

ESOL Reading 5 Syllabus

Fall 2020



Instructor Contact Information

Instructor: Caren Hayden

Office Hours: Optional Zoom sessions Wed and Fri 4 - 4:30 pm

Office Phone: 713-962-1688 (my cell)

E-mail: caren741@gmail.com

Website/Alternative Contact: <https://www.carenhayden.com/reading-5>

Course Goals

We will use college-level texts to:

- Improve English **reading** proficiency and **vocabulary** for academic, career, or personal purposes.
- Comprehend and summarize texts.
- Identify main idea, supporting details, audience, and purpose.
- Interpret and critically analyze author's bias, purpose, and perspective.
- Make inferences and draw conclusions.
- Respond critically, orally, and in writing.
- Understand and use academic vocabulary and linguistically complex structures across a variety of disciplines and genres.
- Demonstrate knowledge of cultural and historical references to American society in written materials.

Technology Requirements:

- Access to a dependable computer with Internet connectivity
- Internet browser (Latest version of Chrome, Firefox, Edge or Safari)
- Office tools such as Microsoft Office Online (Office 365 is available for free through the college)
- Headset and/or mic and speakers

The specific additional requirements are listed below:

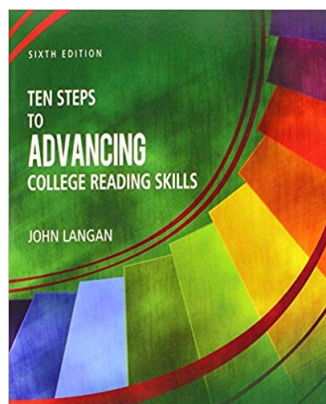
- Students will keep a **handwritten vocabulary journal** for each chapter (1–10) and will submit photos/scans of their journal to the teacher's email in order to receive a grade. See [instructions here](#).
- Students will complete **three writing assignments** throughout the semester. They must be typed and saved in Microsoft Word and emailed to the teacher.
- Students must buy an access code to the online practice and assessments that come with the textbook. The access code is part of the textbook bundle. Students will use it to create their account and join the Reading V class on www.townsendpress.net. [Get the textbook and access code here](#). The instructions on how to sign up with your access code are [here](#).
- Students must be able to access the <http://www.carenhayden.com/reading-5> and other resources online. All class videos will be posted on the class website and are viewable in YouTube.
- Students will need to sign up for a [free Zoom account](#) to join the optional Zoom sessions every Wednesday and Friday from 4 - 4:30 pm.

Online Etiquette Guidelines (“Netiquette”):

- Be courteous about what you say to or about others in any electronic format. In electronic communication the golden rule is "Remember the Human"—there is a real person with real feelings on the receiving end of your email or post.
- Be respectful and open to opinions and ideas that differ from yours. The exchange of diverse thoughts, ideas and opinions are an important part of the scholarly environment. Keep in mind that the people in your classes may come from backgrounds and have views that may vary significantly from your own.
- All course communication should be conducted in English unless directed otherwise by your instructor.
- Follow common “netiquette” rules (behavior online). Watch this short video and let me know if you have any questions: <https://www.youtube.com/watch?v=WIVrHjKLaUw>

Course Materials

Required Text(s) and Materials - BOTH ARE REQUIRED - BOOK AND DIGITAL ACCESS CODE



Textbook Title: *Ten Steps to Advancing College Reading Skills*

Edition #: 6th Edition

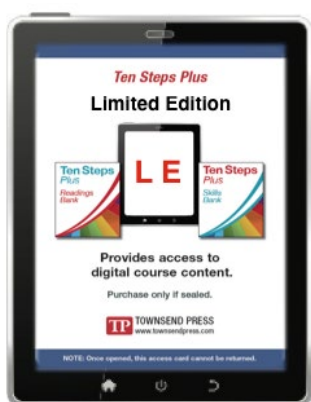
Author: John Langan

Publisher: Townsend Press

Year: 2014

ISBN-13: 978-1591944348

Notes: <https://www.carenhayden.com/reading-5-textbook-info>



Textbook Title: *Ten Steps Plus or Ten Steps Plus LE Digital*
Course Code

Publisher: Townsend Press

Year: 2016

ISBN-13: 978-1-59194-490-4e

Notes: <https://www.carenhayden.com/reading-5-textbook-info>

Grade Determination

Course Assessments

Your grade will be determined by the following course requirements:

