Introduction to Political Science
GOVT 2304-23401/93401
Brookhaven College – DCCCD
Division of Social Sciences
Spring 2015 (INET)

Instructor Information
Name: Dr. Emily Stull
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Tech Support # (972) 669-6402

Required Course Materials
Textbooks/reading materials:
- Dallas Morning News, New York Times or access to any other major newspaper. Knowledge of current world affairs is essential to the 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

Use your student ID number preceded by a lower case letter "e" as both your username and password to gain access to the course the first time. Use the following example:

Username:   e1234567
Password:   e1234567

Technical Support:
- If you should have any technical difficulties, send an e-mail to ecampus.support@dcccd.edu or call 972-669-6402. Also alert the instructor concerning any technical problems. (if applicable)
- Everything you need to know about the Dallas Community Colleges and distance education can be found at the Dallas Telecollege Website.
- The eCampus Technical Support and Help Desk can be found here.
- If you need to configure your computer for using e-campus, please visit eCampus support.

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

Course Grading Information

Grading Scale (point system)
A = 900 – 1000
B = 800 – 899
C = 700 – 799
D = 600 – 699
F = 0 – 599

Activity Grade Values (*required activity)

*Orientation (1 x 25): 2.5% = 25 points
Chapter Quizzes (15 x 20 each): 30% = 300 points
*3 Unit Essays (3 x 150 each): 45% = 450 points
Discussion Postings (3 x 75 each): 22.5% = 225 points

Totals: (22 Activities) 100% = 1000 points

GOVT 2304 – Spring 2015 - Course Calendar

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

Orientation Begins Monday, 26 January 2015
- The course orientation must to be completed online in the first day(s) of the course.
- The final deadline for orientation is Monday 2 February 2015

Unit I Deadline – 23 February 2015:
- Quizzes for Chapters 1-4 Due
- Unit I Essay Due
• Unit I Discussion Forum Due

Unit II Deadline – 16 March 2015:

• Quizzes for Chapters 5-8 Due
• Unit II Essay Due
• Unit II Discussion Forum Due

Unit III Deadline – 6 April 2015:

• Quizzes for Chapters 9-12 Due
• Unit III Essay Due
• Unit III Discussion Forum Due

Unit IV Deadline – 11 May 2015:

• Quizzes for Chapters 13-15 Due
• Unit IV Essay Due
• Unit IV Discussion Forum Due

General Course Information

Introduction to the Instructor

Welcome to Intro to Political Science! I am Dr. Emily Stull. I received my PhD from the University of North Texas, and my Master of Science at the University of Edinburgh in Edinburgh, Scotland. I completed my Bachelor of Science at Howard Payne University in Brownwood, Texas. My academic focus is International Relations, specifically regional security groups and international post-conflict development. I am excited to be working with all of you this semester, so please feel free to email me if you have any questions or concerns. Online students often express a sense of ‘disconnectedness,’ and the best way to prevent that is to regularly communicate with me. I am more than happy to discuss the course, current events you might find interesting, or the college in general.

Per my current position, I am frequently out of the country. Although this does not mean I do not have access to email, it does mean that you might often receive emails from me at irregular hours due to a difference in time zones. Although I do check and respond to email very regularly, please be aware that you are most likely to receive a response either very early in the morning or very late at night. Unsurprisingly, this causes few issues, as it seems to fit the schedule of many of my students. However, it is something of which I want to ensure everyone is aware. An email sent at 10am is unlikely to be answered until 8 or 9pm that evening.

Contacting the instructor
The easiest way to contact me is via email. This can be done via my email address (estull@dccc.edu) or through the ‘Contact the Instructor’ button within eCampus. I check email regularly, and I’m happy to correspond with students. When you email me, please include the course name and section number in the email subject line and an appropriate salutation (hint: you can’t go wrong with “Hi Dr. Stull”). I teach multiple sections of the same course, so the course name and section will decrease the time searching for your question and help you get a faster response. Additionally, please do not use shorthand or “text-message” wording, and remember to sign your email with your full name. I’ve received several unsigned emails in past courses from addresses such as ‘coolguy2013@mail.com’, and it’s impossible to answer such emails without further correspondence. The best way to get a quick response is to stick with these instructions.

