



Center of Excellence - Business
Department Chair: Dr. Marina Grau
Program Coordinator: Dr. Mesfin Genanaw
Instructor: Vonetta Jackson

ACCT 2301 – Principles of Financial Accounting
CRN 18361 – Fall 2020
August 24, 2020 – October 18, 2020
ONLINE CLASS

This class will be using Eagle On Line Canvas <https://eagleonline.hccs.edu>

**** You are required to log into Eagle On Line at least two (2) times per week to read any announcements and review grade book. See Attendance guideline. ****

Instructor Information:

Instructor:	Vonetta Jackson
Office Location:	Central Campus
Office Hours:	By appointment
Phone #:	713-922-2180
Email:	Before classes begin or after the semester email address: vonetta.jackson@hccs.edu During class semester – Use only Eagle Online mail

COVID UPDATES:

<https://www.hccs.edu/resources-for/current-students/communicable-diseases/>

COVID-19 Forms & Reporting:

HCC is implementing a variety of safety measures to help prevent the spread of COVID-19 when campuses reopen. One of the safety measures is to prevent individuals who may be infected with COVID-19 from accessing HCC buildings.

Once campuses reopen, students should ask themselves the following questions prior to returning to campus:

- **Symptoms of COVID 19:**
 - o In the past 10 days, have you had any of the following symptoms? Cough, repeated shaking with chills, muscle pain, sore throat, shortness of breath, loss of taste or smell, chills, diarrhea, headache or fever over 100.0 Fahrenheit.
- **Travel:**
 - o In the past 14 days, have you traveled to an area identified by the CDC, federal, state, or local officials that requires quarantine upon your return?
- **Contact with COVID 19:**
 - o In the past 14 days, have you had known contact with someone with a confirmed case of COVID-19?

If you answer yes to any of the above, you will not be permitted on campus without prior authorization. Anyone that answers yes to the above and has plans to return to campus in the next 14 days is asked to please complete this form [Student Self-Reporting Form](#). After the form has been completed, someone from Student Services will contact you to review your circumstances and determine when you will be permitted to return to campus.

Also, any student that requests any extension for submission of any assignments/exams or requests an “Incomplete” due to COVID must submit the Self-Reporting Form. The instructor will not be able to grant extensions of assignments/exams until they are advised by the proper reviewing department that the Self-Reporting Form has been submitted and verified. The normal rule for granting “Incompletes” still applies and is granted if only a few assignments are left to be completed

The direct link to the Student Self-Reporting Form is also below
https://cm.maxient.com/reportingform.php?HoustonCC&layout_id=19

Office Location and Hours

Please feel free to contact me through Eagle Online “Mail” or by telephone at 713-922-2180. After the course is completed, you can contact me through HCCS email. The Accounting Department is located in the BSCC Building Room 206.

Quick Mail

This class will use Quick Mail through Eagle on Line, which will go to your HCCS email address. You also may email me direct at yonetta.jackson@hccs.edu. Any modifications to any schedule will be posted in an “Announcement”, email or a revision in the syllabus. To communicate with your instructor, you must use either Quick Mail through Eagle on Line or use your official HCCS email account.

Syllabus Changes

The syllabus is subject to change. When changes occur, the instructor will advise the students during class time and as an announcement on Eagle Online. It will be the student's responsibility when absent to check with the instructor, students or Eagle Online for announcements.

Technical Compliance

Students are expected to maintain a state of technical compliance, including but not limited to, up to date software as required by the instructor; a stable Internet connection; and use of the Firefox browser when using Eagle Online. The instructor is NOT required to give consideration for lost / missing / unacceptable work stemming from technical non-compliance and / or end-user technical issues.

ACCT 2301 Principles of Financial Accounting (3 SCH version)

This course is an introduction to the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine the procedures and systems to accumulate, analyze, measure, and record financial transactions. Students will use recorded financial information to prepare a balance sheet, income statement, statement of cash flows, and statement of shareholders' equity to communicate the business entity's results of operations and financial position to users of financial information who are external to the company. Students will study the nature of assets, liabilities, and owners' equity while learning to use reported financial information for purposes of making decisions about the company. Students will be exposed to International Financial Reporting Standards (IFRS).

