



SYLLABUS

SECTION SPECIFIC INFORMATION

- Automotive DriveTrain and Axles , AUMT 2413-002 54449
- RVS , Wednesday 4:50 PM-10:00 PM

INSTRUCTOR SPECIFIC INFORMATION

- Henry King
- 512-775-4619 Cell /TXT
- office hours : 3:50-4:50 PM RVS
- Txt or email for to arrange a conference
- hking3@austincc.edu
- BlackBoard or Jupiter grades messages accepted

COURSE DESCRIPTION

- Credit Hours: 4
- Classroom Contact Hours per week: 2.5
- Laboratory Contact Hours per week: 2.5

A study of automotive clutches, clutch operation devices, standard transmissions, transaxles, and differentials with emphasis on the diagnosis and repair of transmissions and drivelines. Prepares students for ASE certification tests. This class is recommended to be taken concurrently with AUTOMOTIVE SERVICE, AUMT 2428

“Transferability of workforce courses varies. Students interested in transferring courses to another college should speak with their Area of Study (AoS) advisor, Department Chair, and/or Program Director.”

COURSE RATIONALE

A study of automotive clutches, clutch operation devices, standard transmissions, transaxles, and differentials with emphasis on the diagnosis and repair of transmissions and drivelines. Prepares students for ASE certification tests.

PREREQUISITES

Prerequisites: AUMT 1405 and AUMT 1407. Course

Type: W

STUDENT LEARNING OUTCOMES, GENERAL EDUCATION COMPETENCIES, & SCANS

- a. Common Course Objectives: To prepare students for entry-level employment and certification through ASE.
- b. Course Objectives: To educate students on the operation, fundamentals, and diagnosis of manual transmissions and drivetrain components . The interaction of the transmission with other parts of the vehicle's powertrain

DISTANCE EDUCATION (for online or hybrid courses only)

Advise students, many of whom may be new to online learning, about the differences between online and traditional face-to-face learning. In particular, advise students of the time management and study skills required to be a successful online student. Encourage students new to distance education to review the [ACC Distance Education General Information](#) available at <https://online.austincc.edu/faq/> Likewise, use of the college approved learning management system should be clearly stated for hybrid and online courses. Some suggested wording might be: [“Students will use the Blackboard learning management system for assignment instructions, submitting assignments, and collaboration.”](#)

STUDENT TECHNOLOGY SUPPORT

Austin Community College provides free, secure drive-up WiFi to students and employees in the parking lots of all campus locations. WiFi can be accessed seven days a week, 7 am to 11 pm. Additional details are available at [Student Technology Access](#).

Students who do not have the necessary technology to complete their ACC courses can request to borrow devices from Student Technology Services. Available devices include iPads, webcams, headsets, calculators, etc. Students must be registered for a credit course, Adult Education, or Continuing Education course to be eligible. For more information, including how to request a device, visit [Student Technology Access](#).

Student Technology Services offers phone, live-chat, and email-based technical support for students and can provide support on topics such as password resets, accessing or using Blackboard, access to technology, etc. To view hours of operation and ways to request support, visit [Student Technology Access](#)

Statement on Academic Integrity

Austin Community College values academic integrity in the educational process. Acts of academic dishonesty/misconduct undermine the learning process, present a disadvantage to students who earn credit honestly, and subvert the academic mission of the institution. The potential consequences of fraudulent credentials raise additional concerns for individuals and communities beyond campus who rely on institutions of higher learning to certify students' academic achievements and expect to benefit from the claimed knowledge and skills of their graduates. Students must follow all instructions given by faculty or designated college representatives when taking examinations, placement assessments, tests, quizzes, and evaluations. Actions constituting scholastic dishonesty include, but are not limited to, plagiarism, cheating, fabrication, collusion, falsifying documents, or the inappropriate use of the college's information technology resources. Further information is available at the [Academic Integrity website](#).

Any course specific policies, expectations, or procedures could be included here.

Student Complaints

A defined process applies to complaints about an instructor or other college employee. You are encouraged to discuss concerns and complaints with college personnel and should expect a timely and appropriate response. When possible, students should first address their concerns through informal conferences with those immediately involved; formal due process is available when informal resolution cannot be achieved. Student complaints may include (but are not limited to) issues regarding classroom instruction, college services and offices on the basis of actual or perceived race, color, national origin, religion, age, gender, gender identity, sexual orientation, political affiliation, or disability. Further information about the complaints process, including the form used to submit complaints, is available at the [Student Complaint Procedures website](#).

Statement on Privacy

The Family Educational Rights and Privacy Act (FERPA) protects confidentiality of students' educational records. Grades cannot be provided by faculty over the phone, by email, or to a fellow student. Class grades should be posted in Blackboard, and this could be mentioned here.

Recording Policy

To ensure compliance with the Family Education Rights and Privacy Act (FERPA), student recording of class lectures or other activities is generally prohibited without the explicit written permission of the instructor and notification of other students enrolled in the class section. Exceptions are made for approved accommodations under the Americans with Disabilities Act. Recording of lectures and other class activities may be made by faculty to facilitate instruction, especially for classes taught remotely through BlackBoard or another

platform. Participation in such activities implies consent for the student to be recorded during the instructional activity. Such recordings are intended for educational and academic purposes only.

