



Physical Education 1164.003IN  
**Introduction to Physical Fitness and Wellness**  
Fall 2021 Semester – 1<sup>st</sup> 8 Weeks  
Blackboard - Asynchronous Online

**Instructor Information**

Jason Abshire

Email: [jabshire@com.edu](mailto:jabshire@com.edu)

Office Phone: 409-933-8439

**Student Hours and Location:** During our Student Hours and you will have the option of meeting with me virtually or face-to-face. Virtual meetings will take place through Microsoft Teams, and you will have the option of chatting, voice calls and video conferencing to ask questions about the class. During this time, I will also respond through COM email. If you prefer to meet face-to-face during our Student Hours, simply drop by my office which is room 123 in the gym.

Student hours are:

- Monday and Wednesday
  - 12:30 pm – 1:45 pm
  - 3:30 pm – 4:00 pm
- Tuesday and Thursday
  - 9:45 am – 10:45 am
  - 2:00 pm – 3:00 pm

**Utilizing the COM Gym:** (optional) You are not required to come to the COM campus to successfully complete any of the assignments for this course. With this being a 100% online course, all assignments may be completed at a location that is most convenient for you. Access to the COM gym simply provides you with one option for completing your fitness assessment and workouts this semester.

Hours of Operation

- Monday - Friday from 7:00 am - 7:00 pm
- Saturday from 8:00 am - 12:00 pm
- Sunday from 12:00 pm – 4:00 pm

To Enter and Use the COM Gym Facility

- You must have your COM I.D.
- If you do not have a COM I.D., to have one made, go to the Welcome Center which is on the 1<sup>st</sup> floor of our new Administration Building (building #2).
- You must wear sneakers and appropriate gym attire (“yoga” pants, shorts, tank tops, t-shirts, etc.)
- You may or may not wear a face covering. It is your choice.

## COVID-19 Specific Information

1. Face Coverings - Face coverings are optional.
2. Social Distancing – Please remember to maintain a distance of at least 6ft. from others.
3. Cleaning Surfaces – When you come to the gym, you will be asked to clean the space where you will be working. We have disinfectant to wipe down surfaces and frequently touched areas including desks, cardio equipment and strength training equipment.
4. Monitor your health and maintain proper hygiene – Keep an eye on how you are feeling and be aware of the symptoms of COVID-19. If you feel that you are sick and have any of the symptoms, get tested and do not come to campus. Proper hygiene is also extremely important! Avoid touching your face and focus on washing your hands often.
5. What to do if you test positive, have symptoms, or have been in contact with someone that is positive? – If you have tested positive for COVID-19 with or without symptoms, think or know you had COVID-19 symptoms in the past that have now resolved, or had close contact (less than 6 feet for more than 15 minutes) with a known case of COVID-19 in the past 14 days, you will need to complete the Self-report for students found at: [https://cm.maxient.com/reportingform.php?CollegeoftheMainland&layout\\_id=40](https://cm.maxient.com/reportingform.php?CollegeoftheMainland&layout_id=40).
6. Once you complete the Self-Report, you will be contacted to let you know when you can return to campus and the procedures for your return.
7. Student Resources for COVID-19 Information – For more information related to COVID-19, please visit: <https://www.com.edu/coronavirus/students-covid19>

**Required Textbook/Materials:** The Introduction to Physical Fitness and Wellness PHED 1164 course workbook is required for this class and will be needed for week 1. See the two options below and choose which works best for you.

Option 1 - Hard copies of the course workbook are available in the COM bookstore. You will be able to complete the required lab activities (fitness assessments and tracking your workouts) by writing in the course workbook.

The COM bookstore link is below:

<http://www.combookstore.com/home>

Option 2 – A digital copy of the course workbook is available in Blackboard as a Word document. You will be able to download the digital copy to your computer and complete the lab pages electronically. You may also print out those pages to complete the required lab activities (fitness assessments and tracking your workouts) if you prefer writing instead of typing.

Our textbook for this class is Concepts of Fitness and Wellness, 2<sup>nd</sup> Edition. This Open Education Resource (OER) is free. A digital copy is available in Blackboard as a PDF document. To complete the assigned readings for this class (see our course

schedule) you will be able to either download a digital copy to your computer or simply open the eBook with your computer.

**Course Description:** This course will provide an overview of the lifestyle necessary for fitness and health. Students will participate in physical activities and assess their fitness status. Students will be introduced to proper nutrition, weight management, cardiovascular health, flexibility, and strength training.