Prerequisite

Meet TSI college-readiness standard for Mathematics; or equivalent. Recommended co-requisite: MATH 1324 Mathematics for Business & Social Science. ACNT 1303 is preferred but not required

Program/Discipline Requirements

1. EXCEL- Students will work in EXCEL following textbook example formats, labels, and formulas
2. Internet- Students will use HCC webmail, Publisher platforms (McGraw-Hill Connect, Wiley plus, etc.), the learning web, Eagle Online Canvas, and HCC LibLine (24/7 Library)

Course Goals

The primary purpose of Principles of Financial Accounting is to provide students with basic concepts and techniques of double-entry accounting and the accounting cycle. The course is designed to meet the needs of those students who are preparing for a career in accounting.

Academic Discipline/CTE Program Learning Outcomes

1. Students will be able to read, listen, speak, and write proficiently in preparation for presentations with clients, accounting firms and compliance work.
2. Students will demonstrate complete understanding of the complete accounting cycle.
3. Students will be able to prepare financial statements and tax returns utilizing computerized software packages, ie. Turbo Tax, Peachtree, and/or Quick Books.
4. Students will be able to reconcile and verify account balances, audit for internal control, and prepare financial statements.
5. Students will be able to help managers make financial and nonfinancial decisions using internal and external information.

Student Learning Outcomes

Upon successful completion of this course, students will:

1. Use basic accounting terminology and the assumptions, principles, and constraints of the accounting environment.
2. Identify the difference between accrual and cash basis accounting.
3. Analyze and record business events in accordance with U.S. generally accepted accounting principles (GAAP).
4. Prepare adjusting entries and close the general ledger.
5. Prepare financial statements in an appropriate U.S. GAAP format, including the following: income statement, balance sheet, statement of cash flows, and statement of shareholders' equity.
6. Analyze and interpret financial statements using financial analysis techniques.
7. Describe the conceptual differences between International Financial Reporting Standards and U.S. generally accepted accounting principles

Learning Objectives

The student will be able to:

Use basic accounting terminology and the assumptions, principles, and constraints of the accounting environment.

1. Illustrate external and internal users of accounting information.
2. Illustrate general and specific principles and assumptions of accounting.
3. Illustrate the materiality and cost-benefit constraints of accounting.

Identify the difference between accrual and cash basis accounting.

1. Illustrate the matching of revenues and expenses of an accounting period.
2. Illustrate prepaid (deferred) expenses and unearned (deferred) revenues.
3. Illustrate accrued expenses, accrued revenues and cash basis accounting.

Analyze and record business events in accordance with U.S. generally accepted accounting principles (GAAP).

1. Illustrate the basic accounting equation.
2. Describe an account and its use in recording transactions.
3. Analyze debits and credits and the double-entry system.
4. Record transactions in a journal and post entries to a ledger.

Prepare adjusting entries and close the general ledger.

1. Prepare and explain adjusting entries and adjusted trial balance,
2. Describe and prepare closing entries.
3. Prepare a post-closing trial balance.

Prepare financial statements in an appropriate U.S. GAAP format, including the following: income statement, balance sheet, statement of cash flows, and statement of shareholders' equity.

1. Prepare Income Statement.
2. Prepare Balance Sheet.
3. Prepare Statement of Retained Earnings.
4. Prepare Statement of Cash Flows.

Analyze and interpret financial statements using financial analysis techniques.

1. Describe and apply methods of horizontal analysis.
2. Describe and apply methods of vertical analysis.
3. Illustrate ratio analysis.

Describe the conceptual differences between International Financial Reporting Standards and U.S. Generally Accepted Accounting Principles.

1. Describe the Generally Accepted Accounting Principles.
2. Describe the responsibilities of Securities and Exchange Commission(SEC) and the Financial Accounting Standard Board(FASB).
3. Describe the International Financial Reporting Standards(IFRS) and responsibilities of the International Accounting Standards Board (ISAB).

SCANS or Core Curriculum Statement

The Secretary's Commission on Achieving Necessary Skills (SCANS) from the U.S. Department of Labor was asked to examine the demands of the workplace and whether our students are capable of meeting those demands. Specifically, the Commission was directed to advise the Secretary on the level of skills required to enter employment. In carrying out this charge, the Commission was asked to do the following:

- Define the skills needed for employment.
- Propose acceptable levels of proficiency.
- Suggest effective ways to assess proficiency, and
- Develop a dissemination strategy for the nation's schools, businesses, and homes.

