



Course syllabus

[ATLANTA METROPOLITAN STATE COLLEGE](#)

[School of Arts and Sciences](#)

Art Appreciation / ARTS 1100 CRN: 80141 (Section 101)

This is a Core IMPACTS course that is part of the Arts, Humanities, and Ethics (Humanities) 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.

Instructor Information

Instructor name: Timothy Virnig

Office location: Academic Building, Room 250

Office telephone: 404-756-3922

Email Address: tvirnig@atlm.edu

Office Hours (in person): Tues., Wed., & Thurs.: 12 p.m. – 12:30 p.m. / 2 p.m. – 3:30 p.m.

Office Hours (online): Mon.: 11 a.m. – 1 p.m., 3 p.m. – 5 p.m.

Microsoft Teams Link: [Meeting](#) | [Office hours](#) | [Microsoft Teams](#)

By Appointment: Office hour disclaimer: If you are not able to meet with the instructor during office hours, you may schedule an appointment based on instructor's availability.

Course Information

Pre-requisites: None

Credit Hours: 3

Catalog Description: A foundation for appreciation of art is presented through the study of art terminology, art forms, materials, and techniques. This course surveys the history of art through painting, sculpture and architecture from prehistoric times through the present.

Orienting Questions: How do I interpret the human experience through creative, linguistic, and philosophical works?

Course Start and End Date: Aug 18, 2025 – Dec 11, 2025

Career-Ready Competencies:

- Ethical Reasoning
- Information Literacy
- Intercultural Competence

Course Textbook	<p>Prebles' <i>Artforms</i>, 12th Edition ISBN-10: 0134791363 ISBN-13: 9780134791364</p> <p>When you registered for this course, you purchased the course materials at an exclusive low price. Once classes begin, you automatically gain immediate access to these materials in GeorgiaView. If you decide to opt out, you will not be able to access the materials in GeorgiaView 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 ATLMBookstore.com. You may also email the ATLM Bookstore at ATLM@textbookbrokers.com.</p>
Course Delivery Method	This is face-to-face course.
Classroom	Room 244, Building 500, on the AMSC campus
Meeting Times	Tuesdays & Thursdays, 12:30 p.m. – 1:50 p.m.
Core IMPACTS Learning Outcomes	Students will effectively analyze and interpret the meaning, cultural significance, and ethical implications of literary/philosophical texts or of works in the visual/performing arts. The assessment instrument(s) used to assess the career-ready competency is a quiz or set of quiz questions administered during the semester.
General Education Learning Outcomes	<p>By the end of the semester, students should be able to identify at least one genre of the fine and applied arts and discuss the social and historical contexts from which the art form emerged.</p> <p><i>Expected Results</i> It is expected that students shall answer in the affirmative as to whether or not they are able to meet the General Educational Learning Outcomes.</p>
Course Learning Objectives	<p>By the end of the course, students should be able to:</p> <ul style="list-style-type: none"> • Understand how art can serve as a communicator of meaning • Identify key works in the history of art and architecture and discuss their origins • Understand basic terminology used in the fields of art and architecture • Describe characteristics of important artistic historical styles • Demonstrate ability to discuss basic visual elements and principles of design in works of art

Important Dates	Attendance Verification: August 27 Last Day to Reinstate: September 2 Mid-Term: October 4-9 Holiday: September 1, November 27-28 Last Day to Withdraw with “W” grade: October 20 Last Day of Class: December 6 Final Exam: December 9-11 (on-campus)
Email	Course-related messages will be sent by the instructor using D2L course e-mail, and students are expected to monitor their messages regularly. When sending messages to the instructor, please only use the D2L messaging system, or use your ATLM Ginger email account.
Email Response Time	Unless you are notified otherwise, the instructor will strive to respond to all student questions and emails within 24 hours during the week and within 48 hours during the weekend.
Attendance:	<p>Attendance is required at Atlanta Metropolitan State College. Students may view their attendance record by going to the Brightspace course page and clicking on “Attendance” from menu at the top. It is the responsibility of each student to ensure that his or her recorded attendance is accurate. Any errors need to be brought to the attention of the instructor as soon as they are discovered.</p> <p>Students are expected to attend every class session. If a student misses a class for any reason, he or she remains responsible for all material covered during that session.</p> <p>To receive full credit for attendance, students must be present for the entire class period and maintain appropriate behavior throughout. Arriving late or leaving early may result in receiving credit for only half of the class session. Similarly, inappropriate behavior during class—whether in person or online—may also result in partial attendance credit. Examples of inappropriate behavior include, but are not limited to, the unauthorized use of electronic devices (such as cell phones, computers, or music players), sleeping during class, or failing to respond when called upon by the instructor in a virtual session.</p> <p>Any student absent from 25% or more of classes during the semester may be ineligible to complete regular extra credit that is offered to the class. Any student who has been absent for more than 50% of semester classes may receive an automatic zero on the final exam.</p> <p>Students may view their attendance record by going to the Brightspace course page and clicking on “Attendance” from the menu at the top. It is the responsibility of each student to ensure that his or her recorded attendance is accurate. Any errors need to be brought to the attention of the instructor as soon as they are discovered.</p>

