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## Course syllabus

ATLANTA METROPOLITAN STATE COLLEGE

School of Arts and Sciences

History of Visual Styles / ARTS 3020 CRN: 80323 (Section 201)

## Instructor Information

Instructor name: Timothy Virnig

Office location: Academic Building, Room 250

Office telephone: 404-756-3922

Email Address: [tvirnig@atlm.edu](mailto: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: ENGL 1102

Credit Hours: 3

Catalog Description: This course introduces students to the history of visual styles and design practices in art, aesthetics, and the built environment across different cultures. The course teaches students how to identify and analyze distinct visual characteristics from a range of historical periods while also understanding their conceptual foundations.

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

Course Start and End Date: October 13, 2025 – December 11, 2025

Course Textbook: *Art: A Brief History*, 7<sup>th</sup> edition, by Marilyn Stokstad and Michael Cothren  
Print ISBN: 9780135233344, 0135233348  
eText ISBN: 9780135215203, 013521520X

<b>Course Learning Objectives</b>	<p>By the end of the course, students should be able to:</p> <ul style="list-style-type: none"> <li>• Understand and use key terminology in the fields of art and design</li> <li>• Identify historical styles of art and architecture based on appearance or design</li> <li>• Analyze design principles and stylistic features in artistic works and architecture</li> <li>• Understand historical influences on contemporary design practices</li> </ul>
<b>Important Dates</b>	<p>Holiday(s): November 27–28  Attendance Verification: October 22  Last Day to Reinstate: October 27  Mid-Term Exam: November 3–6  Last Day to Withdraw with Grade of “W”: November 17  Last Day of Class: December 6  Final Exam: Week of December 9–11</p>
<b>Course Delivery Method</b>	Online
<b>Email</b>	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.
<b>Email Response Time</b>	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.
<b>Attendance:</b>	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.
<b>Online Attendance and Participation Policy</b>	<p>Attendance will be taken twice per week, so students must log in to the course page at least twice per week during the semester and attempt the weekly worksheet and take the weekly quiz to get credit for attendance. The worksheet and quiz/exam are only open on limited days. Failure to do either of these activities will constitute a “No Participation” mark for the week; failure to do both of these activities during the week will constitute two “No Participation” marks. Any deviations from this schedule (such as during shortened weeks) will be announced on the Brightspace course page.</p> <p>Because there is an abundance of time during the week to log on and complete assignments, no excused absences will be given for failure to attend/participate in the course, even if a student is sick.</p>

Conduct:

Refer to AMSC College Catalog, page 54

## Class Schedule

The following chapters will be covered in this course:

- 1) Week of October 13-18, Introduction & Chapters 1-2**
  - a. Topics: Prehistoric Art, Ancient Near East
  - b. Week 1 Worksheet due October 16
  - c. Week 1 Quiz due October 18
- 2) Week of October 19-25, Chapters 3 & 5**
  - a. Topics: Principles of Design, Egyptian Art
  - b. Week 2 Film Festival Assignment due October 23
  - c. Week 2 Quiz due October 25
- 3) Week of October 26-Nov. 1, Chapters 6-8**
  - a. Greek Art, Roman Art
  - b. Week 3 Worksheet due October 30
  - c. Week 3 Quiz due November 1
- 4) Week of November 2-8, Chapters 10-11**
  - a. Topics: Byzantine, Islamic, Medieval Art
  - b. Week 4 Worksheet due November 6
  - c. Week 4 Midterm Exam due November 8
- 5) Week of November 9-15, Chapters 12-13**
  - a. Topics: Renaissance Art, Art in 1600s
  - b. Week 5 Worksheet due November 13
  - c. Week 5 Quiz due November 15
- 6) Week of November 16-22, Chapters 14 & 16**
  - a. Topics: Art in 1700-1800s
  - b. Week 6 Worksheet due November 20
  - c. Week 6 Quiz due November 22
- 7) Week of November 23-29, Chapters 17-18**
  - a. Topics: Art in the 1900s
  - b. Week 7 Worksheet due November 29
  - c. Week 7 Quiz (none)
- 8) Week of November 30-December 6, Chapters 19-20**
  - a. Topics: Contemporary styles
  - b. Art Assignment due
  - c. Week 8 Worksheet due December 4
  - d. Week 8 Quiz due December 6
  - e. **Final Exam December 9-11**

## Grade Distribution

	Point total
Week 1 Worksheet	40 points
Week 2 Worksheet	40 points
Week 3 Worksheet	40 points
Week 4 Worksheet	40 points
Week 5 Worksheet	40 points
Week 6 Worksheet	40 points
Week 7 Worksheet	40 points
Week 8 Worksheet	40 points

Week 1 Quiz	60 points
Week 2 Quiz	60 points
Week 3 Quiz	60 points
Week 4 Midterm	100 points
Week 5 Quiz	60 points
Week 6 Quiz	60 points
Week 7 Quiz	None
Week 8 Quiz	60 points

Art Assignment	140 points
Final Exam	180 points

\*One lowest quiz score and one lowest worksheet score will be dropped. 100% 1000 points

## Grading Scale

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

## Late/Make-Up Work Policy:

### Quizzes, Worksheets, and Discussions

There are no make-ups or extensions for students who fail to complete worksheets, take quizzes, or write discussion posts while they are available each week. Even if students are sick or have computer problems, they will not be able to make up missed work. This policy is designed so that all students will be treated fairly, to ensure the integrity of the course, and to ensure it operates as smoothly as possible. However, it is understandable that students sometimes need to miss assignments because of emergencies, illnesses, or similar important reasons. In order to treat all students fairly with respect to this, each student will automatically have his or her lowest quiz score dropped, as well as his or her lowest worksheet score dropped. This policy is specifically designed to help students who have legitimate excuses for missing assignments, but it will also help students who complete all their assignments. Since weekly discussions are not required assignments, no makeups will be allowed for students who miss them.