ACCT 2301 – Fall 2020 HCC 8 Week Semester			
See Connect for on line assessment due dates			
DATE	DAY	Ch.	TOPIC
8/24	Mon		Class Introduction
8/31	Mon	1 2	Accounting in Business Accounting for Business Transactions OFFICIAL DAY OF RECORD
9/10	Mon	3	Adjusting Accounts for Financial Statements

9/14	Mon	3	The Accounting Cycle Problem
9/21	Mon	4 5	Accounting for Merchandising Operations Inventories and Cost of Sales
9/28	Mon	6 7	Cash, Fraud, and Internal Controls Accounting for Receivables
9/28	Mon	Last Day to Withdraw	
10/5	Mon	8 9	Accounting for Long-Term Assets Accounting for Current Liabilities
10/12	Mon	Final Exam Review	
10/16	Fri	Final Exam DUE: Chapters 1 -9	

**** Homework, Quizzes and Final Exam are all one online.**

Instructional Methods 100% On-Line

ACCT 2301 is a required, elective, or prerequisite course depending upon program or accounting courses.

As an instructor, I want my students to be successful. I feel that it is my responsibility to provide you with knowledge concerning the field of accounting, modeling good teaching strategies, and organizing and monitoring the class experience that allows you to connect the information that you learn in this course to the real world of accounting.

As I believe that engaging the students in the learning is essential for teaching to be effective, you will spend the majority of class time involved in collaborative activities. You will be involved in discussions with your classmates and your instructor. As you will want to contribute to these discussions, you will need to come to class prepared to discuss, analyze and evaluate information from your text.

On-Line Orientation: MANDATORY FOR HCC ON-LINE CLASSES

Complete your on-line orientation <http://www.hccs.edu/online/> and then locate the link for Orientation. If you are having problems assessing the class, contact a HCC On Line support technician at 713-718- 5275. You also may visit the HCC Support Center at <http://www.hccs.edu/online>.

Completing the HCCS On Line orientation does not count as attendance. This class will be using Eagle on Line Canvas <https://eagleonline.hccs.edu> You will be required to log into Eagle on Line at least two (2) times a week to read any announcements and review your grade book.

Evaluation and Requirements

Students are expected to read all assigned chapters, complete and submit all assignments and quizzes on or before dates due. Your assignment grades will be posted in Eagle On-Line every Monday. Verify grades every Monday during the semester.

Accounting is best learned through doing. Therefore, using the tools provided by the publisher using practice quizzes and problems will be helpful (See above Publishers Website). This course will require a considerable commitment of time and effort from you. Typically, the successful student in college can count on 3 hours of independent study for every hour in the classroom.

Your final grade for this course will be based on how well you do in meeting the evaluation requirements listed on your assignment schedule and applying the grading scale which is listed below.

This course will use the book publisher **McGraw-Hill Connect Plus Learning Module** for all of your on- line work.

HCC Grading Scale:

A = 100- 90	4 points per semester hour
B = 89 - 80:	3 points per semester hour
C = 79 - 70:	2 points per semester hour
D = 69 - 60:	1 point per semester hour
59 and below = F	0 points per semester hour
FX (Failure due to non-attendance)	0 points per semester hour
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.

See "Health Science Program/Discipline Requirements" for grading scale.

FINAL GRADE OF FX

Students who stop attending 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 will receive a grade of “FX”, compared to an earned grade of “F” which is due to poor performance. Logging into a DE course without active participation is seen as non-attending. Students that also fail to complete a minimum of the course work will also receive an FX.

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.

Evaluation Requirements:

Connect chapters/ Homework and Quizzes @ 50 points each <i>(total points earned divided by 2)</i>	450 points
The Accounting Problem	100 points
Comprehensive Final Exam	100 points
Total	650 points

The 100 points for each chapter in Connect is based upon the following points:

- Exercises/Problems – 50 - 65 points.
- Quizzes- 20 points.
- General Ledger Exercises – 15 points; in selected chapters.
- Lecture videos are in chapter called “Need to Know Videos” are similar to class lectures but are not gradable.
- Smart Book, not gradable.

