



ALAMO COLLEGES DISTRICT
St. Philip's College

Composition I

ENGL-1301-SPC 469

Fall 2025 Full Term AUG 25, 2025 - DEC 13, 2025

Course Information

CRN: 47445

Instructional Method: Face to Face

Part of Term: Full Term

Credit Hour Breakdown: 3-3-0

Meeting Location(s): Class: Ingram ISD INGRAM TM

Class Meeting Times: Class: -

Instructor Information

Name: Bobby Leshikar

Title: Dr.

Email: bleshikar@alamo.edu

Student Engagement and Office Hours and Location:

Mornings 7:15 - 7:45 and upon request

Preferred Method of Communication:

email

Faculty Profile (CV)

Adjunct Faculty

Department Information

The Communications and Learning Department provides the academic foundation for students enrolled in associate degree programs on campus as well as those transferring to four-year colleges and universities. The department offers courses in English, Foreign Languages (Spanish), Speech Communication, Education, Integrated Reading & Writing, and Student Development. In addition, the department maintains the Associate of Arts in Teaching area of concentration and the Associate of Arts in Liberal Arts. Click [HERE](#) for a list of courses offered by the Communications and Learning Department. For questions or more information, contact Mrs. Jamie Miranda, Department Chair.

Mrs. Jamie Miranda

Department Chair

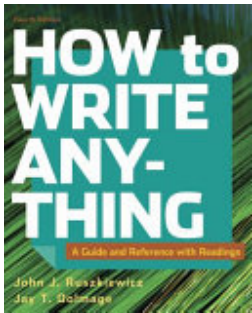
Communications and Learning

CWN 412.25

(210) 486-2722

jmiranda58@alamo.edu

Materials



How to Write Anything with Readings

ISBN: 9781319282332

Authors: John J. Ruszkiewicz, Jay T. Dolmage

Publisher: Bedford Books

Publication Date: 2019-02-15

Edition: 5th

Description

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. This course fulfills the Communication foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Teamwork, and Personal Responsibility.

Prerequisites: Demonstrate College Readiness through appropriate placement Scores and/or completion of developmental sequence in English and/or Reading. INRW 0420

Learning Outcomes

1. Demonstrate knowledge of individual and collaborative writing processes.
2. Develop ideas with appropriate support and attribution.
3. Write in a style appropriate to audience and purpose.
4. Read, reflect, and respond critically to a variety of texts.
5. Use Edited American English in academic essays.

Evaluation

Daily Work (Reading checks, daily quizzes, peer review, drafts, etc.) - 30%

Personal Narrative Essay - 10%

Literary Analysis Paper - 15%

Research Proposal - 5%

Research Poster - 5%

Research Summaries - 15%

Final Persuasive Paper - 20%

The weight of each component will be determined by the instructor and stated in his/her course outline. The following scale will be

used in assigning grades (unless stated otherwise):

A: 90% - 100%

B: 80% - 89%

C: 70% - 79%

D: 60% - 69%

F: Below 60%

Course Policies

Late or Missing Assignments

Please contact Dr. Leshikar through email if you feel that an assignment will not be completed by the due date.

I am more than willing to work with you, but, as a college student, it is your responsibility to maintain communication with me regarding your late work.

Keeping this information in writing ensures that both you and I are aware of any extensions.

Academic Support Services

The Rose R. Thomas Writing Center at St. Philip's College is dedicated to supporting students academically. The Rose R. Thomas Writing Center offers tutoring to enrolled students for Communications and Learning courses (English, Speech, Spanish, Education, Student Development, and Integrated Reading and Writing), as well as some writing assignments for other courses, such as Humanities, History, Philosophy, and more. See the contact information below.

Rose R. Thomas Writing Center:

Hours of Operation: Monday-Friday, 8:00 AM-5:00 PM (last appointment at 4:30 pm). Hours may change to include some evenings.

