



Math 0306.150H3, 16-wk Hybrid Class
Mathematical Foundations
Spring 2025
ICB Bldg., Room 301
M/W: 8:00-9:00 am; 9:01-9:30 am

Instructor Information: Mrs. Allison
Email: tallison@com.edu –
Include your course & section in the subject line when emailing.
I usually do not review emails after 5pm.
Office phone: 409-933-8369, 1-888-258-8859 extension 8369
Office: STEAM Bldg., Suite 325, room 12

Student Hours (Office Hours); Location: STEAM 325-12

1. 11:30 am-12:45 pm; Mon/Wed
2. 11:30 am-12:20 pm; Tues/Thurs.
3. 2:00 pm-3:20 pm; Thurs
4. 2:00 pm-3:00 pm; Tuesday-Tutoring Center (ICB-109)
5. 10:00 am-11:00 am; Friday-Tutoring Center (ICB-109)

Required Textbook/Materials

1. Prealgebra, 8th edition, by Elayn Martin-Gay. **Textbook Purchasing Statement:** E-Book is contained within *MyLab Math* in Brightspace/D2L.
2. Access to a dependable desktop computer or laptop and reliable internet service outside of class are required to gain access to the required online assignments. Computers and internet access are available on campus during specified times. *Some devices like iPads/tablets, Chromebooks, and cellphones present problems with gaining access to online MyLab Math assignments. Note: MyLab Math generally does not like Safari either. Download Chrome or Firefox if you have an Apple computer.*
3. *MyLab Math (MLM)* contained within Brightspace has graded assignments for both classes: Math 0306 and Math 1332. Opting out of this component means your overall homework average and any online assignments will be zeros.
4. A **TI-30XIIS calculator** is required for this course and can be used for specific 0306 exams and quizzes. This calculator is also required for Math 1332. *TI-30XA calculator is NOT appropriate for this course since it requires a different combination of keystrokes, and a TI-30XS is NOT allowed. Graphing calculators and unapproved calculators are not permitted when testing.*
5. A free PDF converter app, Notes app on iPhone, or a printer that can scan documents is needed to submit some assignments/scratch work, etc.
6. Links to handouts will be made available within Brightspace for the sections covered for that specific exam. These handouts will not be provided in class, so print out the handouts and bring these handouts to class to assist you in following along with the lecture.

Hybrid Corequisite Classes: This being a 16-wk 0306/1332 Hybrid Corequisite Grouping you will be attending classes Mondays AND Wednesdays from 8:00-9:30 am and 9:45-10:45 am. The expectations of a Hybrid course are students will engage in some parts of the class in person including specific required face-to-face assessments during class and other parts being through remote, fully online participation.

Course Description: This course prepares students for college-level courses in Quantitative Reasoning. Topics include numeracy and the real number system with emphasis on whole numbers, integers, and rational numbers; rates, ratios, and proportions; percentages; solving linear equations; linear models; data interpretations, including graphs and tables; problem solving; and measurement and geometry. Prerequisite: TSIA2 Math Diagnostic 4. This course does not transfer.

Course requirements:

MyLab Math (MLM) Online Assignments– Go to your Brightspace course.

You can access D2L Brightspace at COM at <http://com.brightspace.com>. You can also access D2L by going to COM's homepage at <http://www.com.edu>, scroll down to the bottom of the page, and click on the button for D2L Brightspace. Once you gain access to *MyLab Math* within your Brightspace course, you are required to successfully complete an online orientation within MLM before the online assignments appear. MLM assignments include homework assignments, and the deadlines for each are provided within MLM. The online homework includes homework from each section. If you opted out of *MyLab Math*, your homework average will be zero as well as the partially online exam.

MyLab Math (MLM) Homework – Go to your Brightspace course and locate MyLab Math.

Work problems in an organized manner on notebook paper, so you can reference when asking questions for clarification and for a resource when studying for a quiz/exam.

Within MyLab Math homework:

1. Enter your answers then click the CHECK ANSWER button.
2. If needed, click the SIMILAR EXERCISE button to redo the exercise.
Note: You should strive to score at least 80% before moving on to the next section.
3. If the submitted answer is correct, click on the SAVE button to send your results to the gradebook. Your grade will show up in the GRADEBOOK and will be automatically accessible by your instructor.
4. Click on the next question to continue.