Course Content

GOVT 2304 is an introduction to the discipline of political science through a broad examination of field. This course will chart the history and evolution of political inquiry, how the major sub-fields emerged and what they focus on, introduce general theories used within the discipline, and several major topics studied by political scientists (ranging from the study of war to human rights). Studying Political Science provides you with the rare collegiate course 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/or 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 people study Political Science. Upon completion of this course, you will have the knowledge and analytical skills necessary to better understand future courses in the discipline and how the logical processes of the filed help us understand our world. More importantly, this course will provide you with the resources necessary to participate in politics and make informed decisions in the future.

Course Description

GOVT 2304  Introduction to Political Science (3)
This is a Texas Common Course Number. This is a DCCCD Core Curriculum Course.

Prerequisite: One of the following must be met: (1) Developmental Reading or English as a Second Language (ESOL) 0044 or have met the Texas Success Initiative (TSI) Reading Standard AND (2) Developmental Writing in 0093, English as a Second Language (ESOL) 0054 or have met the Texas Success Initiative (TSI) Writing Standard.

Course Description: Introductory survey of the discipline of political science focusing on the scope and methods of the field, and the substantive topics in the discipline including the theoretical foundations of politics, political interaction, political institutions,
and how political systems function. (3 Lec.) Coordinating Board Academic Approval Number 4510015225

Core Curriculum Intellectual Competencies for GOVT 2304

- **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 2304

Upon successful completion of this course, students will:

- Define and apply political terms and concepts.
- Define political science and identify the subfields.
- Compare and contrast different political systems and institutions.
- Apply the methods used to study politics.
- Critically interpret and analyze contemporary political issues and problems.

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 Monday at 11:55 pm.** Each unit and its deadline have been clearly identified in the course calendar.
- **Each "required" activity must be submitted to earn credit for the course.**
- **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).
- **The course textbook, Wikipedia, internet search engines, blogs and similar items are examples of unacceptable research sources on the collegiate level.** Each student is expected to utilize high quality sources
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.

- **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.** Quizzes, 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). Quizzes, 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.

**Course Activities, Assignments, and Exams**

* Indicates a college 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 9 February 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 records.
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 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
chapter level assessments. 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.

Chapter Quizzes (1 per chapter, 15 total)

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 from multiple chapters. The testing window for the assigned reading will be the start and end date of a given unit (see the course calendar for details). Each quiz must be completed within the unit it was assigned.

Each quiz covers detailed material from the assigned chapter. The format for each quiz is “open book” and each quiz has a time limit. 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 exams and help secure your identity.

The quizzes are automated; they are generated from a pool of hundreds of questions. The grade will post immediately after submission. Each student will have two attempts per quiz. The higher grade will be recorded. If you do not finish an attempt, it will count as a zero. There are approximately 20-30 randomly generated multiple-choice questions per quiz. You will have 30 minutes to complete each quiz. By design, there is not enough time to look up each question. You must be prepared for each quiz by reading the assigned chapter. Do not procrastinate, and 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).

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. It is also suggested that you keep an internet radio station active without volume during the quiz to ensure your connection stays active during the examination. The most reliable location for taking a quiz is in a DCCCD campus computer lab, where there are dedicated internet lines. On rare occasion, there may be an issue with the quiz pool. I will address those issues on a case-by-case basis.

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. Detailed information will be provided to help ensure your computer is configured to interact with the e-campus system. Again, 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 first need to verify and then document any problems 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 exams and an equitable assessment procedure. The only 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.**

**Unit Essays (pick 3 out of 4, you may skip this activity in one unit)**

The unit essay is the primary assessment of your learning in this course. Reading the material and taking an open book quiz 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.

