



**Division of College Readiness
Developmental Math Department**

<https://learning.hccs.edu/programs/developmental-mathematics>

MATH 0309: Introductory Algebra | Lecture | #13822

Spring 2019 | 16 Weeks (01-14-2019 to 05-12-2019)

In-Person | KATY Campus Room 350 | MW 7 p.m.-8:20 p.m.

3 Credit Hours | 48 hours per semester

Instructor Contact Information

Instructor: Upeksha Adikari
Office: N/ A
HCC Email: upeksha.adikari@hccs.edu

Department Phone: 713-718-7241
Office Hours: By appointment
Office Location: N/A

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear your concerns related to the course.

Instructor's Preferred Method of Contact
Email

What's Exciting About This Course

This course has been designed to guide students to the basic skills that are necessary to succeed in a Contemporary Math course, but also to provide students with a general math literacy. While some of the material is the arithmetic and algebra that you would expect to see in a typical math course, we will also be spending a large part of the semester looking at other topics including finance, data representation, and an introduction to logic, all skills that can be used to interpret the world around you. Also, as one of our co-requisite developmental courses, you may be taking this alongside a college-level course and getting the time and support to help you succeed in your college-level course all in one semester.

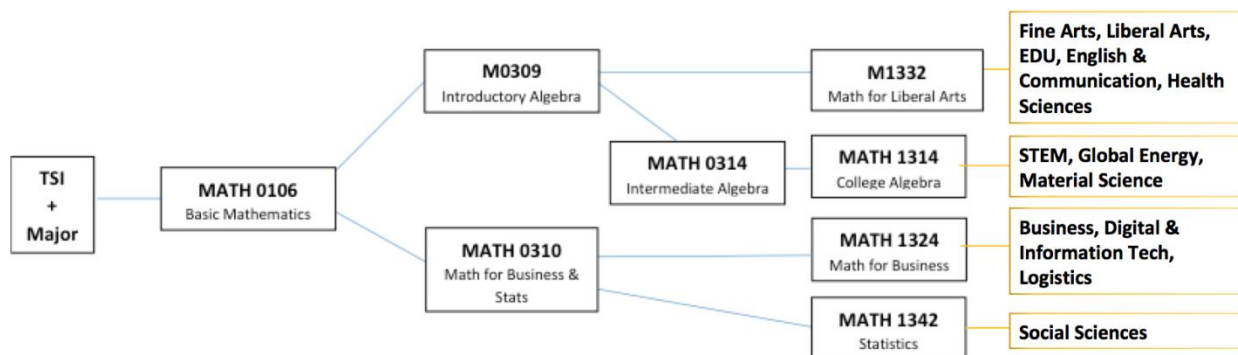
My Personal Welcome

I warmly welcome you to this course. I believe this course is a crucial course for your future career. Please take this course seriously. I also take teaching this course seriously. I thank you in advance for everything that you would do to succeed in this class.

Prerequisites and/or Co-Requisites

MATH 0309 requires either a TSIA ABE level of 5 or 6 **OR** TSIA Math Score 336 – 349 with Intermediate Algebra Diagnostic Score 0 – 3 **OR** Completion of MATH 0106 with a C or better.

MATH 0309 is a co-requisite to MATH 1332. Since MATH 0309 is co-requisite with MATH 1332, withdrawing from MATH 0309 will necessitate withdrawal from MATH 1332 as well. Please carefully read and consider the repeater policy in the [HCCS Student Handbook](#).



Eagle Online Canvas Learning Management System

This section of MATH 0309 has associated with it a course in [Eagle Online Canvas \(https://eagleonline.hccs.edu\)](https://eagleonline.hccs.edu). Please visit Canvas frequently to see the syllabus, reviews for exams and to check your grades. HCCS Open Lab locations may be used to access the Internet and Eagle Online Canvas. It is recommended that you **USE FIREFOX OR CHROME AS YOUR BROWSER.**

Review Guides, Supplemental Material, etc.

Look in Eagle Online Canvas for information to assist you in the course.

<https://eagleonline.hccs.edu/login/ldap>

Instructional Materials

Textbook Information



The textbook listed below is **required** for this course.
Introductory Algebra Math 0309 (Custom edition by McGraw Hill Publishing).