Clarence Windzell Norris Building, 317

TBA, Academic Program Coordinator

(210) 486-2625

Website: <https://www.alamo.edu/spc/academics/academic-resources/tutoring-centers/writing-center/>

Academic Integrity Policy

Academic integrity means exercising honest and responsible behavior while completing academic coursework. The grade you receive on an assignment, quiz, or test should be a result of your understanding of the material covered in class.

When a student commits scholastic dishonesty, the student has demonstrated a disregard for academic integrity. Scholastic dishonesty includes, but is not limited to, Academic misconduct, cheating, plagiarism, fabrication, and collusion [taken from the Student Code of Conduct Handbook].

Clear examples of scholastic dishonesty include:

- Allowing someone else (your friend, family, or a tutor) to complete your homework or test.
- Using websites, computer programs, cell phone applications, etc. that complete your homework for you. There is a difference between viewing an example problem or an example video to help you learn a concept and having the actual homework or test problem completed for you through a tutoring service, internet site, phone, or computer (or tablet) application.
- Attempting to use unauthorized materials such as the instructor's manual, information, or study aids; unauthorized copying or collaboration.
- Assisting another to commit an act of academic dishonesty, such as paying or bribing someone to acquire a test or assignment, taking a test or doing an assignment for someone else, or allowing someone to do these things for one's own benefit.
- Obtaining or seeking to possess an instructor's manual.

Initiation of Academic Integrity Case

Faculty members are responsible for reporting academic integrity violations (especially plagiarism), but other college personnel and students also may report suspected violations. If a faculty member finds that a student is in violation of academic integrity standards, the faculty member shall document the act by completing the and submitting Academic Integrity Report Form at F.4.2.3.F with attaching relevant evidence to the Chief Academic Affairs Officer. If the violation was reported by College personnel or a student, the Chief Academic Affairs Officer or designee will be responsible for completing and submitting the Academic Integrity Report form and attaching the relevant evidence. The faculty member shall:

1. Contact the student within five (5) business days to notify the student of the violation and request a meeting on/at a designated date, time and to explain the procedures and possible sanctions and notify the student of the opportunity to explain the alleged violation.
2. At the meeting, the faculty member shall provide the student a copy of this procedure and Policy F.4.2, review the violation found with the student and allow the student to explain the incident. The Chair of the Department or designee shall be present at the meeting.

Administrative Disposition of Alleged Violation

After meeting with the student, the faculty member may, at his/her discretion, impose any of the following sanctions:

1. Dismiss the charge of a violation.
2. Issue a written warning to the student.
3. Reduce the grade on the assignment or test.
4. Reduce the final grade for the class.

If the charge is dismissed, the faculty member shall inform the Chief Academic Affairs Officer. The Chief Academic Affairs Officer or designee will give written notice within five (5) business days to the student of the dismissal of the charge.

Sanctions 2 – 4 above shall be accompanied by a completed and signed Academic Integrity Report Form. If the student agrees with the faculty member's decision, the form shall be submitted electronically to the Chief Academic Affairs Officer and the paper copy shall be filed in the department office.

If the student disagrees with or contests the decision of the faculty member, the faculty member submits the Academic Integrity form within five (5) business days to the Department Chair, or the respective Dean or Dean's designee if the faculty member is also a Chair, for review of the decision and sanction(s). The student shall continue to attend all class sessions and meet all course requirements during the appeal process. Any reduced grade will not be recorded at this time.

The decision of the Chair shall occur within five (5) business days and be recorded on the Academic Integrity form. If the student agrees with the decision, the form shall be submitted electronically to the Chief Academic Affairs Officer, and the paper copy shall be filed with the department office. If the student disagrees with the decision of the Chair, the matter proceeds within five (5) business days to the Academic Integrity Panel. The electronic form shall be maintained by the Chief Academic Affairs Officer and a paper copy shall be filed with the department office.

See F.4.2.2 (Procedure) Academic Integrity Disciplinary and Appeal Process for the entirety of this process.

