Instructor Information
Name: Elizabeth Contreras
Office Location: Brookhaven College N/A
E-mail: econtreras@dcccd.edu (Primary method of contact)
Office # N/A (don't leave voice messages, send an e-mail instead)
Tech Support # (972) 669-6402

Required Textbooks/Reading materials – These have been provided inside the course free of charge:

- Chapters 2 and 20 from We the People – 9th Texas Edition (2012). Ginsberg, Lowi, Weir, Tolbert, Champagne and Harpham.
  - And
  - The US Constitution
  - And
  - The Texas Constitution
  - And
  - Dallas Morning News, New York Times or access to any other major newspaper (knowledge of current events will be essential to course activities).

Technology Requirements
- Internet access (free access available in campus computer labs)
- USB flash drive for back-up storage of electronic files
- Active E-mail account (check at least three times per week)
- Basic use of a personal computer (word processing and internet browsing).
- Access to the DCCCD e-campus system: http://ecampus.dcccd.edu

Technical Support:
- Everything you need to know about accessing e-campus, using the tools and contacting tech support is located at this link: http://ecampus.support.dcccd.edu/v91/studenttutorials/studentIndexv91.html

Software Requirements (free versions of these programs are available for download on e-campus and inside the course):
- Microsoft Office or Open Office (word processor and presentation viewer)
- Windows Media Player
- Adobe Acrobat Reader
- All Quizzes/Tests/Exams for this course require the use of the Respondus Lockdown Browser. This must be installed on the computer from which you intend to take a quiz. As part of the course orientation, you will be asked to view the following guide on installing and using the Respondus Lockdown Browser: http://ecampus.support.dcccd.edu/v9/studenttutorials/StudentLockDownBrowser/StudentLockDownBrowser.htm
Course Grading System

Grading Scale (point system)
A = 400 – 500
B = 300 – 399
C = 200 – 299
D = 100 – 199
F = 0 – 99

Activity Grade Values (*required activity)
*Orientation Quiz (1 x 100): 5% = 50 points
US Constitution Exam (1 x 150 each): 15% = 150 points
TX Constitution Exam (1 x 100 each): 10% = 100 points
Comparative Essay (1 x 200 each): 20% = 200 points

Totals: 5 Activities Total 100% = 500 points

GOVT 2107 INET – Fall 2015 – Course Calendar

(All Unit Deadlines are 11:55 pm on a Friday)

Orientation

- Course begins Monday – 11/02/2015
- The orientation is required and must to be completed online in the first day(s) of the course.
- Deadline: 11:55 pm on Friday – 11/06/2015 (Mandatory)

US Constitution Deadline – 11/06/2015

- US Constitution Exam Due

TX Constitution Deadline – 11/13/2015

- TX Constitution Exam Due

Term Project Deadline – 11/20/2015

- Comparative Essay Due (Mandatory)

Addendum I - General Course Information

Course Content
GOVT 2107 is designed to introduce students to the organization, the principles and the various functions of the US Federal Government. Together we will analyze the history, structure, changes, and continued evolution of politics in the United States. In addition, we will explore a variety of contemporary political issues as they relate to the course material. This course does cover some historical information, but is primarily a study of modern politics (not history).

This is one of the rare collegiate courses where watching television (the news) will greatly benefit you. In addition, I highly encourage you to stay informed about current events issues that are related to the course via print, televised and electronic media. These additional resources will be of great assistance in your efforts to understand the content covered in this course.

The larger effort in this course is to understand how and why the United States of America has created a vast, dynamic and complex governmental system on the national, state and local levels. Upon completion of this course, you will have the knowledge and analytical skills necessary to better understand the philosophy, structure and logical processes which govern the world we live in. More importantly, this course will provide you with the resources necessary to participate in politics and make informed decisions in the future.

Course Information

GOVT 2107 – Federal and Texas Constitutions is a Texas Common Course Number.

