



**ENGL-1301-003I1**  
**English Composition 1**  
**Spring 2025 - First 8 weeks (January 13th - March 6th)**  
**100% Online**

**Instructor Information:**

Name: Angela Valdes  
Email: [avaldes@com.edu](mailto:avaldes@com.edu)  
Office: Virtual

**Office Hours & location:**

Every Monday: 5:00 pm - 6:00 pm via COM email or via D2L chat by request.

**Required Textbook/Materials:**

The course textbook and writing handbook resources are free and will be provided through web links on D2L Brightspace in the content tab. Below are the links to the textbook, writing lab resources, and film we will be watching in Unit 2 for this course. Any additional reading materials will be provided by the instructor throughout the course in various modules and assignments.

- *The RoughWriter's Guide* By: Dr. Karen Palmer and Dr. Sandi Van Lieu  
<https://pressbooks.pub/roughwritersguide/>
- MLA Handbook - <https://mlahandbookplus-org.comlib.idm.oclc.org/>
- OWL Purdue Writing Lab website: <https://owl.purdue.edu/writinglab/index.html>
- *Fried Green Tomatoes* – Film that will be the primary source for the essay in Unit 2: Character Analysis which will be located in Swank streaming service through COM. See the following website for more information. <https://libguides.com.edu/Swank>

Free link to access *Fried Green Tomatoes*:

<https://digitalcampus.swankmp.net/collegemainland335037/watch/00E78FFFFF590243D>

**Course Description:** Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating and critical analysis. Prerequisites: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better.

## Course requirements:

### Essays: (Rhetorical Analysis, Character Analysis, Annotated Bibliography, Illustration)

- **Unit 1-Rhetorical Analysis:** During this unit, students will explore rhetorical choices and appeals in television advertisements. Students will be tasked with analyzing an advertisement using the rhetorical situation and appeals to demonstrate the effectiveness or ineffectiveness of the advertisement based on those elements.
- **Unit 2-Character Analysis:** During this unit, the assigned primary source will be *Fried Green Tomatoes* which is the film adaptation of the novel, *Fried Green Tomatoes at the Whistle Stop Cafe*, written by author Fannie Flagg. Students will explore character analysis by choosing a character from the film which will serve as the basis of an essay. Evidence of rhetorical appeals in the essay will also be explored as demonstrated by a chosen character in the film. Please note that the movie adaptation is the source that should be used, not the novel or other sources.
- **Unit 3-Annotated Bibliography:** During this unit, students will be required to learn about researching and evaluating secondary sources for a topic to be used in the Illustration essay. The annotated bibliography will be a collection of the research for the illustration essay that will be due in unit 4.
- **Unit 4-Illustration:** During this unit, students will learn more about the style of illustration writing which is a persuasive rhetorical writing style that can use some personal experiences as part of the evidence to support a position along with other credible secondary sources.

### Participation:

- **Discussions:** This is an online course. Class discussions are an essential part of participation and learning in this course. Failure to participate in any class discussion will result in an absence. Class discussions are NOT optional.
- **Journals:** These assignments will vary based on the unit. Requirements may include assignments such as written or visual open-ended reflections and others depending on the lesson or unit being taught.
- **Peer Reviews:** Peer Reviews are an essential tool that can be very helpful to the writing process. Each major essay assignment in units 1-4 will conduct a peer review of at least two peers' rough drafts. Detailed instructions will be posted on how to conduct peer review. This assignment requires that you have completed a rough draft of the major essay for the assigned unit for your peers to review. Failure to fully participate in peer review will result in an absence and will cause point deductions to the final grade of any major essay. Peer Reviews are NOT optional.

### Quizzes:

- **Reading Quizzes** will be based on assigned readings or viewing materials weekly and relate to important concepts of the writing style in each of the four units. The last quiz is comprehensive. All reading and/or viewing materials will be provided by the instructor.

