



SOCI 1301.01111
Introduction to Sociology
Fall 2025
Internet only

All course material/information and assessments are located online via D2L

Instructor Information

Professor Montemayor-Allen

E-mail: cmontemayor1@com.edu (primary form of communication)

Phone: 409-933-8212

This is the number to the Behavioral and Social Sciences Department. Leave a message with Ms. Kerry Kloesel

Department Office: Social/Behavioral Sciences Department, LRC Bldg., Suite A

Communicating with course professor: All electronic communication with the course professor must be through a student's COM email. Due to FERPA restrictions, faculty cannot share any information about performance through non-COM email accounts. Read the comments/feedback offered for each assessment. FERPA restrictions restrict discussion about grades via email. Communication can occur virtually via COM student email, COM Teams or other COM approved software.

Be sure to check your COM student email account regularly. The course professor will respond to email within 48 hours when received M-Th and until F/noon. Emails sent on Fri evening, Sat/Sun and College holidays will be responded to the next day the college is officially open.

Student hours/location:

Virtual/Internet only

Virtual communication via email, Teams or other virtual communication approved by COM. Email course professor to request a meeting

Required Textbook/Materials: Introduction to Sociology, 3rd edition, OpenStax. Students have free access to the textbook via this link:

<https://openstax.org/details/books/introduction-sociology-3e/>

How to cite an OpenStax textbook: <https://help.openstax.org/s/article/Citing-OpenStax-texts>

Course Description: Introduction to the scientific study of human society, including ways in which groups, social institutions, and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts, and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification, gender, race/ethnicity, and deviance.

Course requirements and Grading Formula

Final Letter Grade Determination	
Final Letter Grade	Points earned AND FWA submission
A	<ul style="list-style-type: none"> Student earns 900 or more points/completes FWA satisfactorily
B	<ul style="list-style-type: none"> Student earns 800-899 points/completes FWA satisfactory score
C	<ul style="list-style-type: none"> Student earns 700-799 points/completes FWA satisfactory score
D	<ul style="list-style-type: none"> Student earns 600-699 points/or no FWA, no satisfactory score
F	<ul style="list-style-type: none"> Student earns 599 or less points
FN	Student stops submitting required coursework – no online activity
	*Submission of paper and satisfactory score required to earn C and higher. See paper requirements.

ALL numbers/points will be included in the calculation of a student's numerical score which is connected to a letter grade. This includes required and extra credit assessments. This indicates to the student, the course professor, and college administrators which coursework was completed and which was not. This means that all points will be added together, even a 0.

When numbers are added together, the result is a SUM! A 0 does not decrease or increase a student's score.

In D2L, the student will see two numbers separated by a line: XX/XXX. **At all times, the student is to focus on the first number only. This is the number that determines one's letter grade.** There is no percent, weighted score or division used to calculate a score

Example:

5+50+25+20+100+0+0+50+25+0+20+5+0+25+0+0+100+0+50+75+100+0+50+0+0=700 points out of 1000 points. The student will see 700/1095 in D2L gradebook. **Focus on the 700!** The 1095 has no meaning. **No score will be rounded up.**

There are 4 modules in SOCI 1301, so there are 4 benchmarks: after the Orientation Module, after Module 1, after Module 2, and after Module 3 (course ends).

As the student completes an assessment, points are earned. Points are added together which results in a sum. This is a "running/current" score that increases each time points are earned. A 0 is a number and does not decrease nor increase one's score.

