



Math 1332.101H1-Hybrid Course
Quantitative Reasoning
Fall 2025
STEM Bldg., Room 103
M/W: 2:00-3:50 pm

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: STEM Bldg., Suite 325, room 12

Office Hours-1st 8-wks; Location: STEM 325-12

1. 9:10-11:40 am, Monday/Wednesday
2. 11:30 am-12:15 pm, Tuesday/Thursday
3. 8:00-9:00 am, Monday-location-Tutoring Center (ICB-Rm 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. **Device & Internet Requirements:** Access to a dependable desktop or laptop computer with a functioning webcam and a reliable internet connection outside of class is required for completing online assignments. While on-campus computers and internet access are available during designated hours, they are not suitable for online testing due to the lack of a controlled, distraction-free testing environment. Please note that devices such as iPads, tablets, Chromebooks, and smartphones may not work properly with MyLab Math and should NOT be used for online quizzes or exams. Additionally, MyLab Math may not be fully compatible with Safari; if you are using a Mac, please download and use Chrome or Firefox instead.

3. **MyLab Math (MLM):** MyLab Math, integrated into D2L, includes graded assignments for Math 1332. Opting out of this component means your overall homework average and any online assignments will be zero.

4. **Calculator Requirements:** A **TI-30XIIS calculator** is required for 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. **Submission Tools:** To submit certain assignments or written work, you will need a free PDF converter app, the Notes app on an iPhone, or access to a printer/scanner for digitizing documents.

6. **Handouts:** Links to instructional guided 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.

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: You are enrolled in an 8-week hybrid 1332 course with required in-person classes on **Mondays and Wednesdays from 2:00–3:50 PM**. In this hybrid format, some portions of the course will take place on campus during scheduled class times, including required face-to-face assessments, while the remaining work will be completed independently through fully online, remote participation.

Course requirements:

MyLab Math (MLM) Online Assignments

Access D2L/Brightspace at <http://com.brightspace.com> or 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 are in your D2L course, click on Access Pearson and complete the MyLab Math Orientation with a score of at least 90%. Once you have successfully completed the Orientation, the homework assignments for Test 1 will be unlocked. MyLab Math (MLM) provides both homework, several online quizzes and online exam(s), with due dates posted in MLM and outlined in the course syllabus. The homework corresponds to each section of the course and includes a review for the final exam. If you choose to opt out of MyLab Math, your homework and quiz grades will be recorded as zeros.

MLM Online Quizzes–

Online quizzes are timed and must be completed in one sitting, unlike homework, you cannot exit and return later. Once finished, click Submit Quiz to have it graded. Scores are available in the MyLab Math Gradebook, where you can track all assignments and your current average. Each quiz can be retaken once before the deadline if you have scored at least 75% on the related homework. The higher quiz grade counts toward your average. Quizzes can only be reviewed immediately after submission. ⚠ **Important:** You must complete the "Testing Instructions" assignment in MyLab Math before any online quiz will open. **Failure to do so results in a zero.** Additionally, exiting an online quiz without submitting it will result in **being locked out of all other MyLab Math assignments** (including homework and other quizzes). Do **not** use tablets, Chromebooks, or phones for quizzes, these devices often cause issues. Use a dependable desktop or laptop and reliable internet. If technical problems occur, email instructor **before 5 PM on the quiz deadline**, though this does **not guarantee** a quiz will be reopened. Start early to avoid last-minute issues.

MyLab Math (MLM) Homework

Homework is assigned for each section covered, along with a review for the final exam. Show your work neatly on notebook paper to use as a reference when asking questions or studying for quizzes and exams.

Completing Homework in MyLab Math:

1. Enter your answer and click Check Answer.
2. If needed, click Similar Exercise to try again. Aim for at least 80% before moving on.
3. When your answer is correct, click Save to submit it to the gradebook.
4. Click Next Question to continue.

MLM Online Exam(s)

Online exams are timed and must be completed in one sitting. Only one attempt is allowed, and retakes are not permitted. Unlike homework assignments, you cannot exit and return to the exam once it has begun. After answering all questions, click "Submit Exam." Do not use iPads, tablets, Chromebooks, or cell phones to access online exams, as these devices often cause compatibility issues with MyLab Math. Use a reliable desktop or laptop computer instead. As part of the exam process, you are required to upload your written work to D2L as a single PDF with all pages upright, within the designated submission window. For full details on exam procedures, please refer to the *Online Exam Testing Requirements and Policies* section.