**Determination of Course Grade/Detailed Grading Formula:** (methods of evaluation to be employed to include a variety of means to evaluate student performance)

| Grading Category       | Assessment Details  | Points Possible |
|------------------------|---|-----------------|
| Rhetorical Analysis    | Rubric of Point Breakdown will be provided  | 100             |
| Character Analysis     | Rubric of Point Breakdown will be provided  | 100             |
| Annotated Bibliography | Rubric of Point Breakdown will be provided  | 100             |
| Illustration Essay     | Rubric of Point Breakdown will be provided  | 100             |
| Participation          | <i>Class Discussions:</i><br>8 @ 25 points each<br><i>Journals:</i><br>8 @ 12.5 points each<br><i>Peer Reviews:</i><br>4 @ 25 points each | 400             |
| Reading Quizzes        | 8 @ 25 points each  | 200             |
| TOTAL POINTS POSSIBLE  |   | 1,000           |

**To determine the grade percentage earned in the course, follow the following formula:**  
**Points Earned/1000 x 100 = Percentage Earned**

*(Note that some extra credit points earned will not be accounted for until the end of the semester when final grades are calculated).*

- 90%- 100% = A**
- 80% - 89% = B**
- 70% - 79% = C**
- 60% - 69% = D**
- 59% or below = F**

**How Assignments are assessed for Grading:**

*Essays:*

Major Essays will be assessed via a detailed grading rubric which will be provided ahead of time for students to review assessment areas.

- o Plagiarism or AI generated content: Essays that contain plagiarism or AI generated content may earn a zero and may be reported to the Dean of Students office for further action.

### *Discussions, Peer Reviews, Journals:*

Discussions, Peer Reviews, and Journals will be graded according to the following general guidelines:

- o Following assignment Instructions: Point deductions apply for failure to follow assignment instructions. For discussions and Peer Reviews, active engagement with peers is required.
- o Assignment Completion: Point deductions apply for submitting incomplete work.
- o Assignment Understanding: Each of these assignments will also be evaluated based on the student's overall understanding and execution of assignment criteria.
- o Plagiarism/AI Generated Content: Assignments that contain plagiarism or AI generated content may earn a zero and may be reported to the Dean of Students office for further action.
- o Points are broken down as follows for Discussions and Peer Reviews: 8.34 points possible for initial posts, 8.33 points possible for responses to each peer for a total of 25 points possible for each type of assignment.

### *Reading Quizzes:*

Each quiz has point values assigned for each question and are based on required reading assigned each week. Quizzes are automatically graded upon submission.

### *Instructor Feedback:*

In addition to a grade for each assignment, instructor feedback will be provided on D2L which is highly beneficial in providing guidance on learning each concept presented in assignment criteria. It is recommended that each student review instructor feedback on all assignments to gain an understanding of how to improve.

### **Online Gradebook:**

The online gradebook (in D2L) is for reviewing and keeping track of completed grades and getting an overview of your grade. Please note that the grade display may be incomplete at any given time and is simply for your convenience (not a substitute for the instructor's official records). ***The grade reflected on D2L is a running total and is not reflective of all the points available for the entire course.*** Certain assignment points, like extra credit, may not be posted until the end of the semester, and the final gradebook may require some adjusting if the class schedule has been changed or just to correct for technical problems or design errors in the learning management system.

Students are responsible for keeping track of progress in the class and keeping up with all assignments. The instructor does not provide individual grade calculations or projections of a future grade upon request. Students should use the detailed grade breakdown noted above to perform their own calculations and/or projections as the semester progresses.

***Please refrain from emailing the instructor to ask when any assignment will be graded. All assignments are graded as timely as possible and will be posted as soon as instructor assessment is complete.***

### **Caveat on Grading:**

The instructor reserves the right to make subjective decisions on student grades and assessment based on her own expertise and judgment in the subject matter. The instructor also reserves the right to assign a final grade based on a student's overall mastery of the material and improvement

over the course of the semester. Any individual requests to re-do assignments, submit past assignments that were not completed, or inquiries on how to improve your grade at the end of the semester are not permissible or acceptable.

