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Course Syllabus

ATLANTA METROPOLITAN STATE COLLEGE

School of Arts and Sciences/Business and Technology

English Composition 1101 CRN: 80176

	Instructor Information	Name: Dr. Augustus Jordan III
	Office location:	Room 114, Building 100 (Natural Sciences)
	Office telephone:	(404)-423-3463
	Email Address	ajordan@atlm.edu
	Office Hours:	MWF 3:00 PM-5:00 PM
	<ul style="list-style-type: none"> In Person: 	
	<ul style="list-style-type: none"> Online 	As needed for specific assignments in in-person classes.
	<ul style="list-style-type: none"> 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	Exit or exemption from Learning Support English [ENGL 0097 and ENGL 0099], and Reading [READ 0097, and READ 0099], is required before enrolling in this course
	Credit Hours	3
	Catalog Description	This composition course focuses on skills required for effective writing in a variety of contexts, with emphasis on exposition, analysis, and argumentation. Students must earn at least a "C" to successfully pass the course
	Course Start and End Date	08/18-12/11
	Course Textbook	The Bedford Guide for College Writers -With Reader Research Manual and Handbook (Twelfth Edition) by X.J. Kennedy, Dorothy M. Kennedy & Marcia F. Muth. ISBN #-978-1-319-36153-2. This textbook is an ebook
	Required Resources	1. ACHIEVE by Macmillan. ACHIEVE is a learning platform provided by our textbook publisher to enhance learning in general and significantly improve your skills in writing and reading by providing additional resources besides that in the textbook. Students in this course are required to use this resource for which they must register. The purchase of an access code allows students to register. 2. Access to a computer compatible with the AMSC learning management system- BrightSpace/D2L
	Recommended Resources	Two black pocket folders, black/blue ink pens, a packet of short-form Scantrons, # 2 pencil, bound composition notebook, loose leaf paper, and dictionary
	General Education Learning Outcomes	In English Composition 1 (ENGL 1101), students will be able to write effectively, demonstrating clear thinking, organization and structure, awareness of audience, appropriate writing conventions, language (grammar), and clear thesis development as well as

		<p>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>Addendum: Students are required to attend classes as scheduled. It is the student's responsibility to sign the attendance roster each time he/she attends class. Arriving more than 15 minutes late may result in being marked absent. The same applies to leaving 15 minutes early. These are at the discretion of the instructor. Students are advised to inform the instructor in advance if they have a legitimate reason to be absent so that the instructor and students can determine how the assignments may be made up. Documented reasons may apply (e.g. Dr's note, military orders, court order etc.)</p>
	Online Attendance Participation Policy	Although this is an on-campus course, Students are required to submit some assignments in BrightSpace and also participate in the online discussions assigned in Discussions. Essays must be submitted to the Turnitin-enabled drop boxes in BrightSpace/D2L. Students must follow the instructions with regards to the submission of assignments. Online class needs to log-in a minimum of every two days of the extent of the online class.
	Conduct:	Refer to AMSC College Catalog, page 54
	Late Policy:	Every missed assignment for which students may ask for concession must be accounted for. You will be required to provide proof of extenuating circumstances—e.g. a doctor's note, court order, or funeral program etc. in order to be re-assigned missed assignment. Students will make up missing work at the instructor's discretion and such work must be submitted no later than the time designated by the instructor. More than 4 missed assignments (except you are hospitalized for more than 4 days) could be cause for report to Academic Affairs in order to seek your administrative withdrawal from this course. Also, your grade may be affected because of missed assignments.
	Enrollment Status:	Students are 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

		<p>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.</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 prior to being dropped.</p>
	Computer Hardware & Software Requirements:	<p>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 technological requirements. Check your hardware and software systems to determine its compatibility with the online course you have selected.</p>
	Minimum Hardware Recommendations to take courses:	<p>D2L System Requirement Internet Connection:</p> <ul style="list-style-type: none"> · Ethernet Network Capability required · Wireless Network Capability required <p>Operating System Requirements</p> <ul style="list-style-type: none"> • PC: <ul style="list-style-type: none"> • Compatible Operating System: • Web Browser: Firefox, Chrome • Mac: <ul style="list-style-type: none"> • Compatible Operating System: • Web Browser: Firefox, Chrome, Safari <p>Hardware requirements: Minimum Technical Specifications for Hardware:</p> <ul style="list-style-type: none"> • 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

