

# English 1301: Composition I (FALL 2018 – Regular 16-Week Term)

<p><b>Course Information</b>            CRN: 13177            Credit: 3 SCH            Course Length / Type of Instruction: Regular 16-Weeks /Face-to-Face            Location / Time: Spring Branch Campus Rm 307 / TTH 9:30-10:50 AM            Semester / Year: Fall / 2018</p>
<p><b>Instructor Information</b>            Name: Soyeon Lee            Email: <a href="mailto:soyeon.lee@hccs.edu">soyeon.lee@hccs.edu</a>            Office Hours: 11 AM-noon or by appointment @ HCC Library Spring Branch            Learning Web: <a href="https://learning.hccs.edu/faculty/soyeon.lee/eng1301">https://learning.hccs.edu/faculty/soyeon.lee/eng1301</a></p>

**YOU ARE RESPONSIBLE FOR BEING FAMILIAR WITH AND ADHERING TO THE POLICIES, PROCEDURES, AND INSTRUCTIONS OUTLINED IN THIS DOCUMENT**

### Required Texts:

Graff, Gerald, and Cathy Birkenstein, *They Say / I Say: The Moves That Matter in Academic Writing*, 3<sup>rd</sup> edition, W.W. Norton & Company, 2014.

*\*You are required to purchase this book that we will use throughout the semester. All other reading materials will be provided through Canvas or email. Please refer to the Purdue OWL for grammar and citation questions: <https://owl.english.purdue.edu>*

### HCC Calendar Dates

September 3: Labor Day Holiday  
 September 10: Census Date / Official Day of Record  
 November 2: Last Day to Withdraw  
 November 22/23: Thanksgiving Holiday  
 December 10 – December 15: Final Exams

### 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. Prerequisite: A satisfactory assessment score, completion of INRW 0420 or (for non-native speakers) or ESOL 0360.

### 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.

### 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 REQUIREMENTS**

Minimum Writing Requirement: 5,000 words during the course of the semester.

Standard deductions (10 points each) for the following apply:

- Unstapled pages
- Work typed in ink other than black or handwritten in pencil
- Incorrect manuscript format
- Missing information on submitted work

All of these assignments will be discussed at length in class during the semester. Although most handouts are posted on CANVAS that delineate the requirements and grading criteria for these tasks, students are expected to keep up with assigned readings and to take notes while paying attention in class. **Work that is off-topic or fails to follow instructions will not be accepted.**

## **OVERVIEW OF ASSIGNMENTS**

Detailed instructions for each assignment are posted on CANVAS. Students are responsible for downloading and printing their personal copies. Due dates are indicated on each assignment instruction and course calendar.

**Student Team Presentations:** Students join and work as a team to present and lead a class discussion on several readings and topics. The group presentation will include brief summaries, key concepts, main points and evidence, and examination of writing techniques used in the readings. The team will engage with their classmates by posing relevant questions that lead to meaningful and thoughtful open-ended responses and inquiries.

### **Writing Project #1: Visual Analysis**

These are essays with a minimum of 1000 words or more (estimated 3-4 pages, double spaced, 12 point Times New Roman, 1 inch margins) on an assigned essay prompt.

### **Writing Project #2: Exploration of Youth Cultural Practices (Summary and Critical Response)**

These are essays with a minimum of 1200 words or more (estimated 4-5 pages, double spaced, 12 point Times New Roman, 1 inch margins) on an assigned essay prompt.

### **Writing Project #3: Synthesis of Multiple Perspectives**

These are essays with a minimum of 1200 words or more (estimated 4-5 pages, double spaced, 12 point Times New Roman, 1 inch margins) on an assigned essay prompt.

**IMPORTANT:** All writing assignments must follow MLA manuscript submission guidelines and be submitted electronically to TURNITIN.COM on due dates to receive proper credit. The manuscript guidelines are explained and posted on CANVAS. It is the student's responsibility to become familiar with the requirements and expectations.