**Due Dates/Times:** Assignments have specific due dates and times which can be found in the course calendar in the syllabus and in weekly content folders in each unit module. **Do not rely on D2L notification features to keep track of when assignments are due.** Check the syllabus and the weekly content folders for each week's assignment due dates/times which vary each week. Also, be sure to check email and D2L course announcements daily for any important instructor updates.

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

Work should be submitted by the due date and in the form listed on assignment instructions.

**Generally, No late work is accepted.** This is an online course that is asynchronous. This means there are no regularly scheduled class meeting times. The student is responsible for knowing due dates and practicing good time management skills to complete assignments for this course. There will be no make-up work accepted. If a student experiences extenuating circumstances or an emergency, contact the instructor immediately via COM email. Whether or not circumstances or emergency is acceptable is up to the discretion of the instructor. Documentation may be required for students who request makeup or deadline extension due to an emergency. Excuses including but not limited to: stating that you didn't know when the assignment is due, last minute technology issues on your part, busy schedule, extracurricular activities, a job, other classes, vacation, or your personal life are unacceptable. **Extra credit opportunities may be offered** with assigned due dates. Any extra credit opportunities will be communicated to the class or in specific assignment instructions. Any points earned will be applied at the end of the semester when final grades are posted. Any individual requests for extra credit to improve your grade at the end of the semester will not be offered.

**“Oops” Policy:** Sometimes life happens. This policy will allow **1 assignment** to be submitted late with a deadline which is up to instructor discretion based on any situation or reason that does not qualify as an emergency during the semester for a missed assignment deadline. Choose wisely to use this policy that is only a one time offer for 1 single assignment. Once you have used this opportunity, no other opportunity for other assignments will be offered unless there's a qualifying emergency which is up to the discretion of the instructor to accept or deny as detailed above. To use the “oops” policy, email the instructor immediately after a deadline is missed during the week the assignment is assigned and indicate the specific assignment that was not submitted along with your intent to use the one time “oops” policy opportunity. Please note that you are not permitted to use this opportunity to ask for an extension prior to a deadline. Please also note that you cannot use this opportunity to request to complete any assignment at the end of the semester. Furthermore, assignments that do not qualify to earn full points in this opportunity are class discussions and peer reviews. This is because these assignments require active engagement with your peers. After the assignments have closed, there is no opportunity to engage with your peers just as there would be no opportunity to do so if you had missed a face-to-face class. Therefore, the only points that can be earned if you use the “oops” policy for a class discussion or peer review would be for the initial post alone.

**Attendance Policy:**

Since this is an online course, your weekly attendance will be based on turning in your assignments. Discussion board responses are required and show that you are engaged in the course with your instructor and with your peers. Discussion board responses and peer reviews are your virtual attendance in this online course. **Please note that if you do not participate in weekly discussions and/or peer reviews, it will count as an absence.** You will earn zeros for missed assignments. **Students in online classes must participate during the first week of classes or they will be dropped from the class for non-attendance.** If you have met attendance requirements after the first week of classes but fail to complete a weekly discussion board, or assigned peer review in any subsequent week, it will count as an absence. **Four or more weekly absences may result in a failing grade in the course.** COM recognizes no excused absences other than those prescribed by law: religious holy days and military service. For more information, please visit:

<http://coursecatalog.com.edu/getting-started-at-COM/registration/class-attendance>

**Communicating with your instructor:**

ALL electronic communication with the instructor must be through a student's official COM email address. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. Any emails sent to the instructor from a personal email address will be left unanswered. Additionally, any emails sent to the instructor requesting information on the student's behalf who is not an official of COM will be left unanswered.

