[Enter Course Name] **LCISD Syllabus**

# **Instructor Contact Information**

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| --- | --- | --- | --- |
| **Instructor:** |  | **Office Phone:** |  |
|  | | | |
| **Office Location:** |  | **Student Success Hours:**  (Times when professor is available to answer questions) |  |
| **E-mail:** |  |

# **Department Administration Contact Information**

|  |  |
| --- | --- |
| **Department/Division Contact:** | **Please check with your chair or dean**  **for the appropriate information to include here** |

# **Course Information**

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| --- | --- | --- | --- |
| **Course Title:** |  | **Term and Year:** |  |
| **Course Subject:** | MATH |  |  |
| **Course Number and Section:** | *Example:1314 5001* | **Class Days and Times:** |  |
| **Credit Hours:** |  |  |  |
| **Lecture Hours:** |  | **Class Room Location:** |  |
| **Lab Hours:** |  |  |  |
| **External Hours:** | 0 | **MyMathLab Course ID:** | |
| **Total Contact Hours:**  **(All hrs. x 16)** |  |  |  |

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

**Prerequisites:**

**Co-requisites:**

**Textbook Title:** *(The author, title, edition and publisher of the textbook may be copied from the department website,* [*www.lonestar.edu/math-dept-cyfair.htm*](http://www.lonestar.edu/math-dept-cyfair.htm)*. Please delete this comment before finalizing your syllabus.)*

**Required Technology:** Students will be expected to utilize computer technology while enrolled in classes, certificate, and/or degree programs within Lone Star College. The specific requirements for this course are listed below:

*(Examples only - please delete and list your specific requirements here): Online quizzes, online assignment submissions, Microsoft Word document submissions, discussion boards,webcams, etc. NOTE: Chromebooks do not support Lockdown browsers. If you plan to use Lockdown browsers for test proctoring, please specify that Chromebooks are not allowed on tests.*

**Required MyMathLab Access:** Students must buy an access code to MyMathLab, an online course management system which includes a complete eBook; students will first need a Course ID provided by the instructor in order to register; online purchase of MyMathLab access at [www.mymathlab.com](http://www.mymathlab.com). Note: A complete eBook for the course comes with MyMathLab access. A hardbound copy of the textbook is NOT required.

(Note: For those who would prefer not to purchase MyMathLab access codes online from the publisher, hard copies may be purchased elsewhere using the ISBN: *(Please copy the ISBN number from the line “ISBN for hard copies of MyMathLab access codes” from the Course Information page on the department website. Delete this comment before finalizing your syllabus.)*

**Optional Hardbound Text:** *(Please copy the ISBN information for the optional hardbound text and the textbook + MyMathLab access package from the department website. Delete this comment before finalizing your syllabus)*

**Calculator:** *(The following statement may be ammended at will to match how you plan to teach your course. There are separate model statements that you can choose or edit depending on whether you plan to require a graphing calculator, a scientific calculator or a four function calculator. The final concluding four sentences are highly recommended. Delete this comment before finalizing your syllabus.)*

Graphing calculators may be required for some assignments/assessments at the discretion of the instructor. Only the following models are permitted:

Any calculator in the TI 83 or TI 84 series.

Any calculator in the Casio FX-9750GII series

Scientific calculators may be required for some assignments/assessments at the discretion of the instructor. Only the following models are permitted:

Any calculator in the TI-30XS Multiview series

Any calculator in the Casio fx-300ES series

Four function calculators may be required for some assignments/assessments at the discretion of the instructor. Examples of suggested calculators include but are not limited to:

Any calculator in the TI 108 series.

Any calculator in the Casio HS8VA series

Note: It is the students’ responsibility to learn how to use the calculators they choose. The instructor should not be expected to offer instruction in calculator functionality. Cell phones, tablets and PDAs are not allowed as calculators on tests. Calculators may be cleared before tests.

