ENGL 1301: English Composition I

## Course Information

CRN: 18416 Course Length/Type of Instruction: 16 Weeks

Credit: 3 SCH Contact Hours: 48

Location/Time: Northline, Rm 208 Semester / Year: Spring 2019  
 MW 12:30-1:50 am

## Instructor Information

Name: Deborah Adams Phone: 713-718-2411 Email: deborah.adams@hccs.edu

Learning Web: http://learning.hccs.edu/faculty/deborah.adams

Office: Northline, Room 310

Office Hours: TTH 8:00 – 9:30 or by appointment

**Course Description:** Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. Core curriculum course.

**Student Learning Outcomes:** Upon successful completion of this course, students will:

* Demonstrate knowledge of individual and collaborative writing processes.
* Develop ideas with appropriate support and attribution.
* Write in a style appropriate to audience and purpose
* Read, reflect, and respond critically to a variety of texts.
* Use Edited American English in academic essays.

**English Program Learning Outcomes**

* Write in appropriate genres using varied rhetorical strategies.
* Write in appropriate genres to explain and evaluate rhetorical and/or literary strategies employed in argument, persuasion, and various genres.
* Analyze various genres of writing for form, method, meaning, and interpretation.
* Employ research in academic writing styles and use appropriate documentation style.
* Communicate ideas effectively through discussion.

**Core Objectives:** Given the rapid evolution of necessary knowledge and skills and the need to take into account global, national, state, and local cultures, the core curriculum must ensure that students will develop the essential knowledge and skills they need to be successful in college, in a career, in their communities, and in life. Through the Texas Core Curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning.

Students enrolled in this core curriculum course will complete assignments designed to cultivate the following core objectives:

* **Critical Thinking Skills—**to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
* **Communication Skills**—to include effective development, interpretation and expression of ideas through written, oral and visual communication.
* **Personal Responsibility**—to include the ability to connect choices, actions, and consequences to ethical decision-making.
* **Teamwork**—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.

**Course Materials:** *The Arlington Reader* 4th Edition, Lynn Z. Bloom and Louise Z. Smith,

ISBN 978-1-4576404-5-2; *Little Brown Compact Handbook* 10th Edition*,* ISBN 978-0-13-466849-9 Jane E. Aaron & Michael Greer.

**Flash Drive (unless you use Cloud storage), Binder/Folder, Notebook/Notebook Paper (college ruled) (in-class writing), Pens/Pencils, Highlighter, Scantrons (Form 882-E)**

COURSE CALENDAR – Spring 2019

ENGL 1301

**Week 1** Introduction to the course, review of course syllabus and calendar;

1/14 Gaining an understanding of the goals of the class as well as the types of assignments and other requirements and expectations.

In-class diagnostic essay. Bring college lined paper and something to write with.

**Week 2** **Monday, January 21, MLK Holiday**

1/21

Discussion and Review: Mechanics of Essay Writing and Developing Main Ideas

Main Ideas in Summary Writing – Coherence and Cohesion

Annotating for Understanding; Read and annotate assigned article. Make a list of the ten most important ideas in the article and bring it to class with you.

**Week 3** Writing Focus: Discuss main ideas in article from last week.

1/28 Use those ideas to write a summary. We will establish the length in class and the due date to turn it in. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Read next two articles in Eagle Online.   
  
Reflection writing assignment is 200-300 words. Writing Focus: You will find the topics for the Reflection focus in Eagle Online. Upload electronically through turnitin.com on the due date as assigned.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**January 28 is the official Date of Record. Any drop recorded after this date will receive a W.**

**Week 4** Discussion and Review: How to use quoted material and signal phrases.

2/4 Discussion of readings and Essay One (Simple Analysis) assignment. Outline ideas for rough draft by using the graphic organizer in Eagle Online.

Writing Focus: Bring rough draft to class to review.

Rough Draft Essay One to be turned in by assigned due   
 date.\_\_\_\_\_\_\_\_\_\_\_

**Week 5**  **Monday, February 11: Library Orientation**—Meet in the Library Classroom

2/11 A short library quiz will be administered during the orientation. There will   
 be no makeup.

In-Class assignment: Writing Lab.