Grading Scale:

90 - 100%	=	A	(585 – 650 points)
80 - 89%	=	B	(520 – 584 points)
70 - 79%	=	C	(455 – 519 points)
60 - 69%	=	D	(390 - 454 points)
BELOW 60%	=	F	(0 to 389 points)

This course will use the book publisher **McGraw-Hill Connect Plus Learning Module** for all of your on-line work. Below are your assignments in Connect. All grades in Connect are graded at 100 points.

Chapter	Type	Connect	Pts.	Connect	Pts.	
	Ex-Problems- Algorithmic Interactive Presentations			Quiz		Multiple Choice
1	Videos		25			
	Exercises	1-13	15			
		1-15, 16, 17	25			
	Tableau		15			
	Total		80		20	MC 10 @ 2pts each
2	Videos		25			
	Exercises	2-9	25			
	General Ledger	2-12	15			
	Tableau		15			
	Total		80		20	MC 10 @ 2 pts. each
3	Videos		25			
	Exercises	3-7	10			
		3-8	15			
	General Ledger	P3-3A	15			
	Tableau		15			
	Total		80		20	MC 10 @ 2 pts. each
4	Videos		25			
	Exercises	4-4,5	14			
		4-7	16			
	General Ledger	P4-1A	15			
	Tableau		10			
	Total		80		20	MC 10 @ 2pts each
5	Videos		25			
	Exercises	5-3	28			
		5-7	12			
	Tableau		15			
	Total		80		20	MC 10 @ 2pts each
6	Videos		25			

	Problems	P6-3A	10			
		P6-4A	20			
	General Ledger	P6-2A	15			
	Tableau		10			
	Total		80		20	MC 10 @ 2pts each
7	Videos		25			
	Exercises	7-1	20			
	Problem	P7-4A	10			
	General Ledger	P7-5A	15			
	Tableau		10			
	Total		80		20	MC 10 @ 2 pts. each
8	Videos		25			
	Exercises	8-3	10			
		8-4,5,6	15			
	Problem	P8-6A	15			
	Tableau		15			
	Total		80		20	MC 10 @ 2 pts. each
9	Videos		25			
	Exercises	9-5,6,7	25			
	General Ledger	P9-1A	15			
	Tableau		15			
	Total		80		20	MC 10 @ 2 pts. each
	Total Points		720		180	900 points

Smart Book:

No two students are alike. Why should their learning paths be? Smart Book uses revolutionary adaptive technology to build a learning experience unique to each student's individual needs. It starts by identifying the topics a student knows and does not know. As the student progresses, Learn Smart adapts and adjusts the content based on his or her individual strengths, weaknesses and confidence, ensuring that every minute spent studying with Smart Book is the most efficient and productive study time possible.

Smart Book also takes into account that everyone will forget a certain amount of material. Smart Book pinpoints areas that a student is most likely to forget and encourages periodic review to ensure that the knowledge is truly learned and

retained. In this way, Smart Book goes beyond simply getting students to memorize material – it helps them truly retain the material in their long-term memory. Want proof? Students who use Smart Book are 35% more likely to complete their class; 13% more likely to pass their class; and have been proven to improve their performance by a full letter grade.

Content is still structured somewhat like a textbook but instead of asking students to read it thoroughly from start to finish, it coaches the student on how to read the material and quizzes them on various concepts as they move through each section. Depending on their responses, they're guided along to different highlighted passages. Smart Book is more focused on reviewing material and attempts to help students read more efficiently to better retain information.

The average time is sometimes between 25-35 minutes to complete.

See links below to review how to use Learn Smart

<http://learnsmartadvantage.com/products/smartbook/>

http://www.youtube.com/watch?v=82fxQztV8U&feature=c4-overview&list=UUCNaIPPWnq2h4q_BU-JrdMg

Exercises and Problems

All exercises and problems in Connect are the same exercises and problems, as you will find in the back of each chapter. The only difference is that each student's numbers for the exercises or problems in Connect will be different numbers than in the book or what your fellow students have. (Algorithmic exercises and problems)

Submission Attempts-Check my works

The system is set to give you only two (2) submission attempt but you do have unlimited "check my works" to help you eventually master the concept and problem before you submit for grading. The best score will be your grade. If you complete one attempt and start another attempt and decide not to submit, the system will only use the grade from the first attempt.

Hints

Some of the exercises and problems have features to allow you to watch a video of a similar exercise/problem "View Hint" will walk you through the process.

