[Enter Course Name] Syllabus (Dual Credit)

# Instructor Contact Information

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| **Instructor:** |  | **Office Phone:** |  |
|  |
| **High School Location:**  |  | **Student Success Hours:** |  |
| **E-mail:**  |  |

|  |  |
| --- | --- |
| **Department/Division Contact:** | Division I, CASE 215, 832-482-1053. Sam Thomas, dean, 281-290-3989, samuel.l.thomas@lonestar.edu |

# Course Information

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| **Course Title:** |  | **Term and Year:** |  |
| **Course Subject:** |  |  |  |
| **Course Number and Section:** | MATH | **Class Days and Times:** |  |
| **Credit Hours:** | *Example:1314 5001* |  |  |
| **Lecture Hours:** |  | **Class Room Location:** |  |
| **Lab Hours:** |  |  |  |
| **External Hours:** |  | **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:**

**Required Book(s):**

**Optional Book(s) and Materials:**

**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.

**Required MyMathLab Access:** Students must have 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;. Note: A complete eBook for the course comes with MyMathLab access. **A hardbound copy of the textbook is NOT required.**

*(Please give instructions as to how your students are to access MML. 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.

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 an articulation 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 Course* [*Catalog*](http://catalog.lonestar.edu/) *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.*

**Course Technology Requirements:** In our efforts to keep students and employees safe in response to **COVID-19**, 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, etc.*

**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 2020-2021 Student Handbook**](https://www.lcisd.org/docs/default-source/students-parents-documents/secondary-education/2020-2021-secondary-student-handbook.pdf?sfvrsn=4)**:** 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.

**Electronic devices:** [**Electronic device policy per LCISD Student Handbook 2020-2021**](https://www.lcisd.org/docs/default-source/students-parents-documents/secondary-education/2020-2021-secondary-student-handbook.pdf?sfvrsn=4)

**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.

**Unacceptable and Inappropriate Use of Technology Resources:**

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as “sexting” will be disciplined according to the Student Code of Conduct and may, in certain circumstances, be reported to law enforcement.

The use of mobile telephone or any device to capture images of any violation of the student code of conduct is strictly prohibited while at school or at a school-related or school-sponsored events.

Any disciplinary action will be in accordance with the Student Code of Conduct. The district will not be responsible for damaged, lost, or stolen electronic devices.

**Assignments:**

Provide a brief description of each major course requirement, including each major assignment and examination. See “**Example Instructor Guidelines and Procedures**” document, if needed.

**Exams:**

**Quizzes:**

**Book Essays:**

**Discussions:**

**Make-up Assignments:**

**Grade Determination:**

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| --- | --- | --- | --- |
| **Your grade will be determined by the following** | **Details** | **Points**(if applicable) | **Percent of Final Average** |
| **Exams** |  |  |  |
| **Quizzes** |  |  |  |
| **Book Essays** |  |  |  |
| **Discussions** |  |  |  |
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| 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>

## Lone Star College Grade and LCISD Grade:

Dual credit rules allow college faculty to use two grading scales, one for the high school class (ISD) and the other for the college class (Lone Star College). Consequently, a student could master the course material at a level satisfactory to pass the high school class, while failing the college course. 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.** Please review your course syllabus and ask your professor for details on grading policies and procedure.

**College Gradebook:**

Assignment and assessments grades for the college course will be posted in the college’s learning management system, called D2L. Student may follow their academic progress in D2L throughout the semester. Students may learn [how to view grades in D2L](https://vlac.lonestar.edu/help/a374) through the Virtual Learning Assistance Center. Students may check their final grade in the college course in myLoneStar (student portal).

## Letter Grade Assignment:

The chart given below explains how the final grades will be computed.

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| --- |
| **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 |

## Dual Credit Course Grades:

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.