Prerequisite: By permission only. Enrollment limited to students who have already completed a minimum of 6 SCH of GOVT courses but have not satisfied the statutory requirement for study of the federal and state constitutions. Ensures compliance with TEC §51.301. The following must be met: (1) DREA 0093 or English as a Second Language (ESOL) 0044 or have met the Texas Success Initiative (TSI) Reading Standard AND (2) DWRI in 0093, or English as a Second Language (ESOL) 0054 or have met the Texas Success Initiative (TSI) Writing Standard.

Course Description: A study of the United States and state constitutions, with special emphasis on Texas. Coordinating Board Academic Approval Number 45.1002.52 25.

Core Curriculum Intellectual Competencies for GOVT 2107

- **Reading** – the ability to analyze and interpret a variety of printed materials – books, documents, and articles above 12th grade level.
- **Writing** – the ability to produce clear, correct and coherent prose adapted to purpose, occasion and audience above 12th grade level.
- **Speaking** – ability to communicate orally in clear, coherent, and persuasive language appropriate to purpose, occasion, and audience above 12th grade level.
- **Listening** – analyze and interpret various forms of spoken communication, possess sufficient literacy skills of writing, reading – above 12th grade level.
- **Critical thinking** – think and analyze at a critical level.
- **Computer Literacy** – understand our technological society; use computer-based technology in communication, solving problems, acquiring information.
Student Learning Outcomes for GOVT 2107

Upon successful completion of this course, students will:

1. Explain the origin and development of constitutional democracy in the United States.
2. Explain the origin and development of the Texas constitution.
3. Analyze the similarities and differences between the current U.S. and Texas constitutions.

Addendum II - Course Policies and Performance Guidelines

General Guidelines for all Coursework

All course assignments must comply with the following requirements to be considered a completed work (incomplete items will receive a zero). Please read these requirements carefully:

- The deadline for each unit will always be on a **Friday at 11:55 pm**. Each unit and its deadline have been clearly identified in the course calendar. Only the mandatory course orientation has a separate deadline.
- **Each "required" activity must be submitted to earn credit for the course.** There are two categories of activities identified with an asterisks (*) in the syllabus (The Orientation and The Film Project).
- **All essays are to have a cover page with the following information:** Your name, course and section number, semester of enrollment, a word count and a title indicating the topic of your essay. The word count should reflect your own work (do not include citations, quotes, cover pages, or a bibliography).
- Each student is expected to utilize high quality sources (academic journals, scholarly articles, current laws/policy, court cases, etc). There is a tool built into the course to help you obtain quality sources for your writing assignment, it is labeled “research center” on the main menu of the course. For current events related information, use a newspaper, news magazine or news website. The **course textbook, Wikipedia, internet search engines, blogs and similar items are examples of unacceptable research sources on the collegiate level.**
- **Failure to identify sources is plagiarism.** Provide the full MLA or APA citation for all outside sources. All references are to be documented within the body of the assignment and on a works cited page.
- **Only your own words will count toward the writing requirements.** The writing assignments are intended to assess your comprehension of the material.
- All assignments are expected to meet college level writing requirements; all answers are to be in essay format and the expectation is for each student to engage the topics using critical analysis. Please do not attempt to provide simplified or elementary answers if you wish to earn credit for your work. Take the time to fully explain your ideas and demonstrate the depth of your understanding to earn the grade you want.
- **Do not use first person tones in the essay assignments.** The prompts are designed to help you think about the topic, not to generate a direct response.
First person tone is inappropriate in a college essay, but may be used in discussion forum activities.

- **There is no credit for partial work.** The minimum writing expectation for each assignment or activity must be satisfied to earn a grade. Incomplete assignments will receive a zero.

- **There is a specific course policy regarding late work.** Tests, class activities, extra credit, etc are excluded from the late work policy and are always due by the stated deadline. Late work for a unit essay will only be accepted in a case where there are extenuating circumstances that the instructor was informed about in advance of the deadline.