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

**Catalog Description:**

**Student Learning Outcomes:**

**Core Curriculum Statement:**

This is a class in the Core Curriculum as administered by the Texas Higher Education Coordinating Board.  This course is designed to provide instruction in the following Core Objective(s):

* Critical Thinking Skills (CT) – creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
* Communication Skills (COM) – effective development, interpretation and expression of ideas through written, oral and visual communication.
* Empirical & Quantitative Skills (EQS) – manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

**Dual Credit**

**This is a Dual Credit Course.** Dual Credit is part of the Lone Star College exceptional admissions program. It is especially designed for secondary education students who qualify to earn high school and college credit simultaneously while still in high school.

In order for students to be eligible for Dual Credit, the following must be in place:

* The high school **must** have a dual credit agreement with Lone Star College.
* The student is currently enrolled in a public or private high school or home school.
* The student has a current admissions application on file with LSC.
* The student has approval from their high school administrator, college designee and parent/guardian.
* The student has taken an approved assessment(s) (*see* <https://www.lonestar.edu/college-departments/dualcredit/dualcredit-tsi.htm> *for details*).

**Dual Credit Course Load:** Dual Credit students are held to the same course load standards as all LSC students. A regular semester (fall and spring) may not exceed 18 credit hours and summer course loads are limited to 14 credit hours. Dual Credit students are strongly encouraged to speak to their High School Dual Credit Counselor or College & Career Facilitator about the amount of credits they pursue each semester, as these credits begin their college transcript.

# **Instructor Guidelines and Procedures** *Students are responsible for knowing and following the guidelines related to all of the* ***online links*** *below.*

**Attendance:** Attendance in the Dual Credit classroom is crucial to success. If you must be absent from your dual credit class, please make sure to inform the instructor before you miss class. LCISD attendance guideline shall be the official attendance guideline of the class.

**Per LCISD 2022-2023 Student Handbook: ATTENDANCE FOR CREDIT OR FINAL GRADE**

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends fewer than 90 percent of the days the class is offered will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate [See policies at FEC (Local)].

The actual number of days a student must be in attendance in order to receive credit or a final grade will depend on whether the class is for a full semester or for a full year.

If you stop attending your dual credit class, you must withdraw prior to “W” day. **If you stop attending class and do not officially withdraw, you will receive whatever grade is calculated based on your assignments completed, which could result in an “F” for the course.** After 5 absences, you should seek guidance from the high school campus Dual Credit Counselor or College & Career Facilitator regarding the viability of remaining in the Dual Credit course and achieving success.

Dual Credit students are expected to meet the student code of conduct of the college and ISD. No special course exceptions will be made for students who missed classes due to code violations and discipline issues or who fall behind in their work by misjudging the demands and/or ignoring the deadlines of a course.

**Electronic devices: Per LCISD Student Handbook 2022-2023, Telecommunication Device Policy for LCISD Dual Credit Students:** LCISD believes that appropriate use of students’ technology devices enhances our students’ education. Students are encouraged to bring their own device to school. This includes, but is not limited to: cell phones, smart phones, iPods, iPads, electronic tablets, and laptop computers. Students may use devices in class at the teacher’s discretion. Students must follow teacher, campus, and district rules.

Telecommunications devices that disrupt the education process, are used inappropriately or when not allowed by a teacher or staff member, or used in violation of the Student Code of Conduct may be temporarily confiscated. School personnel will collect the electronic device and turn it in to the principal’s office. Parents, guardians, and/or a third party that retains legal right of ownership may obtain a release of the electronic device for a monetary fine of $15.00. Creation of guidelines for implementation of the policy is the responsibility of the campus.

After a 30 day period has expired, the school shall dispose of the electronic device. A student who refuses to turn over his/her electronic device when asked by a school employee will have a disciplinary action in accordance with the Student Code of Conduct, ranging from a minor offense to an expellable offense.