## 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 [myLoneStar Account](https://my.lonestar.edu/psp/porprd/?cmd=login) and clicking on the Quicklinks – “How To” Documents. 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 2020:** See “**Important Dates for Fall 2020**” document, for dates

*To find dates for the table below, go to* [*www.lonestar.edu/math-dept-cyfair/htm*](http://www.lonestar.edu/math-dept-cyfair/htm)*, select “Resources for Instructors” and look for the link “Important Dates for Semester Planning” in the center column. Holidays are found in the “General Academic Calendar”. Final Exam Dates are found in “Final Exam Schedule”. Please delete this comment before finalizing your syllabus.)*

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|  | 16-Week Course Fall 2020 | 37-week course (Yearlong) |
| Class Begins | August 24, 2020 | August 24, 2020 |
| Official Day of Record  | September 4, 2020 | September 4, 2020 |
| Midpoint Day of Record (MDR) | October 30, 2020 | February 5, 2021 |
| Withdrawal “W” Date | November 9, 2020 | Februrary 25, 2021 |
| Final Exam Date or Final Project Date | Insert Date / Time | Insert Date / Time |
| Class Ends | December 13, 2020 | May 9, 2020 |
| Holidays (Campus Closed)  | Labor Day – September 5-7 | MLK - January 18 |
| Thanksgiving – November 25-29  | Spring Break – March 15 - 21 |
| Winter Break – Dec. 21 – Jan. 1 | Spring Holiday – April 2 - 4 |

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

| **Week Number** | **Assignments** *(details listed above in syllabus)* | Readings and Subject Matter |
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# **Please continute to week 37 if needed.**

Lone Star College Covid-19 Prevention Expectations:

Lone Star College is dedicated to the health and safety of all employees and students with a strong commitment to student engagement and success. In coordination with federal, state, and local mandates and guidelines, Lone Star College has established general COVID-19 prevention expectations below. Campus-specific COVID-19 protocols shall be provided to you by campus presidents.

The expectations and protocols may be changed as the COVID-19 situation evolves. Please direct campus protocol questions to the campus president.

Lone Star College supports students with online tutoring, online bookstore access, online library resources, with access to Office 365 available. Information about tutoring and available resources may be found at <https://www.lonestar.edu/Student-Resources.htm>.

Lone Star College implemented the COVID-19 Prevention Expectations listed below for students attending class on a Lone Star College campus during the 2020 Fall Semester. Be sure to stay home if you are feeling ill or if you have been exposed to someone who has tested positive for illness.

**On-Campus[[1]](#footnote-1) and In the Classroom**

* You must properly wear a mask that adequately covers your mouth and nose.
	+ You should put your mask on upon exiting your vehicle in the campus parking lot. Unless otherwise provided by law, you will not be allowed on a campus or remain on a campus without a mask.
	+ If you need a mask, the campus will provide you one at the designated campus entry checkpoint.
	+ Failing to wear a mask or refusing to wear a mask while on a Lone Star College campus is considered a Student Conduct Code violation.
* Proceed to the designated campus entry checkpoint.
* You must submit to a temperature check at the Campus Screening Checkpoint.
* You should stay at least six feet from others while on campus.
* You should sanitize your hands regularly, but especially prior to entering a classroom and when leaving.

**Notifications of Possible Exposure**

* Lone Star College will notify you of possible exposure to COVID-19 if a person who was in your area of campus while you were on campus tested positive.
* In case of building closure, your instructor will notify you of the plan for continuing the course.

# Lone Star College-CyFair Campus Guidelines and Procedures

We encourage students to read the [Student Handbook](http://www.lonestar.edu/departments/advising/LSCS_Student_Handbook_Web.pdf) and [LSC Catalog](http://www.lonestar.edu/lscs-catalog.htm) for a comprehensive list of guidelines and procedures.

## 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-Cypress Center Dual Credit Specialists 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 Offical 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](http://www.lonestar.edu/course-drops.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 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. 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](http://www.lonestar.edu/academic-appeal.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) and the [Academic Integrity Brochure](http://www.lonestar.edu/departments/libraries/academic_integrity_brochure.pdf) 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) 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)

**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 actionup 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) for additional information.

## 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) 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) 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.

## 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) 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) 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).

# 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)**.**

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.