Ask your instructor feature

The system is set that you can ask your instructor a question by using the mail feature found in each Connect problem. Students can "ask your instructor a question". Your instructor will respond back to you by using the mail feature in Connect (so check your Connect regularly for responses back from your instructor). Verify if your instructor will use this feature.

EBook and resources

The system is set that you can click on eBook and resources that will take you direct to the section in the book that is dealing with your exercise/problem.

Report a content issue

If a student feels that there is an error with the material, do NOT report these issues directly to Connect. Click “ask your instructor” while in the Connect problem. Give detailed info as to the problem. Your instructor will determine if there really is an issue and has the ability to report that issue direct to the Connect product team.

Quizzes

Each chapter in Connect has a 10-question multiple choice quiz and each student’s quiz is completely different from another student’s quiz. (Random pooling) Each student is allowed 2 attempts to improve their grade. Each attempt is a different set of questions. If you complete one attempt and start another attempt and decide not to submit, the system will only use the grade from the first attempt. Quizzes do not have “check my work”. The feature “asks your instructor” is available but verify with your instructor if they will allow you to use this feature.

Textbook (Required)

Welcome to Accounting 2301 Principles of Financial Accounting. Please read this entire message carefully, as it contains crucial information about your required course materials and how to obtain the best bargain as you are shopping around.

The **required** textbook for this course is: **Financial Accounting Fundamentals 7th. Edition - Chapters 1-13 w/Connect Loose-Leaf** by Wild Publisher: McGraw-Hill **ISBN: 9781260959604**. You will also be required to complete a variety of assignments that will be delivered via **McGraw-Hill Connect**, an innovative online learning system proven to help students achieve greater success. **The purchase of Connect is mandatory for this course.**

While there are many purchase options, the best bargain for obtaining everything you will need to be successful in this course may be found in the value-added bundle available in the campus bookstore or ordered directly from McGraw-Hill. Details of the bundle are in the attached pricing sheet.

While I highly recommend the option that includes a printed copy of the text, if you are comfortable forgoing use of a hard-copy text in favor of an electronic version, you may instead purchase stand-alone access to **McGraw-Hill Connect**. This provides you with access to all of the assignments in **McGraw-Hill Connect**, plus an integrated e-book version of the required textbook.

Once you have purchased your materials from the bookstore or if you are ready to purchase access directly online, go to the appropriate registration page for your section listed below:

<https://connect.mheducation.com/class/v-jackson-fall-2020-crn-18361>

To register, confirm that you are on the appropriate page by reviewing the course and section information listed on the site. If the course and section information listed is correct, click on the “Register Now” button, and follow the instructions on the site to complete your registration. If you run into any technical difficulties, please call **McGraw-Hill’s Customer Experience Group** by dialing **1(800) 331-5094** or submit the “*Contact Us*” form found online at www.mhhe.com/support.

You will register with the Connect code or temporarily register with the courtesy period that is normally 14 days. The McGraw Hill Connect system allows you to register without immediately paying. You do have 14 calendar days before you have to pay but make sure not to pass that courtesy period of paying as your account will expire; you will no longer have access to Connect. The Courtesy period is offered at our request, but all students are required to pay. If you pay and then withdraw or drop, Connect will honor your registration for a certain number of days; normally where you can take the course again next semester.

The first day for registration into the above link is August 23, 2020 and the last day for registration is August 30, 2020 at 11:59 pm. Failure to register by August 30, 2020 may make you subject to withdrawal. Remember that you are able to register with courtesy access and pay later.

There’s no reason to neither delay registering nor get behind as the Connect system does offer the ability to use the eBook portion of Connect.

Textbook Pricing Options

FYI: This package has been customized to provide you with the greatest value for this course.

****Best Bargain \$73.00**

Package: Loose-Leaf textbook with Connect 7th Edition

ISBN: 9781260959604

Print and Digital Solution Good for Acct 2301 only

Only Available Online at the link below: Standard 5-7-day shipping applies

<http://shop.mheducation.com/mhshop/store/HCCACC>

Using the McGraw-Hill link is a 2-step process:

1. Once you click the link, you’ll be brought to the McGraw-Hill home page of all Accounting courses at Houston Community College.