- **The formatting requirements for all assignments are:** typed / word processed, double-spaced, size 12 font, Arial or Times New Roman script, 1 inch margins (default setting), and a limited number of grammatical errors.

- **All assignments are to be submitted as one electronic file to the appropriately titled online dropbox.** Again, all pages of an assignment (cover page, body text, and works cited) are to be submitted together. Assignments will not be accepted via any other delivery method, unless prior approval was obtained.

- **Assignments submitted online must be in one of the following file formats:** doc, rtf or txt. Other document formats are unacceptable and will be rejected by the dropbox.

### Course Etiquette

- **E-mail** – Please allow 48 hours for a reply via e-mail. There may be periods where it may take longer to get a reply (such as weekends and holidays). Again, be patient and allow me time to get back to you. For any technical issues with e-campus or your computer, please contact the technical support team.

- **Communication Dialogue** – Personal attacks, racial or ethnic slurs, outbursts or other inappropriate forms of communication will result in immediate removal from the class and possibly from the college (see academic freedom statement). Think about what you are saying, before you hit the send or submit button.

- **Personal Requests** – I am happy to assist you with any questions you may have about the course, about the news, or even college life in general. However, personal requests for exemptions to course policies will not be granted unless there is a legitimate reason. It is a form of discrimination by the instructor to grant exceptions without basis. Any exceptions made may require documentation and will only be considered in advance of a deadline. Please refrain from asking the instructor to engage in unprofessional or unethical behavior, such requests will be not receive an audience.

### Late Work Policy

Ample time has been allotted to complete each Unit activity. All assignments are expected on or before the deadline indicated in the syllabus. I am certainly willing to work with you through extenuating personal circumstances should the need arise to submit a late essay. Any student that needs to submit a late paper must contact me in advance of the deadline for approval and to make alternative arrangements. You may be
required to provide some form of written documentation in order to substantiate a request to submit a late assignment.

If approved, late work will be considered for up to 50% of the original value of an assignment. Late work must be submitted within two calendar days (48 hours) of the original deadline (including weekends and holidays). If the assignment has not been submitted within the time allotted after the original deadline, it will receive a zero. Due to time constraints, late work will not be accepted in the final unit of the course (the final course deadline). Tests, discussion forum activities and extra credit are excluded from the late work policy and are due by the stated deadline.

**Online Course Attendance**

Students are expected to log-in and utilize e-campus for a total of three hours per week in a regular semester. You will also need to dedicate about the same amount of time to studying and working on assignments (approx. 4-6 hours total). In shorter semesters, where a week is equivalent to each day, that means you should plan to have 4-6 hours per day for successfully completing the course. As a general expectation, you should login to the course and check your e-mail three times per week (or once per day in a mini-term).

You are free to work ahead at your own pace. However, be sure to avoid falling behind. Each unit deadline will serve as a benchmark for your overall progress in the course. Remember, the distance education environment requires a high degree of self-discipline and intrinsic motivation. As you probably know, successfully completing an online course requires a special dedication. I want you to know that this task is possible, as hundreds of students have completed online courses with me in the past. Over time I have collected feedback from my students and they consistently report that time management is something they struggle with. So, my advice is to make a schedule for this course and stick to it. Trying to work on all the assignments just before a deadline is the recipe for disaster.

**Course E-mail / Announcements**

There are frequent updates posted in the course announcements area and sent out via e-mail. This is the primary avenue of communication for this course. Each student is expected to read the information and keep current with the course. Many frequently asked questions are addressed via announcements and some may contain vital course information. These are official course communications, so bear in mind that you will be held accountable for the information provided via electronic communications.

**Course Honor Code**

Scholastic dishonesty is a violation of the DCCCD Student Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. Students are expected to complete all course work by their own efforts and in their own words.