Your grade will be determined by the following	Details	Percent of Final Average
Vocabulary Journal (10)	You will keep a paper and pen/pencil handwritten vocabulary journal each week. You will send the teacher photos of your journal pages for a grade (email or text).	15%
Online Vocabulary Quizzes (10)	You will have a short vocabulary quiz each week online.	15%
Online Reading Chapter Tests (10)	You will have an online reading test each week that assesses your knowledge of the chapter concepts.	25%
Writing Assignments (3)	You will type and submit (via email) three writing assignments throughout the semester in response to texts we read.	15%
Final Exam - Reading (1)	During the last week of class, you will take a reading final that assesses all of the reading skills we have learned about and practiced throughout the class.	20%
Final Exam - Vocabulary (1)	During the last week of class, you will take a vocabulary final that tests your knowledge of some of the words we have focused on throughout the semester.	10%
Total:		100%

Final Examinations:

A final evaluation activity will occur during the last two days of the semester. The appropriate dean must approve any variation to this schedule.

Letter Grade Assignment:

Credit Student Letter Grade	Continuing Education Student Grade	Final Average in Percent
A	Satisfactory (S) <i>Receives certificate</i>	90-100%
B	Satisfactory (S) <i>Receives certificate</i>	80-89%
C	Satisfactory (S) <i>Receives certificate</i>	70-79%
IP/F <i>Student is progressing but needs to repeat the course (IP) or students has failed to turn in work or has missed assignments (F).</i>	Unsatisfactory (N) <i>Receives NO certificate</i>	69% or less

Instructor Guidelines and Policies

Communication

- **Communicate** with me - the sooner, the better. If you have a question, a problem, an absence, etc., please call, text, email, or talk to me as soon as you can so we can solve the problem together.
- Please see the netiquette guidelines above.

Late Work & Make Up Assessments

Late work and make-up work is handled on a case-by-case basis. Please email or text me if you cannot turn in an assignment or complete a quiz/test on the due date. If you have a valid excuse, we can discuss it. If you don't, you may receive a zero for that task.

Instructor Policies

- Do not **threaten or harass** the teacher or other students in class.
- Do not **plagiarize** (copy work from others or from the internet) or **cheat**.
- Everyone has the right to an **equal education** and a **safe** and effective learning environment. We do not discriminate based on race, color, gender, religion, disability, age, veteran status, sexual orientation, nationality, or ethnicity.
- Buy your **books** as soon as you can! You will need them right away.

Syllabus Disclaimer

It is the instructor's right to modify the course policies and schedule as necessary to meet the course learning outcomes, therefore, this syllabus is subject to change.

Attendance / Participation

My goal is for you to succeed in this class. This will happen only if you participate in all of our online activities. I expect you to do the following tasks for our class each week:

- watch the weekly video
- complete and send me photos of your weekly vocabulary journal
- take the weekly vocabulary quiz online
- take the weekly reading test online

We will have two live Zoom sessions every week. These are optional, but I HIGHLY ENCOURAGE you to try to attend at least one. They will be every Wednesday and Friday from 4 to 4:30 pm. I will record these sessions so you can view them at your convenience if you can't make the sessions.

Tentative Instructional Outline:

Important Course Dates

Course Start:	September 8, 2020
Course End:	December 13, 2020
Course Length:	14 weeks
Official Day of Record (ODR):	September 17, 2020
Midpoint Day of Record (MDR):	November 3, 2020
Withdrawal "W" Deadline:	November 10, 2020
Thanksgiving Holiday:	November 25 - 29
Final Exam Dates:	Exams are available on December 7th and due on December 10th (by midnight)

Assignments that are graded are highlighted in yellow. Other assignments/tasks are encouraged, but not graded.