<http://alamo.edu/uploadedFiles/District/Employees/Departments/Ethics/pdf/policies/F.4.2.2-Procedure.pdf>

Schedule

Week 1 - Introductions, MLA

Week 2 - Personal Narratives "Remembering the Past"

Week 3 - Personal Narratives "Writing in the Present"

Week 4 - Personal Narratives "Envisioning the Future"

Week 5 - QEP

Week 6 - Personal Narratives "Self Actualization"

Week 7 - Literary Analysis "Our Town"

Week 8 - Literary Analysis "Our Town"

Week 9 - Literary Analysis "Our Town"

Week 10 - Literary Analysis Essay

Week 11 - Informative Texts "Summarizing and Topic Selection"

Week 12 - Informative Texts "Research"

Week 13 - Persuasive Writing "Arrangement and Drafting"

Week 14 - Persuasive Writing "Peer Review and Final Draft"

Week 15 - Thanksgiving

Institutional Policies

Student Responsibilities

A. Attendance

SmartStart. Student absences will be recorded from the first day the class meets, and students who do not attend the first scheduled class meeting or contact the instructor will be dropped. Students should verify the drop is completed.

For fully online courses, an attendance verification activity is assigned and must be completed by the 3rd class day.

Regular and punctual attendance in all classes and laboratories, day and evening, is required. Students who are absent for any reason should always consult with their instructors. Course syllabi must provide specific information regarding attendance, including, for courses involving the internet, online activity that constitutes “attendance.” Also, both tardiness and early departure from class may be considered forms of absenteeism. In all cases, students will be held responsible for completion of course requirements covered in their absence.

Additionally, it is the student’s responsibility to drop a course for nonattendance. Course instructors may drop a student for excessive absences or, in the case of an online class, non-participation as defined by assigned work not being turned in during the course of a week. Absences are considered excessive when more than 12.5 percent of the total contact hours of instruction in a semester, including lecture and lab, are missed. For example, in a three-credit-hour lecture class, students may be dropped after more than six contact hours of absences. In a four-credit-hour lecture/lab class, students may be dropped after more than eight contact hours of absences. Absences are counted regardless of whether they occur consecutively.

In special programs with additional accreditation or certification standards, additional attendance requirements may be enforced, but faculty must clearly explain these policies in their syllabi. Students who stop attending class for any reason should contact the instructor as soon as possible. To officially withdraw from the class, a withdrawal request must be submitted in ACES via the “student course withdrawal” link. Contact your instructor, advisor, or the Admissions and Records office if guidance is needed.

Failure to officially withdraw from a class may result in a failing grade for the course. It is

the student's responsibility to withdraw officially from a class by submitting a "student course withdrawal" request in ACES.

B. Early Alert and Intervention

Your instructor cares about your success in this course. During the semester, you may receive notice through your ACES email account regarding your progress and ultimate success in this course. Upon receipt of the email, please contact your instructor to discuss specific tasks or actions to improve success in this course. Discussions with your instructors and Certified Advisor allow you to identify and implement actions that will help to successfully complete the course requirements at the Alamo Colleges District.

3-Peat Rule

Texas legislation has a financial impact on the students who repeat courses excessively. Texas residents attempting the same course for a third time, from Fall 2002 forward, will be charged an additional \$125 per credit hour for that course. This provision is described in the Texas Higher Education Coordinating Board Rules (Chapter 13, Subchapter B, §13.25).

150 Hour Rule

Texas Education Code §54.014 specifies that undergraduate students may be subject to a higher tuition rate for attempting excessive hours at any public institution of higher education while classified as a resident student for tuition purposes.

Students will be charged at the non-resident rate if, prior to the start of the current semester or session, the student has attempted 30 or more hours over the minimum number of semester credit hours required for completion of the degree program (typically 120 hours) in which the student is enrolled.

C. Student Responsibility for Success (Alamo Colleges District [Policy F.6.2](#))

As members of the Alamo Colleges District learning community, students, faculty, staff and administrators all share the responsibility to create an atmosphere where knowledge, integrity, truth, and academic honesty are valued and expected. A clear acknowledgment of the mutual obligations of all members of the academic community emphasizes this implicit partnership in fostering the conditions necessary for student success.