**Course Requirements:**

- Course workbook (hard copy or digital version)
- Smart phone with a working camera and video capabilities along with the capability to add course required fitness apps (example: Run Keeper)
- Workout shoes and clothes 😊

Computer and internet access are necessary to complete most assignments. If you do not have your own computer and internet access, you may utilize the computers in the Innovations Computer Lab and the library.

You are expected to be familiar with the technology and software they must use for this course, including the Blackboard Learning System and any word-processing technology. You also should have completed the Online Learner Workshop.

You are expected to be able to upload assignments in the proper file format according to assignment directions without instructor assistance. Problems with technology, including computer problems and power outages, will not justify extending a deadline unless the issue is with the college network.

All assignments need to be submitted in one of the following approved formats:

1. If you are using Microsoft Office 365 no special modifications to the document are necessary. Simply save the assignments and upload to Blackboard
2. If you are using a program other than Microsoft Office (Apple files for example) you will need to save the document in “.pdf” format, then upload and send. The adobe format is referred to as a “.pdf” document. This file extension is available from a drop-down menu when performing the “Save As” function.

During the semester you will be completing assignments and workouts along with reviewing course material and taking quizzes. You may be evaluated through instructor observation, assignment rubrics, peer assessment and standardized testing.

Below is a brief description of the assignments. Check the course outline on the syllabus for weekly due dates.

Who Am I? = 10 pts

The estimated amount of time needed to complete this assignment is ½ hour. This assignment is your opportunity to learn a little about me, my family and why I teach this course. Then create your own thread (post) and tell everyone as much or as little

as you like about yourself and what makes you tick. And if you like, add a current picture of yourself as well.

**My Fitness Assessment = 50 pts**

The estimated amount of time needed to complete this assignment is 2½ hours. This assignment is based on the 1<sup>st</sup> and 2<sup>nd</sup> steps of the self-help approach to behavior change which are assessing behavior and setting goals. You will determine your current fitness level by means of a general fitness assessment. The assessment will include girth measurements, body mass index, waist to hip ratio, body composition, flexibility measurements, muscular endurance tests and a cardiovascular endurance test.

**My Fitness Goals = 20 pts**

The estimated amount of time needed to complete this assignment is 1 hour. This assignment is based on the 2<sup>nd</sup> and 3<sup>rd</sup> steps of the self-help approach to behavior change which are setting goals and formulating an action plan. You will set fitness goals and develop an action plan for overcoming barriers you will experience while working towards these goals.

**My Weekly Workouts = 20 pts each workout X 22 workouts = 440 pts**

The estimated amount of time needed to complete this assignment is 24 hours. Your workouts are based on the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> steps of the self-help approach to behavior change which are setting goals, formulating an action plan and evaluating progress. You will complete, track and submit workouts throughout the semester according to the schedule below. You will also make changes to your workouts, as needed, to reach your fitness goals.

Required workouts during the semester:

- Week 1 – no workouts are due this week
- Week 2 - complete 3 workouts - cardio-respiratory (cardio)
- Week 3 - complete 3 workouts - cardio-respiratory (cardio)
- Week 4 - complete 3 workouts - cardio and/or resistance (strength) training
- Week 5 - complete 3 workouts - cardio and/or resistance (strength) training
- Week 6 - complete 4 workouts - cardio and/or resistance (strength) training
- Week 7 - complete 4 workouts - cardio and/or resistance (strength) training
- Week 8 - complete 2 workouts - cardio and/or resistance (strength) training

**My Fitness Expert Group Presentation = 50 pts**

The estimated amount of time needed to complete this assignment is 2½ hours. This assignment is based on the 3<sup>rd</sup> step of the self-help approach to behavior change which is formulating an action plan. You will work with a group of students to develop a presentation over the pros and cons of 3 fitness channels or 3 fitness apps.

**My Ending Fitness Assessment = 50 pts**

The estimated amount of time needed to complete this assignment is 2½ hours. This assignment is based on the 4<sup>th</sup> step of the self-help approach to behavior change which is evaluating progress. You will complete a 2<sup>nd</sup> fitness assessment at the end of the semester and compare the results to your initial fitness assessment.