Week	Topics / Objectives	Assignments & Details
1	Course Orientation	
9/7 - 9/11 ASSIGNMENTS DUE BY 9/11 MIDNIGHT	Understand the rules, expectations, and assignments for the course. Determine your current reading and vocabulary levels. Get all of your materials and familiarize yourself with the online tools and resources you will use throughout the course.	<ul style="list-style-type: none"> • Watch Orientation Video. • Buy your textbook. • Read the syllabus carefully and put important dates in your calendar. • Email Caren Hayden with any questions (mailto:caren741@gmail.com). • Create your Townsend Press student account at http://www.townsendpress.net and join the Reading 5 class. • Take the reading and vocabulary baseline tests on the Townsend Press website. • Take the Tell Me About You! survey online. • Set up your free Zoom account. • Attend one of the Zoom sessions: Wednesday or Friday, 4 - 4:30 pm
2	Chapter 1: Vocabulary in Context	
9/14 - 9/18 ASSIGNMENTS DUE BY 9/18 MIDNIGHT	Use clues in a text to figure out the meaning of unknown words.	<ul style="list-style-type: none"> • Watch Youtube Video for Chapter 1 • Complete Online and Book Practice Activities • Complete Chapter 1 Vocabulary Journal and send Caren Hayden photos of it. • Come to one of the Class Zoom Sessions! Wednesday and Friday from 4 - 4:30 pm • Take Chapter 1 Reading Test • Take Chapter 1 Vocabulary Quiz
3	Chapter 2: Main Ideas	
9/21 - 9/25 ASSIGNMENTS DUE BY 9/25 MIDNIGHT	Determine the main idea of a text.	<ul style="list-style-type: none"> • Watch Youtube Video for Chapter 2 • Complete Online and Book Practice Activities • Complete Chapter 2 Vocabulary Journal and send Caren Hayden photos of it. • Come to one of the Class Zoom Sessions! Wednesday and Friday from 4 - 4:30 pm • Take Chapter 2 Reading Test • Take Chapter 2 Vocabulary Quiz

Week	Topics / Objectives	Assignments & Details
4	Chapter 3: Supporting Details	
9/28 - 10/2 ASSIGNMENTS DUE BY 10/2 MIDNIGHT	Read for details that support the main idea.	<ul style="list-style-type: none"> • Watch Youtube Video for Chapter 3 • Complete Online and Book Practice Activities • Complete Chapter 3 Vocabulary Journal and send Caren Hayden photos of it. • Come to one of the Class Zoom Sessions! Wednesday and Friday from 4 - 4:30 pm • Take Chapter 3 Reading Test • Take Chapter 3 Vocabulary Quiz
5	Chapter 4: Implied Main Ideas	
10/5 - 10/9 ASSIGNMENTS DUE BY 10/9 MIDNIGHT	Determine the implied main idea of a text by analyzing details.	<ul style="list-style-type: none"> • Watch Youtube Video for Chapter 4 • Complete Online and Book Practice Activities • Complete Chapter 4 Vocabulary Journal and send Caren Hayden photos of it. • Come to one of the Class Zoom Sessions! Wednesday and Friday from 4 - 4:40 pm • Take Chapter 4 Reading Test • Take Chapter 4 Vocabulary Quiz • Complete and email Writing Assignment #1
6	Chapter 5: Relationships I	
10/12 - 10/16 ASSIGNMENTS DUE BY 10/16 MIDNIGHT	Identify and use two methods to show relationships of addition and relationships of time in an academic text.	<ul style="list-style-type: none"> • Watch Youtube Video for Chapter 5 • Complete Online and Book Practice Activities • Complete Chapter 5 Vocabulary Journal and send Caren Hayden photos of it. • Come to one of the Class Zoom Sessions! Wednesday and Friday from 4 - 4:30 pm • Take Chapter 5 Reading Test • Take Chapter 5 Vocabulary Quiz
7	Chapter 6: Relationships II	
10/19 - 10/23 ASSIGNMENTS DUE BY 10/23 MIDNIGHT	Identify and use relationships that involve illustration, comparison and contrast, and cause and effect in an academic text.	<ul style="list-style-type: none"> • Watch Youtube Video for Chapter 6 • Complete Online and Book Practice Activities • Complete Chapter 6 Vocabulary Journal and send Caren Hayden photos of it. • Come to one of the Class Zoom Sessions! Wednesday and Friday from 4 - 4:30 pm • Take Chapter 6 Reading Test • Take Chapter 6 Vocabulary Quiz