There are 4 major benchmarks as there are 4 modules in the course

After the Orientation Module coursework has been evaluated/points posted to D2L:

- A=the student earns 31 and more points
- B=the student earns 28 points – 31.49 points
- C=the student earns 24.5 points – 27.99 points
- D=the student earns 21 points – 23.49 points
- F=the student earns 20.99 and fewer points

After Module 1 coursework has been evaluated and points posted to D2L:

- A=the student earns 301 and more points
- B=the student earns 285–300.99 points
- C=the student earns 250-284.99 points
- D=the student earns 214-249.99 points
- F=the student earns 167 and fewer points

After Module 2 coursework has been evaluated and points posted to D2L:

- A=the student earns 601 and more points
- B=the student earns 542-600.99 points
- C=the student earns 475-541.99 points
- D=the student earns 407-474.99 points
- F=the student earns 333 and fewer points

After Module 3 coursework, FWA has been evaluated and points posted to D2L:

- A=the student earns 900 and more points; submits FWA Paper (satisfactory score)
- B=the student earns 800-899 points; submits FWA Paper (satisfactory score)
- C=the student earns 700-799 points and submits FWA Paper (satisfactory score)
- D=the student earns 600-699 points; did not submit FWA Paper/earn satisfactory score
- F=earn 599 and fewer points

*A grade of A, B, C is earned only when minimum points for each letter grade are earned and the student submits the FWA Paper (must meet satisfactory requirements)

Determination of Course Grade/Detailed Grading Formula

Assessment Name	Possible Points	Points Earned
Required		
(1) Orientation Module (2 assignment) points vary	35	
(2) Topic assignments (12) 20 points each	240	
(3) Topic quizzes (12) 15 points each	180	
(4) Module Exams (3) 100 points each	300	
(4) FWA: APA Quiz/Info Assignment/Paper	15/50/100	
(5) Attendance Discussion Forum (16) 5 points each	80	
Total Points	1000	
Optional/Extra Credit, if offered		
TBD – look for items marked with (EC)	TBD	

Grade Assessments Explanation – The student can see how many points they earn on each assessment by clicking on the Grades link. Assessments must be submitted to D2L. Coursework will not be accepted via email unless instructions ask student to send an email.

IMPORTANT: ONLY access the course assessments using the weekly links and the attendance links under the Course Content link. Do **not** use the discussion, assignment, quizzes link listed at the top of D2L. These links do not include the instructions/ information for assessments. Not following these instructions may result in a confusing, frustrating course experience

(R) = Required assessment and counts towards the 1000 points

(EC) = Optional/extra credit assessment and is above and beyond the 1000 points

⁺⁺Attendance Discussion Assignments are different than the topic discussion assignments. These are located under the Attendance tab

(1) Orientation Module. Required

- Discussion Assignment
- Syllabus/Contract Quiz

(2) Topic Assignments. Required. Discussion or quiz – labeled. Submit to D2L only. Will not be accepted via email

***Discussions over articles, videos, course-related material.** There are multiple part to discussions. To earn points, the student must follow the instructions, complete the discussion assignment. Be sure to review the discussion evaluation rubric. For the “personal response,” the student must respond to the instructor’s prompt and reply to a classmate’s post. The student is required to write in complete sentences, use correct spelling, grammar, and punctuation. The student must incorporate the required terms and their definitions using direct quotes and follow APA format. Use the assigned textbook and/or lecture summary only, unless instructions direct one to use a different source. Be sure to follow [APA formatting rules](#)

How to cite an Open Stax book: <https://help.openstax.org/s/article/Citing-OpenStax-texts>

- **Response 1-Required:** Reply to all questions asked by the course professor. Use the required term(s) in your post – these are in bold font. End the response with a question to classmates that relates to your post.
- **Response 2-Required:** Respond to a post made by a classmate. Begin your response with the classmate’s name. Do not write the words “good job or similar language.” The goal is to simulate conversation that would take place in the classroom.
- **The Discussion Assignment Evaluation Rubric will be used to score this assessment.** Review this information prior to submitting responses
- **Evaluation Rubric:**
 - **19-20 points (Excellent response):** met word count requirement; answered all questions, incorporated required terms definitions into response by using direct quotes, excellent use of course material and correctly applied/followed APA format for in-text citations rules. Review example listed in D2L. Review [Purdue OWL website APA formatting rules](#)
 - **17-18 points (Above average response)** met word count requirements; answered all questions, used required terms, included all definitions of required terms in the post, excellent use of course material and correctly applied (correct examples), did not follow APA format and/or use in-text quotations (no direct quotes). Review [Purdue OWL website APA formatting rules](#)