**Assignments:** *Provide a brief description of each major course requirement, including each major assignment and examination Required under TAC subchapter N – Rule 4.227. See “****Example Instructor Guidelines and Procedures****” document, if needed.*

**Exams:**

**Quizzes:**

**Major Projects/Assignments:**

**Discussions:**

**Make-up Assignments:** *(State whether you permit students to make-up exams or other assignments 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.)*

**Grade Determination:** Your grade will be determined by the following:

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Details** | **Points**  (if applicable) | **Percent of Final Average** |
| **Exams** |  |  |  |
| **Quizzes** |  |  |  |
| **Major Projects/Assignments** |  |  |  |
| **Discussions** |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total: | |  | 100% |

## Final Examinations: All Dual Credit Students Must Take a Final Exam. A final evaluation activity will occur during the published final evaluation period. The appropriate dean must approve any variation to this schedule. <http://www.lonestar.edu/examschedule.htm>

**College Gradebook:** Students are expected to monitor progress in their college course. Students may track their academic progress in the college’s learning management system, called D2L, throughout the semester. The college instructor will utilize the gradebook feature in D2L to post individual grades for each major course requirement, assignments, and examinations to calculate the final grade of the college course at the end of the semester. Students may learn [how to view grades in D2L](https://vlac.lonestar.edu/help/a374) through the [Virtual Learning Assistance Center (VLAC)](https://vlac.lonestar.edu/help). <https://vlac.lonestar.edu/help> Students logging into D2L for the first time will be required to complete a D2L Student Orientation to access the course. Once completed, students will not have to take it again unless there is a major change in the course delivery system. For more information, please visit the [LCISD Online Student Information](https://www.lonestar.edu/LCISD-online.htm). <https://www.lonestar.edu/LCISD-online.htm> The final grade reports are available through [my.LoneStar.edu](https://my.lonestar.edu/psp/ihprd/?cmd=login&languageCd=ENG&) (student portal) at the end of each semester. Students should review the transcript/grade report for accuracy.

**Dual Credit Course Grades:** Students in Dual Credit courses at the high school will have dual course grades:

## LSC Grade: The college course grade reporting is outlined in the course syllabus and adheres to Lone Star College’s policies on grading and students should look for this grade in D2L.

## LCISD grade: The high school class grading scale is aligned to grading policies of LCISD and students should look for this grade in their Family Access link (Skyward) and/or LCISD’s Learning Management System (Canvas).

## A Dual Credit course taken at a high school campus is a college course in all respects. Retesting is not a standard practice and is not allowed on student request in the college course. Please review your college course syllabus in D2L or visit <https://services.lonestar.edu/syllabus/> and ask your instructor for details on grading policies and procedures.

**High school students must complete each Dual Credit college course attempted with a grade of “C” or better in order to continue in the program.** If the student receives a grade of “D” or “F” in a course they will not be permitted to continue in the Dual Credit program. If a student has a compelling reason for making below a C in a Dual Credit course, they should contact their Dual Credit high school counselor in order to request an appeal form in order to petition their withdrawal from the Dual Credit program.

## Letter Grade Assignment: The chart given below explains how the final grades will be computed.

|  |  |  |  |
| --- | --- | --- | --- |
| **Grade Scale** | | | |
| **LSC-CyFair** | | **LCISD** | |
| **College Letter Grade** | **Final Average in Percent** | **High School Letter Grade** | **Final Average in Percent** |
| **A** | 100-90 | **A** | 100-90 |
| **B** | 89-80 | **B** | 89-80 |
| **C** | 79-70 | **C** | 79-70 |
| **D** | 69-60 | **F** | 69 and below |
| **F** | 59 and below |

## Evaluation of Instruction: Lone Star College-CyFair is committed to acting intentionally about student success. As part of our institutional effectiveness efforts, our instructors are assessed in several ways. For the continuous improvement of our instruction, you are encouraged to provide input for each course you take each semester using the Course Evaluations Questionnaire, which can be accessed through your myLoneStar account. This occurs approximately half way through your course, and you will be notified when surveys are available for completion. Instructions on how to access and complete the Course Evaluations Questionnaire can be found by logging into your account at <https://my.lonestar.edu/psp/ihprd/?cmd=login> and clicking on Links on the menu on the left side of the screen and select Course Evaluations. The college deans review these evaluations each semester. Additionally, the deans and/or department chairs may visit each instructor’s class at some time during the semester to observe the instructional environment being provided and complete an assessment of the instructor.