Excused Absences on Non-Test Days

Unexcused absences are those for which a student has no legitimate excuse as determined by the instructor. Excused absences do not count negatively toward a student's attendance grade. Examples of excused absences include serious illness, non-routine medical visit (regular dental appointments are not excused absences), family emergency, court summons, and similar situations. For a single absence to be excused on a non-test day, a student needs to notify the instructor of the situation before missing class. If the student does not notify the instructor before class, then he or she needs to submit documentation (e.g. a doctor's note or other document as determined by the instructor) to class within a week of returning to class. If a student misses two or more consecutive classes, then documentation must be submitted in order to have those absences excused. The instructor reserves the right to limit the number of unexcused absences that a student may accrue during the semester to 20% of class meetings.

Please see the section, "Late/Make-Up Work Policy" for the policy on receiving excused absences on days when a test is scheduled.

Conduct:

Refer to AMSC College Catalog, page 54

Class Schedule

The following chapters will be covered in this course (test dates are tentative):

- 1. Week of August 18–23, Welcome and Introduction**
 - August 19 / August 21
- 2. Week of August 24–30, Chapters 1–2**
 - August 26 / August 28 — On-Campus Quiz
- 3. Week of August 31–September 6, Chapter 3**
 - September 2 / September 4
- 4. Week of September 7–13, Chapters 4–5**
 - September 9 / September 11 — Exam I
- 5. Week of September 14–20, Chapters 6–7**
 - September 16 / September 18
- 6. Week of September 21–27, Chapters 8–9**
 - September 23 / September 25
- 7. Week of September 28–October 4, Chapters 10–11**
 - September 30 / October 2 — Exam II
- 8. Week of October 5–11, Chapters 12–13**
 - October 7 / October 9
- 9. Week of October 12–18, Chapter 14**
 - October 14 / October 16
- 10. Week of October 19–25, Chapter 15**
 - October 21 / October 23
- 11. Week of October 26–November 1, Chapter 16**
 - October 28 / October 30 — Exam III
- 12. Week of November 2–8, Chapter 17**
 - November 4 / November 6 — GELO/Career Competencies
- 13. Week of November 9–15, Chapters 18–20**
 - November 11 / November 13
- 14. Week of November 16–22, Chapters 21–22**
 - November 18 / November 20
- 15. Week of November 23–29, Chapter 23**
 - November 25
- 16. Week of November 30–December 6, Chapter 24, Review**
 - December 2 / December 4
 - Essay due
- 17. Final Exam**
 - December 9–11

Grade Distribution

Percentages of final grade:		Point total	
Quiz	2.5%	25 points	
Exam 1	15%	150 points	
Exam 2	20%	200 points	
Exam 3	20%	200 points	
Essay	12.5%	125 points	
Final Exam	20%	200 points	
Attendance	10%	100 points	
Total Possible		1000 points	

Grading Scale	<p>100% – 90% of maximum points awarded = A 89% – 80% of maximum points awarded = B 79% – 70% of maximum points awarded = C 69% – 60% of maximum points awarded = D Below 60% of maximum points awarded = F</p>
Make-Up Policy: Exams	<p>If a student misses a scheduled exam/quiz without a legitimate excuse, he or she is not entitled to make it up and should expect to receive an automatic zero. However, if a student has a legitimate excuse, that student may take a make-up exam/quiz for full credit so long as the steps below are followed. Legitimate excuses include serious illness, non-routine medical visit, family emergency, court summons, or other reasons as determined by the instructor. Note: employment responsibilities of students are not considered legitimate excuses for missing class.</p> <p>Steps to request a makeup exam for full credit (note that ALL of the steps must be followed):</p> <ol style="list-style-type: none"> 1. Notify the instructor by email, phone, or Brightspace before the exam takes place. In extreme situations when this cannot be done, the student still needs to contact the instructor (e.g. email or through Brightspace or by phone) as soon as possible after the absence occurs. 2. Submit documentation that explains the nature of the absence/situation within a week of returning to class. This may come in the form of a doctor's note, a note from a relative (in the case of a family emergency), or some other documentation as determined by the instructor. 3. Within three days of the original test date, make a plan with the instructor to arrange a make-up exam. <p>Failure to follow all three steps listed above means the student will not be permitted to make up the exam/quiz for full credit, even if the excuse was otherwise justified.</p>
Late Policy: Essays	<p>Late essays or similar assignments that are turned without a legitimate excuse may receive partial credit. If the assignment is turned in a day after the due date, 10% may be deducted; if it is turned in two days the day after the due date, 25% may be deducted; if it is turned in three days after the due date, 50% may be deducted; no credit may be given if it is turned in more than three days after the due date. The instructor reserves the right to lessen the severity of these penalties.</p> <p>If a student has a legitimate excuse and cannot turn in an essay or similar assignment on time, he or she can turn it in for full credit, so long as the following is done: 1) notify the instructor in advance of the due date by email or phone; 2) submit documentation describing the nature of the situation, and 3) coordinate with the instructor, as soon as possible, the date by which the assignment will be turned in.</p>

