course reference number

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*By signing this document, I declare that I have carefully read each of the Student Learning Contract statements and agree to **all** the terms of this course.*

Mail to: Distance Learning, Coastline Community College, 11460 Warner Avenue, Fountain Valley CA 92708-2597