**Week 6** **Presidents’ Day Holiday—2/18**

2/18 Discussion/Review: Revising and Editing

Continue discussion of Elements of an Essay- Author’s Purpose

Work on final draft, due date to be established; Start Readings for next week--TBA; Reflection: 200-300 words; turn in electronically on assigned date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Essay Two (Rhetorical Analysis): Assignment discussion begins:

Writing Focus: Outline discussion/graphic organizers

**Week 7** Rough Draft for Essay Two—in-class work; bring outlines and rough draft

2/25 for review

Discussion and Review: In-text Citations and Works Cited

**Week 8** Discussion of paraphrasing, summarizing, quoting and plagiarism

3/4 Discussion of assigned readings

Turn in rough draft of Essay Two electronically by assigned due date:  
  
 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Week 9**  **Spring Break—Return next week on March 18.**

3/11

**Week 10** Discussion and Review of writing an Argument

3/18   
 Discussion of research and annotated bibliography

Approve Topics and begin research for annotated bibliography

**Week 11** Work on Rough draft of Annotated Bibliography (counts as essay #3)

3/25

Writing Focus: Review rough draft

**Week 12** **Last day to withdraw from class: April 1**  
4/1

Turn in rough draft of Annotated Bibliography on assigned date\_\_\_\_\_\_\_\_\_

Writing Focus: Review rough draft revisions

**Week 13** Work on final draft of Annotated Bibliography and turn in on assigned date

4/8 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Writing Focus: Outline using Graphic Organizer provided in Eagle Online

**Week 14** Bring Outline to class to work on Rough Draft for Argument in class

4/15

Prepare Rough draft to turn in on assigned date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
 **Friday, April 19—Spring Holiday**

**Week 15** Complete final draft of argument

4/22

Writing Focus: Revision of final draft for Argument Essay

**Week 16** Final Argument Essay—to be turned in on assigned due date\_\_\_\_\_\_\_\_

4/29

**NOTE:** There will be short multiple choice ten-question quizzes that will focus on whatever current reading you are assigned. They will be announced in advance—no surprises—and they will be short. If you come late or are absent, there will not be make-ups. The lowest quiz grade will be dropped in order to offset any absence that may make you miss a quiz.

The dates for assignments, readings, or exams as they are stated on this calendar are approximate. As we progress through the course, the dates may change. **I reserve the right to alter any assignment, reading or due date on this calendar.** Therefore, please stay alert to all class announcements concerning quiz dates or any changes concerning dates or assigned readings that are added or deleted from the list. Attendance is very important!

**Course Requirements**

**Writing requirements:** This class has a writing requirement of 5000 words. It will be approximately as follows: Essays will start out at 750 words increasing to 1000+, reflections with be four or more with word requirements of 200-300 per assignment. We will also practice summary writing as well as outlining.

**Instructor Requirements:** Your performance in this class is an important part of your college experience. Please feel free to arrange a time to discuss with me any concerns you have concerning your performance. I will be happy to meet with you in Rm. 310 or after class at a time arranged to fit your schedule. Please do not wait until you have received an unsatisfactory grade before asking for my assistance.

**Assignments:**

**All assignments are due at the BEGINNING of the class period on the day they are due. There are a number of assignments (for example, an outline) that you will begin at home and be asked to bring to use in class. Grades will be attached to those assignments. If you do not do them or bring them to class when required, please do not ask to make it up.**

No late work will be accepted unless prior approval is given. **If you are absent from class, it is your responsibility to find out if assignments were given. Please ask me for information on the assignments you have missed.** If you miss a class day on which an assignment is made, then when you return, I will arrange a time with you to turn it in. **If you miss a day on which an assignment is due to be turned in, then on the day you return you should bring it with you to turn it in.**

The essays and other written work in this class, rough draft and final draft, will be typed and turned in either electronically through turnitin.com or a hard copy to me in class. **There will be an electronic time limit on the assignments. Since access to the internet is always available, then absence is not an excuse to turn in work late. If you do not have a computer or internet access in your home, then you should schedule time for yourself in the computer lab in room 423**. The lab is open and available to those students who need help with computer skills or who need access to computer and internet service. You can obtain a schedule of lab hours as well as tutoring hours at the front desk of the lab, or on the HCC website. **If you miss the deadline for the electronic turn in on turnitin.com, do not e-mail the assignment to me unless I have explicitly asked you to do so.**

If you have special circumstances regarding your participation in any aspect of this class, please discuss them with me instead of trying to work them out by yourself.

**Grading Percentages:**

Essays 30%

Quizzes 10%

Reflections 20%

Summaries, Outlines 15%

Final Exam Essay 15%

Attendance, Class Participation 10%

Total 100%

**Examinations**: There will be a series of quizzes based on the readings as well as class lectures. In addition, there will be an in-class final essay. The questions on the quizzes take a variety of forms, but you will be required to demonstrate that you have read and understood the assigned readings and other knowledge you have acquired in this class. **These quizzes will generally be brief, take place at the beginning of class, be approximately ten questions, and there will be no make-up for them.**

**Reflections:** These will be assignments written either in or outside of class of 200 to 300 words relating to a particular reading with assigned topics. These assignments will be preparatory to the essays. There will be guidelines in Eagle Online that will indicate focus for each one.

