[Enter Course Name] Syllabus (Dual Credit)

# Instructor Contact Information

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

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| **Department/Division Contact:** | **Please check the Division Contact List for your chair to request 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:** |  | **MyMathLab Course ID:** | |
| **Total Contact Hours:**  **(All hrs. x 16)** |  |  |  |

**Prerequisites:**

**Co-requisites:**

**Required Book(s): please include ISBN, where appropriate**

**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:

**(Please delete the example below and list your specific requirements here):**

**Example: *Internet access is required for online quizzes, online assignment submissions, and discussion boards. A computer (and not a phone) is required for completing the simulations, but a phone is enough to complete all the activities assigned. Webcam is required for tests. Chromebooks are not allowed in tests (since they cannot run Lockdown browser), etc.***

**Required MyMathLab Access:** (Delete if not using MML) 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:** **:** *(Remove this Core Curriculum Statement if this syllabus is for Math 2320, 2415 or any 0000 level course. Delete thic comment before finalizing your syllabus.)*

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 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* [*https://www.lonestar.edu/lscs-catalog.htm*](https://www.lonestar.edu/lscs-catalog.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 Specialist 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. CFISD attendance guideline shall be the official attendance guideline of the class.

**Per CFISD 2020-2021 Student Handbook:** *Absences For School-Related Activities*

The district shall not schedule, nor permit students to participate in any school-related extracurricular or sanctioned activities on or off campus that would require, permit, or allow a student to be absent from class in any course more than ten (10) times during the school year (full year course).

All University Interscholastic League (UIL) sponsored activities are sanctioned as school-related activities and, therefore, come under the provisions of Board Policy FM. Other organizations may be recognized as sanctioned activities if they have been approved by the board of trustees. If the activity is not approved by the board of trustees, any absence incurred by a student in order to participate in that organization's activities will be counted as an absence and not one of the ten (10) allowable days.

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 assignmets 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 Specialist regarding the viability of remaining in the Dual Credit course and achieving success.

If it is determined you will not be able to complete ***75% of the coursework*** with a passing grade and with the dual credit teacher of record by the end of the semester, you should seek guidance from the high school campus Dual Credit Counselor or College & Career Specialist 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: (A guideline is required here. See the “Required Syllabus Content Examples,” if needed. Then embed your guidelines and remove this statement.)**

**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:**

|  |  |  |  |
| --- | --- | --- | --- |
| **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>

## Letter Grade Assignment:

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

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| **Grade Scale** | | | |
| **LSC-CyFair** | | **CFISD** | |
| **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** | 79-75 |
| **C-** | 74-70 |
| **D** | 69-60 | **F** | 69 and below |
| **F** | 59 and below |

**Accessing 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 couse delivery system. For more information, please visit the [CFISD D2L Class Login Student Information](https://www.lonestar.edu/CFISD-online.htm). <https://www.lonestar.edu/CFISD-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.

## CFISD grade: The high school class grading scale is aligned to grading policies of CFISD and students should look for this grade in their home access center and/or CFISD Connect (Schoology).

## 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 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.

## 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 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 2021:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 16-Week Course Fall 2021 | | 21-week course | | 37-week course (Yearlong) |
| Class Begins | August 30, 2021 | | Aug 23, 2021 | | Aug 30, 2021 |
| Official Day of Record | September 13, 2021 | | Sept 3, 2021 | | Sept 13, 2021 |
| Midpoint Day of Record (MDR) | November 5, 2021 | | Nov 11, 2021 | | Feb 11, 2022 |
| Withdrawal “W” Date | November 15, 2021 | | Nov 22, 2021 | | Mar 3, 2022 |
| Final Exam Date or  Final Project Date | <Insert Date> | | Insert Date /Time | | Insert Date / Time |
| Class Ends | December 19, 2021 | | Jan 16, 2022 | | May 15, 2022 |
| Holidays (Campus Closed) | | Labor Day – September 4-6 | | MLK - January 17 | |
| Thanksgiving Holiday – November 24-28 | | Spring Break – March 14-20 | |
| Winter Holidays – December 23-January 5 | | Spring Holiday – April 15 | |

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

**“All time listed are in Central Standard Time (CST).”**

| **Week Number** | **Assignments** *(details listed above in syllabus)* | Readings and Subject Matter |
| --- | --- | --- |
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| DATE | Discussion 1: Introduction | Introduction Reconstruction |
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**Lone Star College COVID-19 Prevention Recommendations**  
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-Recources.htm>.

Lone Star College implemented the COVID-19 Prevention Recommendations 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

* If you are sick, please stay home.
* You should stay at least three 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

* If you have COVID-19 please let your instructor know as soon as you are confirmed positive for COVID-19 and email the College at LSC-ReportVirus@lonestar.edu

**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>

# 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) https://www.lonestar.edu/departments/advising/LSCS\_Student\_Handbook\_Web.pdf and [LSC Catalog](http://www.lonestar.edu/lscs-catalog.htm) [https://www.lonestar.edu/lscs-catalog.  
htm](https://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) https://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 Specialist. 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 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 Specialist 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) https://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](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 imposed for violation of standards of academic integrity, such as plagiarism or cheating. Before a student brings an academic appeal, he or she should first communicate/meet with their instructor to request that a change be made. **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. For additional information, please read the [Academic Complaint and Appeal Process](http://www.lonestar.edu/academic-appeal.htm) <https://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) 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) https://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) <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)  <https://www.lonestar.edu/departments/generalcounsel/Section%20V.F%20Student%20Discipline%20for%20Academic%20Misconduct%20-%20Procedures.pdf>.

## 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) <https://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) <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.

## 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.**

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 on-campus and onlinetutoringfor 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)

The Academic Success Center open computer lab 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 CFISD 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.

**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

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.

## 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.

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://mylonestar-my.sharepoint.com/personal/heather_a_gamber_lonestar_edu/Documents/A%20DUAL%20CREDIT%20Chair/CFISD%20F21/Library%20Guides%20and%20additional%20virtual%20Services) <https://cflibguides.lonestar.edu/home> are also 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](mailto:CyFairLibrary@LoneStar.edu)
* Text: 832.463.0478
* Chat: [cyflib.info/chat](https://mylonestar-my.sharepoint.com/personal/heather_a_gamber_lonestar_edu/Documents/A%20DUAL%20CREDIT%20Chair/CFISD%20F21/cyflib.info/chat)
* Website: [LoneStar.edu/library/cyfair](https://www.lonestar.edu/library/cyfair.htm)
* Guides: [cflibguides.lonestar.edu](https://cflibguides.lonestar.edu/home)
* 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.  

## 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](mailto: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) <https://www.lonestar.edu/cyfair-empowerment> is a resource center for every student.

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)