# **Tentative Instructional Outline**

**The outline below will provide a list of any *required or recommended readings* and a general description of the *subject matter of each lecture or discussion*.**

**Important Dates for Fall 2022:** See “**Important Dates for Fall 2022**” document, for additional dates

|  |  |
| --- | --- |
| Dates Listed Below are for a 16-Week Course | |
| **Class Begins** | August 29, 2022 |
| **Official Day of Record**  *\*Last day to drop with no record of the course on the College transcript* | September 12, 2022 |
| **Withdrawal “W” Date**  *\*Last day to drop course with an “W”* | November 14, 2022 |
| **Final Exam Week** | December 12-16, 2022 |
| **Date of Final Exam or Final Project** | <Insert Date>  Needs to be between Dec. 12-18 |
| **Holidays (Campus Closed)** | Labor Day Holiday --- Sept. 3-5 |
|  | Thanksgiving Holiday --- Nov. 23-27 |

**LSC Refund Information**: [Refunds | (lonestar.edu)](https://www.lonestar.edu/refunds.htm)

# **Course Calendar**

**All times listed are in Central Standard Time (CST)**

*Required under TAC subchapter N – Rule 4.227. Provide a general description of the* ***subject matter*** *of each lecture or discussion; and lists of any required or recommended* ***readings****.*

*See “****Example Instructor Guidelines and Procedures****” document, if needed.*

| **Week Number** | **Assignments**  *(details listed above in syllabus)* | Readings and Subject Matter |
| --- | --- | --- |
| 1 |  |  |
| DATE | Discussion 1: Introduction | Introduction Reconstruction |
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# **Lone Star College-CyFair Campus Guidelines and Procedures**

**Student Handbook:** We encourage students to read the [Student Handbook](https://www.lonestar.edu/student-handbook) [https://www.lonestar.edu/student-handbook](https://www.lonestar.edu/student-handbook%20) and <https://www.lonestar.edu/lscs-catalog.htm> for a comprehensive list of guidelines and procedures.

**Course Communication:** Lone Star College provides email services to faculty, staff and students. All official communication from Lone Star College is sent through email including emergency information, school closure information and notifications. All communication regarding this course will be sent via your student email. To protect the privacy of your student records, no correspondence will be accepted or responded to from personal email accounts. For more information on accessing, setting up, or syncing your e-mail to a personal account visit <https://www.lonestar.edu/email.htm>

## 

**Course Withdrawal Process:** Withdrawal from the course after the official day of record and prior to the [“W” Day](http://www.lonestar.edu/academic-calendar.htm) (see above under important dates) will result in a final grade of “W” on your transcript. You are strongly encouraged to meet with your professor prior to withdrawing from a course to consider all options.

**If you think you need to withdraw from your Dual Credit course, contact your high school campus Dual Credit Counselor or College & Career Facilitator. High School Dual Credit Counselor approval is necessary in processing a withdrawal.** All withdrawals are forwarded from the High School Dual Credit Counselor to the Lone Star College-CyFair Dual Credit Facilitators in the Admissions & Records department.

No credit will be awarded for a course earning a “W.” If you stop attending class, you must withdraw prior to “W” day. If you stop attending class and do not officially withdraw, you will receive whatever grade is calculated based on your completion rate, which may result in an “F” for the course. Additional information on the Course Withdrawal Process may be found in the Course Catalog for the current academic year.

**Change in High School Campus:** After Official Day (see above under important dates), students withdrawing from the high school campus in which they are enrolled in a Dual Credit course will not be able to continue with the course. The student will be withdrawn from the Dual Credit course when they withdraw from the high school campus.

Students reassigned to ALC will need to consult with their Dual Credit Counselor or College & Career Facilitator regarding the viability of remaining in the Dual Credit course and achieving success based on the attendance guidelines above.

