



## Course Syllabus

ATLANTA METROPOLITAN STATE COLLEGE

School of Arts and Sciences

### **English Composition I ENGL 1101 CRN: 80005**

This is a Core IMPACTS course that is part of the Communicating in Writing (Writing) area

Core IMPACTS refers to the core curriculum, which provides students with essential knowledge in foundational academic areas. This course will help master course content and will support students' broad academic and career goals.

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| <b>Instructor Information</b>                                           | Michelle Perry Stewart, Ph.D.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Office location:</b>                                                 | Building 100, Room 115                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Office Telephone:</b>                                                | (404) 756-4033                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Email Address (use for emergencies only)</b>                         | Brightspace Email or Brightspace Instant Message<br><a href="mailto:mpstewart@atlm.edu">mpstewart@atlm.edu</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Office Hours:</b>                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <ul style="list-style-type: none"> <li><b>In Person:</b></li> </ul>     | Tuesdays/Thursdays: 2:00 pm – 5:00 pm                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <ul style="list-style-type: none"> <li><b>Online</b></li> </ul>         | Wednesdays: 12:00 pm – 4:00 pm<br><br>Virtual Office (Microsoft Teams): Meeting ID: 213 757 355 530 1 Passcode: Ts6W5wf6                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <ul style="list-style-type: none"> <li><b>By Appointment</b></li> </ul> | Office hour disclaimer: If you are not able to meet with the instructor during office hours, you may schedule an appointment based on the instructor's availability.                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Course Information</b>                                               | This first-level writing course is fundamental to a college education that depends on intellectual inquiry and learning to ask and answer significant questions. The course emphasis is on two essays: Rhetorical Analysis and Synthesis Essay. You will further build upon your rhetorical and composition skills by analyzing and evaluating rhetorical strategies and how well authors support and prove their main argument.                                                                                                                                                                                                           |
| <b>Pre-requisites</b>                                                   | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Credit Hours</b>                                                     | 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Orienting Questions</b>                                              | How do I write effectively in different contexts?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Course Start and End Date</b>                                        | 8/18/2025 – 12/6/2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Career-Ready Competencies</b>                                        | <ul style="list-style-type: none"> <li>• Critical Thinking</li> <li>• Information Literacy</li> <li>• Persuasion</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Course Textbook</b>                                                  | When you registered for this course, you purchased the course materials at an exclusive low price. On the first day of class, you automatically gain immediate access to these materials in Brightspace (D2L). If you decide to opt-out, you will not be able to access the materials in Brightspace (D2L) anymore and you might end up paying a higher price elsewhere for the same materials. If you have any questions, visit the Day 1 Ready FAQ page at <a href="https://ATLMBookstore.com">ATLMBookstore.com</a> . You may also email the ATLM Bookstore at <a href="mailto:ATLM@textbookbrokers.com">ATLM@textbookbrokers.com</a> . |



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|                           | <ul style="list-style-type: none"> <li>• Incorporating any part of an AI-generated response in an assignment;</li> <li>• Using AI to summarize or contextualize source materials;</li> <li>• Submitting your own work for this class to an online learning support platform for iteration or improvement.</li> </ul> <p>If you are in doubt as to whether you are using an online learning support platform appropriately in this course, I encourage you to discuss your situation with me.</p> <p>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Late Policy:</b>       | <p>It is normal and common to experience unexpected situations and to have competing priorities outside of school that cause us to fall behind in our coursework. <b>Therefore, late work in this class is accepted.</b> Every student is allotted five slip days. These days allow you to submit an assignment up to three days late without penalty. You do not need to provide me with the reason: simply use the comment section located in the assignment tool to notify me that you are using a slip day when submitting your assignment.</p> <p>Once you've exhausted your five slip days, you will have one week after the due date to submit your work. An assignment submitted one to three days after the due date will only be eligible for 90% of the maximum number of points allotted. Assignments submitted more than three days after the due date will not be accepted. If you experience extenuating circumstances (e.g., you are hospitalized) that prohibit you from submitting your assignments on time, please let me know so we can develop a plan for your success. Exceptions to this policy apply in the case of the final essays due to deadlines for grade submissions.</p> <p><b>RE-GRADE POLICY</b></p> <p>If you would like to resubmit a graded assignment by applying my feedback, you may do so by submitting a request for a resubmit and regrade within one week of the graded assignments being returned. After requesting a re-grade, please schedule an appointment with me to discuss your assignment and grade. Please allow me a minimum of 48 hours between your request for a re-grade and our meeting. Exceptions to this policy apply in the case of the final essays due to deadlines for grade submissions.</p> |
| <b>Enrollment Status:</b> | Students are ultimately responsible for ensuring that the course(s) in which they enroll are included in the approved degree plan and program map for their program of study. Students must periodically                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

