ACNT 1331
COURSE SYLLABUS
SPRING 2018
INET Course
COURSE SYLLABUS

DIVISION INFORMATION

1. Social Science & Human Services Division
2. Location: G-237
3. Phone: (972) 860-7156

INSTRUCTOR INFORMATION

1. Instructor: Katrina Stevens – “Professor Stevens”
2. Office: C236
3. Phone: (972) 643-8420 (text messaging enabled)
4. Email: katrinamartin@dcccd.edu
5. Office Hours: check Professor Contact folder on eCampus; changes will be posted here
6. Accounting Club Meetings: email efcacctclub@gmail.com for additional information

COURSE INFORMATION

1. Course Number: ACNT 1331
2. Course Section: 42489
3. Credit Hours: 3 credit hours
4. Course Days: INET – SMTWRFS
5. Course Title: Federal Income Tax: Individual
6. Course Description: A study of the federal tax law for preparation of individual income tax returns
7. Course Prerequisites: Completion of ACCT2301 is required for enrollment. It is suggested that students successfully complete all developmental reading and math courses prior to enrolling into any accounting courses.
8. Student Learning Outcomes:
   Upon the successful completion of this course and with the guidance of an experienced accountant, you will be competent to perform the following tasks at an introductory level with 90% accuracy:
   • Identify basic federal income tax terminology
   • Identify the determinants of taxable income
   • Prepare individual federal income tax forms and schedules using current tax laws
9.
10. Course Starts: December 11, 2017
11. Drop Date: December 22, 2017
12. Course Ends: January 5, 2018
13. Holiday/Campus Closed: December 25 – Christmas, January 1 – New Year’s Day
14. Technology Requirements: Computer, Internet (Mozilla Firefox), Word, Excel, PowerPoint
15. System Requirements: Run diagnostic test in eCampus & My Accounting Lab for capability
16. How to Log into eCampus – (click the word eCampus)
STUDENT LEARNING OUTCOMES (SLO's)

Upon the successful completion of this course and with the guidance of an experienced accountant, you will be competent to perform the following tasks at an introductory level with 90% accuracy:

1. Identify basic federal income tax terminology
2. Identify the determinants of taxable income
3. Prepare individual federal income tax forms and schedules using current tax laws

COURSE OBJECTIVES

1. Prepare a Form 1040 income tax return form and other tax forms manual and computerized (if tax software is included with the book or you can find a free download to use)
2. Prepare Schedule A (itemized deductions, including medical, state, and local taxes, interest, and charitable deductions)
3. Prepare Schedule B (interest income and dividend income)
4. Prepare Schedule C (business income, including income and expenses)
5. Identify all legal deductions and use them to reduce tax liability

ONLINE ~VS.~ CLASS LECTURE

Online accounting courses are very intensive and extremely challenging. They are designed for self-motivated individuals who can work on their own without much instruction, and they require a disciplined approach to independent learning. If you were enrolled in a comparable 16-week on-campus accounting course, you would be expected to attend class 3 hours a week plus spend a minimum of approximately 5 hours per week studying and completing homework. To be successful in this online accounting course, you should be prepared to spend a minimum of 16 hours per week for this course. (Time required varies greatly based on individual backgrounds and aptitude.) Because you do not have the day-to-day classroom directed activities, you may find that online courses require more time than on-campus classes. If this style does not fit your requirements, please consider registering for an on-campus section of this course.

Note: This course is a distance learning course using Dallas Community Colleges eCampus system. This course is identical to the classroom course in terms of learning outcomes, competencies, and instructor expectations. Students will use educational tools to assist in communicating and collaborating with fellow students and faculty, while enhancing the learning experience. Details regarding distance learning courses can be found on www.dcccd.edu website. There will not be an on-campus lab for this course. This course is cross-listed as ACNT1431. The student may register for either, but may receive credit for only one of the two courses. Three (3) Credit Hour Lecture Course.
COURSE RUBRIC