**Six Drop Rule:** Students who enrolled in Texas public institutions of higher education as first-time college students during the Fall 2007 term or later are subject to section 51.907 of the Texas Education Code, which states that an institution of higher education may not permit a student to drop (withdraw with a grade of “W”) from more than six courses, including courses that a transfer student has previously dropped at other Texas public institutions of higher education that have already been counted against their [**six drop limit**](https://www.lonestar.edu/drop-limit.htm) <https://www.lonestar.edu/drop-limit.htm> Students should fully understand this drop limit before they drop any course. Please contact a Counselor or Advisor in our Student Services deptarment or by E-mailing [lsccfadvising@lonestar.edu](mailto:lsccfadvising@lonestar.edu) for additional information and assistance. **Dropping a transitional and/or ESOL course does not count against the six drop limit.**

**Per the Texas Higher Education Coordinating Board, students who are still enrolled in high school are not affected by the provisions of SB 1231 and the TEC 51.907 Six Drop Rule and any course a student drops while they are still enrolled in high school should not be counted toward the limitation on dropped courses. The provisions of the Six-Drop Rule are effective for college courses dropped after high school graduation throughout the student’s entire undergraduate college career.**

**Academic Appeals:** An academic appeal is a formal request by a student to change a grade or to challenge a penalty imposted. Before a student brings an academic appeal, he or she should first communicate/meet with their instructor to request that a change be made. For additional information, please read the [Academic Complaint and Appeal Process](https://www.lonestar.edu/student-complaints.htm) <https://www.lonestar.edu/student-complaints.htm>

**Academic Integrity:** Lone Star College-CyFair is committed to a high standard of academic integrity in the academic community. In becoming a part of the academic community, you are responsible for honesty and independent effort. Please read Board Policy [V.D. Academic Integrity and Dishonesty](https://www.lonestar.edu/departments/generalcounsel/Section%20V.F%20Student%20Discipline%20for%20Academic%20Misconduct%20-%20Policy.pdf) <https://bit.ly/2QkNHCF> and the [Academic Integrity Brochure](http://www.lonestar.edu/departments/libraries/academic_integrity_brochure.pdf) <https://bit.ly/3v8l9Ll> for more information.

Failure to uphold these standards includes, but is not limited to, the following: plagiarizing written work or projects, cheating on exams or assignments, collusion on an exam or project, and misrepresentation of credentials or prerequisites when registering for a course. Cheating includes looking at or copying from another student's exam, orally communicating or receiving answers during an exam, having another person take an exam or complete a project or assignment, using unauthorized notes, texts, or other materials for an exam, and obtaining or distributing an unauthorized copy of an exam or any part of an exam. Plagiarism means passing off as your own the ideas or writings of another (that is, without giving proper credit by documenting sources). Plagiarism includes submitting a paper, report, or project that someone else has prepared, in whole or in part. Collusion is inappropriately collaborating on assignments designed to be completed independently. These definitions are not exhaustive. When there is clear evidence of cheating, plagiarism, collusion, or misrepresentation, disciplinary action may include but is not limited to requiring you to retake or resubmit an exam or assignment, assigning a grade of zero or "F" for an exam or assignment; or assigning a grade of "F" for the course. Additional sanctions may be imposed on a student who violates the standards of academic integrity including being: withdrawn from the course, ineligible to proceed within their program of study, suspended or expelled from school. For more information please read Board Policy [Section V.F.: Student Discipline for Academic Misconduct](https://www.lonestar.edu/departments/generalcounsel/Section%20V.F%20Student%20Discipline%20for%20Academic%20Misconduct%20-%20Policy.pdf) <https://bit.ly/2QkNHCF> and [Section V.F.: Student Discipline for Academic Misconduct Procedures](https://www.lonestar.edu/departments/generalcounsel/Section%20V.F%20Student%20Discipline%20for%20Academic%20Misconduct%20-%20Procedures.pdf)  <https://bit.ly/3sIAUXM>

**Academic Integrity in Mathematics Courses**

Examples of academic misconduct that are relevant to mathematics classes include (but are not limited to):