- **15-16 points: (Average response):** met word count requirements; answered some questions, used some required terms but did not show a understanding of the course material or course assignment; did not follow APA format or use in-text quotations (no direct quotes). Review [Purdue OWL website APA formatting rules](#)
- 13-14 points: **(Below Average response)** responded to the question(s), did not use complete sentences, significant spelling and grammar errors, did not apply course material correctly, did not use direct quotes or follow APA format
- **2-12 points: (Failing response):** No connection to course material, failure to follow any prompts; incorrect discussion
- **1 point:** did not submit the two required responses
- **0 points:** Did not attempt the discussion assignment

***Video/Article Quizzes**

Short quiz over an assigned video, article, other reading. Students have two attempts! No additional attempts will be offered. To earn points, the student must complete and submit the quiz.

- (3) **Topic quizzes. Required.** An opportunity to review the material for each topic/chapter. Students have 2 attempts to complete topic quizzes with the highest score posted to D2L. Students should review course material/textbook prior to attempting and completing each quiz. Scores are automatically posted upon successful completion. Student must complete and submit quiz to earn points

(4) Module Exams. Required

Three (3) online exams over course material. Each is worth 100 points. Multiple choice and True/False questions are offered. This assessment is completed via D2L. Find a quiet location with a secure Internet connection. Use a tablet, laptop or desktop computer to take the exam. Only 1 attempt will be offered to each student. Students are discouraged from attempting exams on cell phone.

If the student experiences technical difficulties, caused by College of the Mainland, contact Distance Education for assistance at <https://de-support.com.edu/requests>. Also inform the course professor. Distance Education staff will work with the course professor to address the technical difficulties so that the student can complete the exam.

If a student misses Exam 1 or Exam 2, or experiences technical difficulties due to the student's Internet connection or personal computer source, the student may take a comprehensive exam offered at the end of the term. This will take the place of one missed/"messed-up" exam. The comprehensive exam is ONLY for students who experience technical difficulties or miss an exam. Students who complete Exam 1, Exam 2 and Exam 3 will not be offered the opportunity to take the

Comprehensive Make-up Exam. The Comprehensive Exam will take the place of Exam 1 or Exam 2 – not Exam 3.

The student who wishes to take the Comprehensive Exam must request access to the Comprehensive Exam at least 5-7 days before the day they wish to take the Comprehensive Exam. The student will send an email to the course professor from the student's COM student email account. If the student does not submit a request by the minimum date requirement, the student will not be granted access to the Comprehensive Exam.

(5) Final Writing Assessment: APA Quiz/Info Assignment/Paper

Required. This assessment offers the student the opportunity to utilize a beginner's mind, discuss and apply sociological theory, as well as make sociological connections to a current social issue (topic is assigned). This assessment is required.

FWA APA Quiz: The student will take a short quiz to introduce/refresh their understanding of APA – the required format for all written submissions in this course and specifically the FWA Paper. The quiz will be located under the FWA tab in D2L and is due on the date listed on the course calendar. Students have 2 attempts to take the quiz with the highest score posted as the final score.

FWA Info Assignment: The purpose of the FWA Info Assignment is to encourage the student to complete "prep" work prior to attempting to write the paper. Preparing one's notes, engaging in information collecting is the ideal way to prepare oneself when writing a paper. The FWA Info Assignment instructions are located under the FWA tab in D2L.