In this relationship, the Alamo Colleges District provides institutional policies, procedures,

and opportunities to facilitate student learning that encourage interaction, involvement and responsible participation. Inherent in the academic climate is the expectation that students will assume responsibility for contributing to their own development and learning. Academic success is directly tied to the effort students put into their studies, the degree to which they interact with faculty and peers, and the extent to which students integrate into the campus life.

1. Engagement

- a. Create connections and build relationships with faculty, staff and students (visit during office hours, join clubs and organizations, participate in student activities, etc.);
- b. Stay informed of policies, procedures, deadlines and events for academic and co-curricular activities;
- c. Complete all requirements for admission, registration, and payment by the stated deadlines;
- d. Apply for financial assistance, if needed, complying with all federal, state and local regulations and procedures;
- e. Meet all federal, state and local health care regulations.

2. Communication

- a. Seek guidance from faculty, advisors or counselors for questions and concerns in regards to degree plans, major selection, academic status, grades, and issues impacting college success;
- b. Develop a peer support system to identify student contacts for questions, group assignments, etc. regarding academic and co-curricular activities;
- c. Communicate with College personnel promptly regarding academic or co-curricular concerns and for requests of assistance;
- d. Carefully consider the information provided by College personnel and make decisions using that information;
- e. Check the Alamo Colleges District's Web Services regularly for emails, holds, student records, financial aid status and announcements;
- f. Submit disability documentation if seeking services and request academic accommodations in advance of each semester.

3. Academic Success

- a. Complete courses with passing grades and maintain good academic standing (2.0 GPA) status;
- b. Read and follow all syllabi;

- c. Purchase textbooks and required supplies in a timely manner;
- d. Attend classes regularly and on time, with as few absences, late arrivals, and early exits as possible;
- e. Arrive to class with all needed materials and completed assignments for that class period;
- f. Be attentive in class and actively participate as appropriate;
- g. Devote sufficient time for studying;
- h. Ensure integrity in all aspects of academic and career development;
- i. Accurately represent one's own work and that of others used in creating academic assignments. Use information ethically and exercise appropriate caution to avoid plagiarism on all assignments;
- j. Notify faculty in advance or as soon as possible about absences and provide documentation as appropriate;
- k. Consult faculty members in advance when unable to complete projects, assignments, or take examinations as scheduled.

4. Self-Responsibility and Responsibility to Others

- a. Update degree/certificate major selection and ensure that the contact information including name, address, phone number and emergency contact in ACES is accurate on a regular basis;
- b. Balance personal obligations and educational pursuits. Work with a counselor / advisor to design a realistic schedule that dedicates adequate effort to be successful in college studies;
- c. Know and follow the regulations and guidelines outlined in the Student Code of Conduct and Student Handbook;
- d. Maintain respectful and appropriate behavior within and outside the classroom;
- e. Ask for help when needed. Use all available resources and facilities provided by the College to enhance the learning experience;
- f. Attend scheduled advising sessions, tutorials, and other appointments. Cancel or reschedule only with good reasons as early as possible;
- g. Arrive prepared for tutorial sessions, bringing all needed materials (books, syllabi, rough drafts, calculators, assignment sheets, etc.).

D. AlamoBOOKS+

AlamoBOOKS+ provides easy textbook rentals for eligible students through Barnes &

Noble College, so students can have all required instructional materials by the first day of class. Refer to the Instructional Materials section in this syllabus or ask the assigned instructor concerning materials for this class.

E. Licensed Concealed Campus Carry

No open carry of firearms is allowed on all property owned, controlled, or leased by the College District, including vehicles operated by the Alamo Colleges District. Concealed carry of a handgun by persons licensed to carry may not be restricted except in locations signed as prohibited areas.

- Special testing locations requiring a complete surrender of personal effects during testing will be signed as prohibited areas.
- Persons may be required to place their purse, backpack, or briefcase away from their person, but within their view during tests at the direction of their instructor or test administrator.
- License holders carrying on campus intending to access prohibited areas must leave their weapons locked in their vehicles. College lockers are not authorized for storage of handguns by license holders.