When you cite or paraphrase another author, you are required to properly acknowledge all sources with a parenthetical citation in the body text and provide a bibliographic listing on a works cited page. If you have any questions about citations, contact me
immediately. Any attempt to submit work that is not a product of your own efforts will result in an automatic “F” for the assignment and the course. In addition, you may face disciplinary action by the college administration leading up to expulsion from the college.

The college uses a premier plagiarism detection program known as “SafeAssign.” Since all papers will be electronically submitted for review, I implore you to avoid procrastinating and begin your work as soon as possible. Time seems to be the largest factor in a student’s decision to plagiarize. Details on how to submit your work to the dropbox will be posted in the course announcement area.

**Statement of Academic Freedom**

The collegiate environment is one that promotes tolerance, understanding, communication and equality. Use the guidelines below in your interactions with the instructor and your peers:

Students are provided with the opportunity to demonstrate their comprehension of political issues and express their understanding of key points in this course. The discussion format in particular is an opportunity for students to enjoy their constitutional right to free speech and expression. This is not intended to serve as a platform for one to express their political ideology or personal feelings about a given issue. It is a forum for an intellectual dialogue and an exchange of ideas. Again, the expectation is that you will conduct yourself to the standards befitting a college student engaged in an intellectual dialogue (both inside and outside the classroom).

Academic freedom will be protected and respected by all students and the instructor. However, there are some limitations on free speech. Hateful, sexist, racist, hurtful, or otherwise obscene comments that are intended as a personal attack will not be tolerated. Additionally, any dialogue that does not specifically pertain to the topic at hand will not receive an audience. At the instructor’s discretion, a student that violates these guidelines may be removed from the course and possibly from the college.

**Addendum III - Course Activities, Assignments, and Exams**

* Indicates a mandatory course requirement. Failure to submit a compulsory assignment will result in a failing grade (F/N) for the course.

*Orientation Activity (*Mandatory)*

As stated in the course catalog and on your registration forms, all INET courses have a mandatory orientation process. For this course, the process will be completed totally online. Once it has been completed, your attendance and participation will be reported to the college administration to certify you in the course. The Orientation is to be completed on the first day of the course. **The final deadline is 11:55 pm on Sunday 10/02/2015**

Any student that fails to complete the mandatory orientation will be reported as non-attending and will receive a letter grade of N (non-attending) on their final transcript. If you do not properly drop/withdraw, this will show up as an F on your permanent record.
Be sure that your intentions are made clear to the registration office during the first day of the course.

**Course Readings, Lectures and Presentations**

Each student is expected to read the assigned material as detailed in the course calendar. In addition, there is a corresponding video(s) for each chapter (approx. 30 minutes each) and a Virtual Lecture (PowerPoint presentation) posted online that further address the assigned reading material. Students will be held accountable for assigned materials via the course assignments, discussion forums and unit exams. The textbook readings create the core of the online course experience. The supplemental materials are there to reinforce key points and help you succeed. Making appropriate use of the materials will have a significant impact on your grades.

It is vital that you manage your time and maintain a high degree of self-discipline to ensure your success in any college course. The course schedule has been designed to spread apart the major course topics so that you are able to comprehend the material. If you fall behind, it is difficult to adequately address the topics and this often creates a snowball effect leading to failure. Again, I implore you to keep pace with the class and not fall behind. The pace of the course is about 1 chapter per week during the full length term (or a chapter per day in a mini-term).

**Chapter Quizzes (1 per chapter)**

There are chapter level quizzes in this course, not cumulative exams. The design is to assess your reading comprehension one chapter at a time, rather than assessing your ability to recall information across multiple chapters. The window to complete the quizzes will be the start and end date of a given unit (see the course calendar for details). Again, each quiz must be completed within the unit it was assigned.