**Attendance and Class Participation:**  You cannot expect to do well in this class if you do not attend regularly. My expectation is that you will be here every day. If you have scheduled this class at a time that conflicts with work or any other obligation, my recommendation is that you find a class that is not in conflict with your other obligations. Students who miss more than 12.5% of this class (3 class periods) will be eligible to be dropped from class.

**Classroom Behavior:** It is the responsibility of the instructor and each member of the classroom to maintain a learning environment appropriate to serious study. Please observe the following rules in order to preserve a learning atmosphere.

**Please observe civility and professionalism as a daily part of this class and between all members of this class. Anything less than that disrupts the academic process of the learning experience.**

**There will be no opportunities for extra credit. Please do not ask for it.**

**Silence your cell phone. Please do not repeatedly disrupt the class with ringing phones.**

**Do not answer your telephone in class or make a call in the classroom. If you want to talk on the phone, step outside.**

**Persistent texting is unacceptable as a class time activity. If you wish to talk on the phone or text someone, please leave the classroom. At the end of the semester this behavior will be considered as an influence on class participation.**

**Please do not use headphones while in class. Even if you are not listening to music please remove your headphones. To leave them in is unnecessary and impolite.**

**Please do not participate in any behavior that disrupts the classroom atmosphere of serious study, including excessive talking or sleeping at your desk.**

**Please restrict the use of your laptop in the classroom to the back row or the side rows.** **Use of a tablet is acceptable in any seat.**

**Please sign the attendance sheet in class every day. In addition, I will call roll. If we ever have a difference of opinion as to whether you have attended class, I will refer to the attendance sheet which you have signed. Telling me that you didn’t know that you were supposed to sign does not excuse you. Do not ask anyone to sign for you, and do not sign for anyone else.**

**Please address me and your other professors with their proper titles unless otherwise requested by your professor. Proper titles will be Dr. (last name), Professor (last name), Mr. (last name), or Ms. (last name).**

**If you need to have a personal conversation with me please do so before class or after class. Do not come to my desk while I am lecturing and ask me if you can talk to me for a minute. As an adult, you can make the decision to leave class. You can make the arrangement beforehand, or put a note on my desk or send me an e-mail either before or after. If you miss the majority of class, you will be marked absent.**

**Please do not ask for special favors “just for you.” The same rules apply to everyone. If you have a problem that is serious enough to warrant special treatment, then you will need to explain it to me in a conference and see if we can resolve your problem. Sometimes the only answer may be to drop the class and take it at a later time. An example of this would be if you had a permanent conflict in your schedule (for example, your job) and our class hours.**

**Please do not send e-mails to me with pictures of you or your loved one’s injury, illness or accident.**

**It is unacceptable to leave class early every day or come to class late every day for your job. This is a face-to-face class, so you must attend all required hours.**

**Please do not ask to leave the room during an examination. If you must leave the room during an exam you will be asked to repeat the exam at another time.**

**Cell phones must be silenced and put away during examinations.**

**Any cheating or attempts at cheating on tests or assignments may result in your dismissal from the class as well as a grade of F.**

**Use of recording devices, including the camera on your phone, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations.**

**Do not bring your children to class hoping that I’ll say that it is okay for him or her to stay. When I tell you that your child may not stay, it makes the child feel as though he or she has done something wrong. Please do not put me, other students or your child in that painful position. Your child should come first. If you have children, save your absences to accommodate their needs.**

**College policy concerning children:** HCC policy prohibits children in the classroom. If you have a childcare conflict for any reason, please do not bring your child or children to class with you. In addition, for their safety, you may not leave your children in the hallway or the lobby while you attend class. You may need to use your excused absences on these occasions to take care of your children. Please discuss your childcare needs with your advisor.

**Useful Web Resources:**

* **Online Tutoring & Support:** [**https://hccs.upswing.io**](https://hccs.upswing.io)
* **Purdue OWL:** [**http://owl.english.purdue.edu/owl/resource/747/01/**](http://owl.english.purdue.edu/owl/resource/747/01/)
* **Grammar PP:** [**http://grammar.ccc.commnet.edu/grammar/powerpoint.htm**](http://grammar.ccc.commnet.edu/grammar/powerpoint.htm)
* **Turnitin:** [**http://www.turnitin.com/en\_us/training/student-training/student-quickstart-guide**](http://www.turnitin.com/en_us/training/student-training/student-quickstart-guide)
* **Eagle Online (CANVAS):** [**https://eagleonline.hccs.edu**](https://eagleonline.hccs.edu)

**Grading**:

A (90-100%) Excellent work that demonstrates a clear understanding of the assignment, has few errors of any kind, and shows exceptional ability to communicate to a specific audience.