My Mental Health Practice = 50 pts (10 pts per week)

The estimated amount of time needed to complete this assignment is 2 ½ hours (about 30 minutes per week). This assignment is based on the 3<sup>rd</sup> step of the self-help approach to behavior change which is formulating an action plan. You will choose at least 1 of 3 options provided for improving your mental health and practice that habit for 5 weeks. Each week you will submit which option you choose to practice.

My Mental Health Practice - Review = 20 pts

The estimated amount of time needed to complete this assignment is 1 hour. This assignment is based on the 4<sup>th</sup> step of the self-help approach to behavior change which is evaluating progress.

My Diet Assessment = 50 pts

The estimated amount of time needed to complete this assignment is 2½ hours. This assignment is based on the 1<sup>st</sup> and 2<sup>nd</sup> steps of the self-help approach to behavior change which are assessing behavior and setting goals. You will utilize the Basal Metabolic Rate (BMR) formula and the Harris Benedict equation to calculate your recommended calorie intake based on your varying activity levels. Next, you will next utilize the My Fitness Pal website or app (must be 18 or older) or the My Net Diary website or app (must be 13 or older) to complete a 3 Day food log and diet assessment. You will also calculate the average amount of sugar and fiber in your diet and compare it to the American Heart Association recommendations.

My Nutrition Goals = 20 pts

The estimated amount of time needed to complete this assignment is 1 hour. This assignment will be based on the 2<sup>nd</sup> and 3<sup>rd</sup> steps of the self-help approach to behavior change which are setting goals and formulating an action plan. You will set nutrition goals and develop an action plan for overcoming barriers you will experience while working towards these goals.

My Knowledge of Nutrition - What Do I Know? = 20 pts

The estimated amount of time needed to complete this assignment is 1 hour. This assignment is based on the 1<sup>st</sup> step of the self-help approach to behavior change which is assessing your behavior. You will complete 3 short online quizzes regarding fats, portions, and whole grains. You will also post at least one interesting fact that you learned from each of the 3 quizzes on the discussion board (a total of 3 interesting facts) and read over and comment on at least one other student's post.

My Nutritious Grocery List = 50 pts

The estimated amount of time needed to complete this assignment is 2½ hours. This assignment is based on the 3<sup>rd</sup> step of the self-help approach to behavior change which is formulating an action plan. You will develop a nutritious grocery list by identifying foods that are good sources of each of 4 macronutrients and 16 micronutrients listed in the instructions. You will also identify your own personal "super foods". This grocery list will be based on foods that are in your budget and that you like to eat.

My Disease Risk Assessment = 50 pts

The estimated amount of time needed to complete this assignment is 2½ hours.

This assignment is based on the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> steps of the self-help approach to behavior change which are assessing behavior, setting goals and formulating an action plan. You will utilize the assessment tools on the Siteman Cancer Center website to determine your health risks for cancer, diabetes, osteoporosis, heart disease and stroke. Once the assessment is complete, you will complete research on how to decrease your risk of each disease.

My Disease Risk Reduction Goals = 20 pts

The estimated amount of time needed to complete this assignment is 1 hour. This assignment will be based on the 2<sup>nd</sup> and 3<sup>rd</sup> steps of the self-help approach to behavior change which are setting goals and formulating an action plan. You will set disease prevention goals and develop an action plan for overcoming barriers you will experience while working towards these goals.

Assigned Reading = 0 pts

All assigned reading will come from Concepts of Fitness and Wellness, 2<sup>nd</sup> Edition. This activity will provide you with the base knowledge necessary for participating in our class discussions (on the Discussion Board).

Test Your Knowledge Questions = 0 pts

At the end of each assigned chapter, you may test your knowledge of the material by completing the self-assessment quizzes. This activity will test your base knowledge prior to participating in our class discussions (on the Discussion Board).

Discussion Board Classroom Topics = 0 pts

The discussion board topics and prompts I provide will be based on the assigned readings, course content and assignments. Think of the discussion board as our classroom and the topics and discussions that occur will be like what takes place in a face-to-face class. Participating in these discussions is optional, just as it is in a face-to-face class. The benefit of participating in or “attending” these discussions to build on your prior knowledge of the topics and prompts. These discussions will be the basis for your end of semester My “Celebration of Learning” assignment.

My “Celebration of Learning” = 100 pts

The estimated amount of time needed to complete this assignment is 5 hours. This assignment will require critical thinking and application of knowledge. You will reflect on and explain what content and skills you have learned this semester (based on the topics, terms and prompts provided) and how they are relevant to you and/or your family.