Exams:

There will be four-chapter tests: three in-person exams and one online exam along with a comprehensive in-person final exam. For the online portion, a functioning webcam is required. You must be prepared to perform a full room scan and follow all the proctoring guidelines to ensure academic integrity. In addition, any written work for the online portion must be clearly shown and uploaded into D2L immediately after the exam. To receive credit for test and quiz problems, all answers must be supported by complete, step-by-step work. Written work must be done in pencil or erasable pen. All assessments must be completed within the allotted time. Due to departmental policies, you are not allowed to complete tests in a testing facility beyond the allotted class time. There are no retakes on any of the exams.

Reliable computer and internet access are essential for completing online assignments, accessing instructional handouts and test reviews. Please note that personal computer problems do not excuse the requirement to complete all coursework in a timely and satisfactory manner. If you encounter technical problems, contact Pearson Technical Support immediately.

Other Homework Assignments:

In addition to MyLab Math, other homework assignments may be given throughout the term. To receive credit, you must follow all instructions and show organized, legible, step-by-step work. You are **REQUIRED** to use the techniques and methods demonstrated in class—alternative approaches, such as those provided by apps or websites, will not be accepted. The purpose of these assignments is to help you learn the material, not to copy answers. Using unauthorized resources like apps is considered academic dishonesty and will result in zero credit for the entire assignment. Keep in mind that you will need to demonstrate your understanding on tests, so it is important to practice showing your work now to prepare effectively. Some assignments may require you to upload your work to D2L; you can use a smartphone PDF scanning app to complete this process. Deadlines must be met, and no late work or retakes will be accepted. Failure to submit on time will result in a grade of zero. All homework must be submitted by the specified deadline, late submissions will not be accepted, and a grade of **zero** will be recorded. No retakes are offered for missed homework assignments.

In-class Quizzes:

Quizzes may be administered during class and can be either announced or unannounced. Quiz content will be based on material from homework, the textbook, and class lectures. To receive credit, you must follow all instructions and show clear, organized, step-by-step work. All work must be completed using a pencil or erasable pen, and the methods used must align with the instructions provided for each problem. In-class quizzes will be given at specific times during the class period and **cannot be made up**. Be sure to arrive on time to ensure you have the 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 up to date individual assignment grades and overall course average.

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

MyLab Math Homework-Start your assignments early to allow plenty of time for practice, studying, and understanding the material, while also ensuring you meet all deadlines. This is **not** a self-paced course; deadlines are in place to keep you on track and to support a structured learning environment. In some cases, depending on how close the deadline is to the exam, you may be permitted to continue working on MyLab Math homework **after the deadline** with a **20% penalty** applied to any problems completed or corrected late. If this option is available, the **final cutoff** for submitting online homework is usually the **day before the exam** at 11:59 pm. **⚠ Important:** *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.* If you are working past the deadline to improve your score, you must use IMPROVE GRADE mode in MyLab Math. Work done in REVIEW mode will not affect your grade.

Other Homework Assignments-All homework assignments must be submitted by the deadline, late submissions are not accepted, and no retakes are allowed. If an assignment is not submitted on time, a zero will be recorded. Some homework may be assigned during class without prior notice and must be completed and submitted within the same class period. These in-class homework assignments cannot be made up if missed.

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

Tests- Make-up or retake tests are **not allowed**. Any missed test will receive a **zero**, which will be included in your overall course grade. To account for unforeseen circumstances, your final 1332 exam grade will replace your lowest 1332 exam score, but this applies to only one exam.

Extra credit is unlikely to be available in this course, so it is important to stay on top of your studies, complete assignments on time, and thoroughly prepare for all assessments.

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.*

Classes cannot be made up, so punctual and regular attendance is your responsibility. If arriving on time is an issue, you are expected to adjust your schedule to resolve it. When you miss a class, it is also your responsibility to catch up on the material missed. Beyond attending class, you should plan to dedicate at least 10–12 hours each week to reading the textbook, engaging with course materials, and completing assignments.

If the 1332 homework assignments due on August 20th 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. *I recommend downloading the Outlook app on your smartphone for easy access to COM email and to check your COM email 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	Maps to Core Objective	Assessed via this Assignment
1. Apply the language and notation of sets.	Critical Thinking Skills (CT)	Question on Test 1
2. Determine the validity of an argument or statement and provide mathematical evidence.		
3. Solve problems in mathematics of finance.	Communication Skills (CS)	Question on Test 4
4. Demonstrate fundamental probability/counting techniques and apply those techniques to solve problems.		
5. Interpret and analyze various representations of data.	Empirical and Quantitative Skills (EQS)	Question on Test 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.		