Please note that professional email etiquette is expected. Please write in a formal, professional manner and avoid the use of slang and text language. In the subject line of your email include your course and section in which you are enrolled. Ex: ENGL-1301-003I1. Be sure to begin your email with a greeting and close your email with your first and last name so that I can locate the assignment and the class in which you are inquiring. Student emails will be answered in the order they are received during scheduled instructor office hours or at the instructor's convenience outside of office hours. For all emails sent outside of instructor office hours, please allow up to 24 hours for a response. Instructor response times may vary during scheduled holidays when the college is closed. If the instructor needs to communicate something important to the class, it will be sent via COM email and/or be posted on D2L in Class Announcements. If there's something particularly important or time sensitive to any individual student, the instructor may also send an instant message via D2L which directs the student to check COM email and/or the instructor may include a message in the instructor feedback section of any assignment that directs the student to check COM email. **Questions should be asked by students via email to the instructor to clarify any misunderstanding at least two days prior to any due date to provide time for the instructor to respond and time for students to process and incorporate any guidance or clarification provided.**

| <b>Student Learner Outcome</b>   | <b>Maps to Core Objective</b> | <b>Assessed via this Assignment</b>                    |
|--|-------------------------------|--|
| 1. Demonstrate knowledge Of individual and Collaborative writing processes | Teamwork                      | Discussions<br>Peer Reviews<br>Journals                |
| 2. Develop ideas with Appropriate support And attribution                  | Personal Responsibility       | Unit Essays<br>Discussions<br>Journals                 |
| 3. Write in a style appropriate to audience and purpose.                   | Communication Skills          | Discussions<br>Journals<br>Peer Reviews<br>Unit Essays |
| 4. Read, reflect, and respond critically to a variety of texts.            | Critical Thinking             | Discussions<br>Journals<br>Quizzes<br>Unit Essays      |
| 5. Use Edited American English in academic essays.                         | Communication Skills          | Unit Essays  |

### **Academic Dishonesty:**

Scholastic dishonesty and plagiarism are defined in the student handbook. Plagiarism (failure to acknowledge or cite sources of ideas and/or works, representing another’s work as your own, etc.) will not be tolerated in this class. It can result in a failing grade for the assignment, the course, and in some cases, it will be reported to COM. There are resources posted on D2L and syllabus quiz questions assigned on plagiarism. If you do not understand what constitutes plagiarism after reviewing syllabus policies and other resources, please contact me. If you are unsure whether something included in one of your unsubmitted writing assignments may be considered plagiarism, please contact me during my office hours or at least two days before the assignment is due. It is also plagiarism to quote a peer from a discussion post without crediting your peer properly using MLA format. Please note that failure to credit a source in a discussion post is also plagiarism. If you use a source, credit the author no matter what type of assignment it is. Do not copy and paste assignment instructions into any assignment. This is unnecessary information and is also plagiarism of the instructor’s written instructions. It is also plagiarism and cheating to use your peer’s ideas and/or research for your essays. Using your peer’s ideas is plagiarism, while using your peer’s research is cheating. All your research and ideas must be your own with proper citation and not the work of others. Consequences for plagiarism may include earning a zero on the assignment, may be reported to the Dean of Students’ office for further action, and, in the most extreme cases, may result in failure of the course.

### **Policy Against Use of AI:**

***In this course, you may not use AI for any assignment in any way, shape, or form. Use of AI will be treated as plagiarism and as academically dishonest.*** Consequences for using any type of AI on any assignment may result in a grade of zero for the assignment followed by a report to the Dean of Students office for further action. If it is determined that a student continues to use AI despite consequences on previous assignments, it may result in automatic failure of the course.

Below are some examples of certain types of AI that include but are not limited to the following:

- ⚠ Do not use artificial intelligence (AI) to write all or part of an academic essay or other academic assignments.
- ⚠ Do not use an AI paraphrasing or rephrasing tool like Quillbot or ProWritingAid.
- ⚠ Do not use Grammarly to generate, edit, spell check, alter, rephrase, paraphrase, or add to your work.
- ⚠ Do not use ChatGPT on any of your work.
- ⚠ Do not use Microsoft Word Sentence Revision suggestions on any of your work. This software program uses AI to create suggestions for sentence revision.
- ⚠ Do not run your documents through a program to translate your assignments into English. All assignments must be written in Standard English by the student, not through assistive technology.

