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**Insert Course Number**

**Insert Course Name**

**Insert Semester**

**Instructor Name**: Instructor Name Here

**Office**: Office Location

**Office Hours**: Office hours posted for all full-time faculty; adjuncts include when available to work with students

**E-mail:** Lone Star College email address

**Office Phone**: Office Number or Contact Information

**Department Chair:**

**Department Assistant:**

**Department Dean:**

**Required Texts:** Include ISBN and/or picture

**Recommended Texts:** Include ISBN and/or picture

**Prerequisites:**

List all/none prerequisites

**Catalog Description:**

Needs to be verbatim from the current catalog with credits found here: <http://www.lonestar.edu/lscs-catalog.htm>

**Communication Policy:**

Must include when you will respond to student correspondence. No longer than 48 hours is recommended.

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

Must match online listed learning outcomes for your course/courses, which can be found at:

[**https://my.lonestar.edu/psc/porguest/EMPLOYEE/EMPL/c/LSC\_LRNOUTCM.LSC\_LRNOUTCMB.GBL?&**](https://my.lonestar.edu/psc/porguest/EMPLOYEE/EMPL/c/LSC_LRNOUTCM.LSC_LRNOUTCMB.GBL?&)

**Recommended Grade Distribution—Percentages or Point system:   
A** = **100–90; B** = **89–80; C** = **79–70; D** = **69–60; F** = **59–0**

**Attendance and Participation:**

It is crucial to be present in your class whether online or on campus. Insert your attendance policy and drop policy.

An institution of higher education may not permit a student to drop more than SIX (6) courses, including any course a transfer student has dropped at another Texas public institution of higher education. Eligible criteria for a waiver include a) change of work schedule prohibiting attendance, b) active military, c) severe illness or debilitating condition, d) death of a family member, e) class cancellation, and f) complete withdrawal. Developmental Studies courses do not apply to this rule.

**Last Day to Withdraw:** Give withdrawal date

**Late and Mmakeup Work:** Insert your policy.

**Class Policy:** Insert your policy.

|  |  |
| --- | --- |
| **LSC-Kingwood Library** | |
| 281-312-1963  Kingwood-LRC-Ref@LoneStar.edu | [www.lonestar.edu/library/kingwood](http://www.lonestar.edu/library/kingwood)  LSC.KWLibrary |

### **Academic Integrity:** Lone Star College upholds the core values of learning: honesty, respect, fairness, and accountability. LSC promotes the importance of personal and academic honesty. LSC embraces the belief that all learners - students, faculty, staff and administrators - will act with integrity and honesty and must produce their own work and give appropriate credit to the work of others. Fabrication of sources, cheating, or unauthorized collaboration is not permitted on any work submitted within the system.

The consequences for academic dishonesty are determined by the professor, or the professor and academic dean, or the professor and chief academic officer and can include but are not limited to:

1. Having additional class requirements imposed,
2. Receiving a grade of zero or F for an exam or assignment,
3. Receiving a grade of F for the course,
4. Being withdrawn from the course or program,
5. Being expelled from the college system.

Professors should clearly document how the student's actions violated the academic integrity policy, how a grade was calculated, and the actions taken.

**Academic Appeals:**The College recognizes a student’s right to consistent and relevant forms of assessment. An academic appeal is a formal request brought by a student to change a grade for the reasons below. Students have 12 calendar months from the date the grade was posted by the registrar to submit an academic appeal. A grade may only be changed by the instructor of record, the instructor’s department chair, the academic dean, or the Academic Appeals Committee. Should an instructor of record’s employment end or otherwise become incapacitated or unavailable, the department chair, or the academic dean may enter grades on the incapacitated or unavailable faculty member.

A student must meet one of three requirements in order to qualify to file an academic appeal. The student must have some evidence that there exists at the time of the appeal: (1) a mathematical error in the grade’s calculation, (2) a deviation—by the instructor—from the course syllabus or the College’s policy manual (this document), or (3) disparate treatment of the student not covered by EEO (e.g., race, color, sex, and etc.) policies. Any basis for appeal outside of those three categories will not be considered and the College will simply inform the student of this policy and refuse to process the appeal. An appeal will not be considered merely because the student is dissatisfied with a grade or disagrees with the instructor’s professional judgment of the quality of the student’s work or performance.