B (80-89%) Above average work that shows understanding of the writing topic,

has few serious errors, and provides good communication with a specific audience.

C (70-79%) Average work that shows understanding of the writing topic, contains few errors that interfere with adequate communication.

D (60-69%) Below average work that fails to follow the assignment and/or fails to respond adequately to the writing topic, contains a number of serious errors, and demonstrates only marginal communication with a specific audience.

F (0-59%) Incomplete work, work that fails to follow the assignment, and/or work that fails to respond to the writing topic, contains a number of serious errors, and provides little communication with a specific audience

**Student Support Services:**

Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact the Dean of Student Success for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable us to provide any resources that HCC may possess.

*Ability Services*:

Houston Community College is dedicated to providing an inclusive learning environment by removing barriers and opening access for qualified students with documented disabilities in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. Ability Services is the designated office responsible for approving and coordinating reasonable accommodations and services in order to assist students with disabilities in reaching their full academic potential. In order to receive reasonable accommodations or evacuation assistance in an emergency, the student must be registered with Ability Services.

If you have a documented disability (e.g. learning, hearing, vision, physical, mental health, or a chronic health condition), that may require accommodations, please contact the appropriate Ability Services Office below. Please note that classroom accommodations cannot be provided prior to your Instructor’s receipt of an accommodation letter and accommodations are not retroactive. Accommodations can be requested at any time during the semester, however if an accommodation letter is provided to the Instructor after the first day of class, sufficient time (1 week) must be allotted for the Instructor to implement the accommodations.

*Ability Service Contact Information*:

**Central College**

713.718.6164

**Coleman College**

713-718-7376

**Northeast College**

713-718-8322

**Northwest College**

713-718-5422

713-718-5408

**Southeast College**

713-718-7144

**Southwest College**

713-718-5910

**Adaptive Equipment/Assistive Technology**

713-718-6629

713-718-5604

**Interpreting and CART services**

713-718-6333

*Accommodations due to a Qualified Disability*: HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services.  It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/support-services/disability-services/>

*Libraries*: HCC has a Learning Resource Center at each campus for student use. The library provides electronic resources including an online catalog system as well as numerous databases that contain full-text articles all available at <https://library.hccs.edu>. Additionally, many of the required texts are on reserve at the library. Find out library locations and hours here: <http://library.hccs.edu/about_us/locations_hours>

*Online Tutoring:*

The goal of online tutoring is to help students become academically independent through guided assistance by HCC faculty or faculty-eligible tutors in almost all departments. Our tutoring is asynchronous, which means that it is NOT real-time.

Students can get real-time help on campus and through several textbook sources. We believe that when tutors can take time to absorb and analyze the work, we give a different type of help. Because the tutoring is asynchronous, it is important for students to plan ahead. It generally takes about two days to get a complete review back, and it may be longer than that when hundreds of papers come in every day for several days in a row. It is crucial for students to look at the yellow banner on the log-in page to see how long the turn-around time is.

Students can submit work 24/7/365; we tutor even when the college is closed for holidays or natural disasters. All HCC students can take advantage of online tutoring by logging on to <https://hccs.upswing.io/>. The HCC email address and the associated password get students into the online tutoring site, so when the email password changes, so does the Upswing password.

*Open Computer Labs*: Students have free access to the internet and word processing in open computer labs available at HCC campuses. Check on the door of the open computer lab for hours of operation.

*Tutoring Centers:*

The HCC Tutoring Centers provide academic support to our diverse student population by creating an open atmosphere of learning for all students enrolled at HCC.  Using a variety of tutoring techniques, we assist students across academic disciplines, addressing their individual needs in a constructive, safe, and welcoming environment.  Our emphasis is on maximizing academic potential while promoting student success and retention.  We are committed to helping students achieve their educational, personal, and career goals by empowering them to become confident, independent, lifelong learners.

Tutoring for individual subjects is offered at specific times throughout the week on various campuses.  There is no need to make an appointment.  If you need a tutor, please refer to our website:  <http://ctle3.hccs.edu/alltutoring/> for times and locations. For more information about tutoring at HCC, please go to hccs.edu/district/students/tutoring.