**The above are examples and are not an all-inclusive list of AI tools available. In short, use of ANY AI tool for writing will result in the aforementioned consequences.**

All written assignments are assessed for plagiarism/AI by the instructor. Additionally, a plagiarism/AI program (TurnItIn) is used as a supportive tool for instructors to further assess students' work for academic integrity/honesty. Students have access to view the report for all applicable assignments. If any student submission is flagged with a percentage as AI generated regardless of how low/high the percentage is, the instructor will request a detailed explanation of the submission that includes a deadline date/time for a response. Acceptable explanations are up to the discretion of the instructor and more information may be requested based on the response received. The instructor will then use the explanation to further assess the student's work to determine if academic honesty/integrity is upheld. If the instructor does not receive an adequate response or no response by the deadline date/time required, a zero may remain for the assignment. Additional consequences as noted above may be applied.

### **HUMANITIES DEPARTMENT POLICY STATEMENT: PLAGIARISM**

Plagiarism is a form of academic dishonesty. To plagiarize is to steal the words or ideas of another and pass them off as one's own. Two forms of plagiarism are common. In the first form, the writer incorporates published or otherwise recorded material without properly acknowledging its sources. In the second form, the writer submits work actually done by someone else. (The student who allows his/her work to be used by others is also guilty.) Any student who plagiarizes will receive a grade of "0" on his/her plagiarized work and may, as a result, receive a failing grade in the course.

Ignorance will not be an acceptable defense: all students are responsible for familiarizing themselves with the rules of documentation.

Violation of the Plagiarism Policy may result in a referral to the College of the Mainland Judicial Coordinator or further disciplinary actions as stated in the current Student Handbook.

"Source" may refer to published works (including material available from electronic/computer networks or databases), electronically broadcast programs, films, recordings, interviews, speeches, or lectures.

1. You must document when you quote directly from another source.
2. You must document when you paraphrase words from another source.
3. You must document when you summarize ideas from another source.
4. You must document when you use facts (statistics in a chart or graph, for example) or visual material from another source.



**Student Concerns:** Concerns/Questions Statement: If you have any questions or concerns about any aspect of this course, please contact the instructor using the contact information previously provided. If, after discussing your concern with the instructor, you continue to have questions, please contact Humanities Department Chair Brian Anderson at 409-933-8186 or at [banderson@com.edu](mailto:banderson@com.edu)

**Course outline:** The outline is tentative. If a change needs to be made, a new outline will be posted in D2L for that unit.) You should check your COM email and D2L daily for any updates. **Weekly assignments will be made available to you every Friday at 4pm each week except for the first week when assignments will be available on Monday.**

**Course Outline/Syllabus Changes:** The instructor reserves the right to change the syllabus and/or schedule as needed. Readings may also be added, but no major assignments will be added unless needed due to a weather emergency or other outside circumstances. Students will be notified of any changes.