Exams:

Three in-person tests plus an in-person comprehensive final will be given. To receive credit for problems, work provided on tests/quizzes must justify answers using incremental steps. Required to use a pencil/erasable pen to show work, and tests and quizzes must be finished within the allotted time. There are no retakes on any of the exams.

Being able to use a computer and gain access to the internet is necessary to complete the required online assignments. Note that personal computer problems do not excuse the requirement to complete all coursework in a timely and satisfactory manner. If at any time you experience technical problems with your *MLM* account, please contact Pearson's Customer Technical Support immediately.

Other Homework Assignments:

Other homework assignments besides *MyLab Math* may be given during the semester. To receive credit for the questions, follow instructions and show incremental, organized, and legible work. You are REQUIRED to work problems using techniques/methods used in class. My goal is to help you learn the material, not copy information from an app, etc., so other methods will not be accepted. Using other resources like an app is considered cheating, and no credit will be provided for the entire assignment and a grade of zero for the assignment will be recorded. Remember, on tests you'll need to demonstrate your understanding of the concepts. To accomplish this, you need to practice showing the appropriate work to assist in preparing for exams. Some homework

assignments besides *MyLab Math* may need to be scanned and converted to a single PDF file (using a PDF converter app on your smartphone or a printer at the college) and uploaded to Brightspace. The deadline for each assignment must be met and no retakes are provided. If the homework assignment is not submitted or is not submitted by the deadline, a grade of zero will be recorded for the assignment.

In-class Quizzes:

Quizzes may be given during the class period. The quizzes can be announced or unannounced and will consist of information contained in homework, textbook, and/or class lectures. To receive credit for the questions, follow instructions and show incremental, organized, and legible work. In addition, use a pencil/erasable pen to show work, and methods used to solve must match the instructions stated in the problem. In-class quizzes are during designated times of the class period and cannot be made up. Arrive on time to class to ensure you have an opportunity to take the quiz.

In-class Participation Grade for Math 0306-required to attend and participate in both classes:

Points are available for in-class participation for each class period, except the last week of the semester, and will be recorded weekly in *MLM*. To obtain Math 0306 participation points, you are required to:

1. Attend both classes (0306 & 1332) on time and stay the duration of the class period. ***No points can be earned for a class period when you are absent.*** *Since arriving more than 15 minutes late or leaving (15 minutes or more) early counts as an absence, you are not eligible for class participation points if this occurs.*
2. Bring the appropriate handouts for both classes and supplies to class and take notes. This also means bringing the required supplies needed for exams.
3. Come to class to learn which means you need to **ACTIVELY** participate. Take notes, work problems, ask questions, and participate in class discussions when appropriate. In addition, you may be asked to submit worksheets/practice problems to the instructor before the class period ends, so you will need an understanding of the concepts to be able to complete. *Students are not considered to be actively engaged when missing any part of a class and/or when their attention is directed to other sources.*
4. Clear your workspace of all items except the supplies needed to take notes. Backpack and bags are to be placed between your feet.
5. Place cellphones, earbuds, headsets, and laptops in backpack/bag before class starts. (NO POINTS WILL BE PROVIDED IF THESE ITEMS ARE VISABLE DURING CLASS TIME.) *You are required to have a TI-30XIIS calculator, which can be used for specific assignments, so using your cellphone to do calculations is not acceptable.*
6. Be respectful of others and yourself. Talking to your neighbor(s) when the instructor is lecturing and/or vocalizing/fostering a negative attitude toward the subject, class discussions, classmates and/or instructor is not appropriate since this behavior does not promote a productive environment and is a hindrance to the learning environment.

Grading Formula

Homework Average (<i>MyLab Math</i>, Other Hmwk Assignments & In-class quizzes)	10%
In-class Participation Grade	5%
Chapter Test Average	60%
Final Exam	25%

(Retaking the placement test does not affect your grades in this course. Your grade will be based on the information outlined above.)

Grading Scale:

- Grade A:** Final average of 90 through 100
- Grade B:** Final average of 80 through 89
- Grade C:** Final average of 70 through 79
- Grade D:** Final average of 60 through 69
- Grade F:** Final average below 60

Use MLM Gradebook to review your individual assignment grades and overall course average.