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 engaged in academic dishonesty on an assignment, quiz, or exam will receive a zero for that work, with no opportunity to retake it. The zero will be included in the final grade calculation for the course. A second offense will result in a final grade of **F** for the course. Academic dishonesty – such as cheating on exams or quizzes is an extremely serious offense and will be referred to the Office of Student Conduct for the appropriate disciplinary action.

Note: There is a zero-tolerance policy for cell phone use during quizzes and exams. Possession or use of a cell phone during any assessment will be considered academic dishonesty and handled accordingly. Additionally, 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.

Academic Success Resource-Tutoring

The Tutoring Center is here to support your academic success! We offer free, personalized academic assistance through one-on-one tutoring, available both in person and online. Need help after hours? Tutor.com provides 24/7 support and is accessible through your D2L course shell. Whether you're looking to master course material or boost your learning habits, we're here to help. For more information, visit <https://www.com.edu/tutoring>, email us at tutoringcenter@com.edu, or contact us at 409-933-8703.

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.

Classroom 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 record, transmit, receive, or play back audio, photographic, text, or video content

If your device makes a sound or is in your possession when it goes off, you may be dismissed and receive a zero for the exam.

If you leave the classroom during an exam, your exam must be submitted immediately for grading. If you are not feeling well, notify me **before** the exam is distributed, and the exam may be given one page at a time. It is strongly advised that you take care of all personal needs prior to entering the classroom for an exam.

Using a calculator when it is not allowed or using any calculator other than a TI-30XIIS (or other approved scientific calculator) on calculator-approved quizzes or tests, will be considered cheating. Similarly, using electronic devices such as cell phones or smart watches during quizzes or tests is considered cheating.

Online Testing Requirements and Policies

Online exams require the same level of seriousness as in-person exams, with additional rules to ensure academic integrity and proper testing conditions.

Exam Format and Attempts

- Online exams are timed and must be completed in one sitting.
- Only one attempt is allowed. No retakes.
- Once started, you cannot exit and return to the exam.

Webcam, Room Scan, and Exam Conduct

- A functioning webcam is required and must remain on and active throughout the entire exam.
- Before starting, you must perform a full room scan showing:
 - Your workspace and surrounding area
 - No unauthorized materials present
 - No one else in the room with you
- Leaving the room or stepping away from the camera during the exam is prohibited. Doing so may result in a zero on the exam.
- Use of a cell phone or notes during the exam is prohibited and assumed to be an attempt to search for answers, which will be treated as cheating.
- Take care of all personal needs before starting the exam.
- Failure to use a webcam or obscuring it at any point during the exam will result in a zero for the exam.
- Not adhering to proper conduct during an online exam may result in a zero for the exam.

Device Restrictions

- Do not use iPads, tablets, Chromebooks, or cell phones for online exams due to compatibility issues.
- Use a reliable desktop or laptop computer to avoid technical problems.


Written Work Submission

- After submitting your exam in MyLab Math, upload your written work to D2L as a single PDF **within 20 minutes**.
- The PDF must:
 - Include all problems numbered and in order
 - Be legible and organized
 - Show all work using the class methods
 - Have pages correctly oriented
- Late submissions incur penalties:
 - **Uploaded between 20–30 minutes** after submitting the exam: **10-point deduction**
 - **More than 30 minutes late:** submission not accepted, and the exam grade will be **reduced by 50%**

- **Failure to submit written work will result in a 50% deduction from the exam grade.** *Work that is missing, incomplete, illegible, disorganized, or incorrectly formatted may be subject to penalties or receive a zero. All problem-solving methods must follow the techniques taught in class or demonstrated in the textbook, and all uploaded work must correspond with the submitted answers.*

Additional Policies

- You may only review your online exam after the instructor has reviewed your written work.
- Complete the “**Testing Instructions**” prerequisite assignment in MyLab Math before your first online exam.
- Failure to complete this prerequisite will prevent exam access and result in a zero.

 **Important:** If you exit an online test without submitting it, **you will be locked out of all other MyLab Math assignments** (including homework and quizzes).

Course outline:(Due dates are the last day that the assignment can be submitted, it's suggested to be completed BEFORE.)