You can access the essay tab on e-campus to download the essay topics (in MS Word format) at anytime to determine which essays you wish to complete over the course of the term. The final work products must be submitted to the SafeAssignments area of the course when completed. Detailed procedures on using SafeAssign will be provided via e-mail and course announcements.

**Discussion Forums (pick 3 out of 4, you may skip this activity in one unit)**

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 30 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.

**Extra Credit Opportunities**

At various points in the course, extra credit may be available in several forms. It may be part of an assignment, a separate assignment or simply a reply to an e-mail. If it is part of an assignment, be sure to include the extra credit on a separate page that appears after the works cited page. Again, extra credit that is part of an assignment should be submitted along with the primary assignment (combine all files into one for submission).

Extra credit that is assigned as a separate project will have its own Dropbox. If the extra credit is to reply to an e-mail based activity, be sure to reply by the deadline. Again, make sure that you submit any extra credit via the appropriate avenue to receive credit for the work.

**DCCCD Institutional Policies**

DROP/WITHDRAWAL POLICY: Withdrawing from a course is a formal procedure which YOU must initiate; the instructor cannot do it for you. You may withdraw from a class in either the Admissions office or Advising Center. If you stop attending or are unable to complete this class and you do not withdraw before the official drop date, you will receive a performance grade, usually a grade of “F.” Students sometimes drop a class when help is available that would enable them to continue. Please discuss your plans with the instructor if you feel you need to withdraw. The full drop and withdrawal policy is online in the [college catalog](#).

STOP BEFORE YOU DROP:

For students who enroll in college level courses for the first time in the fall of 2007, 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 college counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated six
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. The full drop and withdrawal policy is online in the college catalog.

FINANCIAL AID STATEMENT: Failure to attend classes could result in a loss of Financial Aid (FA). If you are receiving any form of financial aid, you should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.

INTERNATIONAL STUDENTS: Students on an F-1 visa cannot withdraw from classes without jeopardizing their official status. If you are on an F-1 visa, you MUST NOT withdraw from any class without the permission of an International Student Advisor in the Multicultural Center, in Room S-136 or at 972-860-4192.

RELIGIOUS HOLIDAYS: A student shall be excused from attending classes, or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this provision may not be penalized for that absence and shall be allowed to take an examination or complete an assignment within a reasonable time after the absence.

ADA STATEMENT: If you feel you may need special assistance or accommodation (such as help with taking notes, extra time on tests, etc.) because of any type of physical disability or learning difference, please contact the Special Services office in Room S124 or at 972-860-4673.

ACADEMIC INTEGRITY: Scholastic dishonesty is a violation of the Student Code of Conduct and is punishable as stated in college policies. Please review the full Student Code of Conduct as listed in the college catalog for additional information.

Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion. The purpose of the Student Code of Conduct is to provide guidelines for the educational environment of the Dallas County Community College District. This environment views students in a holistic manner, encouraging and inviting them to learn and grow independently. Such an environment presupposes both rights and responsibilities.

REPEATING THIS COURSE: Each college of the DCCCD charges additional tuition to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and continuing education/workforce training courses will result in additional tuition being charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts included courses taken at
any of the DCCCD colleges since the Fall 2002 semester. The District’s policy for tuition charges relating to a third attempt is in the college’s catalog.

GRADE REPORTS: Final grade reports are not mailed to students. You may obtain your final grades online at eConnect, https://econnect.dcccd.edu/. From the student menu, select “My Grades” under “My Personal Information.” If you are not already logged in, you will be prompted to do so. Select the grade type you wish to review. Press the submit button and all grades for the selected grade type will be displayed.

INSTRUCTOR’S RIGHT TO MODIFY: The instructor has the right to add, delete, or revise segments of this course syllabus.

FERPA: The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. More information about the FERPA guidelines is available online in the college catalog.

IMPORTANT DATES:

26 January (M) Classes Begin
7 February (Sa) Certification Day
20 April (M) Last Day to Withdraw
14 May (R) Semester Ends
18 May (M) Last day for faculty to submit grades electronically through eConnect to the Registrar's Office