



Math 1332.150H3, 16-wk Hybrid Class
Quantitative Reasoning
Spring 2025
ICB Bldg., Room 301
M/W: 9:45-10:45 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. A Survey of Mathematics With Applications, 11th edition, by Angel, Abbot, and Runde, Pearson Education

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. Due to this, do not use these devices when taking an online quiz or exam. 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. *TI-30XA calculator is NOT appropriate for this course since it requires a different combination of keystrokes. Graphing calculators and unapproved calculators are not permitted when testing.*

5. A free PDF converter app, Notes on an 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 the next 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.

Course Description: Topics include introductory treatments of sets and logic, financial mathematics, probability and statistics with appropriate applications. Number sense, proportional reasoning, estimation, technology, and communication will be embedded throughout the course.

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 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 within Brightspace, you are required to successfully complete an online orientation within MLM before the online assignments will appear. MLM assignments include homework and several online quizzes, and the deadlines for each are provided within MLM. The online homework includes homework from each section and test review(s). If you opt out of *MyLab Math*, your recorded homework average and any online quiz and test grades will be zeros.

***MLM Online Quizzes*– Go to your Brightspace course and locate *MyLab Math*.**

Online quizzes must be completed in one sitting and are timed. You cannot exit the quiz and come back to it as you can with homework. When you have answered all the questions, click submit quiz and the quiz will be graded online with your grade being posted to your gradebook of *MyLab Math*. To see your gradebook, click on the Gradebook button within *MyLab Math*, and you can see the scores for all assignments attempted as well as your current average. You can retake each online quiz once to improve your score if the deadline is met **AND** a score of at least 75 is obtained on the sections covered on the quiz. When an online quiz is retaken, the higher quiz grade is used in calculating your overall average. Reviewing a submitted online quiz is only available immediately after submitting. *Some devices like iPads/tablets, Chromebooks, and cellphones present problems with gaining access to online MyLab Math assignments. Due to this, do not use these devices when taking an online quiz.* Any email correspondence concerning any technical difficulties with your MLM quiz must be received before 5pm of the deadline, and this alone does not guarantee that the quiz will be reopened or made available. Plan ahead and start the quizzes early to assist with your success in the class. ***MLM Online Quiz Pre-requisite: There is a “Testing Instructions” pre-requisite assignment in My Math Lab that must be completed prior to taking an online quiz. Not completing this assignment means the online quiz will not open and a grade of zero will be recorded for the quiz.***

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

There is assigned homework for each section and each test review.

1. To help you be better prepared for a testing environment, most study aids are not available for *MyLab Math* homework test reviews.
2. Enter your answers then click the CHECK ANSWER button.
3. 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.
4. 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.
5. Click on the next question to continue.

Exams:

Four in-person tests plus an in-person comprehensive final will be given. Work provided on the in-person exams/quizzes must justify answers using incremental steps to receive credit. Students are required to use a pencil/erasable pen to show work on the in-class tests/quizzes, and tests and quizzes must be finished within the allotted time.

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. In addition, use a pencil/erasable pen to show work, and methods used to solve must match the instructions stated in the problem. A few homework assignments 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.

Other Quizzes:

Other quizzes besides *MyLab Math* 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.

Determination of Course Grade/Grading Formula

Homework Average	10%
Quiz Average	10%
Chapter Test Average	64%
Final Exam	16%

(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

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 working past the deadline for online homework is usually the day before the exam by 11:59 p.m. *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. Also, outside assignments may be given for a homework grade. A specified deadline will be given, and you will not be allowed to submit late. 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.

Quizzes- You cannot make up a quiz. If the quiz assignment is not submitted or is not submitted by the deadline, a grade of zero will be recorded for the quiz assignment grade.

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 70% homework average for Math 1332 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 are also required to have a TI-30XIIS calculator, so using your cellphone to do calculations is not acceptable.*

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.

If the 1332 homework assignments due on January 29th 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 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.*

Student Learner Outcomes and General Education Core Objectives

This course will address the following core objectives:

- **Critical Thinking Skills:** to include creative thinking, innovation, inquiry, analysis, evaluation and synthesis of information;
- **Communication Skills:** to include effective development, interpretation and expression of ideas through written, oral and visual communication;
- **Empirical and Quantitative Skills:** to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

Table Mapping SLO's and Core Objectives

Student Learner Outcomes	SLO assessed via this assignment	Maps to Core Objective	Assessed via this Assignment
1. Apply the language and notation of sets.	Exam 1, Quiz 1	Critical Thinking Skills (CT)	Question on Exam 1
2. Determine the validity of an argument or statement and provide mathematical evidence.	Quiz 1		
3. Solve problems in mathematics of finance.	Exam 4, Quiz 4	Communication Skills (CS)	Question on Exam 4
4. Demonstrate fundamental probability/counting techniques and apply those techniques to solve problems.	Quiz 2		
5. Interpret and analyze various representations of data.	Exam 3, Quiz 3	Empirical and Quantitative Skills (EQS)	Question on Exam 3
6. Demonstrate the ability to choose and analyze mathematical models to solve problems from real-world settings, including, but not limited to, personal finance, health literacy, and civic engagement.	Quiz 4		

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, weekly handouts, and an approved calculator. All other items (backpacks, purses, bags, laptops, etc.) must be placed between your feet. Before class starts, headsets/wireless earbuds and cellphones are to be placed in your backpack/bag, and laptops are to be turned off and not visible on your workspace/desk.

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 cell phones, 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. Cell phones **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. **Also, using any electronic device other than an approved calculator on a quiz or test will be 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- (Test 2 Info)	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-(Test 3 Info)	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- (Test 3 Info)	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 7-11			
	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 14-18			
	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 21-25			
	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.