| Unit                                 | Week           | Assignment Due Dates  |
|--------------------------------------|----------------|---|
| Unit 1:<br>Rhetorical<br>Analysis    | 1<br>1/13-1/17 | Wednesday, 1/15 by 3pm Introduction/Rhetorical Appeals Discussion<br>Wednesday, 1/15 by 3pm Quiz- Syllabus/MLA<br>Wednesday, 1/15 by 3pm Quiz - Basics of Rhetoric<br>Friday, 1/17 by 3pm Journal:Academic Tone<br>Friday, 1/17 by 4pm Course Introduction Letter - <i>Extra Credit</i>   |
|                                      | 2<br>1/17-1/24 | <b>Monday, 1/20 COLLEGE CLOSED - MLK DAY</b><br>Tuesday, 1/21 by 3pm Discussion - Fallacies<br>Tuesday, 1/21 by 3pm Quiz - Fallacies<br>Tuesday, 1/21 by 3pm - Journal - MLA Practice<br>Thursday, 1/23 by 8pm Peer Review - <i>Must have completed Rough Draft</i><br><b>Friday, 1/24 by 3pm Final Draft: Rhetorical Analysis</b><br>Friday, 1/24 by 4pm <i>Extra Credit Optional</i> - Tutoring online or in person |
| Unit 2:<br>Character<br>Analysis     | 3<br>1/24-1/31 | Monday, 1/27 by 3pm Discussion - <i>Fried Green Tomatoes</i><br>Monday, 1/27 by 3pm Quiz - Character Portrayal in Film<br>Monday, 1/27 by 3pm Quiz - COM Library Tutorial Guide<br>Wednesday, 1/29 by 3pm Journal- Choose a Character   |
|                                      | 4<br>1/31-2/7  | Monday, 2/3 by 3pm Discussion - <i>Fried Green Tomatoes</i><br>Monday, 2/3 by 3pm Journal - Appeals in Character<br>Thursday, 2/6 by 8pm Peer Review - <i>Must have completed Rough Draft</i><br><b>Friday, 2/7 by 3pm Final Draft: Character Analysis</b><br>Friday, 2/7 by 4pm <i>Extra Credit Optional</i> - Tutoring online or in person  |
| Unit 3:<br>Annotated<br>Bibliography | 5<br>2/7-2/14  | Monday, 2/10 by 3pm Discussion - Research/Illustration<br>Monday, 2/10 by 3pm Quiz - Annotated Bibliography/Evaluating Sources (2 Readings)<br>Monday, 2/10 by 3pm Quiz -Intro to Illustration<br>Wednesday, 2/12 by 3pm Journal - Evaluating Sources<br>Friday, 2/14 by 4pm - <i>Extra Credit Optional - Revision</i>  |
|                                      | 6<br>2/14-2/21 | Monday, 2/17 by 3pm Discussion - Personal Experience<br>Monday, 2/17 by 3pm Journal - Chat Live with a Librarian<br>Thursday, 2/20 by 8pm Peer Review - <i>Must have completed Rough Draft</i><br><b>Friday, 2/21 by 3pm Final Draft: Annotated Bib.</b><br>Friday, 2/21 by 4pm <i>Extra Credit Optional</i> - Tutoring online or in person   |

|                                 |  |  |
|---------------------------------|--|--|
| <b>Unit 4:<br/>Illustration</b> | <p style="text-align: center;">7<br/>2/21-2/28</p> | <p><b>Monday, 2/24 by 3pm</b> Discussion - Confirmation Bias<br/> <b>Monday, 2/24 by 3pm</b> Journal - Demonstrating Illustration<br/> <b>Thursday, 2/27 by 8pm</b> Peer Review - <i>Must have completed Rough Draft</i><br/> <u><b>Friday, 2/28 by 3pm Final Draft: Illustration Essay</b></u><br/> Friday, 2/28 by 4pm <i>Extra Credit Optional</i> - Tutoring online or in person</p> |
|                                 | <p style="text-align: center;">8<br/>2/28-3/6</p>  | <p><b>Monday, 3/3 by 3pm</b> Class Overview Discussion<br/> <b>Monday, 3/3 by 3pm</b> Journal - Oral Video Reflection<br/> <b>Monday 3/3 by 3pm</b> Quiz - Comprehensive</p>   |

## Institutional Policies and Guidelines

**Grade Appeal Process: Concerns** about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook [https://www.com.edu/student-services/docs/Student\\_Handbook\\_2024-2025\\_v2.pdf](https://www.com.edu/student-services/docs/Student_Handbook_2024-2025_v2.pdf). *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor’s professional judgment of the quality of the student’s work and performance is also not an admissible basis for a grade appeal.*

**Academic Success & Support Services:** College of the Mainland is committed to providing students with 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](mailto: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 1<sup>st</sup> 8-week session is February 26. The last date to withdraw from the 16-week session is April 21. The last date to withdraw for the 2<sup>nd</sup> 8-week session is April 30.

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

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

**Resources to Help with Stress:**

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>.

College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at [deanofstudents@com.edu](mailto:deanofstudents@com.edu) or [communityresources@com.edu](mailto: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.