Disciplinary Sanctions

Open carry, intentional display, unlicensed carry, and carry in spite of signed prohibition are subject to employee and student discipline, as well as possible prosecution. Unintentional display of a weapon by a license holder must be avoided. Police will exercise enforcement at their discretion.

If you see a person openly carrying or deliberately displaying a firearm:

- Call the Alamo Colleges District Police 210-485-0911.
- Do not confront the person or ask if the person has a permit.

F. Title IX Policy

Information and policy regarding Title IX, Civil Rights Discrimination, Harassment, and Retaliation can be found in [Board Policy H.1.2](#).

G. Use of Artificial Intelligence

Violation of the policies listed in this syllabus related to the use of Artificial Intelligence tools

(AI) to produce academic work may result in an Academic Integrity violation per Alamo Colleges District procedure [F.4.2.2-Academic Integrity](#).

Examples include, but are not limited to Bard, ChatGPT, GPT, DALL-E, Stable Diffusion, Midjourney, GitHub Copilot, Elicit, etc.

Faculty reserve the right to use Artificial Intelligence (AI) detection software to find instances of AI-generated content in student submissions.

COLLEGE REQUIREMENTS:

While other exams are given at the discretion of the instructor, a final assessment is given at the end of each semester for each course. The Final Exam Schedule changes with each term and differs from normal class meeting dates and times. See the Final Exam Schedule in the Catalog/Schedule of Classes in the left hand navigation bar.

A student who must be absent from a final evaluation should petition that instructor for permission to postpone the evaluation. A student absent without permission from a final evaluation will be given a grade of a "0" on the exam.

Incomplete Grades. The conditional grade of "I" may be issued to a student having a passing average on all completed coursework but for a justified reason, such as illness or death in the family or by providential hindrance, has been prevented from taking the final examination or completing other required coursework. The "I" becomes an "F" in one hundred twenty (120) calendar days from the end of the term unless the student completes the balance of the coursework with a performance grade of "D" or higher. Re-enrollment in the course will not resolve the "I." The student and faculty must fill out an Incomplete Contract, clearly defining the work remaining to be finished.

College Priorities

How can I create My Mission Statement?

A [Personal Mission Statement](#) is critical to your success as a student at St. Philip's College. The development of your mission statement will assist you in identifying your skills, abilities, and interests and how they relate to your values and principles toward the career you wish to pursue.

Once your Mission Statement is completed, access your ACES portal and schedule an appointment with your advisor.

Expectations in Remote Learning Courses

Remote Courses refer to Face-to-Face courses that are delivered via the internet. A Remote Course requires attendance meetings on the day and time of the scheduled class session. Virtual attendance and participation requires a reliable high-speed internet connection and modern and updated computer equipment. Instructors may require the use of certain programs and equipment for class sessions or testing. Commonly required are microphones and web cams, either built into the computer or added on.

Canvas course assignments and other learning technologies may not be fully functional on smart phones or tablets; therefore, access to a laptop or computer may be required by your instructor. The attendance expectation and requirement for each course are established by the instructor and published in the course syllabus. Students are expected to read, understand, and follow the course syllabus requirements.

College Policies

St. Philip's College Mission Statement

St. Philip's College, a Historically Black College and Hispanic Serving Institution founded in 1898, is a comprehensive public college offering degrees and certificates, whose mission is to empower our diverse student population through educational achievement and career readiness.

The college fulfills its mission by offering:

1. General courses in arts and sciences leading to an associate degree.
2. Transfer education for students desiring to attend senior institutions.
3. Developmental courses that improve the basic skills of students whose academic foundations require strengthening.
4. Applied Science and technical programs leading to an associate degree or certificate designed to prepare students for employment and/or to update crucial skills.
5. Workforce and Career development training programs for business, industry and government.
6. Continuing education programs for occupational and educational enrichment or certification.
7. Counseling and guidance designed to assist students in achieving their educational and professional goals.
8. Educational support services including library services, tutoring, open use computer labs and writing center.
9. Services and appropriate accommodations for special populations, to include adult literacy and distance education.
10. Quality social, cultural, and intellectual enrichment experiences for the community.