The format for each quiz is “open book” and there are approximately 20-30 randomly generated multiple-choice questions per quiz. You will have 30 minutes to complete each quiz attempt. The quizzes are automated; they are randomly generated from a pool of hundreds of questions. The grade will post immediately after submission. Each quiz covers detailed material from the assigned chapter. You may have two attempts per quiz and the higher grade will be recorded. Once a quiz has started, you will not be able to leave, back out or close the quiz screen. It is strongly suggested that you do not take the quiz on a computer with a wireless connection. The most reliable location for taking a quiz is in a DCCCD campus computer lab, where there are dedicated internet lines. If you do not finish an attempt, it will count as a zero.

By design, there is not enough time to look up an answer to each question. You must be highly prepared for each quiz by reading the assigned chapter. Do not procrastinate; give yourself time to complete each quiz in sequence as you progress through the unit. You may move at your own pace ahead of each deadline. I suggest completing the readings and quizzes well ahead of each deadline so you can focus on the primary unit activities (essays and forums). There are a plethora of resources that have been
provided to help you succeed in the course, ranging from the textbook publisher’s website to virtual lecture/PowerPoint presentations for chapter. It is the unsecured nature of the distance education environment that mandates that you are highly prepared before each quiz. These restrictions provide a measure of integrity for the course assessments and help secure your identity.

On rare occasion, there may be an issue with the questions in the quiz pool. I will address those issues on a case-by-case basis. Also, unforeseen glitches during a quiz attempt can occur from time to time. There are several steps you can take to ensure you do not have a problem during an attempt. Detail information will be provided in the orientation to help ensure your computer is configured to interact with the e-campus system. Please contact the tech support team in case of a problem. However, they cannot and will not re-set a quiz. Tech support can assist in helping identify the source of any potential problem. I will then need to verify and document the problem with e-campus, if an attempt is to be re-set. If the error was on your end, the grade will be recorded “as is.” At the instructor’s discretion, a penalty may be imposed for any re-take to maintain the integrity of the course and an equitable assessment procedure. The only valid reason a quiz attempt will be re-set is when e-campus has a technical problem. **Again, I will not simply re-set a quiz attempt due to a technical error that could have been avoided on your end.**

All Quizzes for this course require the use of the Respondus Lockdown Browser. This must be installed on the computer from which you intend to take a quiz. As part of the course orientation, you will be asked to view the following guide on installing and using the Respondus Lockdown Browser: [http://ecampus.support.dcccd.edu/v9/studenttutorials/StudentLockDownBrowser/StudentLockDownBrowser.htm](http://ecampus.support.dcccd.edu/v9/studenttutorials/StudentLockDownBrowser/StudentLockDownBrowser.htm)

**Unit Essays**

The unit essay is the primary assessment of your learning in this course. Reading the material and taking an open book tests does not fully demonstrate your command of the information. For this reason, the majority of your grade will be based on your written work. The deadline for each essay is the end of the unit for which it was assigned (see calendar for details). Late work will only be considered according to the late work policy. Once the deadline passes, the grade will be recorded as a zero. It is suggested that you identify which essay you want to work on at the start of each unit and consistently progress toward a final draft.

All course readings, videos and virtual lectures are expected to have been examined prior to submitting the unit essay. As always, the essays are to be in your own words. Each essay should rely on at least 2-3 high quality academic sources. Each source is to be properly cited in the body of your text and on a works cited page using formal MLA or APA citation format. Each essay must be completed using the formatting guidelines provided in Addendum II of the syllabus as “Guidelines for all Coursework.” Detailed directions on what is expected for each essay have been provided in the guidelines for each assignment. Any additional information will be provided during the semester. The essays will be graded with an assessment rubric, it has been provided for your reference.
in the “resources” area of the course. As a reminder, first person tone is inappropriate in any college research essay.

Each unit essay is to be 3-4 pages in length. **The minimum writing requirement is two full pages in your own words (around 800 words without citations). Anything less than the minimum writing expectations will be considered incomplete and will result in a zero.** Simply meeting the minimum expectation does not guarantee a C, it only qualifies the assignment for a grade. Again, each essay must be 2 full pages in your own words and generally 3-4 pages with cited materials included. If you want to earn a high grade, take the time to carefully respond to each question with research and critical thought.