ISBN: 978-1-26-08493-01 (textbook and access code)

ISBN: 978-1-26-08492-26 (access code with e-book)

You are expected to read the corresponding text book sections before you come to the lecture from that section.

Temporary Free Access to E-Book

This course has associated with it a Connect Math course. You are expected to finish homework well before its deadline given in the website.

To access the Connect Math course, including temporary free access to the online eBook, go to www.connectmath.com and register using the Connect Math Course ID: A6A3R-FV3UQ

Other Instructional Resources

Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](#) website for services provided.

Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <http://library.hccs.edu>.

Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

Course Overview

Math 0309: Introductory Algebra is a developmental math course whose topics include real

numbers, introduction to Logic, polynomials, basic factoring, linear equations, linear models, percentage models, order of operations, set operations, and an introduction to other topics which may include linear and quadratic modelling and math for financial management. A departmental final examination must be passed with a score of 60% or more in order to pass the course.

Core Curriculum Objectives (CCOs)

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.

- **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.
- **Empirical and Quantitative Skills:** to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

Program Student Learning Outcomes (PSLOs)

During courses in the developmental math program students will

1. Engage in problem solving strategies, such as organizing information, drawing diagrams, and modeling.
2. Use symbolic representations to solve problems. This includes manipulating formulas, solving equations, and graphing lines.
3. Learn the foundational mathematical skills that will enable a student to successfully complete a college level math course.

Course Student Learning Outcomes (CSLOs)

Upon completion of MATH 0309, the student will be able to:

1. Identify and apply properties of real numbers, and perform accurate arithmetic operations with numbers in various formats.
2. Demonstrate the ability to manipulate/simplify algebraic expressions, & classify/solve algebraic equations with appropriate techniques.
3. Demonstrate the use of elementary graphing techniques.
4. Solve basic problems in mathematics of finance.
5. Recognize, examine, and interpret the linear and quadratic equations.
6. Identify sets and set notations and perform set operations.
7. Interpret and analyze various representations of data.
8. Demonstrate the understanding of basic concepts in logic.

Learning Objectives

Upon completion of MATH 0309, the student will be able to:

1. Add, subtract, multiply and divide real numbers and manipulate certain expressions.

2. Simplify algebraic expressions.
3. Solve problems using equations.
4. Factor polynomials using the techniques of the greatest common factor and grouping.
5. Solve problems using simple interest and compound interest.
6. Plot ordered pairs and graph linear equations.
7. Graph linear inequalities.
8. Find the rate of change of a line & write the equation of a line given slope and y-intercept
9. Model situations with linear and quadratic problems.
10. Identify sets and perform set operations including union, intersection and complement of sets.
11. Understand basic concepts in Logic.
12. Interpret and analyze various representations of data.

Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Math cannot be learned by merely reading or hearing about it, you must spend the time to practice. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class
- Completing assignments
- Participating in class

There is no short cut for success in this course; it requires time and dedication.

Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and make up
- Provide the course outline and class calendar which will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

As a student, it is your responsibility to:

- Attend class
- Come to the class on time and stay for the whole lecture.
- Participate actively by reviewing course material, practicing the material, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Follow the deadlines of homework.
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Attain a raw score of at least 60% on the departmental final exam

- Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](#)

Assignments, Exams, and Activities

Exams

In developmental math courses, only the departmental midterm and departmental final exam are multiple choice, all other exams are to only contain open ended questions.

There will be no make-up exams. You are expected to take all your tests with the class at the scheduled times. Students who miss an exam without a legitimate excuse will automatically receive 0 points for that exam. In the event that a student should miss an exam with legitimate excuses, the final exam grade will be substituted in its place. There are only five acceptable excuses for an individual missing an exam:

1. Illness. I will need official certification from your doctor, typed on medical stationary (with their license # to practice medicine on it) certifying that you are now well enough to return to class. This must be handed in no later than one week after the date of the missed exam.
2. Funeral attendance. I will need proof of funeral attendance with the date of the ceremony clearly listed. This must be handed in no later than one week after the date of the missed exam.
3. Mandatory courtroom appearance. I will need a copy of your official court summons with the date of your required attendance clearly listed. This must be handed no later than one week after the date of the missed exam.
4. Mandatory College event participation. I will need a legitimate document showing your participation no later than one week prior to the day of the exam.
5. Religious Holy Days.

In-Class Group work

Group assignments will be done in almost every class meeting period. Groups are formed from the students present to solve one or more questions.