<table>
<thead>
<tr>
<th>Course Rubric</th>
<th>(1) Unsatisfactory</th>
<th>(2) Satisfactory</th>
<th>(3) Competent</th>
<th>(4) Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify basic federal income tax terminology</td>
<td>Student does not demonstrate ability to identify basic federal income tax terminology</td>
<td>Student demonstrates some ability to identify basic federal income tax terminology</td>
<td>Student demonstrates competence in identifying basic federal income tax terminology</td>
<td>Student demonstrates excellence in identifying basic federal income tax terminology</td>
</tr>
<tr>
<td>Identify basic federal income tax terminology</td>
<td>Student does not demonstrate ability to identify basic federal income tax terminology</td>
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<td>Student demonstrates competence in identifying basic federal income tax terminology</td>
<td>Student demonstrates excellence in identifying basic federal income tax terminology</td>
</tr>
<tr>
<td>Prepare individual federal income tax forms and schedules using current tax laws</td>
<td>Student does not demonstrate ability to prepare individual federal income tax forms and schedules using current tax laws</td>
<td>Student demonstrates some ability to prepare individual federal income tax forms and schedules using current tax laws</td>
<td>Student demonstrates competence in preparing individual federal income tax forms and schedules using current tax laws</td>
<td>Student demonstrates excellence in preparing individual federal income tax forms and schedules using current tax laws</td>
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WORKPLACE & FOUNDATION COMPETENCIES

Eastfield College is committed to assisting you in obtaining the knowledge and skills that you need to succeed in today's dynamic work environment. The following workplace competencies and foundation skills have been integrated into this course.

<table>
<thead>
<tr>
<th>Workplace Competencies</th>
<th>Manage Resources</th>
<th>Work with Information</th>
<th>Apply Systems Knowledge</th>
<th>Use Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage Resources</td>
<td></td>
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</tr>
<tr>
<td>C1 Time</td>
<td></td>
<td></td>
<td>C15 Understands systems</td>
<td>C19 Applies technology</td>
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<tr>
<td>C2 Money</td>
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<tr>
<td>C3 Material &amp; Facilities information</td>
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<tr>
<td>C4 Aids &amp; Equipment</td>
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<tr>
<td>C5 Acquires &amp; evaluates information</td>
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<tr>
<td>C6 Organizes &amp; maintains</td>
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<tr>
<td>C7 Interprets &amp; communicates information</td>
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<tr>
<td>C8 Uses computers to process information</td>
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</table>

<table>
<thead>
<tr>
<th>Foundation Skills</th>
<th>Demonstrate Basic Skills</th>
<th>Demonstrate Thinking Skills</th>
<th>Exhibit Personal Qualities</th>
</tr>
</thead>
<tbody>
<tr>
<td>F1 Reading</td>
<td>F7 Creative thinking</td>
<td>F13 Responsibility</td>
<td></td>
</tr>
<tr>
<td>F2 Writing</td>
<td>F8 Decision making</td>
<td>F16 Self-management</td>
<td></td>
</tr>
<tr>
<td>F3 Arithmetic</td>
<td>F9 Problem solving</td>
<td></td>
<td></td>
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<tr>
<td>F4 Mathematics</td>
<td>F10 Seeing things in the mind's eye</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F5 Listening</td>
<td>F11 Knowing how to learn</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F6 Speaking</td>
<td>F12 Reasoning</td>
<td></td>
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</tbody>
</table>
WHY LEARN ACCOUNTING?

Every individual in our society is impacted either directly or indirectly by accounting information. Whether they are making personal, social or economic decisions regarding financial plans and/or business objectives, it can be assured that accounting and financial analysis falls within the decision making process.

Accounting is commonly referred to as the language of business and serves as the backbone to all business structures. Careers in accounting are practically limitless due to the broad range of coverage that individuals with accounting experience can adapt. In addition, with the state of our economy and the increased presence of accounting frauds, such as the Enron and Madoff scandals, there is a need for accountants, managers, CFO’s, CEO’s and board of directors who have knowledge of accounting principles. This knowledge will help these individuals effectively safeguard the finances and investments of the public and investors alike.

REQUIRED COURSE MATERIALS

(A Copy of the Textbook is on reserve in the EFC library)

<table>
<thead>
<tr>
<th>TEXTBOOK: Prentice Hall's Federal Taxation 2018 Individuals</th>
</tr>
</thead>
<tbody>
<tr>
<td>by Thomas R. Pope, Timothy J. Rupert &amp; Kenneth E. Anderson</td>
</tr>
<tr>
<td>• TEXTBOOK Bundle (Available in the campus bookstore): Textbook with My Accounting Lab (Required) Printed Access Card (Publisher: Pearson) for Internet-based Assignment Manager (includes eText)</td>
</tr>
</tbody>
</table>