Week	Dates	Math 1332-101H1	Due Dates By 11:59PM
1	Aug. 18-22	In Class Lectures and Complete MML Assignment by Due Date Syllabus Orientation-(Required 90% to gain access to homework assignments) 2.1 Set Concepts 2.2 Subsets 2.3 Venn Diagrams and Set Operations 2.4 Venn Diagrams with Three Sets and Verification of Equality of Sets Watch the Online Lectures and Complete MML Assignment by Due Date 2.5 Application of Sets	 8/20/25 8/20/25 8/22/25 8/22/25 8/25/25
2	Aug. 25-29	In Class Lectures and Complete MML Assignment by Due Date 3.1 Statements and Logical Connectives 3.2 Truth Tables for Negation, Conjunction, and Disjunction 3.3 Truth Tables for the Conditional and Biconditional 3.4 Equivalent Statements Watch the Online Lectures and Complete MML Assignment by Due Date Online Quiz 1 (Section 2.5, 3.3 & 3.4) Test 1 Review 11.1 Empirical & Theoretical Probabilities	 8/27/25 8/27/25 8/29/25 8/29/25 8/29-9/2 9/2/25
3	Sept. 1-5	In Class Lectures and Complete MML Assignment by Due Date Test 1 (Section 2.1-2.5 & 3.1-3.4) in class on 9/3/25 11.4 Tree Diagrams Watch the Online Lectures and Complete MML Assignment by Due Date 11.2 Odds	 9/10/25 9/8/25
4	Sept. 8-12	In Class Lectures and Complete MML Assignment by Due Date 11.4 Tree Diagrams 11.5 OR and AND Problems 11.7 The Counting Principle and Permutations (Test 3 Info) 11.8 Combinations (Test 3 Info) Watch the Online Lectures and Complete MML Assignment by Due Date Online Quiz 2 (Sections 11.1, 11.2, 11.4, & 11.5) 11.6 Conditional Probability Test 2 Review	 9/10/25 9/10/25 9/12/25 9/17/25 9/12-9/14 9/14/25
5	Sept. 15-19	In Class Lectures and Complete MML Assignment by Due Date Test 2 (11.1, 11.2, 11.4 - 11.6) in class on 9/15/25 11.8 Combinations 11.9 Solving Probability Problems by Using Combinations 12.3 Measures of Central Tendency-Intro 12.4 Measures of Dispersion Watch the Online Lectures and Complete MML Assignment by Due Date Online Quiz 3 (Section 12.2) 12.2 Frequency Distributions and Statistical Graphs 12.3 Measures of Central Tendency-finish	 9/17/25 9/19/25 9/21/25 9/23/25 9/22-9/24 9/21/25 9/21/25
6	Sept. 22-26	In Class Lectures and Complete MML Assignment by Due Date 12.4 Measures of Dispersion Test 3 Review Test 3 (Sections 11.7-11.9 & 12.2-12.4) in class on 9/24/25 10.1 Percent-Intro Watch the Online Lectures and Complete MML Assignment by Due Date 10.1 Percent-finish 10.2 Personal Loans and Simple Interest	 9/23/25 9/28/25 9/28/25 9/28/25
7	Sept. 29- Oct. 3	In Class Lectures and Complete MML Assignment by Due Date 10.3 Compound Interest 10.4 Installment Buying 10.5 Buying a House with a Mortgage Watch the Online Lectures and Complete MML Assignment by Due Date Online Quiz 4 (Sections 10.2, 10.3, & 10.4) Test 4 Review online homework assignment	 10/1/25 10/3/25 10/3/25 10/2-10/4 10/5/25
8	Oct. 6-10	In Class Lectures and Complete MML Assignment by Due Date Test 4 (Sections 10.1 – 10.5) Part A (in-class), Review for Final Exam Final Exam in class 10/8/25 Watch the Online Lectures and Complete MML Assignment by Due Date Test 4 (Sections 10.1 – 10.5)-Part B (online) [Available from 10/5-10/6] Final Exam Review online homework assignment	 10/6/25 10/5-10/6 10/7/25

PLEASE NOTE: The syllabus is subject to change at the discretion of the instructor.
Census Day – August 25, 2025 W-Day – October 1, 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/student-handbook.html>. *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 October 1. The last date to withdraw from the 16-week session is November 14. The last date to withdraw for the 2nd 8-week session is November 25.

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.