Midterm and Final Exams

All students will be required to take a cumulative departmental midterm exam consisting of 25 multiple choice questions and a cumulative departmental final exam consisting of 33 multiple-choice questions. Students must provide their own Scantron forms. You must get at least 60% (20 of 33) of the items correct on the final to pass the course (departmental decision).

CALCULATOR POLICY: You are allowed to use a basic calculator during this exam. You are NOT allowed to use a scientific or graphing calculator. Any calculator that is used must be a nonprogrammable calculator that is not capable of accessing the internet or interfacing with any other device, has a single line display, and has math operation keys that do not exceed addition, subtraction, multiplication, division, square root, percent, and negation (plus/minus). Using a smartphone as a calculator is strictly forbidden.

Grading Formula

Exam 1	15% of your grade
Midterm	15% of your grade
Exam 3	15% of your grade
Homework	20% of your grade
In-Class Group work	10% of your grade
Final Exam	25% of your grade

At the end of the semester, your overall grade will be computed as follows:

Class Grade = $.15 * (\text{Exam 1 Grade}) + .15 * (\text{Midterm 2 Grade}) + .15 * (\text{Exam 3 Grade}) + .2 * (\text{Homework Grade}) + .1 * (\text{Group work Grade}) + .25 * (\text{Final Exam Grade})$

Grade	Percent
A	90% +
B	80% - 89%
C	70% - 79%
F/IP	0% - 69%

Note: Any student that has failed this course for the first time is eligible to receive an IP. Any subsequent failures will receive an F.

HCC Grading Scale can be found on this site under Academic Information:

<http://www.hccs.edu/resources-for/current-students/student-handbook/>

Course Calendar

CONTENTS (Approximate Time)

INTRODUCTION TO SETS AND LOGIC: (Chapter 1) (4.5 hours)

This unit presents the basic set definition, set notation, basic set operations and statements of Logic.

Note: Since we do not cover real numbers and their properties until the second section, avoid use of examples that make use of the sets of numbers (reals, integers, rationals, irrationals)

- 1.1** Introduction to Set Theory (omit equal vs. equivalent, omit one to one correspondence)
- 1.2** Subsets and Set Operations (omit set subtraction)
- 1.3** Statements and Quantifiers
- 1.4.** Truth Tables (tables with two components only)

INTRO. TO REAL NUMBERS & ALGEBRAIC EXPRESSIONS (Chapter 2) (7.5 hours)

This unit presents an introduction to algebra and the real number system. The instructor should emphasize addition, subtraction, multiplication and division of real numbers and the properties of real numbers. This unit concludes with simplifying expressions and the order of operations. Listed below are the subtopics covered in this unit:

- 2.2** Introduction to Algebra and the Set of Real Numbers
- 2.4** Addition of Real Numbers
- 2.5** Subtraction of Real Numbers
- 2.6** Multiplication and Division of Real Numbers
- 2.3** Exponents, square roots (perfect square radicand only), and the Order of Operations

2.7 Properties of Real Numbers and Simplifying Expressions

<u>EXAMINATION 1: COVERS CHAPTERS 1 and 2</u> Monday 2/11/2019	<u>(1.5 hours)</u>
Note: Calculators are not allowed during exams other than the departmental midterm and final. Multiple choice questions prohibited on exams other than the departmental midterm and final. Open ended questions only.	

**SOLVING EQUATIONS (Chapter 3)
(4.5 hours)**

The major emphasis of this chapter is to teach solving linear equations. A mastery of this chapter requires that the student have a thorough understanding of combining like terms and properties of equability. Listed below are the subtopics covered in this unit:

- 3.1** Addition, Subtraction, Multiplication, and Division Properties of Equality (omit translations)
- 3.2** Solving Linear Equations
- 3.3** Linear Equations: Clearing Fractions and Decimals (entire section is optional)
- 3.4** Formulas and Applications of Geometry (omit geometry applications)

GRAPHS OF EQUATIONS (Chapter 4) (6 hours)

This unit introduces plotting ordered pairs, rates of change (slopes), and sketching linear equations of the form $y = mx + b$ and linear inequalities. Listed below are the subtopics covered in this unit:

- 4.1** Rectangular Coordinate System
- 4.2** Slope of a Line and Rate of Change (omit parallel and perpendicular lines)
- 4.3** Slope-Intercept Form of a Linear Equation (Omit parallel and perpendicular lines)
- 4.5** Introduction to Modeling (linear and quadratic models only, omit exponential models)

<u>EXAMINATION 2</u> Wednesday 3/6/2019	<u>(1.5 hours)</u>
<u>DEPARTMENTAL MIDTERM: COVERS CHAPTERS 1-4</u>	
Note: Basic calculators are allowed during this exam, graphing calculators, scientific calculators, cell phones, and all other electronics are prohibited	
Note: This is a 25 item multiple choice exam provided by the department to be given as is. The grade cannot be dropped or replaced and must count toward the overall grade	

POLYNOMIALS: OPERATIONS (Chapter 5) (7.5 hours)

This unit begins with integer exponents and exponential notation. The topics include the techniques to recognize a polynomial and find the degree of a polynomial; perform addition, subtraction, multiplication and division of polynomials. Listed below are the subtopics covered in this unit:

- 5.1** Multiplying and Dividing Expressions with Common Basis (omit applications of exponents)
- 5.2** More Properties of Exponents
- 5.3** Definitions of b^0 and b^{-1} (only b^0 , omit b^{-1})
- 5.5** Addition and Subtraction of Polynomials (omit polynomials and applications to geometry)
- 5.6** Multiplication of Polynomials and Special Products (omit special products, omit applications to geometry)
- 5.7** Division of Polynomials (Monomial divisors only, omit polynomial divisors)
- 5.8** Greatest Common Factor and Factor by Grouping
- 5.9** Factoring Trinomials of the form x^2+bx+c

MATHEMATICS OF FINANCE: (Chapter 6) (6 hours)

This unit covers applications of percentages and its applications, introduction to problem solving including simple interest and compound interest. Listed below are the topics covered in this unit:

- 6.1** Percent, Fractions, and Decimals
- 6.2** Percent Equations and Applications (omit applications of percent equations)
- 6.3** Applications of Sales Tax, Commission, Discount, Markup, and Percent Increase and Decrease
- 6.4** Simple and Compound Interest

EXAMINATION 3: COVERS CHAPTER 5 and 6**(1.5 hours)**

Note: Calculators are not allowed during exams other than the departmental midterm and final. Multiple choice questions prohibited on exams other than the departmental midterm and final. Open ended questions only. Wednesday 4/17/2019

DATA AND STATISTICS (Chapter 7) (3 hours)

This topic is an introduction to statistical data and following are the subtopics covered in this unit:

- 7.1** Tables, Bar Graphs, Pictographs, and Line Graphs (interpreting charts and graphs required, omit construction of charts and graphs)
- 7.2** Mean, Median and Mode (omit weighted mean)
- 7.3** Measures of Variation (entire section is optional)
- 7.4** Measures of Position (Percentile only, omit quartiles and boxplots)

FINAL EXAM: CUMMULATIVE: COVERS CHAPTERS 1-7**(2 hours)**

Note: Basic calculators are allowed during this exam, graphing calculators, scientific calculators, cell phones, and all other electronics are prohibited

Note: This is a 33 item multiple choice exam covering all required material in the course. Wednesday 5/8/2019 at 7:30pm

Week	Dates	Topic/What's due
1	1/14, 1/16	Syllabus and Chapter 1
2	1/21, 1/23	Chapter 1
3	1/28, 1/30	Chapter 2
4	2/4, 2/6	Chapter 2
5	2/11, 2/13	Exam 1 and Chapter 3
6	2/18,2/20	Chapter 3
7	2/25,2/27	Chapter 4
8	3/4, 3/6	Chapter 4 and Exam 2(Midterm)
9	3/18, 3/20	Chapter 5
10	3/25,3/27	Chapter 5
11	4/1, 4/3	Chapter 5
12	4/8, 4/10	Chapter 6
13	4/15, 4/17	Chapter 6 and Exam 3
14	4/22, 4/24	Chapter 7
15	4/29,5/1	Chapter 7 and review for the final

16	5/8	Final Exam
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Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

Instructor's Practices and Procedures

Missed Assignments

If a student misses a group work due to a legitimate excuse, the next group work grade will be counted for the missed one too.

Academic Integrity

Cheating in class during exams by any means will not be tolerated. If a student is identified cheating on a test, it will be marked 'VOID' on paper and the student will receive a 000/100 grade.