A. INTERNET ACCESS TO ECAMPUS – Paperless Communication & Course Documents
   https://blackboard2.dcccd.edu/
   1. Course Announcements & Updates
   2. Syllabus
   3. Course Calendar
   4. Practice Problem Solution
   5. PowerPoint Lectures

B. INTERNET ACCESS TO MY ACCOUNTING LAB, ASSIGNMENT MANAGER www.pearsonmylabs.com
   1. Graded course homework assignments posted & automatically graded
   2. Graded course chapter quizzes posted & automatically graded
   3. Graded course exams posted & automatically graded
   4. Course grades are posted automatically in My Accounting Lab Gradebook & eCampus

C. CLASS MATERIAL
   1. Calculator
   2. Pencils
   3. Erasers
   4. Organized Notebook
   5. Textbook
   6. Working Papers and/or Excel Templates
   7. Personal Computers
   8. Microsoft Office: Excel, Word, PowerPoint as resources
PAPERLESS SYSTEMS

In an effort to cut cost and save money as well as to prepare students for computerized certification environments, EFC’s Accounting Department uses an Internet based paperless communications portal, eCampus, and an assignment manager, MyAccountingLab.com which allows several positive outcomes:

1. Access to course information and updates (as noted above;)
2. Instant feedback on graded assignments and testing (automatic grading;)
3. Allows the student to track their own progress via the online gradebook;
4. Ability to review graded homework and quizzes in preparation for exams;
5. Minimal test anxiety, due to the testing environment and the study environment being one in the same;
6. Allows the Instructor to review students work to give feedback during online consultation;
7. Animated lessons and demonstration problems;
8. Personalized study plans;
9. “Check my work” homework feature.

| Grading Notes: | Final Grades are calculated based on the total points earned by the student on assignments. Grade percentages posted in My Accounting Lab reflect the above grading chart. Any grade inflation (not to exceed 10 points) is at the discretion of the Instructor based on the student’s effort in: attendance, meeting deadlines, character, work ethics, attitude, class participation, and cooperation. An Incomplete may be requested by the student when an unforeseen emergency prevents the student from completing the course. Approval for an incomplete is at the discretion of the Instructor with sufficient justification from the student. The student may have up to 90 days following the first day of the next regular semester to complete missing assignments, if this agreement is not completed by the due date the student will receive the grade earned. Questions regarding grades can be discussed during pre-arranged hours. The instructor reserves the right to amend this syllabus as deemed necessary. |

<table>
<thead>
<tr>
<th>GRADING</th>
<th>ASSIGNMENTS</th>
<th>POINT VALUE</th>
<th>% OF GRADE</th>
<th>GRADING SCALE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Chapter Homework in My Accounting Lab</td>
<td>600</td>
<td>60%</td>
<td>900-1000</td>
<td>A 90-100</td>
</tr>
<tr>
<td>B. Chapter Quizzes in My Accounting Lab</td>
<td>400</td>
<td>40%</td>
<td>800-899</td>
<td>B</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>700-799</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>600-699</td>
<td>C</td>
</tr>
<tr>
<td>D. COURSE TOTAL</td>
<td>1,000</td>
<td>100%</td>
<td>0-599</td>
<td>F</td>
</tr>
</tbody>
</table>
ASSIGNMENT DETAILS

Assignments are structured to assist you in learning the material, by chapter, necessary to be successful in this course and should be completed in the following order. Due Dates are posted in My Accounting Lab.

1. Read the chapter focusing on topics associated with assignments;
2. View the Chapter PowerPoint Lectures – in eCampus;
3. Complete Graded Homework (HWK) in MyAccountingLab.com;

HOMEWORK (HWK) – 600 points = 50% of grade
1. There are six graded homework assignments.
2. Homework content is derived from similar problems in the textbook. You may print homework problems.
3. Problems are randomly selected, are scrambled, and problems with calculations contain algorithms to provide academic honesty for each student.
4. You have three attempts to complete homework. Each time you logoff the system it counts as one attempt.
5. You are given a similar problem after two attempts to complete the initial problem.
6. You are allowed to check your work one time for each problem. Use your textbook to find the answers to the problems marked incorrect.
7. Failure to take any homework as scheduled will result in a 2% DAILY reduction in points.