	<ul style="list-style-type: none"> • Keyboard and mouse <p>Minimum Technical Specifications for Computer Peripherals:</p> <ul style="list-style-type: none"> • Speakers • Headphones • Microphone • Webcam <p>Software requirements:</p> <p>Browser Requirements/Supported Browsers</p> <p>Compatible Browsers:</p> <ul style="list-style-type: none"> • Apple Safari - https://support.apple.com/downloads/safari (Mac) • Google Chrome - https://www.google.com/chrome/ (Mac or PC) • Mozilla Firefox - https://www.mozilla.org/en-US/firefox/new/ (Mac or PC) <p>Application Software</p> <ul style="list-style-type: none"> • Microsoft Office 2016 (Word, Excel, PowerPoint) (Mac or PC) • Adobe Reader - https://get.adobe.com/reader/ <p>Plug-ins</p> <ul style="list-style-type: none"> • https://www.java.com/en/download/ Java - • https://get.adobe.com/flashplayer/ Adobe Flash Player - • https://www.microsoft.com/en-us/download/details.aspx?id=20426 Windows Media Player - • https://support.apple.com/downloads/%2523quicktime Apple QuickTime - • https://www.microsoft.com/getsilverlight/Get-Started/Install/Default Microsoft Silverlight - <p><u>Accessibility:</u> Wi-Fi is also available for use in the campus parking lots.</p>
Tutoring Services	<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"> ❖ 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

	<p>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</p> <p>❖ 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.</p> <p>❖ 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.</p>
Americans with Disabilities Act (ADA) Statement	<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 & 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.</p> <p>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>
Office of Counseling and Accessibility Services	<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.</p> <p>The amended ADA, otherwise known as ADAAAA defines “disability” as a physical or mental impairment that 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</p> <p>https://www.atlm.edu/students/counseling-and-disability-services.aspx.</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>
	Withdrawal	<p>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.</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>
	Incomplete Grade Policy	<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>
	Time Commitment	<p>To successfully complete this course it requires discipline, devoted time, and commitment. A student must arrange his / her schedule to allow for the required time for this course. Expect to spend a minimum of three hours per credit hour (9 hours for a three-credit course) and an extra hour for checking schedule and emails. Additional time will be required to complete quizzes and exams.</p>
	Student Expectations	<p>Students are expected to be fully invested and engaged in their learning. The following guidelines are included to facilitate your course success.</p> <ul style="list-style-type: none"> • Participate in this course by following the guidelines of this syllabus and any additional information the instructor provides by email, telephone, discussion forums, etc. • Please speak with your instructor <u>in advance</u> 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

		<p>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.</p> <ul style="list-style-type: none"> • Sign-in to Brightspace D2L and /ACHIEVE to complete assignments regularly. • Read, study, and complete all assignments by the due dates. • Monitor Brightspace D2L course calendar. • Have access to a computer and the Internet. Make certain computer meets the technical requirements for computer course. • Be courteous, polite, and respectful to faculty, staff, and fellow students. • When emailing the instructor, be sure to add your subject to the subject line. Observe the protocols of "netiquette" i.e. -greet the instructor, state your questions or concerns/comments, add a closing, and overall use civility. Be sure to use Standard English; you are writing in a formal space! <p>For online courses, the instructor will use Brightspace D2L email for all course related correspondence. Check <u>Brightspace D2L email</u> as well as <u>Ginger email daily</u> to stay abreast of what is going on in class.</p>
	Online Discussion Protocol	<ul style="list-style-type: none"> • The purpose of the discussion forum is to have interactive online discussions with our class community about specific topics, assignments, or readings. • Be constructive and positive. You can challenge ideas and course content yet avoid becoming negative online. When you disagree respectfully and politely, you stimulate and encourage great discussion. • You are expected to conduct yourself in a mature, courteous, and mutually respectful manner. • Always sign your name. • Postings should be professionally written with proper punctuation, spelling and grammar. Avoid the use of all caps or multiple punctuation elements (!!!???). Postings should be a minimum of 3 – 4 sentences. • Check postings for responses from others and respond. Extra credit is given for insightful/thought/reflective responses.

