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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:** *Suzie Goss,* [*Suzette.M.Goss@lonestar.edu*](mailto:Suzette.M.Goss@lonestar.edu)

**Department Assistant:** *Danielle Ploucha,* [*Danielle.R.Ploucha@lonestar.edu*](mailto:Danielle.R.Ploucha@lonestar.edu)

**Department Dean:** *Anne Amis,* [*Anne.E.Amis@lonestar.edu*](mailto:Anne.E.Amis@lonestar.edu)

**Required Texts:** *Include ISBN and/or picture (See department website for this information)*

*(Catalog Description, Learning Outcomes, Prerequisites, Corequisites and Required Materials for LSC-KW math classes may be copied from the department webpage. Go to* [*http://www.lonestar.edu/math-dept-kingwood.htm*](http://www.lonestar.edu/math-dept-kingwood.htm)*, select “Resources for Instructors” and find your class under Course Information. Important dates and other information are also available. Please delete this comment before finalizing your syllabus.)*

**Prerequisites:**

*List all/none prerequisites* ***(See department website for this information).*** *Please delete this comment before finalizing your syllabus.*

**Catalog Description:**

*List catalog description* ***(See department website for this information).*** *Needs to be verbatim from the current catalog with Credits found here* [*http://www.lonestar.edu/lscs-catalog.htm*](http://www.lonestar.edu/lscs-catalog.htm)*. Please delete this comment before finalizing your syllabus.*

**Communication Policy:**

*Must include when you will respond to student correspondence. No longer than 48 hours is recommended. Please delete this comment before finalizing your syllabus.*

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

*List learning outcomes (See department website for this information). 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)*Please delete this comment before finalizing your syllabus.*

**Semester Grade Distribution:**Final grades will be calculated as follows*:*

*(A description of how the grade in your class will be calculated is required but the chart below is just a sample of how that description may be presented. Feel free to change or replace it. Please delete this comment before finalizing your syllabus.)*

*(Describe the types of assignments students can expect to see in your class such as pencil and paper homework, online assignments, quizzes, etc. Please delete this comment before finalizing your syllabus.)*

**Grade Scale:   
A** = **100–90; B** = **89–80; C** = **79–70; D** = **69–60; F** = **59–0**

**Or Point System**

|  |  |  |  |
| --- | --- | --- | --- |
| **Your grade will be determined by the following** | **Details** | **Points**  (if applicable) | **Percent of Final Average** |
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|  |  |  |  |
|  |  |  |  |
| Total: | |  | 100% |

**Attendance and participation:**

*(An instructor may drop a student for excessive absences if the student accumulates 5 hours of absences. Please state whether you will, won’t or may drop a student for missing too many classes. Also describe any penalties for absences and tardies. Please delete this comment before finalizing your syllabus.)*

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:** *(State withdrawal date. Please delete this comment before finalizing your syllabus.)*

**Late and makeup work:** *(State your policy on late and makeup work in your class. Please delete this comment before finalizing your syllabus.)*

**Class Policy:** *(State your class policies. Please delete this comment before finalizing your syllabus.)*

**Electronic devices:** *(State your policy on the use of mobile devices/computers in your class. Please delete this comment before finalizing your syllabus.)*

**Make-up Exams:** *(State whether you permit make-up exams in this class and under what circumstances. If you do not give make-up exams, please describe how the missed grade is handled in calculating the final average. Please delete this comment before finalizing your syllabus.)*

**Extra Credit:** *(State any provisions for extra credit. Please delete this comment before finalizing your syllabus.)*

**Tutoring**: For the most up-to-date information on tutoring including tutor schedule, please visit the Math Lab website at <http://www.lonestar.edu/mathlab.htm>

**Academic Integrity:**

The Lone Star College upholds the core values of learning: honesty, respect, fairness, and accountability. The system promotes the importance of personal and academic honesty. The system embraces the belief that all leaners—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 with the system.

The consequences for academic dishonesty are determined by the professor, or the professor and academic dean, or the professor and chief student services 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

Any alleged violation or flagrant disregard of LSC rules and regulations shall be brought to the attention of the chief student services officer, who will initiate an investigation of the situation. After a complete and thorough investigation, the chief student services officer will determine the course of action. Discipline may result in expulsion. The decision of the administrator may be appealed to the college discipline committee. The complete discipline policy may be found online at <http://www.lonestar.edu/departments/advising/LSCS_Student_Handbook_Web.pdf>

### **Academic Appeals** An academic appeal is a formal request by a student to change a grade or to challenge a penalty imposed for violation of standards of academic integrity such as plagiarism or cheating. A request to change a grade or to challenge a penalty must be made within 12 months of the action. A grade may only be changed by the instructor of record (or by a full-time instructor in the absence of the instructor of record) or by the Academic Appeals Committee. Students in specialized disciplines should check their student handbook for program-specific appeal procedures.

An academic appeal will be considered if there is evidence that one or more of the following conditions exist: (1) error in calculation of grade; (2) deviation from the syllabus or system policy manual; (3) disparate academic treatment of a student that is not addressed by EEO processes; or (4) inappropriate penalties imposed for an academic integrity violation. An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for an academic appeal.

Before a student brings an academic appeal, he or she should first meet with the instructor to request that a change be made. If the student is not satisfied with the outcome or cannot consult with the instructor, he or she must meet with the appropriate dean to determine if resolution can be reached.

If resolution is not reached and the student desires to pursue the appeal, the student will state specifically the basis of the appeal in writing to the Chief Academic Officer. If the Chief Academic Officer determines that the appeal does not meet the requirements of this policy, he/she shall communicate this in writing to the student.

If the Chief Academic Officer determines that the appeal is appropriate under this policy, he/she will convene the Academic Appeals Committee to consider the complaint. The Chief Academic Officer will notify the student regarding the Academic Appeals Committee meeting date, his/her rights, and next steps in the process.

Refer to the website for more information: [LoneStar.edu/academic-appeal](http://LoneStar.edu/academic-appeal). The decision of the Academic Appeals Committee is final.

**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.

**Americans with Disabilities (ADA) Statement:**

LSC recognizes and supports the principles set forth in federal and state laws designated to 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 are required by law. Please review LSC’s Board Policy and Procedures on Students with Disability Rights to find more information including how to request accommodations. See [www.lonestar.edu/disability-services](http://www.lonestar.edu/disability-services)

**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 Texas law 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 Veteran’s Affairs, visit the Veteran’s Affairs Office on campus or click this link: <http://www.lonestar.edu/veterans-affairs.htm>

**FERPA** **Statement**:

The Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, was established to protect the privacy rights of all students and applies to any educational facility receiving federal funds. Please click this link for more information: <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 .

**Course Schedule**:

Include the schedule of assignments for the semester.

*(A Tentative calendar must be included but you do not have to use this format. Please delete this comment before finalizing your syllabus. You can find a suggested calendar for each course on the department website).*