QUIZZES – 400 points = 40% of grade
1. There are six quizzes - one per chapter except Chapter 15.
2. Quizzes content is derived from a pool of questions generated from the lecture presentations, chapter reading, and the graded homework.
3. Quizzes may contain true/false, multiple-choice & fill-in-the-blank questions and/or problems.
4. Quiz questions are randomly selected, are scrambled, and problems with calculations contain algorithms to provide academic honesty for each student.
5. Tests are 120 minutes. The system will automatically stop and grade.
6. You may not save and restart tests. You have one attempt to complete a test.
7. You may print the test after completion. Printing prior to completion may cause system failure.
8. Use your textbook to find the answers to the questions marked incorrect.
COURSE OVERVIEW

Detailed assignment information will be posted online in eCampus, and on My Accounting Lab, Assignment Manager. You may use this section to track your points for each chapter.

<table>
<thead>
<tr>
<th>Chapters</th>
<th>Topics / Reading</th>
<th>Due</th>
<th>Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>An Introduction to Taxation</td>
<td>12/15/2017</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Determination of Tax</td>
<td>12/19/2017</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Gross Income: Inclusions</td>
<td>12/23/2017</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Gross Income: Exclusions</td>
<td>12/28/2017</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Deductions and Losses</td>
<td>01/02/2018</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Itemized Deductions</td>
<td>01/05/2018</td>
<td></td>
</tr>
</tbody>
</table>

COURSE EXPECTATIONS & POLICIES

1. Study – spend a minimum of 16 hours per week on this course;
2. Read/respond promptly to class discussions, emails, and announcements posted in eCampus;
3. Actively participate in class by regularly logging into eCampus and My Accounting Lab;
4. Ask questions;
5. Maintain integrity;
6. Communicate in a professional manner.

WARNING ABOUT STAYING ON SCHEDULE

Most students take online classes because they need or want flexibility in scheduling. As a result, all the dates in the class schedule, except the final exam date, are highly recommended dates to keep you on schedule and avoid penalty points. Penalty points are earned when work is submitted after the deadlines, as scheduled. However, you should always try to stay within a day or two of these dates to avoid getting too far behind. Accounting is not a course where you can wait until the end and do a lot of the work; there’s just too much content to cover and too much work to complete. Experience shows that students who do not stay on the schedule usually are unable to complete the course successfully. Since the homework assignments and tests are designed to help you learn the content and prepare for practice problems, preferably they should be completed as you finish each lesson but certainly prior to attempting the practice problems. (The final exam must be completed during final exams as indicated, and all work must be completed and submitted before your final return will be accepted. All due dates are posted in the online homework manager and on your class calendar. Plan accordingly.

PENALTY POINTS –

1. All homework assignments will be accepted late with a 2% penalty per day late. NO EXCEPTIONS out of fairness.
2. All assignments are in My Accounting Lab – 11:59 pm.
3. The system automatically assigns penalty points at 11:59 pm. Plan accordingly.

TECHNICAL SUPPORT

1. Consideration for one assignment reset without penalty may be possible, when you email the Instructor with a screen print of the technical problem at the time the problem occurs, email proof of your contact with Technical Support, and the incident must not occur within the last hour of the deadline.
2. Be sure to run the diagnostic test on your computer for compatibility.
3. You are also responsible for contacting technical support for assistance.
   a. eCampus: (972) 669-6402 or http://d2.parature.com/ics/support/

EXTRA CREDIT
1. Additional assignments may be given as extra credit.
2. Penalty points will apply when assignment is submitted late.

INSTRUCTIONAL AIDES
My Accounting Lab offers a multitude of learning aides located under the Multimedia Library tab, including but not limited to: PowerPoint slides, interactive tutorial exercises, feedback on incorrect answers, “Help Me Solve This” guided solutions, and a study plan to monitor your progress.

TUTORING
The Math Spot, C201 [http://www.eastfieldcollege.edu/AS/Mathspot/index.asp]

STUDENT UNDERSTANDINGS
Student Understandings details are posted in eCampus, in the Getting Started folder. Read then complete the eCampus assessment. Due before the course census date @12 Noon. You will earn extra credit for following instructions.

CAVEAT
This syllabus is a set of guidelines for ACNT 1331, Federal Income Tax: Individual, INET. The instructor reserves the right to modify any course requirements and due dates as necessary to manage and conduct this class. The intent of the instructor is to promote the best education possible within prevailing conditions affecting this class. Students are responsible for contacting the instructor and seeking clarification of any requirement that is not understood.