Late Work, Make-Up Policy, & Extra-Credit Policy

MyLab Math Homework- Start on your assignments early to have enough time to practice, study, learn the information, and meet deadlines. In some situations, depending on how close the *MyLab Math* homework deadline is to the exam, you can work past the deadline with a 20% penalty. The final deadline for online homework is usually the day before the exam. *Only rework or do problems that were not completed successfully by the deadline, because the 20% penalty applies to any problem worked after the deadline. Work problems in the IMPROVE GRADE mode, not REVIEW mode. The REVIEW mode will not change your grade for the section.* This is not a self-paced class, so deadlines are put into place to assist you with an appropriate pace to promote a productive learning environment.

Other Homework Assignments- The deadline for each homework assignment must be met and no retakes are provided. If the homework assignment is not submitted or is not submitted by the deadline, a grade of zero will be recorded for the homework assignment grade. In addition, some homework assignments may be provided during a specific class period without prior notification and submitted during the same class period. These in-class homework assignments cannot be made up.

Quizzes- In-class quizzes are during designated times of the class period and cannot be made up. Arrive on time to class to ensure you have an opportunity to take the quiz.

Tests- As a general rule, there are no make-up exams. A make-up exam will only be allowed at the discretion of the instructor and only under extenuating circumstances and is limited to one make-up chapter exam. If it is necessary to miss an exam:

1. You are required to petition the instructor in writing using your COM email **before** the exam is given to be considered for a make-up exam.
2. You must have at least a 75% homework average for Math 0306 at the time of the request.
3. Only extenuating circumstances of a serious nature that are documented will be considered.

Realize not being prepared for the exam is not a legitimate reason for a make-up exam nor is scheduling work/appointments/vacations during the class period. **All other missed tests will be assigned a zero, and the zero(s) will be used to calculate overall grade in course.**

This course most likely will not have any extra credit, so practice, study adequately, learn the information, and meet deadlines for the assignments you do have.

Attendance Policy: Students at COM are expected to attend and participate in every session of all classes for which they are registered. Regular attendance is a critical component to being successful in courses. Students should consult with their instructors when it becomes necessary to miss a class. Students are required to attend all classes. College of the Mainland recognizes no excused absences other than those prescribed by law.

Students are not considered to be actively engaged when missing any part of a class and/or when their attention is directed to other sources. Because of this, students will be counted absent when:

1. Arriving to class 15 minutes late or later,
2. Taking break(s) during the class period for a significant amount of time or taking multiple breaks,
3. Sleeping during the class period,
4. Leaving early (15 minutes or longer), and/or
5. Using cellphone(s) and/or earbuds/headsets during the class period since students are expected to have a productive workspace and be engaged with the class discussions to aid students in having an environment that is conducive to optimal learning.

You cannot make-up classes, and it is your responsibility to be punctual and regular at attending class. If you find that you are having trouble arriving on time, adjust your schedule accordingly. Also, please be advised that it is **your** responsibility to get caught up when a class is missed. In addition to attending class, students are expected to allocate a minimum of 6-8 hours per week to textbook readings, interacting with course materials, and completing assignments.

Remember: EACH DAY OF THE WEEK THAT WE MEET COUNTS AS TWO CLASS PERIODS.

If the 0306 homework assignments due on January 17th have not been attempted, an Early Alert referral will be submitted.

Communicating with your instructor: ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. I will respond to your COM email as quickly as possible (usually within 24 hours). I usually do not review my work email after 5pm during weekdays. *Download the Outlook app & Brightspace Pulse app on your smartphone for easy access to COM email and Brightspace announcements and check these at LEAST once per day.*

Academic Dishonesty: College of the Mainland is committed to a high standard of academic integrity. All students are responsible for honesty and independent effort. Incidents of academic and scholastic dishonesty (including cheating, plagiarism, and collusion) will be dealt with in a manner that is consistent with College Policy and the Student Handbook. Any student found to have been academically dishonest on an assignment, quiz or exam will receive a zero for that assignment, quiz or exam without the option to retake and the zero(s) will be used in the overall calculations at the end of the semester. In addition, the student will be referred to the Office of Student Conduct for further disciplinary action. A second occurrence will result in a grade of F in the class. Please read the sections on Standards of Student Conduct and Discipline and Penalties in the on-line Student Handbook. **Using any calculator on a quiz or test when it is not allowed will be considered cheating as well as using a calculator or any electronic device other than a TI-30XIIS calculator (or an approved scientific calculator) on a calculator approved quiz or test.**

Student Concerns: If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Mr. Leslie Richardson, Math Department Chair, at 409-933-8329 or lrichardson@com.edu.

