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| **Course Information: Technical and Business Writing**CRN: 35490Credit: 3 SCHContact Hours: 48Course Length / Type of Instruction: 16 weeks / Face-to-FaceLocation / Time: SJAC 289 / 5:30-6:50pmSemester / Year: Fall 2017\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Instructor Information:**Name: Stacey Higdon, MFAPhone: 713-718-6412Email: stacey.higdon@hccs.edu or Canvas Inbox (pick one or the other) **⇒EMAIL IS THE BEST WAY TO REACH ME⇐** **Canvas:** [**https://eagleonline.hccs.edu**](https://eagleonline.hccs.edu)Learning Web: <https://learning.hccs.edu/faculty/stacey.higdon>Office: SJAC 119Office Hours: **T/Th - Eagle Online Conference, 3-4pm; Fr, 11:50am-12:50pm; Electronic appointment\*** |

Please feel free to contact me via email or in person concerning any problems that you’re experiencing in this course. Because your performance in my class is very important to me, I’m available to hear your concerns or to discuss course topics. Feel free to log in during my electronic hours, to stop by during face-to-face office hour, or to schedule an electronic appointment.

**Eagle Online Chat or Video (Eagle Online Conference, Skype, Hangouts, Facetime)**

**Essential Needs:** Any student who may be facing challenges in affording or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is encouraged to contact the Dean of Students Services for support. Additionally, please notify your professor (me) if you are comfortable in doing so. This will enable me to provide you with guidance on resources that I am aware of relating to essential needs.

**Course Description:** Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters, and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents. Core curriculum course. 3 credit hours. Prerequisite: ENGL 1301, TECC 1305 or Program Approval.

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

· Recognize, analyze, and accommodate diverse audiences.

· Produce documents appropriate to audience, purpose, and genre.

· Analyze the ethical responsibilities involved in technical communication.

· Locate, evaluate, and incorporate pertinent information.

· Develop verbal, visual, and multimedia materials as necessary, in individual and/or collaborative projects, as appropriate.

· Edit for appropriate style, including attention to word choice, sentence structure, punctuation, and spelling.

· Design and test documents for easy reading and navigation.

**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.

The program assures that all SLOs will be met, that activities missed due to lost time will be made up, that selected activities are documented in the revised course syllabus, and that the supplemental activities will be included in the assessment of the SLOs during the course.

This course will be modified in the following way(s) to account for time lost due to Hurricane Harvey:

1. Elimination of non-essential instruction to focus on the common requirements (approximately 4 contact hours),

2. Incorporation of online library workshop [student’s choice] (approximately 2½ contact hours), and

3. Incorporation of three web-enhanced discussions related to media and cultural analysis during Units 1, 3, and 4 (approximately 3 contact hours).

These additional assignments have been added to the course calendar, as appropriate.



**Course Materials:**

**REQUIRED:** Mike Merkel, *Technical Communication with 2016 MLA Update,*

11th edition: ISBN 9781319088088

**REQUIRED:**

* *ALL* materials online at Eagle Online
* *Blue or black pens (no pencils or bright colors, please)*
* *Lined notebook paper (no ragged edges)*
* *Binder or folder*
* *A printer at home with plenty of printer ink, and/or printing account*
* *Internet access for using Canvas to access coursework*

**Course Requirements:**

Online/Class Work 15% ~**At the beginning of class sessions, silence electronics.**

Project 1 15% ~**Use the lab computers responsibly.**

Project 2 15% ~**Attend class, and participate fully.**

Project 3 15% ~**Bring textbook and copies of readings to class**

Project 4 15%

Project 5 15%

Professionalism 10%

**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

**Online Requirements:**

This 2311 class uses Eagle Online to take the learning experience beyond the classroom. You’ll be required to not only attend class regularly but also to complete assignments—like uploading essays, interacting in discussions and Writing Studios—online. You must log on to our online class platform at Eagle Online Canvas during the week in between our class sessions. Additional material, including major and daily assignments, will be posted on HCC Eagle Online. Instructions are available at Canvas regarding how to sign in for the first time.

Participating in class online as well as during our on campus class time is a basic requirement of this class. Even if you are attending class regularly, if I see that you are never or very infrequently logging on to Eagle Online, I will likely withdraw you from the class for lack of participation. At the very least, your professionalism and attendance grades will both take a large hit.