* Submitting work done by another person as the student’s own
* Allowing another person to complete online assignments on the student’s behalf
* Seeking help for assignments using resources not provided by or authorized by Lone Star College
* Using an internet enabled device, such as a second computer, smart phone, tablet or smart watch during an online quiz or exam
* Using a calculator other than one authorized for use in your class
* Using notes, a text or formula list on a quiz or exam unless specifically authorized to do so by your professor
* Using any program or app that can assist with solving mathematical problems while completing an assignment, test, exam or quiz. Examples include but are not limited to:
  + Photomath
  + Chegg
  + YouTube
  + Mathway
  + Emathhelp
  + Wolfram Alpha

## Student Behavior Expectations: You are expected to conduct yourself appropriately while on College property or in an online environment. You may receive disciplinary action up to and including suspension, if you violate College rules, disrupt classes, or interfere with the opportunity of others to obtain an education. Students who pose a threat to the safety of others will be subject to immediate withdrawal from the classroom, campus environment, and/or online environment, as well as face subsequent criminal charges, as appropriate. Please refer to the [Student Code of Conduct](http://www.lonestar.edu/student-responsibilities.htm) <https://www.lonestar.edu/student-responsibilities.htm> for additional information.

## Student Complaints: For more information regarding how to file a student compliant, please visit: <https://www.lonestar.edu/student-complaints.htm>

**Campus Safety and Security:** Lone Star College is committed to maintaining the safety of the students, faculty, staff, and guests while visiting one of our campuses. To help ensure your safety during an emergency (safety, fire, severe weather, etc.), please follow the instructions of college officials.  Safety information and resources may be found on the

[Campus Police](http://www.lonestar.edu/campus-police.htm) <https://www.lonestar.edu/campus-police.htm> website and are also posted in each classroom. In the event you wish to report an emergency, please contact the police at 281.290.5911 or utilize the red handled emergency phones located in classrooms.

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](http://www.lonestar.edu/campuscarry) <https://www.lonestar.edu/campuscarry> website.

**REQUIRED STATEMENT FOR FACULTY WHOSE OFFICES ARE DESIGNATED AS EXCLUSION ZONES (DELETE THE STATEMENT BELOW IF IT DOES NOT APPLY TO YOU):**

## As permitted by LSC regulations, I have designated my assigned faculty office in Room (number) as an exclusion zone where concealed carry is prohibited. In addition to the office hours listed elsewhere in this syllabus, I will hold office hours at (specific place) on (days) from (start time) to (end time). Students are invited to attend whichever office hour location works best for them. I may also be able to meet with students at other places and times if we can agree in advance, but I cannot guarantee that I will be able to accommodate your schedule.

**Lone Star College COVID-19 Information:** Lone Star College is dedicated to the health and safety of all employees and students with a strong commitment to student engagement and success. For more information on current guidelines or resources, please visit <https://www.lonestar.edu/coronavirus>.

## Guidelines for Children of Students on College Premises: College students’ children may not enter the classroom, even for brief visits, without the instructor’s prior express written permission. Instructors may deny permission or revoke written permission. Children cannot enter an activity or lab area where dangerous substances or equipment are stored or in use, unless the children are students enrolled in an applicable class or participating in a special College program. Students may not have their children accompany them on College field trips unless the children are also enrolled in the class. See [Board Policy Section II.D.2.04 and Section II.D.2.06](http://www.lonestar.edu/student-community-facilities.htm) <https://www.lonestar.edu/student-community-facilities.htm> for more information.

## FERPA: 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. For more information and the release form, please visit <https://www.lonestar.edu/Student-Information-Public.htm>

## Student Absence on Religious Holy Days: The student must notify the faculty member in writing within the first 12 days of the semester of the intent to be absent due to a religious holy day. Under Texas Education Code 51.911, a student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time as established by the faculty member. See [Board Policy Section VI.D2 .](https://www.lonestar.edu/student-welfare-rights.htm) <https://www.lonestar.edu/student-welfare-rights.htm> for more information.