Additional Policies

Unattended Minors/Children in Class

For their safety, unattended minors of students are not permitted on campus while students are in class. In consideration of fellow classmates and staff, please do not bring children to class.

Productive Workplace

Students are expected to bring all tools necessary for success to class every day. These tools include writing implements, notebook/note paper, and an approved calculator. All other items (backpacks, purses, bags, laptops, etc.) must be placed between your feet. In addition, headsets/wireless earbuds and cellphones are to be placed in your backpack, etc. before class starts.

Classroom Conduct Policy

Arriving on time, staying the entire class period, eliminating distractions like cellphones, using appropriate language (no cursing), respecting your classmates and the instructor, and cleaning up after yourself are all expectations for students in the classroom. Please abide by these expectations so that the class setting is enjoyable for all students. Regarding cellphones, they should be turned off or set on airplane mode and in your backpack/purse (not on your desk). It is extremely disruptive to the learning environment, so you will be asked to leave if it is a continuous problem. Infractions may result in an automatic withdrawal from the class.

Cellphones **cannot** be used during tests or quizzes and refer to testing policies for additional information. Please notify me before class if you have an emergency that requires you to answer your phone during class. Take an emergency phone call outside of the classroom.

Recording of Class

Students may not record all or part of class and/or all or part of a livestream without advanced written consent of the instructor. If you have or think you may have a disability such that you need to record class-related activities, please contact the Student Disability Services. If you have an accommodation to record class-related activities, those recordings may not be shared with any other student, whether in this course or not, or with any other person or on any other platform. If any instructor's recordings are provided by the instructor, students may use instructor's recordings for their own studying and notetaking. Instructor's recordings are not authorized to be shared with anyone without the prior written approval of the instructor. Failure to comply with requirements regarding recordings may result in a disciplinary referral and/or disciplinary action.

Testing Policy

Prohibited devices include, but are not limited to:

- Cell phones; smart phones; smart watches
- Audio players/recorders, tablets, laptops, notebooks, or any other personal computing devices
- Separate timers
- Cameras or any other photographic equipment
- Any devices, including digital watches, that can be used to record, transmit, receive, or play back audio, photographic, text, or video content.

If your device makes a sound or is in your possession when the device goes off, you may be dismissed, and your score may be recorded as a zero.

If you leave the classroom at any time during an exam, the exam must be submitted for grading. If you are not feeling well, let me know in advance of distributing the exam and the exam will be given one page at a time. Therefore, it is strongly advised that students take care of all personal business prior to entering the classroom to take an exam.

Using any calculator on a quiz or test when it is not allowed will be considered cheating as well as using a calculator other than a TI-30XIIS calculator (or an approved scientific calculator) on a calculator approved quiz or test. Using an electronic device such as your cell phone or smart watch on a quiz or test is also considered cheating.