Enrollment Status:

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 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 re-instatement in this course) following those outlined in the AMSC catalog.

Attendance Verification (No Show)/Reinstatement

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 session (per enrolled course). Students who do not complete Mandatory Attendance Assignments and attend class sessions are NOT entitled to keep their financial aid award. 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 in order to be reinstated. Once approved, the student will complete the Reinstatement form and submit it. The Office of Registrar will notify students when course reinstatement process has been completed during Reinstatement Period.

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 prior to being dropped.

Computer Hardware & Software Requirements:

One of the challenges many encounter with enrolling in and completing an online course is the accessibility to the required and recommended software and hardware. Different institutions, and even different courses within the same institution, have varying technology requirements. Check your hardware and software systems to determine its compatibility with the online course you have selected.

Please note that in order to take online assessments in this course, students will need to install and use the Respondus Lockdown Browser. This is a free piece of software that allows remote proctoring of students while taking quizzes and exams. In addition, students are required to have access to a webcam, which may also be required on quizzes/exams for proctoring purposes.

**Minimum Hardware
Recommendations to take
courses:**

D2L System Requirement

Internet Connection:

- Ethernet Network Capability required
- Wireless Network Capability required

Operating System Requirements

- PC:
 - Compatible Operating System:
 - Web Browser: Firefox, Chrome
- Mac:
 - Compatible Operating System:
 - Web Browser: Firefox, Chrome, Safari

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 available for use in the campus parking lots.

Tutoring Services

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:

- 1) The AMSC Writing Center 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 at <https://calendly.com/amscwritingcenter/30min>
- 2) Tutor.com 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.
- 3) TutorOcean is a tutorial for students enrolled in STEM courses such as Biology, Chemistry, Mathematics, and Computer Science. Access TutorOcean and sign up at <https://atlm.tutorocean.com>.

Americans with Disabilities Act (ADA) Statement

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 & 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.

Accommodation cannot be provided until a reasonable accommodation plan is in place. To the greatest extent possible, all college representatives shall observe confidentiality.

Office of Counseling and Accessibility Services

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 ADAAAA defines “disability” as a 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

<https://www.atlm.edu/students/counseling-and-disability-services.aspx>.

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.

Withdrawal

Withdrawal from a course is solely the responsibility of the student. Instructors will not initiate student withdrawals. A student who wishes to withdraw from a course **MUST** 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.

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

Incomplete Grade Policy

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.

Time Commitment

Students can expect to spend 4-6 hours per week on this course. Coursework will involve weekly readings from the textbook, watching lecture videos and art videos, participating in weekly discussion postings, taking weekly quizzes, an art assignment, and a final exam. Students should expect to login to the course 4-5 times per week to complete weekly discussion posts between Sunday and Thursday of each week, and weekly quizzes that are held between Friday and Saturday of each week.

Student Expectations

Expectations for this course as follows:

- Read, study, come to class, and complete all assignments for each lesson by the due date.
- Log in regularly to check messages from your instructor and other students.
- Check the course calendar, D2L email, and AMSC email regularly.

Students may not engage in disorderly conduct, disruption or obstruction of teaching, research, and administration. This may include, but is not limited to the following: the use of cell phones, the use of a computer for non-class related purposes, sleeping in class, disruptive conversation during lecture, listening to MP3 players (or any device of that nature), failure to respond when addressed during a virtual class session which indicates the student is away from his or her computer even if logged in, etc. If a student violates this policy, he/she may be penalized via the attendance record and may be asked to leave the classroom. Please see the Atlanta Metropolitan State College Handbook for College policies regarding disruptive conduct.