**Final Drafts of all writing assignments must use MLA format and manuscript submission guidelines (typed, double-spaced, 12-point font, Times New Roman, with 1 inch margins all around). These also must be submitted electronically through TURNITIN.COM on the due date. NOTE: These are not accepted as paper hardcopies or via email. PLAGIARIZED WORK RECEIVES A ZERO AND MAY NOT BE REDONE.**

### GRADE BREAKDOWN

Course work will be weighted as follows:

Brief Writings & Discussion Leading		20%
Major paper #1: Analysis of a Visual Text	(Due 10/11)	20%
Major paper #2: Exploration of Youth Cultural Practices	(Due 11/5)	20%
Major paper #3: Synthesis of Multiple perspectives	(Due 12/11)	25%
Conference Presentation		5%
Professionalism: In-class Participation & Attendance		10%

Brief writing & discussion leading Rhetorical Analyses (RA) 3 pts *3 = 9 pts Reflection for Transfer (RT) writings (1/1/1 pt) = 3 pts Discussion Questions (DQ) 1 pt *6 = 6 pts Student Team Presentations (STP) 2 pts *1 = 2 pts	20 pts
Major paper #1: Analyzing a Visual Representation in X-pop (Visual Analysis)	20 pts
Major paper #2: Exploration of Youth Cultural Practices (Summary and Critical Response)	20 pts
Major paper #3: Synthesizing of Multiple Perspectives on Transcultural Flows (Analysis and Synthesis)	25 pts
Conference Presentation	5 pts
Professionalism: Attendance & Class Participation	10 pts
Total	100 pts = 100%

**Professionalism – Active Class Participation – This is worth 10%. If student is absent more than 6 contact hours and/or accrues more than 3 late arrivals, the student fails the Professionalism portion of the grade.**

- Regular attendance** (accrues more than 6 contact hours of excused or unexcused absences count toward allowable number of absences; late arrivals are also deducted from attendance hours);
- Prompt arrival** (accrues more than 3 late arrivals – considered tardy if arriving 10 minutes after class starts or leaving 20 (or more) minutes early before class ends; emergencies should be rare occurrences);
- Preparedness and readiness**
  - Reads and takes notes on assigned readings
  - Brings textbook and required materials
  - Contributes actively to class discussion
  - Works willingly in teams and/or individually
  - Performs satisfactorily on quizzes, class activities, writing exercises

**Technology**

- You are encouraged to bring your own laptop or other digital devices in the classroom for in-class writing. Or you may choose a handwriting option throughout the course. Laptop/tablet use, however, is allowed in class for class related business ONLY (e.g. in-class writing, academic research for the class, taking notes, eBook). Cell phone use of any kind, including text messaging, web surfing, Facebooking, and online shopping is prohibited during class.

**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.

- IP (In Progress) .....0 points per semester hour
- W(Withdrawn).....0 points per semester hour
- I (Incomplete).....0 points per semester hour
- AUD (Audit) .....0 points per semester hour

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses. To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.

**COURSE EXPECTATIONS**

**This is a writing-intensive and discussion-based course:** You are expected to come to class having carefully **read** and taken notes in an analytical manner the assigned texts. Your ability to **participate** thoughtfully in large and small group discussions will affect your **participation grade**.

**COURSE POLICIES**

**PLEASE NOTE:** Our class will be reproduced in many ways a "real-world" environment, and students will be expected to participate professionally. Good learning attitude, cooperative demeanor, and courteous behavior all go a long way with me. I am asking students to respectfully adhere to the policies and classroom etiquettes:

- Laptops and tablets are welcome if you take notes best by typing and/or using a slate and stylus to take electronic notes.** With that said, there is a "one strike" rule. The first time I believe that your laptop is distracting you and/or others—you will lose the privilege of using it for the rest of the semester in my class. This may adversely affect your Active Class Participation portion of the final course grade. You may be counted ABSENT for consistent violation of the improper and abusive use of the electronic policy.
- Contacting Me**  
When you email me, include your full name in the body and "ENGL 1301–[Section #]" in subject line of your email. It is easier to acknowledge emails with this information. Prior to emailing me a question, please make certain that the answer to your question cannot be found by means of (in this order):
  - Reading through this syllabus
  - Emailing or otherwise contacting a classmate
  - Google.

**You are responsible for regularly monitoring your grades.** Please note that due to Federal laws, I cannot discuss grades during class or via email. You are encouraged to keep graded work in your recordkeeping folder in case of any grade discrepancies. The time to discuss an essay grade is after it is returned, not at the end of the semester.

### 3) Essay Format

Before submitting your work, please ensure that:

- You have typed all assignments in accordance with MLA guidelines, and the print should be dark enough to read easily.
- All papers should be in Times New Roman, 12pt font, with 1-inch margins all around.
- Papers are double spaced with a heading and title.
- Heading includes the student's name, the name and section of the class, and the date the assignment is due.