Week	Math 0306	Math 1332		
1	Week 1: January 13-17			
	In-Class Lectures and Complete MLM Assignment by Due Date			
	Syllabus Orientation in MLM (required 90%) 1.2, 1.3 & 1.4 1.5, 1.6 1.7 Exponents & Order of Operations 1.8 Intro to Variables, Expressions & Eqs. 2.1/2.2 Intro to Integers & Adding Integers 2.3 Subtracting Integers	Due Dates: 1/17/25 1/17/25 1/17/25 1/18/25 1/18/25 1/18/25	Due Dates:	
	Watch the Online Lectures and Complete MLM Assignment by Due Date			
	2.4 Multiplying & Dividing Integers	1/20/24		
2	Week 2: January 20-24			
	In-Class Lectures and Complete MLM Assignment by Due Date			
	<i>Monday-1/20/25-Holiday</i> 2.5 Order of Operations 3.1 Simplifying Algebraic Expressions	1/25/25 1/25/25		
	Watch the Online Lectures and Complete MLM Assignment by Due Date			
	2.6 Solving Equations	1/27/25		
3	Week 3: January 27-31			
	In-Class Lectures and Complete MLM Assignment by Due Date			
	3.2 Solving Equations 3.3 Solving Equations 3.4 Linear Equations in One Variable & Problem Solving	1/29/25 1/29/25 2/1/25	Orientation in MLM (required 90%) 2.1 Set Concepts 2.2 Subsets 2.3 Venn Diagrams and Set Operations	1/29/25 2/1/25 2/1/25
	Watch the Online Lectures and Complete MLM Assignment by Due Date			
	4.1 Intro to Fractions & Mixed Numbers- (<i>Test 2 Info</i>)	2/3/25	2.4 Venn Diagrams with 3 Sets & Verification of Equality of Sets	2/3/25
4	Week 4: February 3-7			
	In-Class Lectures and Complete MLM Assignment by Due Date			
	Review for Test 1 Test 1 (1.2-1.8, 2.1-2.6, 3.1-3.4) (in class)	2/5/25	2.5 Application of Sets 3.1 Statements & Logical Connectives 3.2 Truth Tables for Negation, Conjunction, & Disjunction	2/10/25 2/8/25 2/12/25
	Watch the Online Lectures and Complete MLM Assignment by Due Date			
	4.2 Factors & Simplified Form	2/10/25	2.5 Application of Sets-finish	2/10/25
5	Week 5: February 10-14			
	In-Class Lectures and Complete MLM Assignment by Due Date			
	4.3 Multiplying & Dividing Fractions 4.5 Adding & Subtraction Unlike Fractions	2/12/25 2/15/25	3.2 Truth Tables for Negation, Conjunction, & Disjunction 3.3 Truth Tables, Conditional & Biconditional 3.4 Equivalent Statements	2/12/25 2/15/25 2/17/25
	Watch the Online Lectures and Complete MLM Assignment by Due Date			
	4.4 Adding & Subtracting Like Fractions, LCD	2/17/25	3.4 Equivalent Statements-finish Online-Quiz 1 (Sections 2.5, 3.3 & 3.4)	2/17/25 Feb.16-18
6	Week 6: February 17-21			
	In-Class Lectures and Complete MLM Assignment by Due Date			
	4.7 Operations on Mixed Numbers 4.8 Solving Equations Containing Fractions	2/19/25 2/22/25	Test 1 Review Test 1 (Section 2.1-2.5 & 3.1-3.4) (in class)	2/19/25
	Watch the Online Lectures and Complete MLM Assignment by Due Date			
	5.1 Introduction to Decimals 5.2 Adding & Subtracting Decimals	2/24/25 2/24/25	Test 1 Review-finish 11.1 Empirical & Theoretical Probabilities	2/24/25
7	Week 7: February 24-28			
	In-Class Lectures and Complete MLM Assignment by Due Date			
	5.3 Multiplying Decimals 5.4 Dividing Decimals 5.5 Fractions, Decimals & Order of Operations	2/26/25 2/26/25 3/1/25	11.2 Odds 11.4 Tree Diagrams 11.5 OR and AND Problems	2/26/25 3/1/25 3/5/25
	Watch the Online Lectures and Complete MLM Assignment by Due Date			
			11.6 Conditional Probability	3/3/25
8	Week 8: March 3-7			
	In-Class Lectures and Complete MLM Assignment by Due Date			
	5.6 Solving Equations Containing Decimals 5.7 Mean, Median, & Mode-(<i>Test 3 Info</i>)	3/5/25 3/8/25	11.5 OR and AND Problems Test 2 Review	3/5/25
	Watch the Online Lectures and Complete MLM Assignment by Due Date			
	8.1 Bar Graphs, Histograms, & Line Graphs- (<i>Test 3 Info</i>)	3/10/25	Online-Quiz 2 (Sections 11.1, 11.2, 11.4 & 11.5) Test 2 Review-finish	Mar. 7-9