### Midterm and Final Exam

Unless otherwise announced, the midterm and final exam will be on campus. Steps to request a makeup exam for full credit (note that ALL of the steps must be followed):

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. 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**.

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.

### Other assessments

Late work on other assessments (e.g. art assignment, extra credit) may be accepted if a separate acceptance policy is listed in the assessment instructions. If a student has a legitimate excuse (e.g. serious illness) that prevents turning in one of these other assessments by the deadline, he or she must provide written notice to the instructor *before* the deadline arrives, and must also provide documentation that supports the claim of a legitimate excuse within five days of the original deadline. If the excuse is approved, the student may be allowed to submit late work without penalty.

**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 quizzes/exams in this course, **students will need to install and use the Respondus Lockdown Browser and a webcam**. Respondus 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 8-12 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

Student grades are based on worksheets, quizzes, a major assignment, larger exams, and any additional bonus points offered (e.g. discussions). 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 about art. For the breakdown of points for each method of assessment, please see “Grading Distribution” below.

Students may not engage in disorderly conduct, disruption or obstruction of teaching, research, and administration. Please see the Atlanta Metropolitan State College Handbook for College policies regarding disruptive conduct.

- Participate in this course by following the guidelines of this syllabus and any additional information the instructor provides by email, telephone, discussion forums, etc.
- Sign-in to Brightspace D2L and / or Courseware to complete assignments regularly.
- Read, study, and complete all assignments by the due dates.
- 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.

For online courses, the instructor will use Brightspace D2L email for all course related correspondence. Check **Brightspace D2L email** as well as **Ginger email daily** to stay abreast of what is going on in class.

## Course Organization and Assessments

The semester is organized into weekly units. Each week, beginning on Sunday at 12 a.m. and ending on the following Saturday at 11:59 p.m., new topics will be covered (note: all times in this syllabus are Eastern Standard Time, so if you are travelling you still need to complete the assignments according to local Atlanta time). While each unit is open, students should complete assigned readings, watch video lectures, and review related materials. Students also need to complete two graded tasks: 1) fill out and submit worksheets which are based on the weekly course topic(s), and 2) take the weekly quiz. In addition to these graded tasks, students are encouraged to participate in the weekly discussion by creating at least one post per week.

Unless otherwise announced, each task is open for a limited time each week, according to this schedule:

- Worksheets are open from Sunday to Thursday of each week
- Discussions are open from Sunday to Thursday of each week
- Quizzes are open from Friday to Saturday of each week

If a student does not complete a graded task while it is open, he or she will receive a grade of zero for that task; if a student does not completed an ungraded discussion while it is open, he or she will not receive any bonus points for the week. Makeups are not given if a student misses a worksheet, discussion, or quiz, even if that student has a legitimate excuse (e.g. illness, family emergency, computer problem, etc.).

### Worksheets

After learning the material in the assigned chapters each week, students are expected to complete a worksheet. Student worksheets will be preliminarily graded automatically, and students will be able to retake worksheet questions that were answered incorrectly (questions may be attempted three times).

### Quizzes

Students are expected to take online quizzes every week that cover material covered in class. Online quizzes may be found on the Brightspace course page, and all such tests are timed. Unless otherwise stated, online quizzes are only available for students to take while they are open between Friday and Saturday (that is, 12 a.m. Friday to 11:59 p.m. Saturday) of each week. Note – the midterm exam replaces one of the weekly quizzes but will follow the same schedule as the weekly quiz, unless otherwise noted.

### Discussions

Discussions are written exchanges based upon topics related to the class. Although they not graded, making at least one post will grant a student two bonus points each week.

### Major Assignment

Students are required to complete a substantive assignment at the end of the semester that may draw from multiple themes or ideas covered in class during the semester.

### Exams

A longer midterm and final exam will be given during the middle and end of the semester.

<p><b>Degree Relevance and Enrollment Status</b></p>	<p>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 re-instatement in this course) following those outlined in the AMSC catalog</p>
<p><b>Abandoning a Course</b></p>	<p>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.</p>
<p><b>Academic Honesty</b></p>	<p>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.</p> <p>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.</p> <p>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.</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"> <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>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:  <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>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>	<p><a href="#">Center for Academic Advising and Success (CAAS)</a></p>

What do I do if I face technical issues while taking a quiz or turning in an assignment in Brightspace	<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>
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 <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>
Where do I go for ADA Accommodations	<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>
I have a complaint. Where do I go?	<p>Fill out and submit the <a href="#">Student Complaint form</a></p>
I have an issue with my grade. How may I appeal my grade.	<p>Read the brochure and follow the instructions to <a href="#">appeal your grade</a>.</p>
How do I Withdraw from a Course	<p>Follow the Course Withdrawal Process <a href="#">here</a></p>
I have a Hardship. How do I do a Hardship Withdrawal?	<p>Follow the Hardship Withdrawal Process <a href="#">here</a></p>
To Know the Campus Carry/HB 280 Policy	<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 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>