11. Opportunities for participation in community service and economic development projects.

Quality Enhancement Plan: Ethical Decision Making

St. Philip's College is committed to quality education, as such, the focus of the 2016 [Quality Enhancement Plan](#) is ethical decision-making which is the ability to connect values and choices to actions and consequences. *The goal of the QEP is to engage students in specific measurable academic activities to enhance their ethical decision-making skills.*

QEP Student Learning Outcomes:

- **Values:** Students gain skills to assess their own values.
- **Ethical Issues:** Students identify and are knowledgeable of ethical issues.
- **Perspectives:** Students analyze various ethical perspectives.

Ethical Decision-Making Process

- Stop and think to determine the facts.
- Identify options.
- Consider consequences for yourself and others.
- Make an ethical choice and take appropriate action.

Smoking-Free Environment (Alamo Colleges District Policy C.2.13)

All of the colleges of the Alamo Colleges District are tobacco-free. Smoking is prohibited in classrooms, laboratories, offices, conference rooms, hallways, and all other rooms in buildings of the College District, and on property that is owned, leased, rented, or otherwise under the control of the College District. Smoke-Free Environment includes the prohibited use of tobacco products, vapor, or e-cigarettes.

Contact Phone Information

Alamo Colleges District DPS Emergency Phone Numbers:

- Emergency Phone (210) 485-0911
- General Phone (210) 485-0099
- Weather Phone (210) 485-0189 (For information on college closures)

Student Accessibility Services

In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, it is the responsibility of the student to self-identify with the campus [Student](#)

[Accessibility Services](#) office. Only those students with appropriate documentation will receive a letter of accommodation from the Student Accessibility Services office.

Instructors are required to follow only those accommodations and/or services outlined in the letter of accommodation. Faculty can only provide accommodations to students after receiving the letter of accommodation from the SPC Student Accessibility Services office. Letters of accommodation from other colleges and universities cannot be accepted by SPC faculty.

For further information, please contact the Student Accessibility Services office by email (spc-sas@alamo.edu), by phone at (210) 486-2199 or SWC (210) 486-7175, or visit the office located:

- **MLK Campus** – Case Building, Room 100
- **SWC** – LIFEspace Office, Industrial Technology Center (ITSC) A-135

Mandatory Student Training for Online Classes

If you are new to online classes, you are REQUIRED to take the St. Philip's College Orientation to Online Learning course, OLRN 0001. The free, self-paced, online course will familiarize you with Canvas and will provide helpful tips on being a successful online learner. Register for the OLRN course the same way as any other course. Reference the [Center for Distance Learning](#) website or call 210-486-2239 for more information.

Prompt Response to Student Communication

Instructors endeavor to respond to student contact promptly. This will usually be within two business days. Extenuating circumstances, such as the instructor falling ill, may delay this ideal response time. Students are advised to provide appropriate subject lines in emails and leave clear voice messages with a return number and call-back instructions. A college-assigned student email account is considered the official electronic channel for communication between the District, colleges, and students (Alamo Colleges District [Policy F.7.1](#)).

Commitment to Timely Grading

Instructors are committed to providing prompt feedback to submitted work. It is expected that instructors will provide this feedback within one week of the student's submission. This timeframe may be delayed where extenuating circumstances prevent an instructor from meeting this commitment, or class submissions or assignment design are such that a delayed response is favorable.

Religious Holy Days

Students who will be observing religious holy days during the timeframe for this course should be aware of their rights and obligations. It is the student's responsibility to notify their instructor of their religious holy day commitments, and the instructor's responsibility to provide opportunities

for work to be completed. Students need to contact the instructor as soon as possible to make arrangements. Students should consult the [student handbook](#) for specific rights and obligations.