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

Attendance Procedures

It is important that you come to class! Attending class regularly is the best way to succeed in this class. Research has shown that the single most important factor in student success is attendance. Simply put, going to class greatly increases your ability to succeed. You are expected to be on time at the beginning of each class period. For complete information regarding Houston Community College's policies on attendance, please refer to the Student Handbook.

If you miss any class, including the first week, you are responsible for all material missed. It is a good idea to find a friend or a buddy in class who would be willing to share class notes or discussion or be able to hand in your work if you unavoidably miss a class.

Class attendance is checked daily. It is your responsibility to drop a course for nonattendance. If you do not drop the course and stop attending the class, you may get an FX grade. But the instructor has the authority to drop you for excessive absences. Students may be dropped from a course after accumulating absences in excess of six (6) hours of instruction (equivalent to 4 absences). Please let me know in advance when you will be absent. If you are absent because of an emergency, let me know that on the day of your return. One bonus point will be given to those who do not miss any class.

The last day to withdraw from this course is April 1, 2019

Student Conduct

Any sort disruptive behavior is not allowed in class. No food or drinks are allowed in classroom.

Electronic Devices

Except with the permission of the instructor, electronic devices (laptops, cellphones, etc.) are strictly prohibited during the class period.

Per department policy, Math 0309 students will be allowed the use of a basic calculator during the departmental midterm exam and the departmental final exam. Students should provide their own basic calculator. Scientific and graphing calculators are prohibited.

The use of any calculator during any exam other than the departmental midterm exam and departmental final exam is prohibited and will be considered cheating (see academic integrity section above).

Developmental Math Program Information

For more information on the developmental math program visit:

<https://learning.hccs.edu/programs/developmental-mathematics>

HCC Policies

Here's the link to the HCC Student Handbook <http://www.hccs.edu/resources-for/current-students/student-handbook/> In it you will find information about the following:

Academic Information	Incomplete Grades
Academic Support	International Student Services
Attendance, Repeating Courses, and Withdrawal	Health Awareness
Career Planning and Job Search	Libraries/Bookstore
Childcare	Police Services & Campus Safety
disAbility Support Services	Student Life at HCC
Electronic Devices	Student Rights and Responsibilities
Equal Educational Opportunity	Student Services
Financial Aid TV (FATV)	Testing
General Student Complaints	Transfer Planning
Grade of FX	Veteran Services

EGLS³

The EGLS³ (Evaluation for Greater Learning Student Survey System) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS³ surveys are only available for the Fall and Spring semesters. -EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>

Campus Carry Link

Here's the link to the HCC information about Campus Carry:

<http://www.hccs.edu/departments/police/campus-carry/>

HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID](#) and activate it now. You may also use Canvas Inbox to communicate.

Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<http://www.hccs.edu/departments/institutional-equity/>)

disAbility Services

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/>

Title IX

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 Institutional.Equity@hccs.edu

<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>

Department Chair Contact Information

College Level Math Courses

Susan Fife - Chair of Mathematics	SW Campus	713-718-7241	Stafford, Scarcella, N108
Jaime Hernandez - Associate Chair	CE Campus	713-718-7772	San Jacinto Building, Rm 369
Ernest Lowery - Associate Chair	NW Campus	713-718-5512	Katy Campus Building, Rm 112
Mahmoud Basharat - Associate Chair	NE Campus	713-718-2438	Codwell Hall Rm 105
Tiffany Pham - Admin. Assistant	SW Campus	713-718-7770	Stafford, Scarcella, N108
Christopher Cochran - Admin. Assistant	SW Campus	713-718-2477	Stafford, Scarcella, N108

Developmental Math Courses

Marisol Montemayor - Chair of Dev Math	SE Campus	713-718-7153	Felix Morales Building, Rm 124
Hien Nguyen - Associate Chair	SE Campus	713-718-2440	Felix Morales Building, Rm 124
Jack Hatton - Associate Chair	NE Campus	713-718-2434	Northline Building, Room 321
Carmen Vasquez - Admin. Assistant	SE Campus	713-718-7056	Felix Morales Building, Rm 124

For issues related to your class, please first contact your instructor.
If you need to contact departmental administration, contact the appropriate Associate Chair.
If further administrative contact is necessary, contact the appropriate Department Chair.