		<ul style="list-style-type: none"> • Postings should be evenly distributed throughout the week. Avoid making only weekend postings. • Encourage further discussion by building on current threads. • You must post within the first 72 hours—3 days--to earn full points. <p>Please do not post your response as an attachment. Respond in the text box when you start your response, so your response is readily available to your peers. The instructor may not respond to every post but will be monitoring each discussion. A response may be made to contribute to a discussion, clarify a situation, or redirect the conversation</p>
	Degree Relevance and Enrollment Status	Students are 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 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.
	Academic Honesty	<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> <ul style="list-style-type: none"> • 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. <p>The maximum penalty the instructor may impose is a grade of “F” for the course.</p>
	Class Cancellation	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

		<p>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>
	Class Schedule	<p style="text-align: center;">ENGL 1101-80735 Course Schedule—Fall 2025</p> <p>WEEK 1 through -WEEK 4 – August 18-September 12th-(Modules 1 & 2)</p> <ul style="list-style-type: none"> ➤ Before you do anything in this course, please review the contents in the START HERE! Module. It is the first Module in Contents. ➤ Course Orientation-See folder in START HERE! Module that contains instructor contact information, course learning management system information etc.-for an overview of this course. ➤ Course Syllabus: course requirements and policies (both college and instructor), assignments and grade distribution, BrightSpace (LMS), ACHIEVE etc. ➤ Mini Assignments <ul style="list-style-type: none"> ○ Syllabus Quiz ○ Class bio. Please go to Discussion and write your bio and share with classmates. ➤ Read (Please see ebook in ACHIEVE for Chapter readings): <ul style="list-style-type: none"> ○ Chapter 2 ○ Chapter 8-Argument ○ Chapter 6 ○ Chapter 21 ○ Chapter 34 ○ “Shitty First Drafts” by Anne Lamott ○ Syllabus