### **Determination of Course Grade/Detailed Grading Formula:**

During the semester you will be completing assignments, presentations, and workouts. They may be evaluated by instructor observation, the use of grading rubrics and through peer evaluation.

Grading Formula:

Who Am I? - Discussion Board Post = 10 points

Fitness & Wellness			
My Fitness Assessment	=	50 points	
My Fitness Goals	=	20 points	
My Weekly Workouts			
22 Workouts @ 20 points per	=	440 points	
My Mental Health Practice			
5 Weeks @ 10 points per	=	50 points	
My Mental Health Review	=	20 points	
My Fitness Expert Group Presentation	=	50 points	
My Ending Fitness Assessment	=	50 points	
Nutrition			
My Diet Assessment	=	50 points	
My Nutrition Goals	=	20 points	
My Knowledge of Nutrition	=	20 points	
My Nutritious Grocery List	=	50 points	
Disease Risk Reduction			
My Disease Risk Assessment	=	50 points	
My Disease Risk Reduction Goals	=	20 points	
My "Celebration of Learning"	=	100 points	
Total Possible	=	1000 points	

Grading Scale:

895 - 1000	points = A
795 - 894	points = B
695 - 794	points = C
595 - 694	points = D
0 - 594	points = F

**Late Work, Make-Up, and Extra Credit Policy:** You are expected to complete and submit work on time. If you are not able to submit an assignment by the due date, you will have up to 14 days past the original due date to submit the assignment late and earn 80% credit. Assignments are no longer accepted for credit after 14 days past the original due date. Assignments are not accepted for credit once the semester ends.

There is one exception to this policy. If you are not able to complete any of your required weekly workouts due to a busy schedule, illness, or injury, you will have the option of making up some of those workouts without penalty. Below is the policy regarding make-up workouts:

- You may make-up only 1 workout per week. This is to protect you from over training since you will already be completing the required workouts during any given week plus a make-up workout.

- You choose which week you would like to complete a make-up workout. For example, if you need to make-up 2 workouts and would like to wait till the last 2 weeks of semester you can. This gives you some flexibility.

Extra credit will not be offered during the semester. You will have the opportunity to revise (correct) and resubmit most assignments. The exception to this policy will be the Fitness Expert Group Presentation. All revisions and resubmissions are due within 14 days of the original due date, and you can earn full credit. Revised assignments are no longer accepted after 14 days past the original due date. Revised assignments are not accepted once the semester ends.

**Attendance Policy:** You are required to attend class on a regular basis. COM policy states that “students are not permitted a determined number of absences”. Attending class will be by logging into the online class a minimum of 2 times each week. Expect to spend about 6 hours each week to review new information, participate in discussions, review lecture topics, complete assignments and other activities listed in the syllabus course outline and calendar as scheduled by the instructor. Full participation in all course activities is required to earn credit for all graded activities.

**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.

In this course we will communicate with Blackboard Announcements (which are also sent to your COM email), COM email, Microsoft Teams, and through Blackboard discussion forums and group blogs.

COM email and Microsoft Teams are the preferred method of communication for all questions that would not be relevant to the entire class. Monday – Friday I will typically respond to all email messages within 24 hours. Week-end response time is 24 - 48 hours. All other questions, those that are relevant to the entire class, should be posted in the appropriate discussion forums.

Student Learner Outcome (SLO)	Maps to Core Objective(s)	Assessed via this Assignment
Describe how the components of physical fitness impact health and wellness.	N/A	My Ending Fitness Assessment
Explain the influence of personal behaviors and personal responsibilities on the development, treatment, and prevention of hypokinetic diseases, infectious diseases, stress, and addiction.	Communication	My Disease Risk Assessment
Analyze the relationship between physical activity, inactivity, and nutrition on weight and body composition.	Empirical and Quantitative Skills	My Diet Assessment



Plan, implement, and evaluate a personal fitness program.	Critical Thinking	My Weekly Workouts
Develop an appreciation and positive attitude for a healthy lifestyle and the effects of global trends on physical activity.	Teamwork	My Fitness Expert Group Presentation

**Academic Dishonesty:** Any incident of academic policy will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty – such as cheating on exams, quizzes or assignments is an extremely serious offense and will result in a grade of zero. The student will also be referred to the Office of Student Conduct for the appropriate disciplinary action.