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|                                                          | check their enrollment status in this course during the semester. The student is responsible for determining changes, if any, in enrollment status and taking necessary steps (e.g., pursuing reinstatement in this course) following those outlined in the AMSC catalog.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Attendance Verification (No Show)/Reinstatement</b>   | <p>Atlanta Metropolitan State College has a "No-Show" Reporting (Attendance Verification) policy. This policy is to comply with Federal Financial Aid regulations. Financial Aid recipients at Atlanta Metropolitan State College may become ineligible for funds by not attending class sessions (per enrolled course). <b>Students who do not complete Mandatory Attendance Assignments and attend class sessions are NOT entitled to keep their financial aid award.</b> The Registrar's Office will notify the students and faculty when the Attendance Verification Period has opened. The established "No-Show" Reporting (Attendance Verification) procedure will enable Atlanta Metropolitan State College to adjust financial aid awards before funds are issued to students (thereby eliminating liability for both the College and the student). A student reported as non-attending a course must seek the approval of the instructor to be reinstated. Once approved, the student will complete the Reinstatement form and submit it. The Office of Registrar will notify students when the course reinstatement process has been completed during the Reinstatement Period.</p> <p>The student can demonstrate compelling reason (s) that have prevented attendance and the instructor believes that there is a strong probability that the student can catch up in the class OR The instructor made an error, and the student was in attendance before being dropped.</p> |
| <b>Computer Hardware &amp; Software Requirements:</b>    | Different institutions, and even different courses within the same institution, have varying technology requirements. Check your hardware and software systems to determine their compatibility with the online course you have selected.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Minimum Hardware Recommendations to Take Courses:</b> | <p>D2L System Requirement</p> <p>Internet Connection:</p> <ul style="list-style-type: none"> <li>· Ethernet Network Capability required</li> <li>· Wireless Network Capability required</li> </ul> <p>Operating System Requirements</p> <ul style="list-style-type: none"> <li>• PC: <ul style="list-style-type: none"> <li>• Compatible Operating System:</li> <li>• Web Browser: Firefox, Chrome</li> </ul> </li> <li>• Mac: <ul style="list-style-type: none"> <li>• Compatible Operating System:</li> <li>• Web Browser: Firefox, Chrome, Safari</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

**Hardware requirements:**

**Minimum Technical Specifications for Hardware:**

- A processor of 2GHz or faster
- 4GB RAM or greater
- 500 GB of Hard Drive space
- Monitor and video card with a minimum resolution of 1024x768
- Keyboard and mouse

**Minimum Technical Specifications for Computer Peripherals:**

- Speakers
- Headphones
- Microphone
- Webcam

**Software requirements:**

**Browser Requirements/Supported Browsers**

**Compatible Browsers:**

- [Apple Safari](https://support.apple.com/downloads/safari) - <https://support.apple.com/downloads/safari> (Mac)
- [Google Chrome](https://www.google.com/chrome/) - <https://www.google.com/chrome/> (Mac or PC)
- [Mozilla Firefox](https://www.mozilla.org/en-US/firefox/new/) - <https://www.mozilla.org/en-US/firefox/new/> (Mac or PC)

**Application Software**

- Microsoft Office 2016 (Word, Excel, PowerPoint) (Mac or PC)
- [Adobe Reader](https://get.adobe.com/reader/) - <https://get.adobe.com/reader/>

**Plug-ins**

- [Java](https://www.java.com/en/download/) - <https://www.java.com/en/download/>
- [Adobe Flash Player](https://get.adobe.com/flashplayer/) - <https://get.adobe.com/flashplayer/>
- [Windows Media Player](https://www.microsoft.com/en-us/download/details.aspx?id=20426) - <https://www.microsoft.com/en-us/download/details.aspx?id=20426>
- [Apple QuickTime](https://support.apple.com/downloads/%2523quicktime) - <https://support.apple.com/downloads/%2523quicktime>
- [Microsoft Silverlight](https://www.microsoft.com/getsilverlight/Get-Started/Install/Default) - <https://www.microsoft.com/getsilverlight/Get-Started/Install/Default>