## Equal Opportunity Statement: Lone Star is committed to the principles of equal opportunity in education and employment. Lone Star College does not discriminate on basis of race, color, sex, age, sexual orientation, gender identity, genetic information, gender expression, religion, ethnic or national origin, disability, veteran status, or any other protected status in its programs and activities, as stated in the [LSCS Board Policy Manual](https://www.lonestar.edu/Equal-Opportunity-Information-Inquiries.htm) <https://www.lonestar.edu/Equal-Opportunity-Information-Inquiries.htm>

# **Student Support Services**

# **Lone Star College-CyFair is committed to your success! One of our cultural beliefs is** [**Student Focused**](http://www.lonestar.edu/LSCFocus.htm)[**https://www.lonestar.edu/LSCFocus.htm**](https://www.lonestar.edu/LSCFocus.htm)**.** If you are experiencing challenges achieving your goals academically or personally, please contact your advisor, instructor, or another individual on campus you trust. Advisors can provide assistance with questions related to academics, while the Counseling office can assist with ADA accommodations and personal barriers. All concerns related to classroom instruction must first be addressed with the instructor. Please know that we have resources and are here to support you.

## **The Academic Success Center**– FREE TUTORING (Barker Cypress Campus - Learning Commons - 2nd Floor) offers on-campus and online tutoring for most disciplines and specific assistance in The Science Center (LRNC 203), Math Center (LRNC 205) and the Writing Center (LRNC 208).  All tutoring services at LSC-CyFair are absolutely FREE for students enrolled at Lone Star College! Student workshops are also offered throughout the semester.  Please visit [Academic Success Center](https://www.lonestar.edu/learning-cyfair.htm) <https://www.lonestar.edu/learning-cyfair.htm> website for more information, contact 281.290.3279, or [cyfair.asc@lonestar.edu](mailto:cyfair.asc@lonestar.edu)

## **Academic Success Center open labs** (TECH 104) is located in the Technology (TECH) building, room 104 at LSC-CyFair.  The open lab is a quiet work and study area available to students with computer access. The lab contains Windows and Mac computers, specialty software, scanner, copier and printers (B/W and color).  Students can access the lab with LSC ID card. For more info, please visit [ASC Open Lab](https://www.lonestar.edu/13669.htm) <https://www.lonestar.edu/13669.htm> website, contact 281.290.5980, or [cfasclabs@LoneStar.edu](mailto:cfasclabs@LoneStar.edu)

Americans with Disabilities Act Statement (Disability Services)  
Lone Star College-CyFair is dedicated to providing the least restrictive environment for all students. We promote equity in academic access through the implementation of reasonable accommodations as required by the Rehabilitation Act of 1973, Title V, Sections 504 and 508, the Americans with Disabilities Act of 1990 (ADA), and the Americans with Disabilities Amendment Act (ADAAA). These laws enable students with disabilities to participate in and benefit from all post-secondary educational courses and activities.

Student accommodations or services approved by LCISD are not transferable to Lone Star College. A student requesting accommodations for a documented medical condition, psychological condition and/or a disability must contact the Counseling/Disability Services Office in order to **register for services**. Students can submit an application and documentation online using the **Virtual Disability Assistance Center** (VDAC). You can find the link to VDAC, as well as more information about services here: <https://www.lonestar.edu/requesting-accommodations.htm>. If possible, the student requesting services should make an initial contact with the office at least 4 weeks prior to the start of the first class. Please see more information on the **Dual Credit Students and Disabilities Services** web page: <https://www.lonestar.edu/college-departments/dualcredit/DualCredit-Disability-Services.htm>

**The Assistive Technology Lab** is available for students who benefit from its various technologies to convert text to speech, magnify items, convert text to Braille, etc. after their accommodations have been determined by the Counseling office. Any disability related documentation and requests for assistive technology should be submitted to the Disability Services Office, which is located on the LSC-CyFair campus in CASA 107. You may contact Stephanie Dillon, Disability Services Counselor, at 281.290.3533 or [Stephanie.G.Dillon@lonestar.edu](mailto:Stephanie.G.Dillon@lonestar.edu) for additional information and/or to schedule an appointment. Additional information may be accessed online at: <https://www.lonestar.edu/accessibility-services-resources.htm>.​