**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 Sheena Abernathy, Science Department Head, at 409-933-8330 or [sabernathy@com.edu](mailto:sabernathy@com.edu)

**Course Outline:**

Week	Assignments, Assigned Reading & Discussion Board Topics	Points	Estimated Time to Complete	Due Date
Week 1	My Fitness Assessment	50	2 ½ hours	Sunday 8-29-21 by 11:59 pm
	My Fitness Goals	20	1 hour	
	Who Am I?	10	½ hour	
	My Mental Health Practice	10	½ hour	
	Assigned Reading – Ch.1 Healthy Behaviors = 9 pgs.			
	Discussion Board Topic #1 – Healthy Behaviors			
Week 2	My Fitness Expert Group Presentation - part 1 - Teamwork	25	1 ½ hours	Sunday 9-5-21 by 11:59 pm
	My Weekly Workouts (3 workouts)	60	3 hours	
	My Mental Health Practice	10	½ hour	
	Assigned Reading – Ch.2 Fitness Principals = 16 pgs.			
	Discussion Board Topic #2 – Fitness Principals			
Week 3	My Fitness Expert Group Presentation - part 2 - Communication	25	1 ½ hours	Sunday 9-12-21 by 11:59 pm
	My Weekly Workouts (3 workouts)	60	3 hours	
	My Mental Health Practice	10	½ hour	
	Assigned Reading – Ch.3 Cardiorespiratory Fitness = 8 pgs.			
	Assigned Reading – Ch.5 Flexibility = 9 pgs.			
	Discussion Board Topic #3 – Cardiorespiratory Fitness Discussion Board Topic #4 – Flexibility			
Week 4	My Nutritious Grocery List	50	2 ½ hours	Sunday 9-19-21 by 11:59 pm
	My Weekly Workouts (3 workouts)	60	3 hours	
	My Mental Health Practice	10	½ hour	
	Assigned Reading – Ch.4 Muscular Fitness = 12 pgs.			
	Discussion Board Topic #5 – Muscular Fitness			

Week 5	My Diet Assessment	50	2 ½ hours	Sunday 9-26-21 by 11:59 pm
	My Weekly Workouts (3 workouts)	60	3 hours	
	My Mental Health Practice	10	½ hour	
	Assigned Reading – Ch.6 Body Composition = 9 pgs. Assigned Reading – Ch.7 Nutrition = 6 pgs.			
	Discussion Board Topic #6 – Body Composition Discussion Board Topic #7 – Nutrition			
Week 6	My Nutrition Goals	20	1 hour	Sunday 10-3-21 by 11:59 pm
	My Knowledge of Nutrition	20	1 hour	
	My Weekly Workouts (4 workouts)	80	4 hours	
	My Mental Health Practice - Review	20	1 hour	
	Assigned Reading – Ch.8 Weight Management = 8 pgs. Discussion Board Topic #8 – Weight Management			
Week 7	My Disease Risk Assessment	50	2 ½ hours	Sunday 10-10-21 by 11:59 pm
	My Disease Risk Reduction Goals	20	1 hour	
	My Weekly Workouts (4 workouts)	80	4 hours	
	Assigned Reading – Ch.9 Stress = 4 pgs. Assigned Reading – Ch.12 Substance Use & Abuse = 5 pgs.			
	Discussion Board Topic #9 – Stress Discussion Board Topic #10 – Substance Use and Abuse			
Week 8	My Ending Fitness Assessment	50	2 ½ hours	Friday 10-15-21 by 11:59 pm
	My “Celebration of Learning”	100	5 hours	
	My Weekly Workouts (2 workouts)	40	2 hours	

### Classroom Conduct Policy:

College of the Mainland requires that students enrolled at COM be familiar with the Standards of Student Conduct, which can be found in the on-line Student Handbook. <http://www.com.edu/student-services/student-handbook.php>. Any violations of the Code of Conduct will result in a referral to the Office for student Conduct and may result in dismissal from this class.

**The GCIC Academic Symposium:** The Gulf Coast Intercollegiate Consortium (GCIC) Academic Symposium is a yearly academic conference held at College of the Mainland in Texas City. This year, the symposium is Friday, April 1, 2022. The abstract submission deadline is Friday, Feb. 25, 2022, at 11:59pm.

A primary goal of this event is to encourage community college students to participate in academic discourse, thereby providing them with the experience of presenting original research in an academic environment, networking with peers, faculty and general public.