		<ul style="list-style-type: none"> ○ Pretest Reading Exam in BrightSpace ○ Read pages 580-583 “Sentence Fragments.” Do Exercises 6.1 Eliminating Fragments and Exercises and 6.2-Eliminating Fragments ○ Read pages 583-586- “Comma Splice and Fused Sentences.” Do exercises 7.1 and 7.2-Revising Comma Splices and Fused Sentences ➤ Write <ul style="list-style-type: none"> ○ Prewriting for Essay # 1—Comparison/contrast (Similarities & Differences) Brainstorming Report ○ Pretest Writing Exam ➤ Discuss <ul style="list-style-type: none"> ○ Discussion Question # 1(DQ1)-Readers’ Response in the Discussion forum- “Shitty First Drafts” by Anne Lamott ○ Mini-Assignment-Class Bio. Write your bio and share with classmates ➤ View <ul style="list-style-type: none"> ○ Comparison/contrast Essay PowerPoint ○ The Writing Process PowerPoint ○ Fragments ○ Run-on Sentences and Comma Splices ➤ ACHIEVE- <ul style="list-style-type: none"> ○ "Introductory Assignment-Your Strengths." Go to ACHIEVE to see the third writing assignment there! First, click on the ACHIEVE link in the START HERE! Module to get you to the site, then look for the assignment’s due date. The assignment is called "Introductory Assignment-Your Strengths." Open it and follow the instructions there. That whole assignment, assessment and reflection will take place in ACHIEVE <ul style="list-style-type: none"> ▪ Go to ACHIEVE and complete adaptive quizzes, reading comprehension, and other “By Midterm” assignments given there. <p>WEEK 5 through WEEK 8 –September 15th-October 10th 2025 (Modules 3 & 4)</p> <ul style="list-style-type: none"> ➤ View
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		<ul style="list-style-type: none"> ○ PowerPoint on Subordination and Co-ordination in ACHIEVE ○ Grammar-Fragments PowerPoint ○ Grammar-Run-on Sentences PowerPoint <p>➤ Read</p> <ul style="list-style-type: none"> ○ Chapter 2 (again)- “Reading Processes.” ○ Chapter 6- “Comparing Contrasting.” ○ Article in Chapter 6- "How Millennials Today Compare with Their Grandparents 50 Years Ago" by Richard Fry, Ruth Igielnik, and Eileen Patten. ○ Article in Chapter 6- "E-Cigarettes Pose a Hidden Danger" by Isaac Sinclair. ○ Reading Comprehension Midterm Exam <ul style="list-style-type: none"> ▪ Read Lectures 1 and 2 on rhetoric/rhetorical strategies in preparation for comprehensive midterm exam. (See Module 3 in CONTENTS for these lectures. Also, check CHAT <p>➤ Write</p> <ul style="list-style-type: none"> ○ Prewriting for Essay #1-Comparison/Contrast-Fact-finding report (bonus assignment) ○ Outline for Essay #1-Comparison/contrast ○ Low-Stakes Writing-Introductory Paragraph for Essay 1 ○ Final Draft for essay # 1-Comparison/contrast ○ Comprehensive Midterm Exam <p>➤ Discuss</p> <ul style="list-style-type: none"> ○ Join the discussion in the forum—DQ2-"E-Cigarettes Pose a Hidden Danger" by Isaac Sinclair. ○ Join the discussion in the forum—DQ3-"How Millennials Today Compare with Their Grandparents 50 Years Ago" by Richard Fry, Ruth Igielnik, and Eileen Patten. <p>➤ ACHIEVE Assignments</p> <ul style="list-style-type: none"> ○ Log in to ACHIEVE and complete other assignments given there [adaptive quizzes, reading comprehension etc.]. These assignments have various due dates and are designated “By Midterm” Assignment.
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	<ul style="list-style-type: none">➤ Midterm Exams<ul style="list-style-type: none">○ Comprehensive Midterm Exams○ Reading Comprehension Midterm exams○ Video presentation on how to create a You Tube video from voice over on a PowerPoint presentation○ TedTalk-“The Danger of a Single Story” by Chimamanda Ngozi Adiche. Use this example to create a video presentation based on the prompt for the assignment.➤ ACHIEVE & Grammar<ul style="list-style-type: none">○ Please see ACHIEVE adaptive quizzes for grammar (illogical shifts/ pronoun references), reading assignment for Chapter 8-Argument, and other related assignments tied to the rhetorical analysis essay All of these assignments are spread over the “After Midterm” assignments grade and have different due dates.➤ Discuss<ul style="list-style-type: none">○ DQ4-Discuss Rideau’s essay “Why Prisons Don’t Work.” Working with rhetorical strategies in arguments.➤ The instructor reserves the right to adjust this schedule as needed														
Grading Scale	<table><tr><td>A</td><td>100-90</td></tr><tr><td>B</td><td>89-80</td></tr><tr><td>C</td><td>79-70</td></tr><tr><td>D</td><td>69-60</td></tr><tr><td>F</td><td>59<</td></tr></table>	A	100-90	B	89-80	C	79-70	D	69-60	F	59<				
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Grade Distribution	<table><tr><td>Class Support Work</td><td>20%---200 points</td></tr><tr><td>Oral Proficiency</td><td>10%--100 points</td></tr><tr><td>Essays</td><td>40%--400 points</td></tr><tr><td>Reflection Paper</td><td>10%--100 points</td></tr><tr><td>Final Essay Exam</td><td>10%--100 points</td></tr><tr><td>Final Reading Exam</td><td>10%--100 points</td></tr><tr><td>Total</td><td>100%-1,000 points</td></tr></table>	Class Support Work	20%---200 points	Oral Proficiency	10%--100 points	Essays	40%--400 points	Reflection Paper	10%--100 points	Final Essay Exam	10%--100 points	Final Reading Exam	10%--100 points	Total	100%-1,000 points
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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>
Frequently Asked Questions and Helpful Links	
I need:	LINK
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?	Center for Academic Advising and Success (CAAS)
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 cannot 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.</p> <p>For Respondus issues, please contact https://web.respondus.com/contact/.</p>
Where do I go for ADA Accommodations	https://www.atlm.edu/students/counseling-and-disability-services.aspx
I have a complaint. Where do I go?	Fill out and submit the Student Complaint form

	I have an issue with my grade. How may I appeal my grade.	Read the brochure and follow the instructions to appeal your grade .
	How do I Withdraw from a Course	Follow the Course Withdrawal Process here
	I have a Hardship. How do I do a Hardship Withdrawal?	Follow the Hardship Withdrawal Process here
	To Know the Campus Carry/HB 280 Policy	House Bill 280 Guidelines
	Disclaimer	<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>