9	Week 9: March 10-14			
	In-Class Lectures and Complete MLM Assignment by Due Date-Orientation in MLM (required 90%)			
	Review for Test 2		Test 2 (11.1, 11.2, 11.4 - 11.6) (in class)	3/10/25
	Test 2 (Sections 4.1-5.6, exclude 4.6) (in class)	3/12/25	11.7 The Counting Principle and Permutations	3/15/25
	Watch the Online Lectures and Complete MLM Assignment by Due Date			
9.2 & 9.3 Perimeter & Area	3/24/25	12.2 Frequency Distributions & Statistical Graph	3/24/25	
10	Week 10: March 24-28			
	In-Class Lectures and Complete MLM Assignment by Due Date			
	6.1 Ratios & Rates	3/26/25	11.8 Combinations	3/26/25
	6.2 Proportions	3/26/25	11.9 Solving Probability Problems (Combinations)	3/29/25
	6.3 Proportions & Problem Solving	3/29/25		
9.4 Linear Measurements, 9.5 Weight & Mass, 9.6 Capacity	3/29/25			
Watch the Online Lectures and Complete MLM Assignment by Due Date				
7.1 Percents, Decimals, & Fractions	3/31/25	Online-Quiz 3 (Section 12.2)	Mar 30-Apr 1	
		12.3 Measures of Central Tendency	3/31/25	
11	Week 11: March 31-April 4			
	In-Class Lectures and Complete MLM Assignment by Due Date			
	7.3 Solving Percent Problems with Proportions	4/2/25	12.4 Measures of Dispersion	4/2/25
	7.2 Solving Percents Problems with Equations	4/5/25	Review for Test 3	
	7.4 Applications of Percent	4/9/25		
Watch the Online Lectures and Complete MLM Assignment by Due Date				
8.2 Circle Graphs	4/7/25	Test 3 Review-finish		
12	Week 12: April 7-April 11			
	In-Class Lectures and Complete MLM Assignment by Due Date			
	7.4 Applications of Percent	4/9/25	Test 3 (Sections 11.7-11.9 & 12.2-12.4) (in class)	4/7/25
	7.5 Percent & Sales Tax, Commission, Discount	4/12/25	6.2 Formulas, 6.3 Applications of Algebra, 6.10 Functions and Their Graphs	4/14/25
	Watch the Online Lectures and Complete MLM Assignment by Due Date			
7.6 Percent & Problems Solving: Simple Interest	4/14/25	6.2 Formulas, 6.3 Applications of Algebra, 6.10 Functions and Their Graphs-finish	4/14/25	
13	Week 13: April 14-April 18			
	In-Class Lectures and Complete MLM Assignment by Due Date			
	Review for Test 3		10.2 Personal Loans & Simple Interest	4/16/25
	Test 3 (5.7,6.1-6.3,7.1-7.6,8.1-8.2, 9.2-9.5) (in class)	4/16/25	10.3 Compound Interest	4/21/25
	Watch the Online Lectures and Complete MLM Assignment by Due Date			
Online Final Review Homework Assignment	4/22/25	10.1 Percent	4/21/25	
		10.3 Compound Interest-finish	4/21/25	
14	Week 14: April 21-April 25			
	In-Class Lectures and Complete MLM Assignment by Due Date			
	Review for Final Exam		10.4 Installment Buying	4/23/25
	Final Exam (in class)	4/23/25	10.5 Buying a House with a Mortgage	4/28/25
	Watch the Online Lectures and Complete MLM Assignment by Due Date			
		Online-Quiz 4 (Sections 10.2, 10.3 & 10.4)	Apr. 27-29	
15	Week 15: April 28-May 2			
	In-Class Lectures and Complete MLM Assignment by Due Date			
			Test 4 Review	
			Review for Final Exam	
			Test 4 (6.2, 6.3, 6.10, 10.1-10.5) (in class)	4/30/25
		Review for Final Exam		
Watch the Online Lectures and Complete MLM Assignment by Due Date				
		Online Final Review Homework Assignment	5/4/25	
16	Week 16: May 5-9			
	In-Class Lectures and Complete MLM Assignment by Due Date			
			Final Exam (1 st class period)	5/5/24

PLEASE NOTE: The syllabus is subject to change at the discretion of the instructor.

W-Day – April 21, 2025

Census Day – January 29, 2025

Institutional Policies and Guidelines

Grade Appeal Process: Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook https://www.com.edu/student-services/docs/Student_Handbook_2024-2025_v2.pdf. *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.*

Academic Success & Support Services: College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

ADA Statement: Any student with a documented disability needing academic accommodations is requested to contact:

Kimberly Lachney, Student Accessibility Services Coordinator

Phone: 409-933-8919

Email: AccessibilityServices@com.edu

Location: COM Doyle Family Administration Building, Student Success Center

Textbook Purchasing Statement: A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Withdrawal Policy: Students may withdraw from this course for any reason prior to the last eligible day for a "W" grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1st 8-week session is February 26. The last date to withdraw from the 16-week session is April 21. The last date to withdraw for the 2nd 8-week session is April 30.

FN Grading: The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN grade.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program, you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

Resources to Help with Stress:

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at deanofstudents@com.edu or communityresources@com.edu.

Nondiscrimination Statement:

The College District prohibits discrimination, including harassment, against any individual on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender (including gender identity and gender expression), or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.