- Read the FWA Info Assignment instructions and complete the assignment. There are 4 sections to this assignment. All 4 sections must be completed
- Use the assignment prompts; the instruction page. Include the terms, the questions and outline prompts. List in numbered order
- FWA Info Assignment must be submitted as 1 file and as a .DOC or .PDF file. No other files will be accepted. A grade of 0 is earned if not .DOC/.PDF file. Student can resubmit if there is still time to do so. Please read feedback/comments posted to the D2L gradebook
- Submit one's completed work to the designated link in D2L and allow several business days (sometimes up to 5 business days) for evaluation and posting of points. The student is required to read the feedback and incorporate this feedback into the FWA Paper

FWA Paper: The student will write a sociological discussion over the assigned topic. The assigned topic is located under the FWA tab in D2L. The assigned topic asks the student to watch a documentary, create the FWA Info Assignment, and use this information to write one's paper. Follow the instructions and use the evaluation rubric to know what to include in one's paper.

The FWA Paper offers each student the opportunity to showcase their ability to discuss sociological theory at the college-level. The assessment will only be evaluated once. Students are not offered a second opportunity unless an incorrect file was accidentally submitted or a file with the incorrect extension was submitted. The FWA Paper must be completed and submitted in one (1) file with a .DOC or .PDF extension. No other files will be accepted. A 0 will be earned if not a .DOC/.PDF file is not submitted

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

Students should strive to complete the assigned coursework each week. However, as long as weekly coursework is completed by the module due date, there is no penalty. Students have a couple of weeks to complete coursework for each module (not Orientation). This set up allows the student flexibility, as needed. However, if a student finds that they have fallen behind and needs "a little extra time" to catch up the student will be offered a "late pass." Each student is offered one (1) "late pass" per course. The request must be made before the due date/deadline. The student will be offered a specific date to submit work late. The student must submit the late coursework by the "extended due date/deadline." The student will earn 0 points on coursework not completed/submitted by the extended date.

If one does not request a late pass, the student will not be allowed to submit work late. The student is encouraged to take advantage of extra credit offered throughout the course to "make up missed points." There are no "end of the course" extra credit opportunities. Plan ahead!

If there is a medical emergency that prevents a student from submitting coursework by the due date/deadline, contact the course professor via email.

At times, the course instructor may offer a "free extension to all students." Take advantage of these offers. They are not guaranteed; they are not without deadlines.

Once a deadline has passed, do not attempt work that has been awarded a score in the D2L. **Once a score has been entered into the D2L gradebook, the student's grade will not be changed (unless feedback directs otherwise).** Plan to complete coursework before the due date/deadline listed on the course calendar for each assessment.

Optional/Extra Credit Assessments: At least one (1) optional/extra credit assessment will be offered for each module. It might be a quiz or it might be a discussion assignment. Same instructions and requirements as required for quizzes/discussions offered in each module. Read the instructions for each. These will not be re-opened or reset as these are optional/extra credit.

Attendance Policy: Students are counted present only when they complete the attendance discussion assignment each week. These are different from the topic discussion assignments. These are located under the Weekly Attendance Discussion tab in D2L. Review the Student Handbook regarding your responsibility to “attend class” and be engaged as an active learner.

Communicating with your instructor: All electronic communication with Professor Montemayor must be via the student’s COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. Virtual meetings will occur via COM approved software. Points earned for each assessment are posted to D2L. A guide on “points earned/current letter grade” is available in this syllabus so that students have a clear understanding of the grade status throughout the course.

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1.Compare and contrast the basic theoretical perspectives of sociology.	Critical Thinking Skills (CT)	Discussion Assignments; Exams; Writing Assignment
2.Identify the various methodological approaches to the collection and analysis of data in sociology.	Empirical and Quantitative Skills (EQS)	Discussion Assignments (#2); Reflection Essay-Research; Exam 1; Writing Assignment
3.Describe key concepts in sociology.	Critical Thinking Skills (CT)	Discussion Assignments, Reflection Essays; Exams; Writing Assignment
4.Describe the empirical findings of various subfields in sociology.	Empirical Quantitative Data (EQD)	Discussion Assignments, Reflection Essays; Exams; Writing Assignment
5. Explain the complex links between individual experiences and broader institutional forces.	Social Responsibility (SR)	Discussion Assignments; Reflection Essays; Writing Assignment

Academic Dishonesty: Any incident of academic policy will be dealt with in accordance with college policy and the Student Handbook. This includes unapproved use of AI for any and all written submissions in this course. The work submitted should be the original ideas and thoughts of the students, not another person or artificial intelligence. Academic dishonesty – is an extremely serious offense and will result in a **grade of zero** on that exam and the student will be referred to the Office of Student Conduct for appropriate discipline action.