COMMUNICATIONS & INSTRUCTOR ACCESS
1. Emails should be written as if you were writing a business letter.
2. All emails should be written grammatically correct using a polite and professional tone.
3. The email must include a subject, a greeting, the message, and a closing (your name, class & section).
4. If you are asking a question regarding content, be sure to include page numbers to reference the material.
5. Phone conferences may be organized during office hours, if necessary. This must be planned in advance.

ONLINE ETIQUETTE
1. If you haven’t participated in online communication, visit a few web sites that explain "Netiquette,” such as http://www.learnthenet.com/english/html/09netiqt.htm.
2. Use polite, understated, good language;
3. Do not type in ALL CAPS, which is perceived as shouting;
4. If you disagree, do so politely;
5. Think of your comments as being printed in a newspaper.

The instructor reserves the right to amend this syllabus as necessary.
Institutional Policies

Student Success

Academic Advising and Degree Planning

At Eastfield College, our Advising team works side by side with you in (1) picking the right major/program, (2) enrolling in the right classes and (3) finishing on time. Degree planning is critical as you prepare to be successful in the workforce and/or to transfer to other institutions.

If you are a first-time-in-college student, you are required to meet with an advisor and are encouraged to file a degree plan. If you are a continuing student, you are also encouraged to meet with available advisors, faculty and program coordinators to ensure your continued success in maintaining a quality educational pathway.

• Visit the [Eastfield College Advising webpage](#) for more information.
• Visit the [district website Advising Center page](#) for contact information for all college advising offices.

Tutoring

All students are eligible for free, convenient tutoring in a wide range of subjects.

• Visit the [Eastfield College Tutoring webpage](#) for more information.
• Visit the [district website Tutoring page](#) for contact information for all college tutoring services.

Students With Disabilities

If you are a student with a disability and/or special needs who requires accommodations, please contact the Disability Services Office (DSO) at Eastfield College. If you are eligible for accommodations, please contact DSO to send your accommodation request to your instructor, preferably at the start of the semester or program. Please note that all communication with DSO is confidential. Visit the Disability Services webpage for more information about [disability services available across the district](#) or contact the DCCCD Office of Institutional Equity at 214-378-1633.

Cheating, Plagiarism and Collusion

Scholastic dishonesty is a violation of the Code of Student Conduct and Hazing. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism and collusion. Cheating includes copying from another student’s test or homework paper; using materials not authorized; collaborating with or seeking aid from another student during a test; knowingly using, buying, selling, stealing or soliciting (asking for) the contents of an un-administered test; and substituting for another person to take a test. Plagiarism is the appropriating (taking in a way that is illegal or unfair), buying, receiving as a gift or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work. Collusion is the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. Academic dishonesty is a serious offense in college. You can be given a failing grade on an assignment or test, can be failed for the class or you can even be suspended from college.

Your enrollment indicates acceptance of the [DCCCD Code of Student Conduct and Hazing](#).

Religious and Ethnic Holiday Observance

Eastfield College honors the right of each student to observe the practices of their belief system. It is your responsibility to provide your instructors a written justification for a religious accommodation promptly after the course begins. It is the responsibility of the instructor and student to negotiate completion of all missed assignments before the absence, if possible.
Harassment, Discrimination and Sexual Misconduct

We are committed to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX and DCCCD policy prohibit harassment, discrimination and sexual misconduct. If you encounter harassment, sexual misconduct (sexual harassment, sexual assault, stalking, relationship violence) or retaliation or discrimination based on race, color, religion, age, national origin, disability, sex, sexual orientation, pregnancy, parenting, gender identity and/or gender expression, please contact your college Title IX coordinator or the Office of Institutional Equity. We treat this information with the greatest degree of confidentiality possible while also ensuring student welfare and college safety.

We are concerned about the well-being and development of our students and are available to discuss any concerns. There are both confidential and nonconfidential resources and reporting options available to you. If you wish to keep the information confidential, please contact college Counseling or Student Health Services. As required by DCCCD policy, incidents of discrimination and/or sexual misconduct shared with faculty will be reported to the college Title IX coordinator or district Title IX coordinator. The Title IX coordinator will contact you and determine if further investigation is needed. For more information about policies, resources or reporting options, please contact your college Title IX coordinator or visit dcccd.edu/TitleIX.

Each college within DCCCD has a designated Title IX coordinator.

Eastfield College Title IX Coordinator:

Rachel Wolf
TitleIX-EFC@dcccd.edu
972-860-7325

Students Receiving Financial Aid

Attendance and Participation

If you do not attend classes, you could lose your financial aid. You must attend and participate in your on-campus or online course(s) before the course certification date and continue beyond the course withdrawal date.