In order to further the learning process, I ask that you sign up for and participate in at least ONE library webinar (Using Library Databases, APA Format, MLA Format, or Career Research.) As with our online discussions, this is just one more way we will extend our learning outside the classroom! This is a rotating schedule, and you will get credit for completion of the **complete webinar**. *In other words, this, too, is an assignment.*

Check the Schedule and Register HERE: <http://library.hccs.edu/online_instruction/schedule>

**Instructional methods:**

I will use a variety of instructional methods to help you become the best possible thinker, reader, researcher, and writer, including but not limited to mini-assignments to help you work through writing the major essays; collaborative work to improve your technical skills and your understanding of how an essay question can be answered; visual and multimedia work to enrich your critical analysis abilities; and discussion prompts to help direct your critical thinking about assigned readings.

**Assignments:**

*Assignments must meet requirements as outlined in this document, verbally conveyed in class, and explained on assignment sheets. Assignments that do not meet requirements will lose points. I also reserve the right to refuse to accept assignments that don’t meet requirements..*

Homework and classwork are assessed as completion grades unless I state otherwise. I reserve the right to deduct points even from completion-grade assignments if they show a lack of effort or do not meet the assignment’s requirements.

**Readings:**

Course readingsare from the book and online. Printing out assigned readings and bringing them to class is required. We look at readings on paper rather than on phones or tablets because research suggests that we retain and understand material better when we annotate it and interact with it on paper.

**Homework/Classwork:**

**Homework must be typed** (11-12 pt. Times New Roman/Cambria, 1”

 margins), and stapled if more than one page. Online assignments are always typed.

 In-class work **must be written in ink on non-spiral paper**

No late work accepted (see “Attendance & Withdrawal Policies” for details).

 *Not accepted via email*.

**Quizzes**:

 If it becomes evident that people aren’t completing the readings, there could be pop

 quizzes.

*Make-up quizzes are not available*.

**Four out-of-class writing projects:**

Must be submitted through Turnitin assignments on Canvas

If an additional copy is submitted in class, must be typed in black print, dark enough to

 read easily, in 11- or 12-point Times New Roman/Cambria with 1” margins.

 DOUBLE-SPACED.

*Not accepted via email.*

**One oral report:**

Details will be given soon.

**One in-class exam (final exam):**

Details will be given soon.

 Make-ups available at my discretion for religious holidays (by pre-arrangement,

 two weeks in advance, via email) or for documented, unforeseeable emergencies. Example of

 emergency: you are unavoidably hospitalized at the time of the exam. Example of

 not-an-emergency: you have a cold; you intend to travel on the exam date.

**Late Work:**

Late major projects will lose ten points for each day they are late until they

 reach an F (50). I stop deducting for lateness at that point, which means even very late

 papers are potentially worth a lot of points.

 Quizzes, classwork, and homework are not generally accepted late. However, if you

 have pre-notified me of a religious holiday via email two weeks in advance, I will work

 with you on making up what you missed; or if you have a documented, unforeseeable

 emergency, at my discretion, , if I agree with your definition of “emergency” and

 “documented,” I may work with you on making up what’s missed.

**Online Discussion Posts and Writing Studios cannot be made up, regardless of**

 **reason.**

***Course Policies:***

**Attendance Policy:**

You are expected to attend class. **After four unexcused absences (2 weeks or 12.5% of the course), your Professionalism grade drops to an F (50%).** **That is, on your fifth absence, the grade drops.** If you have more than four absences before the official date of record, you may be automatically withdrawn from the course.

When you miss class, you are still responsible for what happens in class.

Any work due the day you miss class is still due if you are not there.

Any announcements (including changes in assignments or the

 syllabus) still apply to you if you are not there. You will be expected

 to know anything announced or done in class whether you are there

 Or not.

You should contact another student in your section to find out what

 you missed and copy their notes. I am glad to meet with you to answer questions about

 anything that happened in class, but I won't email a summary of the class to you or re-teach

 that day's class in my office.

**Academic Honesty:**

From the student handbook: “Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by college district officials against a student accused of scholastic dishonesty. **Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion**. Possible punishments for academic dishonesty may include a grade of “0” or “F” on the particular assignment, failure in the course, and/or referral to the college Dean of Student Services for disciplinary action up to and including expulsion. Students have the right to appeal the decision.”

**Plagiarism** is using someone else’s ideas, arguments or research without giving

 credit through citation and/or using someone else’s words without giving credit

 through quotation *and* citation.

**Collusion** is unauthorized collaboration with another person in preparing written work

 offered for credit.

Major papers **must be turned in with significant proof of development**.We have

 instructor review and peer review opportunities in class.

