

Important Syllabi Information for Students

(Based on Elements Approved for Use District Wide by Vice Presidents Council)

Course Information	
• Core Courses	Intellectual Competencies and Exemplary Educational Outcomes identified by district discipline committees -- <i>see Exemplary Educational Objectives at www.dcccd.edu/Employees/Departments/Educational+Affairs/Academic+and+Student+Programs/Core+Curriculum</i>
• WECM Courses	SCANS competencies
• Developmental Courses	The Texas Success Initiative (TSI) is a statewide program designed to ensure that students enrolled in Texas public colleges and universities have the basic academic skills needed to be successful in college-level course work. The TSI requires assessment, remediation (if necessary), and advising of students who attend a public college or university in the state of Texas. The program assesses a student's basic academic skills in reading, writing, and math. Passing the assessment is a prerequisite for enrollment in many college-level classes such as English 1301/1302, History 1301/1302, Math 1414, etc. Students who do not meet assessment standards may complete prerequisite requirements by taking developmental courses in the deficient area and passing them with a grade of C or higher. In some cases retesting will also be required. It is up to each student to be aware and informed about requirements that are subject to change. <i>Additional information is available from the TSI Office in T170T or T170S (phone number 972-238-6115 or 972-238-3787) or at http://www.rlc.dcccd.edu/regi/resource/tsi.htm</i>
Institution Policies	
ADA Statement	If you are a student with a disability and/or special needs who requires accommodations, please contact the college Disability Services Office. http://www.rlc.dcccd.edu/support/DisServ.htm
Religious Holidays	Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to contract with the instructor to take a make-up examination or complete an assignment within a reasonable time after the absence.
Academic Honesty	Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the <u>DCCCD Code of Student Conduct</u> <i>published in the DCCCD Catalog at http://www1.dcccd.edu/catalog/ss/code.cfm</i> (Select Purpose)
Withdrawal Policy (with drop date)	If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar's Office by (semester's drop date). Failure to do so will result in your receiving a performance grade, usually an "F." If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a "W" (Withdraw) in each class dropped. To withdrawal from a course go to Richland's Advising Center or eConnect http://econnect.dcccd.edu/
Repeating This Course	Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in additional tuition to be charged. Developmental Studies and some other courses will not be

	<p>charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 Semester. <i>See Third Attempt to Enroll in a Course at</i> http://www.dcccd.edu/thirdcourseattempt/</p>
<p>Financial Aid</p>	<p>If you are receiving any form of financial aid, you should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy. http://www.rlc.dcccd.edu/finaid/</p>
<p>Disclaimer Reserving Right to Change Syllabus</p>	<p>The instructor reserves the right to amend this syllabus as necessary.</p>
<p>NEW Six Drop Issue Syllabus Statement</p>	<p><u>STOP BEFORE YOU DROP</u></p> <p>For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: https://www1.dcccd.edu/coursedrops</p>

(12/6/07)