**Important HCCS and Course Policies:**

Please see <http://www.hccs.edu/resources-for/current-students/student-handbook/> for any changes to HCC policies that might happen during the semester.

*Academic Honesty*: A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The instructor is responsible for measuring each student’s individual achievements and also for ensuring that all students compete on a level playing field. Thus, in our system, the instructor has teaching, grading, and enforcing roles. You are expected to be familiar with the HCC’s policy on Academic Honesty found in the catalogue. What that means is that if you are charged with an offense, pleading ignorance of the rules will not help you.

Just so there is no misunderstanding, plagiarism (using another's ideas or words without giving credit), collusion (unauthorized collaboration with another person in preparing written work offered for credit), and other forms of cheating will not be tolerated. To be accepted, all papers require proof of their development. Students who plagiarize, collude, or cheat may face disciplinary action including the grade of 0 for the assignment, an F for the course, and/or dismissal from the college. (See Student Handbook)

*Attendance*: Attendance, preparedness, and participation are essential for your success in this course. HCC does not differentiate between excused and unexcused absences. If you are not in class, you are absent. HCC Policy states that you can miss up to but not exceeding 12.5% of class hours, which is equivalent to 6 hours. When you miss class, you are still responsible for what happens in class. Keep in mind that whatever the reason for your absence, you will still miss important course work. If you know you must be absent or if you have an emergency, let me know **before** **class** and make plans to meet with me in office hours. **If you have more than**

**four (4) absences before the official date of record, Monday, September 10, you may be automatically withdrawn from the course.**

*Campus Carry*: At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at <http://www.hccs.edu/departments/police/campus-carry/campus-carry-and-open-carry-faqs/>

*Campus Safety*: If you are on campus and need emergency assistance, call 713-718-8888 or, from any campus phone, 8-8888. Use this emergency number instead of 911, which gets routed back to the HCC Police Department dispatch thus lengthening response time to your emergency situation.

*EGLS3 (Evaluation for Greater Learning Student Survey System)*: At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time near the end of the term, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Go to <http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/> for directions.

*Final Grade of FX*: Students who stop attending class or stop actively participating in class and do not withdraw themselves prior to the withdrawal deadline may either be dropped by their professor for excessive absences or be assigned the final grade of FX at the end of the semester. Students who stop attending classes or who stop actively participating in classes will receive a grade of FX, as compared to an earned grade of F, which is due to poor performance. Logging into a DE course without active participation is considered non-attending.

Please note that HCC will not disperse financial aid funding for students who have never attended class. Students who receive financial aid but fail to attend class will be reported to the Department of Education and may have to pay back their aid. A grade of FX is treated exactly the same as a grade of F in terms of GPA, probation, suspension, and satisfactory academic progress.

*International Students*: Receiving a W in a course may affect the status of your student Visa. Once a W is given for the course, it will not be changed to an F because of the visa consideration. Since January 1, 2003, International Students are restricted in the number of distance education courses that they may take during each semester. International students must have full-time enrollment status of 12 or more semester credit hours, and of these at least 9 semester credit hours must be face-to-face on-campus courses. Please contact the International Student Office at 713-718-8521 or email int\_student\_svcs@hccs.edu, if you have any questions about your visa status and other transfer issues.

*Repeating Courses*: Students who repeat a course for three or more times will face significant tuition/fee increases at HCC and other Texas public colleges and universities. Please ask your instructor or counselor/advisor about opportunities for tutoring and/or other assistance prior to considering course withdrawal or if you are not receiving passing grades.

*Sexual Misconduct*: Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual’s fundamental rights and personal dignity. The director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504) and complaints may be directed to: David Cross, Director EEO/Compliance, Office of Institutional Equity and Diversity, 3100 Main, Houston, TX 77266-7517, or [institutional.equity@hccs.edu](mailto:institutional.equity@hccs.edu).

*Title IX Discrimination*: Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence.  Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual’s fundamental rights and personal dignity.  Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status-in educational programs and activities.  If you require an accommodation due to pregnancy please contact an Abilities Services Counselor.  The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator.

All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross

Director EEO/Compliance

Office of Institutional Equity & Diversity

3100 Main

(713) 718-8271

Houston, TX 77266-7517 or Houston, TX 77266-7517 or [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu)

*Withdrawal Policy*: Before withdrawing from the course, it is important to communicate with your professor and counselors to discuss your options for succeeding in the course. If all other options have been exhausted, you may withdraw yourself, but the last date to withdraw this semester is **Monday, April 1**. Please remember that it is the student’s responsibility to withdraw from a course. If you stop attending the class and don’t withdraw by this date, you are subject to the FX grading policy.