

## Additional Required Disclosures for Engl 1301 Syllabus

### Absences/Withdrawal

HCC Students are expected to attend class regularly. Please be aware that you may be withdrawn from this class if you have absences that exceed more than six (6) hours of class time. Two late days or two early leaves will equal one absence. If you cannot complete the course, you should withdraw. New rules are in effect that greatly change how and when that can be done (see next paragraph).

Before withdrawing, please be aware of the possible penalties: 1) loss of your paid tuition; 2) a significant tuition/fee increase if you repeat a course three or more times (see "3-Peat Rule" below); and 3) a limit of no more than six total course withdrawals throughout your academic career in obtaining a baccalaureate degree. Also, please be aware that there is a cut-off date each semester or term for withdrawals.

If you consider withdrawing because you are not receiving passing grades, please consult with me before making a final decision. There are many opportunities and services available at the Katy campus to assist in your success, or there may be steps you could take that you may not be aware of to set you on a path to success.

International Students: Receiving a W in a course may affect the status of your student visa. Once a W is given for the course (after you have submitted withdrawal form formally), it will not be changed to an F because of the visa consideration. Please contact the International Student Office at 713-718-8520, if you have any questions about your visa status and other transfer issues.

Students are responsible for information missed due to tardiness or absence. Exchange phone numbers and/or e-mail addresses with at least two other students in the class. If you are absent or late, find out what you missed before the next class. Do not ask the instructor what you missed.

### Repeat Course Fee

Students who enroll for most CEU classes for three or more times will be charged an additional \$50.00 per semester credit hour.

### Academic Honesty (Plagiarism and Collusion)

The Student Handbook defines plagiarism as "the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit." It defines collusion as "the unauthorized collaboration with another person in preparing written work for credit." Both are serious forms of scholastic dishonesty. Possible punishments are "a grade of 0 or F on a particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System" (See Student Handbook). Students in my classes who plagiarize or collude in preparation of written work will receive an "F" on the assignment or in the course (for a repeat offense of plagiarism or collusion).

### Restrictions on Use of Recording Devices and Cell Phones

“Use of recording devices, including camera phones and tape recorders, 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” (Official HCCS statement).

Cell phone use of any kind, especially for sending or receiving text messages, is strictly prohibited in this course. If you violate this prohibition, you will be asked to leave the class and marked absent for the day no matter at what point in the class period the violation occurs. The absence will count against your recorded attendance for this course.