**Equal Opportunity Statement**:

Lone Star College is committed to the principle of equal opportunity in education and employment. Lone Star College does not discriminate on the basis of race, color, gender, religion, disability, age, veteran status, sexual orientation, nationality or ethnicity in its programs and activities. The Associate Vice Chancellor and Chief Human Resources Officer is designated as the LSC Equal Opportunity Officer and Title IX Coordinator. All inquiries concerning LSC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:  
  
Mark Yuran  
Associate Vice Chancellor and Chief Human Resources Officer, Equal Opportunity Officer  
Title IX Investigator  
5000 Research Forest Drive   
The Woodlands, TX 77381   
832.813.6767  
  
Inquiries about the laws and compliance may also be directed to [Office for Civil Rights, U.S. Department of Education](https://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm). For further information, visit the [ed.gov](http://www.ed.gov/) for the address and phone number of the office that serves your area, or call 1-800-421-3481.  
  
After exhausting the institution's grievance/complaint process, current, former, and prospective students may initiate a complaint with [THECB](http://www.thecb.state.tx.us/index.cfm?objectid=C9BD55D4-C5A3-4BC6-9A0DF17F467F4AE9) by sending the required forms either by electronic mail to [StudentComplaints@thecb.state.tx.us](mailto:StudentComplaints@thecb.state.tx.us) or by mail to:  
  
**Texas Higher Education Coordinating Board**  
College Readiness and Success Division   
P.O. Box 12788   
Austin, Texas 78711-2788  
  
Facsimile transmissions of the forms are not accepted.

**Students with Disability Rights:**

LSC recognizes and supports the principles set forth in federal and state laws designed to prevent and eliminate discrimination against qualified individuals with disabilities LSC believes in equal access to educational opportunities for all individuals and is committed to making reasonable accommodations, including furnishing auxiliary aids and services, for qualified individuals with disabilities as required by law. Please review LSC's Board Policy and Chancellor's Procedures on Students with Disability Rights to find more information including how to request accommodation.

Policy & Procedures: [LoneStar.edu/policy](http://LoneStar.edu/policy.htm)  
Disability Services: [LoneStar.edu/disability-services](http://www.lonestar.edu/disability-services.htm)

#### **Campus Carry:** The Texas Legislature enacted campus carry by passing Senate Bill 11, effective at LSC on August 1, 2017.  Senate Bill 11, known as the "Campus Carry" law, amends Section 411.2031 of the Texas Government Code to allow license holders to carry concealed handguns on college campuses. To carry a concealed handgun on LSC campuses, an individual must have a valid License to Carry issued by the Texas Department of Public Safety.

LSC has established rules and regulations regarding enforcement of Campus Carry. Lone Star College prohibits concealed carry in some areas of LSC campuses. For more information about Campus Carry, visit the LSC Campus Carry website at <http://www.lonestar.edu/campuscarry>.

**Veteran Statement**:

For more information on Veterans’ Affairs click here [Veterans' Affairs Office](http://www.lonestar.edu/veterans-affairs.htm) or visit the Veteran’s Office on campus.

**FERPA** **Statement**:

<http://www.lonestar.edu/ferpa.htm>

**Online Learning: (Include this only if you are teaching an online class)**

The instruction for online learning classes is delivered via the Internet. Students must have access to a computer and Internet services. Proctored exams at an approved location may be required. Students enrolling in online classes are expected to login to their classes before the end of the first day of the class. Student having any difficulties should contact LSC Online helpdesk as soon as possible by calling 832-813-6600 or VTAC chat in the D2L class.

**Behavior Intervention Team:**

For student behavior issues, contact the campus person handling discipline issues, and contact the police department for any serious issues.

**Emergency Procedures**:

Lone Star College is committed to providing a safe environment in which to learn, study, and work. Knowing what to do is your best protection and your responsibility. In the event of a health, safety, or environmental emergency while on campus, students should immediately contact LSCS police at 281-290-5911 or the administrator on duty. If you know you will need assistance to evacuate during an emergency, please register by calling 281-290-5911 at any time. Detailed information on LSC emergency procedures is available at [www.lonestar.edu/oem](http://www.lonestar.edu/oem).

**Course Schedule**:

Include the schedule of assignments for the semester. (Texas law includes the general description of subject matter of each lecture or discussion and recommended or required reading).