Your instructor is also required by law to validate/certify your attendance in your on-campus or online course(s) in order for you to receive financial aid. To meet this attendance requirement, you must participate in an academic-related activity pertaining to the course such as, but not limited to, the following examples: initiating contact with your instructor to ask a question about the academic subject studied in the course, submitting an academic assignment, taking an exam, completing an interactive tutorial, participating in computer-assisted instruction, attending a study group that is assigned by the instructor, or participating in an online discussion about academic matters relating to the course.

In an online class, simply logging in is not enough by itself to demonstrate academic attendance. You must show that you are participating in your online class and are engaged in an academically related activity as described above.

Withdrawing From Classes

If you are receiving any form of financial aid, you should check with the Financial Aid Office before withdrawing from classes. If you withdraw, it may affect your eligibility to receive aid in the future and could cause you to have to repay funds you received for the current semester. If you fail to attend or participate after the drop date, this policy will also affect you. To speak with someone, please contact the Financial Aid Call Center at 972-587-2599 or by email at facc@dcccd.edu, or visit one of our campus Financial Aid Offices (dcccd.edu/FinancialAidOffices).

Class Drop and Repeat Options
Withdrawal Policy

If you are unable to complete this course, it is your responsibility to officially withdraw by the official drop date for this course. Failure to do so will result in a performance grade, usually an F. If you drop a class or withdraw from the college before the official drop deadline, you will receive a W (withdraw). Students sometimes drop a course when help is available that would enable them to continue. Before you make the decision to drop this course, please contact the instructor by email. If you are receiving any form of financial aid, check with the Financial Aid Office before withdrawing from classes. International students on an F-1 visa cannot withdraw from classes without jeopardizing their official status. For more information, visit the Dropping or Withdrawing From Classes webpage.

Six Drop Rule

Under a Texas law (TEC Section 51.907), if you drop too many classes without having an acceptable reason, your GPA could be affected. Be sure you understand how this law may affect you before you drop a class. The law applies to students who enroll in a Texas public institution of higher education (including the colleges of DCCCD) for the first time in fall 2007 or later. You may drop no more than six courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus 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. For more information, visit dcccd.edu/SixDrop.

Repeating a Course and Third Drop Rule

Dallas County Community Colleges charge additional tuition to students registering the third or subsequent time for a course taken at any of the DCCCD colleges since the Fall 2002 semester. All third and subsequent attempts of the majority of credit and continuing education/workforce training courses will result in an additional tuition charge. Developmental Education and some other courses will not be charged a higher tuition rate. See Third Attempt to Enroll in a Course at dcccd.edu/ThirdCourseAttempt.

In Case of a Campus Emergency

Sign up for DCCCD Emergency Alerts to receive a text message, email and/or phone call when there is an unscheduled evacuation or closure of a DCCCD campus or office because of weather, utility outages or police or other emergencies. Subscribing is free, but standard text message charges from your cell phone provider will apply. For more information, see dcccd.edu/Alerts.

Concealed Carry

Any person who holds a license to carry may carry a concealed handgun on college district property as permitted by law and college district policy. A license holder who carries a handgun on college district property must keep it concealed and on or about their person at all times. The open carry of a handgun (i.e., completely or partially visible) is prohibited on college district property, including any public driveway, street, sidewalk, walkway, parking lot, parking garage or other parking area.

Weapons

The use, possession or display of a weapon in violation of law and college district policy is strictly prohibited. This prohibition applies to firearms, knives, clubs, fireworks of any kind, incendiary devices, razors, chains, throwing stars and any other device designed to expel a projectile or to inflict bodily harm.

Violations may result in disciplinary action and/or criminal penalties.
Syllabus Change Disclaimer

Instructors reserve the right to amend a syllabus as necessary.

Other College-Specific Information

Campus Assessment, Response and Evaluation (CARE) Team Services

The Eastfield CARE Team provides support to students, staff and faculty by assessing, responding, evaluating and monitoring reports about students and employees who exhibit concerning behavior and connecting the individuals with appropriate resources. If you have a concern about the behavior or safety of a student at Eastfield College, you can submit a referral to the CARE Team online or email efcCARE@dcccd.edu.

Personal Counseling Services

Eastfield College counseling services are available to all students free of charge. Visit the Eastfield College Counseling Services webpage for more information.