Week	Topics / Objectives	Assignments & Details
8	Chapter 7: Inferences	
10/26 - 10/30 ASSIGNMENTS DUE BY 10/30 MIDNIGHT	Discover ideas in an academic text that are not directly stated by making inferences.	<ul style="list-style-type: none"> • Watch Youtube Video for Chapter 7 • Complete Online and Book Practice Activities • Complete Chapter 7 Vocabulary Journal and send Caren Hayden photos of it. • Come to one of the Class Zoom Sessions! Wednesday and Friday from 4 - 4:30 pm • Take Chapter 7 Reading Test • Take Chapter 7 Vocabulary Quiz
9	Chapter 8: Purpose & Tone	
11/2 - 11/6 ASSIGNMENTS DUE BY 11/6 MIDNIGHT	Analyze textual clues to determine an author's purpose and tone.	<ul style="list-style-type: none"> • Watch Youtube Video for Chapter 8 • Complete Online and Book Practice Activities • Complete Chapter 8 Vocabulary Journal and send Caren Hayden photos of it. • Come to one of the Class Zoom Sessions! Wednesday and Friday from 4 - 4:30 pm • Take Chapter 8 Reading Test • Take Chapter 8 Vocabulary Quiz
10	Chapter 9: Argument	
11/9 - 11/13 ASSIGNMENTS DUE BY 11/13 MIDNIGHT	Recognize the point an author is making. Decide if an author's support is relevant and adequate.	<ul style="list-style-type: none"> • Watch Youtube Video for Chapter 9 • Complete Online and Book Practice Activities • Complete Chapter 9 Vocabulary Journal and send Caren Hayden photos of it. • Come to one of the Class Zoom Sessions! Wednesday and Friday from 4 - 4:30 pm • Take Chapter 9 Reading Test • Take Chapter 9 Vocabulary Quiz • Complete and email Writing Assignment #2
11	Chapter 10: Critical Reading	
11/16 - 11/20 ASSIGNMENTS DUE BY 11/20 MIDNIGHT	Be a critical reader to separate fact from opinion, detect propaganda, and recognize errors in reasoning.	<ul style="list-style-type: none"> • Watch Youtube Video for Chapter 10 • Complete Online and Book Practice Activities • Complete Chapter 10 Vocabulary Journal and send Caren Hayden photos of it. • Come to one of the Class Zoom Sessions! Wednesday and Friday from 4 - 4:30 pm • Take Chapter 10 Reading Test • Take Chapter 10 Vocabulary Quiz

Week	Topics / Objectives	Assignments & Details
12	Thanksgiving Holiday - No Class or Assignments	
11/23 - 11/27		
13	Final Review	
11/30 - 12/4 ASSIGNMENTS DUE BY 12/4 MIDNIGHT	Review the vocabulary words and reading concepts you have studied this semester in order to prepare for the final exams.	<ul style="list-style-type: none"> • Watch YouTube Video for Final Review • Complete Online and Book Review Activities • Come to one of the Class Zoom Sessions! Wednesday and Friday from 4 - 4:30 pm • Complete and email Writing Assignment #3
14	Final Exams	
12/7 - 12/11 ASSIGNMENTS DUE BY 12/10 MIDNIGHT	Show mastery of vocabulary words and reading concepts we have learned this semester by applying them to academic contexts.	<ul style="list-style-type: none"> • Take the Reading Final Exam before 12/10 at midnight. • Take the Vocabulary Final Exam before 12/10 at midnight.

College Mission

Lone Star College-Houston North is a unique educational experience dedicated to putting students first and serving the community by advocating for and providing opportunities that enrich lives.

Federal Legislation requires Lone Star College to verify attendance for students who receive financial aid each semester. If you are receiving financial aid, you must participate in an academically related activity in each course by Official Day of Record (ODR) of the enrolled semester.

Student Visa Holders: If you are on a student visa (F-1), you are required to attend every class. If you miss classes without excuse, you will be reported to the International Student Advisors, which may jeopardize your visa status.

Non-Attendance Drop (NA)

If you do not attend class or participate in an academically related activity by the Official Day of Record (ODR), you will be dropped from your course and may lose financial eligibility for the semester. Any financial aid funds disbursed to you or your account must be returned to the U.S. Department of Education.

Mobile Device Policy (none during live zoom sessions)

Please see that all additional mobile devices (tablets, phones, laptops, etc.) are silenced and put away during zoom sessions.

Academically Related Activities (FSA HB Sept.2019)

Academically related activities include, but are not limited to, physically attending a class where there is an opportunity for direct interaction between the instructor and students; initiating contact with a faculty member to

ask a question about the academic subject studied in the course; participating in an online discussion about academic matters; submitting an academic assignment; taking an exam, an interactive tutorial or computer-assisted instruction; or attending a study group that is assigned by the school.