Use of AI (Artificial Intelligence): Students are allowed to use advanced automated tools (artificial intelligence such as CoPilot, ChatGPT or Dall-E 2, etc.) on assignments in this course **only if permission is first obtained from the course professor (and properly cited)**. Do not turn to AI to write responses for SOCI coursework. Unless given permission to use IA tools, each student is expected to complete each assignment without substantive assistance from others, including automated tools.

Student Concerns: If you have any questions or concerns about any aspect of this course, please contact Professor Montemayor using the contact information listed on page one of this document. If, after discussing your concern with Professor Montemayor, you still have questions, please contact Dr. Wakao, Behavioral and Social Sciences Department Chair at 409-933-8212 or swakao@com.edu.

Course outline/calendar on next page

Course outline/calendar

Course Calendar/Fall 2025 (1st 8-Weeks)

- Textbook: Introduction to Sociology, 3rd edition, OpenStax. Students have free access to the textbook via this link: <https://openstax.org/details/books/introduction-sociology-3e/>
- ⁺Attendance Discussion Assignments are different than the topic discussion assignments.
- All deadlines are 11:59PM on designated due date; Required (R) and Extra Credit (EC)

	Dates	Topic/Chapter	Tasks
WEEK 1 8/18/2025- 8/24/2025	Monday Tuesday Wednesday	Orientation Module	Work on Orientation Module – submission deadline is 11:59PM on 8/20/2025 <ul style="list-style-type: none"> • (R) Complete Orientation Discussion Assignment • (R) Complete Orientation Quiz • (EC) Complete Orientation Email
	Thursday Friday Saturday Sunday	Topic 1 (Ch 1) Sociological Theory	Work on Topic 1 coursework – submission deadline is 9/4/2025 <ul style="list-style-type: none"> • (R) Complete Topic 1 Assignment (Discussion) • (R) Complete Topic Quiz 1 ⁺(R)Complete the Week 1 Attendance Discussion Assignment
WEEK 2 8/25/2025- 8/31/2025	Monday Tuesday Wednesday	Topic 2 (Ch 2) Sociological Research	Work on Topic 2 coursework – submission deadline is 9/4/2025 <ul style="list-style-type: none"> • (R) Complete Topic 2 Assignment (Quiz over Article) • (R) Complete Topic Quiz 2
	Thursday Friday Saturday	Topic 3 (Ch 3) Culture	Work on Topic 3 coursework – submission deadline is 9/4/2025 <ul style="list-style-type: none"> • (R) Complete Topic 3 Assignment (Discussion) • (R) Complete Topic Quiz 3
	Sunday 8/31/2025	FWA: APA Quiz	(R) Complete the APA Quiz – submission deadline is 8/31/2025 ⁺(R)Complete the Week 2 Attendance Discussion Assignment