### 4) Late Work Policy

**Late rough drafts, prewriting activities, peer reviews, student team presentations, homework /classwork will not be accepted at all.** Most people have issues going on in their lives, and successful people are the ones who do not let their issues get in the way of their work. Illness or family emergencies happen, but these occurrences do not excuse late work. The only circumstance in which classwork or homework may be made up after an absence is if the missed class is due to an official, religious holiday OR with an official, written documentation of a serious, critical emergency or illness.

**However, POINT DEDUCTIONS apply to final essay drafts submitted after the due date.**

- **1 day late = one-point deduction**
- **2 days late = two-point deduction**
- **3+ days late = final essay grade is a ZERO**

**To be eligible for a make-up work due to a religious holiday, you must provide a written documentation TWO WEEKS in ADVANCE that you will be missing class for the religious holiday.** There is no make-up opportunity for daily classwork, and exams. Work or other schedule conflicts are NOT excusable documentation or reason for late submission. Likewise, forgetting, misplacing, or losing the assignment is NOT excusable documentation or reason.

Please make plans to attend class, participate in class discussion, complete readings and other assignments, and submit required assignments on the due date. If you foresee other responsibilities outside of class that may impact your performance in the course, you may need to consider dropping this course or switching to another section that is more convenient for you.

### 5) Attendance & Tardy (or Early Departure) Policy (See “Class Participation and Professionalism” under “GRADE BREAKDOWN AND OVERVIEW OF ASSIGNMENTS”).

**During the first 10 minutes of every class session, remember to sign the attendance notebook.** After this time allotment, I will take up the notebook. I check attendance regularly. If you come in after I have called roll, please see me at the end of the period so I can update my records.

**Coming in excessively late or leaving excessively early will constitute an ABSENCE and adversely affect your final course grade. I will NOT reteach or email a summary of the class lecture. However, I am glad to meet with you by appointment to answer questions.** I will deduct the number of minutes that you missed from each session. **If you arrive to class after 10 minutes or leave 20 or more minutes early, you are counted ABSENT.**

### 6) Academic Dishonesty & Plagiarism

Academic dishonesty will not be tolerated. A student who is academically dishonest 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 HCC’s policy on Academic Dishonesty located at <http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

Pleading ignorance of the rules, including improper documentation (MLA, APA, etc.) is no justification for academic dishonesty.

Students who plagiarize, collude, or cheat will not have an opportunity to resubmit their work and they will receive a grade of 0 for the first assignment, an F in the course for a second assignment, and a report in our Maxient system which could lead to dismissal from the college.

For the purposes of this course, plagiarism includes using another person's words or ideas as your own and/or incorporating them into your own work without quotation marks (if using exact phrasing) or appropriate acknowledgment. Collusion includes any "unauthorized collaboration with your classmates or any other students—present or past—in the completion of work that you claim as your own. ***Plagiarism and collusion will result, at a minimum, in a grade of zero for the assignment. I reserve the right not to allow revisions or rewrites of plagiarized work or work that demonstrates collusion.***

Since this is a writing class, all work submitted for this course must be written for this course and not have been written during a previous course (even if written by the student). Any work submitted to this course, also submitted to another course (at this or another institution) will receive a zero, with no chance to resubmit. **Please note, I do NOT treat plagiarism lightly and will penalize any cheating to the full extent available!**

### 7) Diversity

HCC is filled with people of different ages, genders, ethnicities, sexual orientations, physical abilities, and so on, including people from various regions and nations. So please treat your classmates with respect even if you disagree with their ideas. HCC's Office of Institutional Equity Information and Statement may be found here:

<http://www.hccs.edu/departments/institutional-equity/>

#### **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](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](http://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 (September 10, 2018), 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.

**HCC Online: (To be included in syllabi for HCC Online courses only):** Access HCC Online Policies on their Web site: <http://www.hccs.edu/online/>

All students are responsible for reading and understanding the HCC Online Student Handbook, which contains policies, information about conduct, and other important information. For the HCC Online Student Handbook click on the link below or go to the HCC Online page on the HCC website. The HCC Online Student Handbook contains policies and procedures unique to the online student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student's responsibility to be familiar with the handbook's contents. The handbook contains valuable information, answers, and resources, such as HCC Online contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Refer to the HCC Online



Student Handbook by visiting this link: <http://www.hccs.edu/media/houston-community-college/distance-education/student-services/HCC-Online-Student-Handbook.pdf>

**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](mailto: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 November 2. 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.