**Accessibility:** Wi-Fi is also available for use in the campus parking lots.

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| <b>Tutoring Services</b>                               | <p>Students improve their self-confidence and increase their chances of excelling in their courses when they utilize their college/university academic support services. The following tutoring services are available to AMSC students:</p> <ul style="list-style-type: none"> <li>▪ <b>The AMSC Writing Center</b> is open year-round to support students, staff, and faculty at AMSC. It offers virtual and in-person tutoring for various writing projects, assists at any stage of the writing process, and increases improvement in structure, use of sources, style, grammar, and more. The Writing Center is located in Building 100, Room 211. Students can walk in during hours of operation or schedule an appointment by clicking <a href="#">here</a>.</li> <li>▪ <a href="#">Tutor.com</a> is a virtual space for students to access writing tutors outside of AMSC faculty. Access tutor.com in Brightspace by logging into your course. Next, click the 'Free Tutoring' tab and choose Tutor.com from the dropdown options. Students are granted five (5) hours per semester, and registration is not required. Contact the Center for Student Success and Advising at (404) 756-5690 for assistance.</li> <li>▪ <b>TutorOcean</b> is a tutorial for students enrolled in STEM courses such as Biology, Chemistry, Mathematics, and Computer Science. Access TutorOcean and sign up <a href="#">here</a>.</li> </ul> |
| <b>Americans with Disabilities Act (ADA) Statement</b> | <p>Atlanta Metropolitan College is committed to providing support for all students and making their college experience an enriching opportunity. In compliance with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, The Department/Office of Counseling and Accessibility Services, located in the Student Services &amp; Success Center, building 650-Suite 252, oversees the coordination of services for students with documented disabilities. The Coordinator of Disability Services collaborates with faculty and staff to offer provisions for reasonable accommodation to students who meet the requirements. It is the policy and practice of AMSC to make all Web information accessible to students with disabilities. If you, as a student with a disability, have difficulty accessing any part of the course materials for this class, please notify the instructor immediately.</p> <p>Accommodation cannot be provided until a reasonable accommodation plan is in place. To the greatest extent possible, all college representatives shall observe confidentiality.</p>                                                                                                                                                                                                                                                                                            |
| <b>Office of Counseling and Accessibility Services</b> | <p>The Office of Counseling and Accessibility Services operates under the Americans with Disabilities Act (ADA) laws in order to assist in leveling the playing field for students who have disabilities with those who do not. The amended ADA, otherwise known as ADAAA defines “disability” as a</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

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|                                | <p>physical or mental impairment that substantially limits one or more major life activities. If you feel that you have a disability or impairment that may limit your academic functioning, please contact Dr. Dorothy Williams, the Director of Counseling and Accessibility Services at 404-756-4016 or at <a href="https://www.atlm.edu/students/counseling-and-disability-services.aspx">https://www.atlm.edu/students/counseling-and-disability-services.aspx</a>.</p> <p>The Coordinator of Counseling and Accessibility Services reviews all accommodation requests. In order to receive accommodation, the student's illness or disability must be verified in writing by a physician, psychiatrist, or some other health care provider or specialist. Students choosing to access disability support services should contact the Coordinator as soon as possible after acceptance to AMSC. Please be aware that late notifications may result in complications for establishing accommodation in a timely fashion.</p> |
| <b>Withdrawal</b>              | <p><b>Withdrawal from a course is solely the responsibility of the student.</b> Instructors will not initiate student withdrawals. A student who wishes to withdraw from a course <b>MUST</b> submit a completed Withdrawal Form (Schedule Reductions Form) to the Registrar's Office before mid-term in order to receive a grade of "W" for the course.</p> <p>A student who withdraws after the Midterm date receives a "WF" unless the Vice President for Academic Affairs determines that it is a hardship case, then a "W" will be recorded. The possibility that a student may fail the course will not be considered a hardship</p>                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Incomplete Grade Policy</b> | <p>An incomplete may be awarded at the instructor's discretion for non-academic reasons which prevent the student from completing the course requirements. The student must be passing the course at the time that the Incomplete is awarded and must sign an "Awarding of Incomplete" agreement. Unless otherwise stated, the incomplete should be removed by the end of the following semester; otherwise, the instructor will change the grade to an "F" grade.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Time Commitment</b>         | <p>To successfully complete this course requires discipline, devoted time, and commitment. A student must arrange his /her schedule to allow for the required time for this course. Students can expect to spend 4 - 6 hours per week on this course to thoroughly read the content and complete the required assignments. Additional time most likely will be required to complete quizzes, exams, and writing assignments.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Student Expectations</b>    | <p>Students are expected to be fully invested and engaged in their learning. The following guidelines are included to facilitate your course success.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