Academic Calendar and Important Dates

It is the student's responsibility to make themselves aware of pertinent dates. Please review the [academic calendar](#). Select the relevant semester timeframe for a list of all pertinent dates. When reviewing the semester's [academic calendar](#), please note the "Census Date" (drop date without academic penalty) and "Last Date to Withdraw" (incurs a "W" on transcript).

Course Withdrawal

It is the student's responsibility to initiate the drop and to discuss this with their instructor and advisor. The dates provided in the [academic calendar](#) are the absolute cut-off timeframes, regardless if a student attempts to process a withdrawal outside of the [academic calendar](#) dates. To initiate a course withdrawal, go to the Registration area in ACES and click the [Student Withdrawal Request](#). Discuss the drop with your advisor to ensure its completion.

Attendance

Student absences will be recorded from the first day the class meets, and students who do not attend the first scheduled class meeting or contact the instructor will be dropped (Alamo Colleges District Policy [F.6.1.1](#)). For fully online courses, an attendance verification activity is assigned and must be completed by the 3rd class day. Students should verify the drop is completed with their advisor.

Regular and punctual attendance in all classes and laboratories, day and evening, is required. Students who are absent for any reason should always consult with their instructors. Course syllabi must provide specific information regarding attendance, including, for courses involving the internet, online activity that constitutes "attendance." Also, both tardiness and early departure from class may be considered forms of absenteeism. In all cases, students will be held responsible for the completion of course requirements covered in their absence.

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In special programs with additional accreditation or certification standards, additional attendance requirements may be enforced, but faculty must clearly explain these policies in their syllabi. Students who stop attending class for any reason should contact the instructor as soon as possible. To officially withdraw from the class, a withdrawal request must be submitted in ACES via the "[student course withdrawal](#)" link. Contact your instructor, advisor, or the Admissions and Records office if guidance is needed.

Failure to officially withdraw may result in a failing grade for the course. It is the student's responsibility to withdraw officially from a class by submitting a "student course withdrawal"

Final Exams

While other exams are given at the discretion of the instructor, a final assessment is given at the end of each semester for each course. The Final Exam Schedule changes with each term and differs from normal class meeting dates and times. The [Final Exam Schedule](#) can be found in the [college catalog](#). A student who must be absent from a final evaluation should petition that instructor for permission to postpone the evaluation. A student absent without permission from a final evaluation is graded "0" on the exam.

Incomplete Grades

The conditional grade of "I" may be issued to a student having a passing average (grade of "D" or better) on all completed coursework but for a justified reason, such as illness or death in the family or by providential hindrance, has been prevented from taking the final examination or completing other required coursework. The "I" becomes an "F" one hundred twenty (120) calendar days from the end of the term unless the student completes the balance of the coursework with a performance grade of "D" or higher. Re-enrollment in the course will not resolve the "I." The student and faculty must fill out an Incomplete Grade form, clearly defining the work remaining to be finished. For more information, please see [Academic Standards](#).

Pregnant Students

Under Federal and Texas law, a pregnant student may request academic accommodations (adjustments) for pregnancy, childbirth, and pregnancy-related medical conditions, by submitting a request through the [SOBI portal](#) in your ACES account. Select "Pregnant Students Accommodation Form" in the "Forms" pull down menu. Or you may directly connect with the SPC Title IX office at 210-486-2746. The Title IX office will process a request for academic accommodations to assist a pregnant student in succeeding in this and other courses during pregnancy and childbirth.

Parenting Students

Under Texas law, a student who is the parent of one or more children under the age of 18 years and is experiencing difficulty in meeting course or program requirements may limit their studies or take a leave of absence and be able to return to their academic program without being required to reapply for admission. The parenting student may document this status by submitting a request through the [SOBI portal](#) in your ACES account. Select "Parenting Student Adjustment Form" in the "Forms" pull down menu. Or you may directly connect with the SPC Student-Parent Liaison Office at (210) 486-2827 or the Student Health Center at (210) 486-2222 or email spc-parenting@alamo.edu.