	Dates	Topic/Chapter	Tasks
WEEK 3 9/1/2025- 9/7/2025	Monday (College Holiday) Tuesday Wednesday	Topic 4 (Ch 4) Society	Work on Topic 4 coursework – submission deadline is 9/4/2025 • (R) Complete Topic 4 Assignment (Discussion) • (R) Complete Topic Quiz 4
	Thursday	Exam 1	Complete Exam 1. It covers Topic 1, Topic 2, Topic 3, Topic 4 *All Module 1 coursework is due by 11:59PM on Thursday 9/4/2025. This includes Topic 1, Topic 2, Topic 3, Topic 4 coursework and Exam 1
	Friday Saturday Sunday	Topic 5 (Ch 5) Socialization	Work on Topic 5 coursework – submission deadline is 9/21/2025 • (R) Complete Topic 5 Assignment (Discussion) • (R) Complete Topic Quiz 5 +(R)Complete the Week 3 Attendance Discussion Assignment
WEEK 4 9/8/2025- 9/14/2025	Monday Tuesday	Topic 6 (Ch 6) Groups and Organizations	Work on Topic 6 coursework – submission deadline is 9/21/2025 • (R) Complete Topic 6 Assignment (Discussion) • (R) Complete Topic Quiz 6
	Wednesday Thursday	Topic 7 (Ch 14) The Family	Work on Topic 7 coursework – submission deadline is 9/21/2025 • (R) Complete Topic 7 Assignment (Discussion) • (R) Complete Topic Quiz 7
	Friday Saturday Sunday	Complete the FWA Info Assignment	FWA: Information Assignment due by 11:59PM on Sunday 9/14/2025. +(R)Complete the Week 4 Attendance Discussion Assignment

	Thursday Friday Saturday	Topic 9 (Ch 7) Deviance	Work on Topic 9 coursework – submission deadline is 9/21/2025 <ul style="list-style-type: none"> • (R) Complete Topic 9 Assignment (Discussion) • (R) Complete Topic Quiz 9 +(R)Complete the Week 5 Attendance Discussion Assignment
	Sunday	Exam 2	Exam 2 covers Topic 5, Topic 6, Topic 7, Topic 8, and Topic 9 *All Module 2 coursework submission deadline is 11:59PM on Wednesday 9/21/2025. This includes Topic 5, 6, 7, 8, Topic 9 coursework and Exam 2
MODULE 3: Stratification and Social Change			
WEEK 6 9/22/2025- 9/28/2025	Monday Tuesday Wednesday Thursday	Topic 10 (Ch 9) Stratification and the U.S. Class System	<ul style="list-style-type: none"> • Work on Topic 10 coursework – submission deadline is 10/8/2025 • (R) Complete Topic 10 Assignment (Quiz over video) • (R) Complete Topic Quiz 10
	Friday Saturday Sunday	Topic 11/Ch 11 Race and Ethnicity	<ul style="list-style-type: none"> • Work on Topic 11 coursework – submission deadline is 10/8/2025 • (R) Complete Topic 11 Assignment (Discussion) • (R) Complete Topic Quiz 11 +(R)Complete the Week 6 Attendance Discussion Assignment

WEEK 7 9/29/2025-10/5/2025	Monday Tuesday Wednesday	Topic 12/Ch 12 Sex, Gender, and Sexuality	<ul style="list-style-type: none"> • Work on Topic 12 coursework – submission deadline is 10/8/2025 • (R) Complete Topic 12 Assignment (Discussion) • (R) Complete Topic Quiz 12 Last day to drop without a grade is 10/1/2025
	Thursday Friday Saturday Sunday	Complete and submit FWA	<ul style="list-style-type: none"> • Complete and submit the FWA: Paper. Submission deadline is 11:59PM CST on Sunday, 10/5/2025. Must submit to link in D2L. Do not email to course instructor. Submissions submitted will not be accepted/evaluated +(R)Complete the Week 7 Attendance Discussion Assignment
WEEK 8 10/6/2025 – 10/8/2025 Short Week!	Monday Tuesday	Topic 13 (Ch 21) Social Movements and Social Change	<ul style="list-style-type: none"> • Work on Topic 13 coursework – submission deadline is 10/8/25 • (R) Complete Topic 13 Assignment (Discussion) • (R) Complete Topic Quiz 13 +(R)Complete the Week 8 Attendance Discussion Assignment
	Wednesday		<ul style="list-style-type: none"> • Complete Exam 3 – submission deadline is 10/8/2025 • All Module 3 coursework submission deadline due by 11:59PM on Wednesday, 10/8/2025. • SOCI 1301 ends on this date/time. No coursework will be accepted after this date/time.

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 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.