There is a list of essay topics within each unit, please pick one from the list provided. Each prompt can be download (in MS Word format) at anytime, so feel free to plan ahead to determine which essays you wish to complete during the semester. All assignments must be submitted to the SafeAssign dropbox when completed. Detailed procedures on using SafeAssign Dropbox are provided in the course orientation.

**Discussion Forums**

**General guidelines for Discussion Forum Activities:**

Each forum activity consists of two postings, a primary thread and a reply posting. The primary thread is to be posted 48 hours ahead of the unit deadline, providing your peers the opportunity to offer a meaningful reply.

Both postings must be made by the deadline for each unit for the assignment to be considered complete. Discussion activities are excluded from the late work policy. This is a "conversation" between classmates, so it must be timely. Grades will be posted after the Unit deadline, to allow everyone an opportunity to participate.

Please post your word count at the end of each and every posting made in the discussion forum. The expectation is that students have completed the assigned readings prior to engaging the discussion topic, and not before. This allows the discussions to remain relevant to the assigned topics. You may not go back and address discussion topics once the Unit has been completed. The deadline for the discussion postings will be the end of each Unit as noted in the syllabus. **Again, this is a two part activity. Both the original and reply posting must be submitted for the activity to be considered complete.**

**Part I - Original Posting Guidelines:**

During each unit, you are expected to post an answer (in your own words) to the primary set of questions posed for the discussion forum. Please do not wait until the deadline to make your submission. You and your peers are expected to reply to each other’s posting, so try to allow enough time to reply. Each activity involves an element of independent research and critical analysis. The questions address your understanding of
central themes in the textbook and your ability to think critically about the course material.

Your responses are to be in essay format. Be sure to fully explain your position, citing a high quality source as evidence if needed. The course textbook, wikipedia, an online blog and similar items are examples of unacceptable sources on the collegiate level. Each student is expected to utilize high quality sources (academic journals, scholarly articles, current laws/policy, court cases, etc). The grade for the primary posting will be determined by the quality, depth and originality of your writing. **The minimum writing requirement is 250 words for the original posting, be sure to add your word count at the end of the posting.**

**Part II - Reply Posting Guidelines:**

The second part of each discussion forum involves a reply to a primary posting made by at least one of your peers. You may chose to reply more often, but the minimum expectation is for each student to engage in a dialogue with one person in each forum. It is preferable that you reply to a posting that does not have any replies, so that everyone may receive some degree of feedback. Your reply or comment doesn't need to be quite as extensive as the original posting, but it must be of substantial academic and intellectual value. Be sure to directly address the main points made in the original posting.

"Good posting" or "I agree" will not suffice for this part of the assignment. This is an opportunity for a free exchange of ideas, so take advantage of the opportunity to learn from your classmates. Any personal attacks are grounds for immediate removal from the course and possibly the college. As always, your grade will be based on the quality and originality of your feedback. **The minimum word count is 100 words per reply posting, be sure to add your word count at the end of the posting.**

**Extra Credit Option – Additional Reply Postings (up to 5 per forum):**

In each discussion forum, one reply is required as part of the activity. As incentive to keep the conversation going, you can earn up to 2 additional points for making additional reply comments to your peers. There is a maximum of 10 extra credit points awarded per forum, or up to 20 total during the semester. This only applies for the units in which you decide to participate in the activity.

Once the deadline for a given forum has passed, so does the opportunity for extra credit on that discussion topic.

**Essay Topic: Comparative Constitutions**

Introduction:
This project is the primary evaluation of the student learning outcomes in this course. Completing this activity is a mandatory component of this course. It serves as the standard course assessment for all GOVT 2107 students. Failure to submit this project in its entirety will result in a failing grade for the course.