Academically related activities do **NOT** include activities where a student may be present, but not academically engaged, such as logging into an online class without active participation, participating in academic counseling or advisement, living in institutional housing, or participating in the school's meal plan.

In a distance education context, logging into an online class is not sufficient by itself to demonstrate academic attendance by the student. A student must participate in class or otherwise be engaged in an academically related activity, such as but not limited to, contributing to an online discussion or contacting a faculty member to ask a course-related question via approved communication channels. Completion of an online orientation or syllabus quiz constitutes attendance.

Department/Division Contact:

Fairbanks Campus

Dean of Instruction: John Maynard, 832-782-5119, Fairbanks Center, room 224F.

John.P.Maynard@loneStar.edu

Professor Anne Damiecka: 832-782-50, FBC 220B Anne.C.Damiecka@lonestar.edu

Professor Mark Fisher: 832-782-5087, FBC 220C. Mark.I.Fisher@loneStar.edu

Professor Irina Patten: 832-782-5053, FBC 220F. Irina.Patten@loneStar.edu

Withdrawal Policy

Withdrawal from the course after the official day of record and prior to the "W" Day 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. No credit will be awarded for a course earning a "W." If you stop attending class, you must withdraw at the registration office prior to "W" day.

If you stop attending class and do not officially withdraw by **Nov. 10th, 2020**, you will receive whatever grade is calculated based on your completion rate, which could result in an "F" for the course.

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 \(links to Lone Star College Course Drops Page\)](#). Students should fully understand this drop limit before they drop any course. Please see a Counselor or Advisor in our Student Services area for additional information and assistance. **Dropping a developmental and/or ESOL course does not count against the six drop limit.**

Online Course Access:

MyLonestar (<https://my.lonestar.edu>)

Students' main point of access for Lone Star College business and academic services is the MyLonestar portal at [MyLonestar Website](https://my.lonestar.edu) <https://my.lonestar.edu>. There is support on the login page if you have

forgotten your LSC username or password. Once logged in, the link to your online course can be found via the LSC-Online tile on the homepage.

D2L Brightspace Access

This course is hosted by the Desire2Learn (D2L) Brightspace learning management system and can be accessed from the class login link on the Lone Star College website or the direct web address [D2L Lonstar's Online Learning Website https://d2l.lonestar.edu](https://d2l.lonestar.edu). You will need a Lone Star College username and password.

The Office of Technology Services: The OTS Service Desk is your first point of contact when in need of urgent assistance. Contact the Service Desk 24x7, 365 days a year at **832.813.6600 or 1.866.614.5014** or email ots@lonestar.edu.

Online Student Orientation:

If this is your first online course at Lone Star College you will be required to complete a short online student orientation course to help familiarize you with the system before allowed to access your course.

Virtual Learning Assistance Center:

Links to technical support and helpful guides can be found at [VLAC Lonestar's Online Education Student Help Portal https://vlac.lonestar.edu](https://vlac.lonestar.edu).

Getting Ready

Prerequisites: ESOL 0364 or placement by testing. 3201085612

Co-requisites: N/A

Addendum:

Lone Star College Academic Calendar

For other important dates associated with semester, such as holidays and final exams, please visit the academic calendar at: [Lone Star College Online Academic Calendar http://www.lonestar.edu/academic-calendar.htm](http://www.lonestar.edu/academic-calendar.htm)

Student Support Services

One of our cultural beliefs is [Student Focused](#), which means Lone Star College is committed to your success. If you are experiencing challenges achieving your goals academically or personally, please know that Lone Star College has resources to support you. The table below lists the support services available to students. Additional resources may be found on the [Student Resources](#) page.

Student Service	Description & Link
Advising & Counseling	Lone Star College provides Advisors and Counselors to support students achieve academic success. Counseling services are available to students who are experiencing difficulty with academic issues, selection of college major, career planning, disability accommodations, or personal issues. Students may contact Tamara Herod at Tamara.Herod@lonestar.edu or 832-782-5064.
Disability Services & Accommodations (ADA)	Disability Services (DS) assists students by determining and recommending appropriate academic support services. A