2. You must click on the book you wish to purchase, which will then direct you to the page to order your book for class. **Make sure your book indicates ACCT 2301.**

****Best Digital Option; Second Option \$63.00**

Connect Plus (Includes eBook and homework access only)

All digital solution Good for Acct 2301 only

Purchase Online by clicking the link below:

<https://connect.mheducation.com/class/v-jackson-fall-2020-crn-18361>

To upgrade later to a physical book would cost an additional \$60 for a loose-leaf.

Third Option:

<http://hccs.bncollege.com>

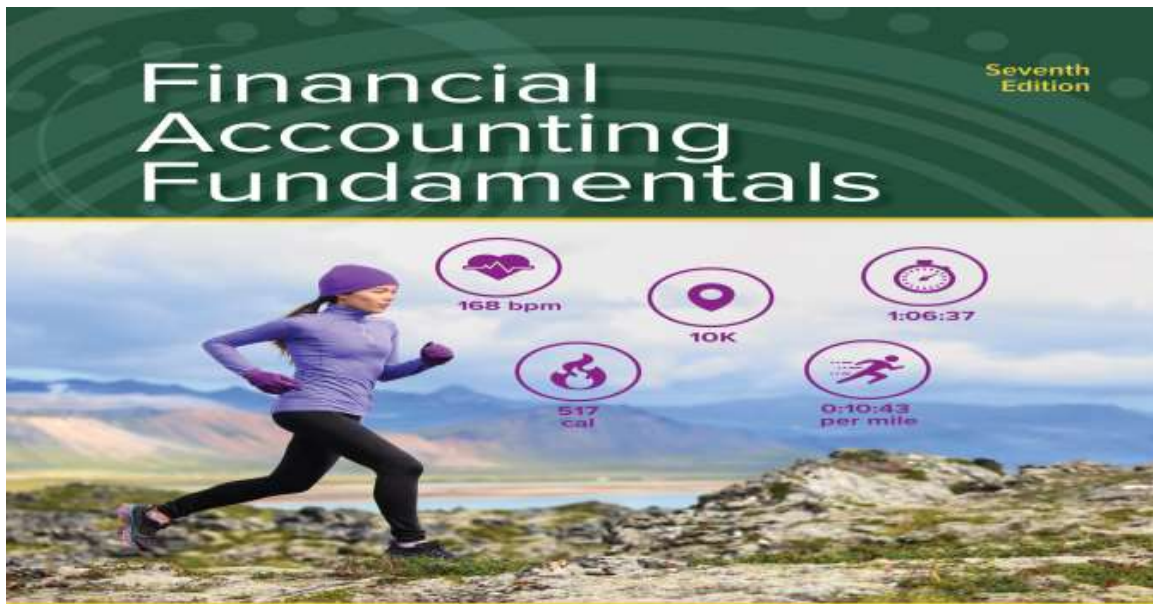
Package: Loose-Leaf textbook with Connect

ISBN: 9781260959604

Print and Digital Solution Good for Acct 2301

Available at Bookstores-on Campus or Off Campus

Below is a picture of the McGraw Book



Fourth Option

If you buy the non-custom book from any other source, you will need to purchase the Connect Plus code separately from McGraw-Hill.

If you register temporarily with the courtesy period, you can upgrade through your instructor's URL. The below reminder will always be there when you log into Connect.

Example below:

REMINDER

REMINDER: Your access to this product will expire on Fri Aug 29 07:19 PM 2014
access now »

When you do this, input your code that you got from option 1 or 3 above.
If you Click the button to buy on line instead of option 1 or 3 then you will get the digital eBook with Connect and that price is \$63.) To upgrade later to physical book would cost an additional \$60 for a loose-leaf.

HCC Policy Statements

Link: <http://www.hccs.edu/district/students/student-handbook/>

Americans with Disabilities Act (ADA)-Students with Disabilities:

"Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the appropriate HCC Disability Support Service (DSS) Counselor at the beginning of each semester. Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office.

Students who are requesting special testing accommodations must first contact the appropriate (most convenient) DSS office for assistance:

Disability Support Services Offices:

System: 713.718.5165

Central: 713.718.6164 – also for Deaf and Hard of Hearing Services and Students Outside of the HCC District service areas.

Northwest: 713.718.5422

Northeast: 713.718.8420

Southeast: 713.718.7218

Southwest: 713.718.7909

To visit the ADA Web Site, log on to www.hccs.edu the click future students, scroll down the page to “How do I get in” and then click on the words “Disability Information”. For Current Students, scroll down to the page “Student Support” and then click on the words “Disability Information.”