## Counseling Services are available to students who are experiencing difficulty with academic issues, selection of college major, career planning, disability accommodations, or personal issues. You may contact [Counseling, Career, and Disability Services](http://www.lonestar.edu/counseling-services.htm) <https://www.lonestar.edu/counseling-services.htm> by leaving a voicemail at 281.290.3260, E-mailing [CyFair.Counseling@LoneStar.edu](mailto:CyFair.Counseling@LoneStar.edu) or stop by CASA 109 to make an appointment to connect to available resources.

## The Lone Star College-CyFair Library is located in the Learning Commons (LRNC) building and contains informational resources for both college students and community members. Not only is the library an academic library, but it is also a branch of the Harris County Public Library. Librarians are professionally trained to assist you with any aspect of research during operating hours including using the library, locating and evaluating information sources, and citing information sources. The Library contains over 125,000 books, online information databases, 185 computers, free wireless internet, and many more information/research related amenities to ensure student success.

Library building access may **not** be available at all times. Please check the [LSC-CyFair Library website](http://www.lonestar.edu/library/info.htm) <https://www.lonestar.edu/library/info.htm> for updates. [Library Guides and additional virtual Services](https://cflibguides.lonestar.edu/home) <https://cflibguides.lonestar.edu/home> are also available. .

## Library Resources may be accessed via:

* Phone: Circulation Desk 281.290.3210 and Reference Librarians 281.290.3214 or 281.290.3219
* Email: [CyFairLibrary@LoneStar.edu](mailto:CyFairLibrary@LoneStar.edu)
* Text: 832.463.0478
* Website: [LoneStar.edu/library/cyfair](https://www.lonestar.edu/library/cyfair.htm)
* Guides: [cflibguides.lonestar.edu](https://cflibguides.lonestar.edu/home)
* **Dual Credit Guides:** [cflibguides.lonestar.edu/dualcredit](https://cflibguides.lonestar.edu/dualcredit)
* **On-Campus/Network Access**: Log in with your LSC Username & Password to use LSC library computers, WiFi, MyPrintCenter Note: if you are on an LSC computer and/or WIFI, you should have direct access to the databases.
* **Off-Campus/Network Access:** Log in with your LSC 14-digit Student ID/Library Card number and LSC password to view your library account, borrow electronic media, place requests/holds on physical materials, access research databases, and more.

For more information on how to borrow library materials, research a topic, discover other library services, and/or find research apps and tools, please visit, “How Do I…?” at <http://www.LoneStar.edu/library/how-to.htm>. This page provides additional information to learn how to get a library card, find and request books, videos, CDs, articles and more, check your library account, access e-books and digital downloads, search databases for articles, periodicals (magazines, newspapers, and journals), cite sources, locate research guides, and various other topics.  

**The Lone Star College Veterans Affairs Center** on the LSC-CyFair campus is located in LRNC 141 and it provides services to all veteran LSC students and their family members. To contact Veteran’s Affairs, please E-mail [LSC-MilitaryServices@LoneStar.edu](mailto:LSC-MilitaryServices@LoneStar.edu) or visit <http://www.LoneStar.edu/veterans-affairs.htm>.

## The LSC-CyFair Empowerment Center

## Do you have questions that need answers? [The Empowerment Center](http://www.lonestar.edu/cyfair-empowerment) <https://www.lonestar.edu/cyfair-empowerment> is a resource center for every student.

The Empowerment Center may not be open at all times. Off-campus resources can be found by visiting <http://www.lonestar.edu/care.htm>.

# **Syllabus Disclaimer**

It is the instructor’s right to modify the class schedule when necessary and cover course topics as he/she feels is necessary to meet the learning outcomes, therefore this syllabus is subject to change.