Student Service	Description & Link
	<p>student requesting accommodations for a disability must contact the Disability Services office to register for services.</p> <p>For all Houston North campuses, students may contact Marilyn Martin (Marilyn.A.Martin@lonestar.edu) at the Office of Student Disabilities.</p> <p>Her office is located in room 314R (Greenspoint Center) and room 104 (Victory Center) and may be contacted at 281.260.3522.</p>
Library	<p>LSC Libraries support the educational experience by providing a variety of resources, services, and programs. For a full list of services provided by the Library, please visit the Library Services: Students page.</p> <p>The Greenspoint Campus Library is located in room 100 and provides information resources for both college students and community. Librarians are available to assist with research. For ELC hours and contact information, please visit Lone Star College Houston North Home Page http://www.lonestar.edu/learning-greenspoint.htm.</p> <p>The Fairbanks Campus Library is located in room 115 and houses computers that can be used for research and coursework. Students may also request materials from campus libraries and pick them up in the Learning Commons. For more information, visit Student Resources at Lone Star College Houston North http://www.lonestar.edu/lsc-fairbanks-center-learning-commons.htm</p> <p>The Victory Campus Library is located in room 107 and provides information resources for both college students and community. Librarians are available to assist with research. For ELC hours and contact information, please visit, Student Resources at Lone Star College Houston North http://www.lonestar.edu/17441.htm</p>
Testing Centers	<p>Lone Star College Testing Centers provide a variety of testing services to students. For more information on Testing Center services and locations, please visit the Testing Centers page.</p>
Tutoring & Learning Centers	<p>Tutoring and learning support services are available to students throughout the Lone Star College system. Detailed information is provided on the Tutoring and Learning Center pages.</p>
Veteran Services	<p>Please visit the Veteran Services page for more information on advising and financial services.</p>
More Student Services	<p>For a comprehensive list of services offered by Lone Star College, please visit the main Student Services page.</p>

Student Success Institute

The Student Success Institute is an advising and mentoring program at Lone Star College designed to help students connect to the campus and reach key academic milestones as they pursue their academic goals. For more information, visit [Student Success Institute website http://www.lonestar.edu/StudentSuccessInstitute.htm](http://www.lonestar.edu/StudentSuccessInstitute.htm).

Communities In Schools of Houston (CIS)

Communities In Schools of Houston (CIS) is a non-profit organization that provides supportive services to students at Lone Star College-Houston North campuses. The mission is to surround students with a community of support, empowering them to stay in school and achieve in life. Each campus has a social service provider who delivers a wide variety of programming including supportive guidance & counseling, community agency referrals (basic needs, medical care, emergency assistance), career development, and more. All services are free and walk-ins are welcome. If you need assistance, please contact:

Fairbanks campus - Joumana Azzam, (832-396-8096), Office 224C

Greenspoint campus - Nirsi Marivilla, M.Ed (281) 260-3820, Office 109F

Victory campus - Ashley Bryant (281) 810-5659, Office 104B

C.A.R.E. Center

Community Assistance Resource for Everyone Center (C.A.R.E.)- LSC-Houston North has C.A.R.E. Centers that provide items such as food, toiletries, or other essentials to help support outside of care needs. Students can access CARE bags (daily) and CARE packages (weekly). CARE bags can be accessed daily and include general snack items to address hunger before entering the classrooms. CARE Packages can be accessed on a weekly basis and include canned goods, detergent, toiletries and onther household items. Please see any representative in Student Services for more information.

Other Resources

Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live and believes this may affect their performance in the course, is urged to contact their campus's Communities in Schools representative, for support. Furthermore, please notify me if you are comfortable in doing so. This will enable me to provide any resources that I may possess.

Lone Star College Policies

Students are encouraged to read the [Student Handbook](#) and [LSC Catalog](#) for a comprehensive list of college guidelines, policies, and procedures. Prominent policies and their corresponding links are provided in the table below. The following is a link to all LSC policies listed in the table: <https://www.lonestar.edu/syllabus-policies>.