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|                                               | <ul style="list-style-type: none"> <li>• Participate in this course by following the guidelines of this syllabus and any additional information the instructor provides by email, telephone, discussion forums, etc.</li> <li>• Please speak with your instructor <b><u>in advance</u></b> if you have extenuating circumstances that prevent you from completing your assignments by the designated due dates. If a medical emergency occurs, you will need to provide a written medical / doctor's notice for the period in which you are unable to participate in class or complete any of the assignments (discussion, case studies, quizzes, exams, etc.). Without a medical / doctor's notice, all assignments missed will be scored as zero.</li> <li>• Sign-in to Brightspace D2L and / or Courseware to complete assignments regularly.</li> <li>• Read, study, and complete all assignments by the due dates.</li> <li>• Monitor Brightspace D2L course calendar.</li> <li>• Have access to a computer and the Internet. Make certain computer meets the technical requirements for computer course.</li> <li>• Be courteous, polite and respectful to faculty, staff, and fellow students.</li> </ul> <p>For online courses, the instructor will use Brightspace D2L email for all course-related correspondence. Check <b><u>Brightspace D2L email</u></b> as well as <b><u>Ginger email daily</u></b> to stay abreast of what is going on in class.</p> |
| <b>Degree Relevance and Enrollment Status</b> | Students are ultimately responsible for ensuring that the course(s) in which they enroll are included in the approved degree plan and program map for their program of study. Students <b>must</b> periodically check their enrollment status in this course during the semester. The student is responsible for determining changes, if any in enrollment status and taking necessary steps (e.g. pursuing reinstatement in this course) following those outlined in the AMSC catalog                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Abandoning a Course</b>                    | Abandoning a course should be avoided at all costs. Abandoning a course instead of following official drop procedures will result in a grade of —F at the end of the course. It is the student's responsibility to initiate and complete the withdrawal process.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Academic Honesty</b>                       | <p>Only the epitome of professionalism is expected of each student. Cheating or the abetment of cheating is not tolerated.</p> <p>Per page 91-93 of the 2019-2020 Atlanta Metropolitan State College Catalogue the Penalties for Academic Misconduct states:</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

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|                           | <ul style="list-style-type: none"><li>• In cases where a student is found guilty of cheating or exhibiting academic misconduct involving an instructor-generated assignment or examination, the instructor may impose a penalty.</li><li>• Types of penalties may include, but are not limited to, the instructor assigning a grade of “F” for the assignment, the instructor not accepting the work, the student being assigned additional work, or the student receiving a grade reduction for the assignment.</li></ul> <p><b>The maximum penalty the instructor may impose is a grade of “F” for the course.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                        |                  |
| <b>Class Cancellation</b> | <p>Procedure regarding long-term emergency closure of the college (attendance policy): In the event of an emergency that forces the college to close for an extended period, students MUST contact the instructor of this class within 48 hours using the contact information (e.g., email address in BrightSpace/D2L) on the syllabus to obtain directions for continuing the course. The instructor will provide directions for the transmission and submission of course assignments and course assessments, including due dates.</p> <p>The student is responsible for submitting valid, accurate contact information, including an active AMSC email address to the instructor by the end of the first week of the course. Students can obtain an Atlanta Metropolitan State College Student email address in the Academic Support Center on the third floor of the Library Building.</p> <p>If the instructor for the course cannot be reached within the specified period (within 48 hours), the Dean of the School responsible for the course can be reached at the email address posted on the college’s website</p> |                                                                        |                  |
| <b>Grading Scale</b>      | 100% - 90% of maximum points awarded = A<br>89% - 80% of maximum points awarded = B<br>79% - 70% of maximum points awarded = C<br>69% - 60% of maximum points awarded = D<br>Below 60% of maximum points awarded = F                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                        |                  |
| <b>Grade Distribution</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Rhetorical Analysis Essay (Draft is worth 50 points of the 200 points) | 200 points (20%) |
|                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Synthesis Essay (Draft is worth 50 points of the 200 points)           | 200 points (20%) |