Course Organization and Assessments

Student grades are based on attendance, a quiz, exams, and an essay. Students will be expected to learn the material presented in class, in the textbook, and in any other sources that may be assigned. Students will be expected to remember facts, understand ideas presented in class, and apply ideas they have learned. The total possible score for the course is 1000 points (1000/1000 = 100%). For the breakdown of points for each method of assessment, please see “Final Grade/Grade Distribution/Grade Scale” below.

Attendance

Attendance grades reflect student commitment to the class throughout the semester. Students who have no more than two unexcused absences throughout the semester will receive the full amount, or 50 points, for attendance. Students with 3 unexcused absences will receive 45 points; students with 4 unexcused absences will receive 40 points; students with 5 unexcused absences will receive 35 points; students with 6 unexcused absences will receive 30 points; students with 7 or more unexcused absences will receive 0 points.

Quizzes/Exams

Several exams and a quiz will be given during the course of the semester which will test students on material covered in class lectures, assigned in the text, and/or assigned from any other sources. A final exam will also be given at the end of the semester. Any student who has not attended at least 50% of classes will not get credit for the final exam.

Art Assignment

Students are required to complete an evaluative art assignment toward the end of the semester.

Students are encouraged to participate in class discussions. At the end of the semester, up to twenty-five bonus points may be awarded to each of the top two best class participants, taking into account factors such as thoughtfulness and frequency of discussion. In addition, at the discretion of the instructor, extra credit may be offered to the entire class at some point during the semester.

Degree Relevance and Enrollment Status

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 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 re-instatement in this course) following those outlined in the AMSC catalog

Abandoning a Course

Abandoning a course should be avoided at all cost. 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.

Academic Honesty

Only the epitome of professionalism is expected of each student. Every student agrees to be bound by the Atlanta Metropolitan State College code of conduct pertaining to academic honesty. Cheating of any type on an exam, quiz, or other assignment will not be tolerated. Each student who is enrolled in the course must complete his or her own work without assistance from anyone else. Additional instructions about quizzes and exams (e.g. whether they are open-book, open-note or not) will be given at the time the quizzes and exams are administered.

As a condition of being a student in the course, all students agree to abide by College policies regarding student conduct, including academic honesty. Unless otherwise specified, all written assessments turned in by students need to be the original creations of each student.

All students enrolled in the course agree to participate in any instructor-led investigation into suspected cheating. In addition, all students enrolled in the course grant permission to the instructor to send student content to external (third party) parties/services for the purpose of determining whether cheating has occurred.

Per page 91–93 of the 2019–2020 Atlanta Metropolitan State College Catalogue the Penalties for Academic Misconduct states:

- 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.
- 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.

The maximum penalty the instructor may impose is a grade of “F” for the course.

Class Cancellation	<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>
Grade Appeals and Student Complaint Policy and Process	<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: https://www.atlm.edu/downloads/advisement/CAAS%20Grade%20Appeal%20Brochure.pdf</p> <p>For student complaint policy and process, refer to AMSC student catalog pages 51/52.</p>
What is Brightspace (D2L) and how can I access it?	<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 https://atlm.view.usg.edu/</p> <p>You can also access Brightspace (D2L) from the College's webpage and click on Brightspace (D2L) on top.</p>
Who is my Advisor? Where can I receive Advisement and Tutoring assistance?	<p>Center for Academic Advising and Success (CAAS)</p>

What do I do if I face technical issues while taking a quiz or turning in an assignment in Brightspace	<p>https://d2lhelp.view.usg.edu/ 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>
I can't download Respondus Lockdown Browser. What do I do?	<p>If you are unable to download Respondus to your computer, please email the Office of Testing at Testing@atlm.edu at least 24 hours in advance requesting a testing appointment at the Testing Lab. For Respondus issues, please contact https://web.respondus.com/contact/.</p>
Where do I go for ADA Accommodations	<p>https://www.atlm.edu/students/counseling-and-disability-services.aspx</p>
I have a complaint. Where do I go?	<p>Fill out and submit the Student Complaint form</p>
I have an issue with my grade. How may I appeal my grade.	<p>Read the brochure and follow the instructions to appeal your grade.</p>
How do I Withdraw from a Course	<p>Follow the Course Withdrawal Process here</p>
I have a Hardship. How do I do a Hardship Withdrawal?	<p>Follow the Hardship Withdrawal Process here</p>
To Know the Campus Carry/HB 280 Policy	<p>House Bill 280 Guidelines</p>
Disclaimer	<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 instructor and students, not a formal contract 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></p>