## **Academic Success Center** (Barker Cypress Campus - Learning Commons - 2nd Floor)

The Academic Success Center (ASC) offers [tutoring](http://www.lonestar.edu/tutoring-cyfair.htm) for most disciplines and specific assistance in The Science Center (LRNC 203), Math Center (LRNC 205) and the Writing Center (LRNC 208).Student workshops are also offered throughout the semester. **Note:** Availability of these services may be limited or curtailed at a moment’s notice in response to the ongoing COVID-19 pandemic

Online Tutoring Services are part of our [Academic Success Center](http://www.lonestar.edu/learning-cyfair.htm%22%20%5Ct%20%22_blank). All tutoring services at LSC-CyFair are absolutely FREE for students enrolled at Lone Star College! Please visit the [Online Tutoring Website](http://www.lonestar.edu/asc-online) [Lonestar.edu/ASC-online](http://www.Lonestar.edu/ASC-online) to determine which tutoring option is best for you.

## **Academic Success Center open labs** (TECH 104 and CASE 104)

The Academic Success Center Open Labs are quiet work and study areas available to you. You access the labs with your LSC ID card. The ASC Open Labs are available during extended hours during all semesters. Basic software assistance, access to Mac and PC computers loaded with courseware, printing, copying, and scanning are available in TECH 104, CASE 104. For more information, please visit the [Academic Success website](http://www.lonestar.edu/learning-cyfair.htm), contact 281.290.5980, or cfasclabs@LoneStar.edu. **Note:** Availability of these services may be limited or curtailed at a moment’s notice in response to the ongoing COVID-19 pandemic.

**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.

A student requesting accommodations for a disability must contact the Counseling/Disability Services Office and register for services. 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. 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.  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 109. You may contact Stephanie Dillon, Disability Services Counselor, at 281-290-3260 or 281-290-3533 or Stephanie.G.Dillon@LoneStar.edu for additional information and/or to schedule an appointment. Additional information may be accessed online at <http://www.LoneStar.edu/disability-services.htm>

## Counseling Services

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) by leaving a voicemail at 281.290.3260, E-mailing CyFair.Counseling@LoneStar.edu or stop by CASA 109 to make an appointment to connect to available resources.

Students may also contact counseling services at the Cypress Center. The Cypress Center contact is 832.920.5029, Lolita.B.Page@LoneStar.edu, or CYC100B.

## Library

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.

In our efforts to keep students and employees safe in response to **COVID-19**, Library building access might **not** be available at all times. Pleae check the [LSC-CyFair Library website](http://www.lonestar.edu/library/info.htm) for updates. [Library **Virtual** Services](http://www.lonestar.edu/library/cyfair.htm) are available.

## Library Resources

You may access virtual library services via:

* Phone: Circulation Desk 281-290-3210 and Reference Librarians 281-290-3214 or 281-290-3219
* Email: CyFairLibrary@LoneStar.edu
* Text: 832-463-0478
* Chat: LoneStar.edu/library
* Online: [http://www.lonestar.edu/library/cyfair.htm#](http://www.lonestar.edu/library/cyfair.htm)
* myLoneStar: Log in to my.LoneStar.edu with your LSC Student ID number and password to access library services from the high school campus location, home, or any location with Internet services to search catalog, view library account, 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.

## Veteran Affairs Center Services

The Lone Star College Veterans Affairs Center located in LRNC 141 provides services to all veteran students and their family members from our five colleges including LSC-CyFair, LSC-Kingwood, LSC-Montgomery, LSC-North Harris, and LSC-Tomball, five centers, LSC-University Park, LSC-University Center at Montgomery, LSC-University Center at University Park, Lone Star Corporate College, and LSC-Online. To contact Veteran’s Affairs, please E-mail LSC-MilitaryServices@LoneStar.edu or visit <http://www.LoneStar.edu/veterans-affairs.htm>.

## The Empowerment Center

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

In our efforts to keep students and employees safe in response to **COVID-19**, 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.

1. For purposes of this document, “campus” and “on-campus” includes both indoor and outdoor spaces located on a Lone Star College property. [↑](#footnote-ref-1)