Visit the following sites below:

<http://www.hccs.edu/district/students/disability-services/ability-services-policies-and-procedures/>

<http://www.hccs.edu/district/students/disability-services/>

Attendance

It is important that you **log into this course in Eagle On-Line for attendance before August 30, 2020 at 11:59pm and also register in Connect before August 30, 2020 at 11:59 pm.** We are obligated to report attendance to the registrar's office by that date. If you have not logged on by **August 30, 2020** you will have been considered as never attending and the registrar's office will drop you from this course. **I WILL NOT REINSTATE YOU.**

Drops and Withdrawals: HCC Course Withdrawal Policy (updated 7/26/2010)

Beginning Fall 2007, the State of Texas imposes penalties on students who drop courses excessively. Students are limited to no more than SIX total course withdrawals throughout their educational career at a Texas public college or university.

To help you avoid having to drop/withdraw from any class, contact your DE professor regarding your academic performance. You may also want to contact your DE counselor to learn about helpful HCC resources (e.g. online tutoring, child care, financial aid, job placement, etc.). HCC has instituted an Early Alert process by which your professor may "alert" you and DE counselors that you might fail a class because of excessive absences and/or poor academic performance.

- **Students should check HCC's Academic Calendar by Term for drop/withdrawal dates and deadlines.**
- **If a student decides to drop or withdraw from a class upon careful review of other options, the student can drop online prior to the deadline through their HCC Student Service Center:**
<https://hccsaweb.hccs.edu:8080/psp/csprd/?cmd=login&languageCd=ENG>

Classes of other duration (mini-term, flex-entry, 8-weeks, etc.) may have different final withdrawal deadlines. Please contact the HCC Registrar's Office at 713.718.8500 to determine mini-term class withdrawal deadlines.

If you feel that you cannot complete this course, you will need to withdraw from the course prior to the final date of withdrawal. Effective July 26, 2010, students will be able to withdraw one or more of their classes online. While it is still advisable that students receive good counsel from instructional and counseling faculty prior to dropping one or more classes, students will no longer be required to "see" someone before they will be allowed to drop. They will be provided information related to the implications and possible consequences of dropping their courses. The following will occur when a student selects the "drop" option during an enrollment request:

- (1) Students will be required to select a drop reason in order to complete the withdrawal request (the drop reason will cue whether the dropped course will count toward the 6-drop rule or not).
- (2) Students will be invited to click on several links to learn more of the implications of dropping on the 6-drop rule, on veterans, on financial aid, and on international students.

- (3) Students will be required to acknowledge the implications of withdrawing from a class.

Before you withdraw from your course, please take the time to meet with the instructor or counselor to discuss why you feel it is necessary to do so. The instructor or counselor may be able to provide you with suggestions that would enable you to complete the course. You must withdraw PRIOR to the withdrawal deadline to receive a “W” on your transcript.

If you do not withdraw before the deadline, you will receive the grade that you have earned to date. Zeros averaged in for required assignments/tests not submitted will lower your semester average significantly, most likely resulting in a failing grade (“F”).

The final withdrawal deadline is September 28, 2020 at 4:30pm. Classes of other duration (mini-term, flex-entry, 8-weeks, etc.) may have different final withdrawal deadlines. Please visit the online registration calendars or contact the HCC Registrar’s Office to determine class withdrawal deadlines.

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 visa considerations.

Early Alert

To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor **may “alert”** you and HCC counselors that you might fail a class because of excessive absences and/or poor academic performance. It is your responsibility to visit with your professor or a counselor to learn about what, if any, HCC interventions might be available to assist you – on line tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

Repeat Course Fee

The State of Texas encourages students to complete college without having to repeat failed classes. To increase student success, students who repeat the same course more than twice, are required to pay extra tuition. The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate. Effective fall 2006, HCC will charge a higher tuition rate to students registering the third or subsequent time for a course. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

Incompletes

It is my policy not to give a grade of “I” (incomplete).

HCC Student Services Information

Link:http://www.hccs.edu/hcc/System%20Home/Departments/Student_Handbook/student_policies.pdf

Instructor Requirements

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 class activities, discussions, and lectures
- 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

To be successful in this class, it is the student's responsibility to:

- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of homework, projects, instructions, emails including this syllabus

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 department chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.