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|  |                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                           | *Course Support Work                  | 200 points (20%)          |  |
|  |                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                           | Reflection                            | 100 points (10%)          |  |
|  |                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                           | Oral Proficiency                      | 100 points (10%)          |  |
|  |                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                           | Department Reading Comprehension Exam | 100 points (10%)          |  |
|  |                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                           | Departmental Writing Exam             | 100 points (10%)          |  |
|  |                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Total</b>                          | <b>1000 points (100%)</b> |  |
|  | <b>Grade Appeals and Student Complaint Policy and Process</b>                     | <p>Please follow the Grade Appeals Process outlined in the AMSC Student Catalog, Pages 61/62.</p> <p>You can also refer to the Grade Appeal brochure at:<br/> <a href="https://www.atlm.edu/downloads/advisement/CAAS%20Grade%20Appeal%20Brochure.pdf">https://www.atlm.edu/downloads/advisement/CAAS%20Grade%20Appeal%20Brochure.pdf</a></p> <p>For student complaint policy and process, refer to AMSC student catalog pages 51/52.</p> |                                       |                           |  |
|  | <b>Frequently Asked Questions and Helpful Links</b>                               |                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                       |                           |  |
|  | <b>I need:</b>                                                                    | <b>LINK</b>                                                                                                                                                                                                                                                                                                                                                                                                                               |                                       |                           |  |
|  | <b>What is Brightspace (D2L) and how can I access it?</b>                         | <p>Brightspace(D2L) is the virtual space where students access their online courses and some Face2Face class resources, quizzes, assignments, etc.</p> <p>You can access Brightspace (D2L) from <a href="https://atlm.view.usg.edu/">https://atlm.view.usg.edu/</a></p> <p>You can also access Brightspace (D2L) from the <a href="#">College's webpage</a> and click on Brightspace (D2L) on top.</p>                                    |                                       |                           |  |
|  | <b>Who is my Advisor? Where can I receive Advisement and Tutoring assistance?</b> | <a href="#">Center for Academic Advising and Success (CAAS)</a>                                                                                                                                                                                                                                                                                                                                                                           |                                       |                           |  |

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| <b>What do I do if I face technical issues while taking a quiz or turning in an assignment in Brightspace</b> | <p><a href="https://d2lhelp.view.usg.edu/">https://d2lhelp.view.usg.edu/</a> You can reach the GaView Helpdesk 24/7/365 days at 18557724423</p> <p>If you are unable to submit a quiz or assignment or face a technical glitch, please contact the University System of Georgia's GaView Helpdesk at 1855 772 4423. The Helpdesk is open 24/7 all 365 days. If your issue cannot be resolved right away, the Helpdesk will issue a ticket to your Atlm Ginger email address. That ticket needs to be forwarded to your instructor to prove that you faced a technical issue that forced you to miss a deadline.</p> |
| <b>I can't download Respondus Lockdown Browser. What do I do?</b>                                             | <p>If you are unable to download Respondus to your computer, please email the Office of Testing at <a href="mailto:Testing@atlm.edu">Testing@atlm.edu</a> at least 24 hours in advance requesting a testing appointment at the Testing Lab. For Respondus issues, please contact <a href="https://web.respondus.com/contact/">https://web.respondus.com/contact/</a>.</p>                                                                                                                                                                                                                                           |
| <b>Where do I go for ADA Accommodations</b>                                                                   | <p><a href="https://www.atlm.edu/students/counseling-and-disability-services.aspx">https://www.atlm.edu/students/counseling-and-disability-services.aspx</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>I have a complaint. Where do I go?</b>                                                                     | <p>Fill out and submit the <a href="#">Student Complaint form</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>I have an issue with my grade. How may I appeal my grade.</b>                                              | <p>Read the brochure and follow the instructions to <a href="#">appeal your grade</a>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>How do I Withdraw from a Course</b>                                                                        | <p>Follow the Course Withdrawal Process <a href="#">here</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>I have a Hardship. How do I do a Hardship Withdrawal?</b>                                                  | <p>Follow the Hardship Withdrawal Process <a href="#">here</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>To Know the Campus Carry/HB 280 Policy</b>                                                                 | <p><a href="#">House Bill 280 Guidelines</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Disclaimer</b>                                                                                             | <p><i>Information contained in this syllabus and schedule was, to the best knowledge of the instructor, considered correct and complete when distributed for use at the beginning of the semester. This syllabus should be considered only a guide for the instructor and students, not a formal contract</i></p>                                                                                                                                                                                                                                                                                                   |

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|  | <i>between Atlanta Metropolitan State College and any student. The instructor reserves the right, acting within the policies and procedures of AMSC, to make changes in course content or instructional techniques.</i> |
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