COM's GCIC Academic Symposium is an opportunity for students to showcase their best academic and creative projects. Participation in the symposium helps develop your professional skills, widens your professional networks, and should be noted on your resume.

If you are interested in the symposium or simply would like to learn more about the event, I would be happy to meet with you. I would enjoy chatting with you regarding your ideas 😊. You can also learn more at: <http://www.com.edu/symposium>.

### **COM Honors Program Mission Statement:**

The College of the Mainland (COM) Honors Program provides highly motivated students challenges above and beyond their typical coursework. Students may enroll in honors courses or seek honors contracts and work one-on-one with COM faculty to develop independent projects. Honors contracts enhance students' work ethic and provide opportunities to expand academic networks.

If you are interested in earning honors credit in our course, please let me know. I would be happy to meet with you and discuss your options and the process.

How to earn honors credit in regular classes

### **Honors contract requirements:**

- The student must complete a research paper, special project, performance or creative project, or other work in addition to the usual requirements of the course. The student will complete at least 15 hours in addition to normal course work on the project.
- The professor must approve the honors project for his/her course.
- The honors committee must approve the project.
- If the honors project involves human subjects, contact COM's Institutional Review Board at [ir@com.edu](mailto:ir@com.edu) before starting.
- The student will present their final results.
- The student must earn an A in the contracted course.
- The student must develop a meeting schedule with the professor.
- The student and the instructor must sign the honors contract.
- Submit a completed original typed copy of this form to the honors committee co-chair(s).
- The student and professor will develop a rubric for assessing whether a completed honors project merits honors credit. They will submit the rubric with the signed honors contract.
- Co-chairs may contact the faculty to learn the status of the project.
- The student must submit a final report to one of the co-chairs prior to the contract deadline. The final report must include the rubric developed jointly by the student and professor with the professor's comments on whether the student satisfied the criteria in the rubric and should receive honors credit.

### **Honors Scholars Recognition**

Any student who completes at least 12 honors credit hours, maintains a GPA of 3.5 or higher, completes at least 24 hours of approved community service and completes at least 18 hours at COM will be recognized as a COM scholar at graduation.

**Technology Outage Policy:** Students are responsible for completing all course work by the due dates stated in the syllabus. Occasionally the College may experience emergency campus-wide technology outages, should this occur during an exam or

submission of an assignment on Blackboard, you will need to notify the instructor. The due date will be extended after the campus-wide outage is confirmed by Informational Technology. An announcement/email will be sent to all students relaying the information about the new due date.

## **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://build.com.edu/uploads/sitecontent/files/student-](https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf)

[services/Student\\_Handbook\\_2019-2020v5.pdf](https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.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.*

[https://build.com.edu/uploads/sitecontent/files/student-services/Student\\_Handbook\\_2019-2020v5.pdf](https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf)

**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 Holly Bankston at 409-933-8520 or [hbankston@com.edu](mailto:hbankston@com.edu). The Office of Services for Students with Disabilities is located in the Student Success Center.

**Counseling Statement:** Any student needing counseling services is requested to please contact Holly Bankston in the student success center at 409-933-8520 or [hbankston@com.edu](mailto:hbankston@com.edu). Counseling services are available on campus in the student center for free and students can also email [counseling@com.edu](mailto:counseling@com.edu) to set up their appointment. Appointments are strongly encouraged; however, some concerns may be addressed on a walk-in basis.

**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 1<sup>st</sup> 8-week session is October 6. The last date to withdraw from the 16-week session is November 19. The last date to withdraw for the 2<sup>nd</sup> 8-week session is December 2.

**F<sub>N</sub> Grading:** The F<sub>N</sub> grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F<sub>N</sub> 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 F<sub>N</sub> grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F<sub>N</sub> 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.

**COVID-19 Statement:** All students, faculty, and staff are expected to familiarize themselves with materials and information contained on the College of the Mainland's Coronavirus Information site at [www.com.edu/coronavirus](http://www.com.edu/coronavirus). In compliance with [Governor Abbott's May 18 Executive Order](#), face coverings/masks will no longer be required on COM campus. Protocols and college signage are being updated. We will no longer enforce any COM protocol that requires face coverings. We continue to encourage all members of the COM community to distance when possible, use hygiene measures, and get vaccinated to protect against COVID-19. Please visit [com.edu/coronavirus](http://com.edu/coronavirus) for future updates.