Policy	Description & Link
Academic Integrity & Dishonesty	Lone Star College promotes the importance of personal and academic honesty from its students, instructors, and faculty members as defined in the College's Academic Integrity and Dishonesty Policy . Detailed information for students can be found in the Academic Integrity brochure .
Student Code of Conduct	Lone Star College students are expected to follow the Student Code of Conduct . Violation of conduct policies can result disciplinary action, up to and including suspension.
Course Withdrawal & Six Course Drop Limit	Undergraduate students enrolling as first-time in college students at a public institution of higher education in Texas will be limited to a total of six dropped courses during their entire undergraduate career. Lone Star College uses the term "withdrawal" to refer to a dropped course. Withdrawals occur between the official day of record (ODR) and the posted withdrawal "W" day for the course. Withdrawing from a course will result in a grade of "W" on the official transcript. Drops/withdrawals prior to the official date are not considered "dropped" courses and are not posted on the transcript. No credit will be awarded for a course earning a "W." It is the student's

Policy	Description & Link
	responsibility to withdraw prior to the course's "W" date. Lack of attendance does not constitute as a withdrawal.
Course Evaluation	Course evaluations are the students' opportunity to provide feedback about their experience in the course. The evaluation questionnaire can be accessed through "Links" under the Student menu in myLoneStar .
Academic Appeals	An academic appeal is a formal request brought by a student to change a grade or to challenge a penalty imposed for violation of standards of academic integrity. A request to change a grade or to challenge a penalty must be made within twelve months of the action. Detailed information can be found on the College's Academic Complaint and Appeal Process page .
Family Educational Rights and Privacy Act (FERPA)	The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. Under FERPA, records may not be released without consent of the student. Additionally, Lone Star College is permitted to release certain " directory information " without student consent. Detailed information and consent form may be found on the Syllabus Policy page .
Title IX	Title IX is Federal legislation that helps protect individuals from discrimination, including but not limited to, acts of harassment and violence, based on sex in education programs or activities. Lone Star College strives to create and provide a safe and supportive learning environment for all students following the guidelines under Title IX. Detailed information can be found on the College's Title IX page .
College Safety & Security	Lone Star College is committed to providing a safe environment in which to learn, study, and work. The LSC Police Department provides information and resources related to the College's safety and emergency procedures.
Campus Carry	Lone Star College has established rules and regulations regarding enforcement of the Texas "Campus Carry" law. LSC prohibits concealed carry in some areas of LSC campuses, known as exclusion zones. Detailed information can be found on the LSC Campus Carry page .

Early Alert Intervention

A professor may submit an Student/Mentee ALERT for any student if the professor believes a student needs additional motivation to achieve academic success. Forms may be submitted for both personal or academic reasons including (but not limited to) fluctuations in attendance, sudden changes in behavior, low scores, plagiarism, violation of class or campus rules, and more. Such intervention is not meant to harass, but to ensure academic success.

Computer Virus Protection

Computer viruses are, unfortunately, a fact of life. Using flash drives on more than one computer creates the possibility of infecting additional computers and flash drives with computer viruses. This exposes college computers, personal computers, and any other computers to potentially damaging viruses. The college has aggressive anti-virus procedures in place to protect its computers, but cannot guarantee that a virus might not

temporarily infect one of its machines. It is your responsibility to protect all computers under your control and use and ensure that each flash drive you use, wherever you use it, has been scanned with anti-virus software.

Internet and E-mail

LSCS provides computing and network resources. You are encouraged to use the computers, software packages, and electronic mail (e-mail) for educational or System-related activities and to facilitate the efficient exchange of useful information. The equipment, software, and network capacities provided through the district computer services are the property of the System. Use of the equipment and networks is to comport with the policies and procedures of the System and access may be denied to any student who fails to comply with the System's policies and procedures regarding its use.

Access to the System's e-mail and similar electronic communications systems are a privilege, and certain responsibilities accompany that privilege. All users are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications. Threatening, anonymous, or forged messages will be treated as a violation of this policy.

Software Piracy

Law strictly prohibits unauthorized copying of software purchased by Lone Star College-Houston North for use in laboratories. Lone Star College-Houston North administration will take appropriate disciplinary action against anyone violating copyright laws.

Equal Opportunity Statement

Lone Star College is committed to the principle of equal opportunity in education and employment. Lone Star College does not discriminate on the basis of race, color, gender, religion, disability, age, veteran status, sexual orientation, nationality or ethnicity in its programs and activities.

Lone Star Colleges strive to provide an excellent learning environment free from harassment or intimidation directed at any person's race, color, gender, religion, disability, age, veteran status, sexual orientation, nationality or ethnicity. Any form of harassment will not be tolerated.

Guidelines for Children of College Students

Children of students may not enter the classroom, even for brief visits, without the instructor's prior express written permission and may never enter lab areas. See [Board Policy Section II.D.2.04 and Section II.D.2.06 \(Links to Lone Star College "Community use of College Premises" Page\)](#) for more information.