Guidelines:

Be sure to follow all formatting guidelines provided in the syllabus. Your final work product must have a cover page with a word count, an essay that is 5-6 pages in length and a works cited page. The minimum writing requirement expectation is three full pages in your own words (excluding citations). If the minimum expectations are not met, the assignment will be marked incomplete. Be sure to provide a proper citation in MLA or APA format for all works consulted on a separate works cited page.

Research Criteria:

Cite a minimum of three scholarly articles (peer reviewed articles published in an academic journal) using the following criteria:

- The article must have a minimum of five pages of content and must meet the standards for a college level research paper.
- Carefully choose those works that provide a variety of perspectives on constitutional design and constitutional law.
- Newspaper articles, magazine articles, textbooks and items of the like are considered "supplemental sources" on the collegiate level and are not quality research materials.
- Assigned Readings, Dictionaries, Encyclopedias (including Wikipedia), Almanacs, or an Atlas are reference materials and should not be listed in any works cited page on the collegiate level.
- Properly document your sources in the body of your essay and on the works cited page.

Essay Questions:

- What are the similarities and differences between the US Constitution and the modern Texas Constitution?
  - Do not rely on sources to answer this question, use your knowledge from the course materials to demonstrate your knowledge and understanding.
  - Focus on the historical and cultural background, the constitutional ideology and legal philosophy on the role of government, the framework and processes of the three main branches, the stratification among the various levels of government, the role each has in the economy, and evaluate the liberties provided in each bill of rights.
- What do scholars identify as the greatest strengths and weaknesses of each constitution? What are the merits of these arguments?
- What aspects of the Texas Constitution could be used to improve governance at the federal level? Suggest specific reforms for improved governance.
What aspects of the US Constitution could be used to improve governance at the state level in Texas? Suggest specific reforms for improved governance.

Addendum IV - DCCCD Institutional Policies

Instructor’s Rights:
The instructor reserves the right to modify any course requirements and calendar due dates as necessary to manage and conduct this course. Students are responsible for contacting the instructor and seeking clarification of any requirement that is not understood.

ADA Information:
If you are a student with a disability and/or special needs who requires accommodations, please contact the College’s Disability Support Services in Room S-124, (972) 860-4673. You can also visit http://www.brookhavencollege.edu/studentvc/special-services/ to learn about all the support services that are available.

Religious Holidays:
Students who will miss classes to observe a religious holiday must notify the instructor in advance. Students are required to complete any missed assignments or examinations within a reasonable time.

Academic Honesty:
Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the Dallas County Community College District Code of Student Conduct published in the Dallas County Community College District Catalog. See https://www1.dcccd.edu/catalog/ss/code.cfm?loc=2

Withdrawal Policy – Last day for a ‘W’ is 11/16/2015:
If you are unable to complete this course, it is your responsibility to withdraw formally. Do not simply stop attending the course. The withdrawal request must be received in the Registrar’s Office by (semester’s drop date). Failure to do so will result in your receiving a performance grade, usually an “F.” If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a “W” (Withdraw) in each class dropped. Again, the last opportunity to withdraw from the course with a grade of “W” is 11/16/2015.

Financial Aid Students:
If you are receiving Financial Aid grants or loans, you must begin attendance in all classes prior to the certification date of 09/15/2015. Do not drop or stop attending any class without first consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid funds.

Six-Drop Rule:
For students who enrolled in college level courses for the first time in the Fall 2007 semester, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions.

Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: https://www1.dcccd.edu/catalog/ss/oep/dw.cfm?loc=econ

Repeating the Course:
Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course that falls in the majority of credit and Continuing Education/Workforce Training courses. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 Semester.

Final Grades and E-connect:

Paper grade reports are no longer available from the Dallas Community Colleges. Students may retrieve their grades on-line through eConnect or by visiting the Advising Center. Specific instructions for obtaining your grades can be found at https://econnect.dcccd.edu/