 **Please note that in this class, turning in writing originally completed for**

 **another course counts as scholastic dishonesty. You may not turn in a paper**

 **completed for another course, and if you do so, it will be treated as a**

 **plagiarism offense.**

***Electronic Devices:***

Our class will occasionally use computers in the classroom; this means that I expect each one of you to use computers in an academically responsible way. That said, there is a “one strike” rule. The first time I believe that your computer is distracting you—or anyone else—you will lose the

privilege of using it for the rest of the semester in my class.

“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 is prohibited in class unless I authorize it for a particular assignment or student.

 I should not hear or see your cell phone at all, ever (except in the rare instances where

 I’ve assigned something that requires it). If I do, I reserve the right to mark you absent

 for the day and/or to ask you to leave the class.

If you have a special reason your cell phone must be on, tell me what it is. I’m not

 unreasonable. It will need to be an important reason and limited in terms of time,

 though (i.e., “my work needs to call me every day at this time” is a no, but “my wife is

 going to go into labor sometime this week” is a yes).

***Professionalism:***

Our class will reproduce in many ways a “real-world” work environment, and you will be expected to participate professionally—be on time and prepared, meet deadlines, do your fair share, and be polite. See below for specifics.

**Classroom Discussion**

Participating in classroom discussion is part of your professionalism

 grade.

To receive points, participate regularly with contributions that are on

 topic, show your familiarity with lecture material and assigned readings,

 and demonstrate respect for a diversity of viewpoints and identities.

A word on respect: Classroom discussion should be civilized and

 respectful to everyone (other students, me, and people of all identities

 and all reasonable viewpoints). What does that look like?

Pay attention when others are talking (other students or me), which

 means not talking or whispering to others when someone has the floor,

 disappearing into your phone, or otherwise distracting/disrupting.

When you are talking, use respectful language. That includes not using

 language likely to be perceived as racist, sexist, ableist, homophobic, or

 transphobic and not commenting in a disparaging way on anyone’s

 appearance (including people who are not in the classroom). It is

 possible to discuss all topics from just about any political point of view

 while adhering to this level of civility.

**Arriving late / leaving early**

Aim for timeliness. If you come in late, you should check with a classmate after

 class to see what you may have missed. If you miss the quiz because of

 lateness, there is no make-up available.

If you come in more than 20 minutes late, I reserve the right to mark you absent

 for the day. Routine, marked lateness will hurt your professionalism grade.

Expect to stay for the entire class. If you leave early, I reserve the right to mark

 you absent for the day. (If you need to leave early one day for a specific reason,

 I will likely make an exception if you notify me at the beginning of class.)

**Packing up**

I’ll give you time to get to your next class. If I haven’t stopped by ten till the

 next session, remind me—I won’t be angry. In return, please do not begin

 packing up early. This is distracting and contagious. If you pack up early, I

 reserve the right to mark you absent, as you have essentially “left” class early.

Come to class prepared. Being prepared means:

Reading and annotating materials before class so you are ready to

 discuss.

Bringing books or readings, paper, and pens to every class, along with

 any other required materials

Contacting another student if you were absent last time so you can be

 prepared for the next class.

**Respect everyone’s right to a non-disruptive learning environment.**

See “Electronic Devices” for policy on cell phones. TLDR version: don’t use them in

 class.

Please do not talk to each other while I am talking or when another student is talking.

Any disruption of class may result in your being asked to leave the class for the day.

 Repeated disruptions will be handled via the formal procedures in place at HCC, and

 can result in your expulsion from the class.

**Professionalism expectations extend beyond the classroom.**

Your actions (negative and positive) in my office, as well as in electronic

 environments such as email and class-related social media, also affect your

 professionalism grade because they are part of your class participation.

**Student Support Services:**

*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 Services Contact Information:

**Central College**  **Northwest College** **Coleman College**

713-718-6164 713-718-5667 or 713-718-5408 713-718-7376

**Northeast College**  **Southeast College**  **Southwest College**

713-718-8322 713-718-7053 713-718-7909

**Adaptive Equipment/Assistive Technology**  **Interpreting and CART Services**

713-718-6629 or 713-718-5604 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/district/students/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/intersession_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 turnaround 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 **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: hccs.edu/findatutor 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/district/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 coursework. 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 26, 2017,**  you may be automatically withdrawn from the course.

*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 [www.hccs.edu/egls3](http://www.hccs.edu/egls3) 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 disburse 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

*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

*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 3, 2017**. 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.

Calendar has been moved to its own document. Please [click here](https://docs.google.com/document/d/1BTstIOif059KGWJwS9KRwqqZpkjgC85Xyd04-wKViQo/edit?usp=sharing), or consult Eagle Online.