Safety Statement

Health and safety are of paramount importance in classrooms, laboratories, and field activities. Students are expected to learn and comply with ACC environmental, health and safety procedures and agree to follow ACC safety policies. Emergency Procedures posters and Campus Safety Plans are posted in each classroom and should be reviewed at the beginning of each semester. All incidents (injuries/illness/fire/property damage/near miss) should be immediately reported to the course instructor. Additional information about safety procedures and how to sign up to be notified in case of an emergency can be found at the [Emergency Management website](#). Everyone is expected to conduct themselves professionally with respect and courtesy to all. Anyone who thoughtlessly or intentionally jeopardizes the health or safety of another individual may be immediately dismissed from the day's activity and will be referred to the Dean of Student Services for disciplinary action. In the event of disruption of normal classroom activities due to an emergency situation or an outbreak of illness, the format for this course may be modified to enable completion of the course. In that event, students will be provided an addendum to the class syllabus that will supersede the original version.

Campus Carry

The Austin Community College District concealed handgun policy ensures compliance with Section 411.2031 of the Texas Government Code (also known as the Campus Carry Law), while maintaining ACC's commitment to provide a safe environment for its students, faculty, staff, and visitors. Beginning August 1, 2017, individuals who are licensed to carry (LTC) may do so on campus premises except in locations and at activities prohibited by state or federal law, or the college's concealed handgun policy. It is the responsibility of license holders to conceal their handguns at all times. Persons who see a handgun on campus are asked to contact the ACC Police Department by dialing 512-223-1231. Please refer to the concealed handgun policy online at the [Campus Carry website](#).

Discrimination Prohibited

The College seeks to maintain an educational environment free from any form of discrimination or harassment including but not limited to discrimination or harassment on the basis of race, color, national origin, religion, age, sex, gender, sexual orientation, gender identity, or disability. Faculty at the College are required to report concerns regarding sexual misconduct (including all forms of sexual harassment and sex and gender-based discrimination) to the Manager of Title IX/Title VI/ADA Compliance. Licensed clinical counselors are available across the District and serve as confidential resources for students.

Additional information about Title VI, Title IX, and ADA compliance can be found in the [ACC Compliance Resource Guide](#).

Use of ACC email

All College e-mail communication to students will be sent solely to the student's ACCmail account, with the expectation that such communications will be read in a timely fashion. ACC will send important information and will notify students of any college- related emergencies using this account. Students should only expect to receive email communication from their instructor using this account. Likewise, students should use their ACCmail account when communicating with instructors and staff. Information about ACC email accounts, including instructions for accessing it, are available at the [ACC Email Q&A website](#).

Use of the Testing Center

The Testing Centers will allow only limited in person testing and testing time will be limited to the standard class time, typically one and one-half hours.

Specifically, only the following will be allowed in the Testing Centers:

- Student Accessibility Services (SAS) Testing: All approved SAS testing
- Assessments Tests: Institutionally approved assessment tests (e.g., TSIA or TABE)
- Placement Tests: Placement tests (e.g., ALEKS)
- Make-Up Exams (for students who missed the original test): Make-up testing is available for all lecture courses but will be limited to no more than 25% of students enrolled in each section for each of four tests
- Programs incorporating industry certification exams: Such programs (e.g., Microsoft, Adobe, etc.) may utilize the ACC Business Assessment Center for the industry certification exams (BACT) at HLC or RRC

The instructor should provide additional information about how they will conduct examinations and other assessments here.

STUDENT SUPPORT SERVICES

The success of our students is paramount, and ACC offers a variety of support services to help, as well as providing numerous opportunities for community engagement and personal growth.

Student Support

ACC strives to provide exemplary support to its students and offers a broad variety of opportunities and services. Information on these campus services and resources is available at the [Student Resources website](#). A comprehensive array of student support services is available online at the [Student Support website](#).

Student Accessibility Services

Austin Community College (ACC) is committed to providing a supportive, accessible, and inclusive learning environment for all students. Each campus offers support services for students with documented disabilities. Students with disabilities who need classroom, academic or other accommodations must request them through Student Accessibility Services (SAS). Students are encouraged to request accommodations prior to the beginning of the semester, otherwise the provision of accommodations may be delayed. Students who have received accommodations from SAS for this course will provide the instructor with the legal document titled "Faculty Notification Letter" (FNL) through the Accessible Information Management (AIM) portal. Until the instructor receives the FNL, accommodations should not be provided. Once the FNL is received, accommodations must be provided. Accommodations are not retroactive, so it is in the student's best interest to request their accommodations as soon as possible prior to the beginning of the semester. Please contact SAS@austincc.edu for more information.

Academic Support

ACC offers academic support services on all of its campuses. These services, which include online tutoring, academic coaching, and supplemental instruction, are free to enrolled ACC students. Tutors are available in a variety of subjects ranging from accounting to pharmacology. Students may receive these services on both a drop-in and referral basis. An online tutor request can be made here: [Online Tutoring Request](#). Additional tutoring information can be found here: [Online Tutoring](#).

Library Services

ACC Library Services offers both in-person and extensive online services, with research and assignment assistance available in-person during limited hours of service. Although all college services are subject to change, plans include ACC students signing up for study space and use of computers at open libraries, extensive online instruction in classes, online reference assistance 24/7 and reference with ACC faculty librarians. In addition, currently enrolled students, faculty and staff can access Library Services online (also 24/7) via the ACC Library website and by using their ACCeID to access all online materials (ebooks, articles from library databases, and streaming videos). ACC Libraries offer these services in numerous ways such as: "Get Help from a Faculty Librarian: the 24/7 Ask a Librarian chat service," an online form for in-depth research Q and A sessions, one-on-one video appointments, email, and phone (voicemail is monitored regularly).

- [Library Website](#)
- [Library Information & Services during COVID-19](#)
- [Ask a Librarian](#) 24/7 chat and form
- [Library Hours of Operation by Location](#)
- Email: library@austincc.edu

Parent and Family Engagement Services

ACC understands how important parent and family support is to every student's college journey. From parents and siblings to stepparents, grandparents, partners, and loved ones, the Parent and Family Engagement Office at ACC is committed to empowering families to support student success. The office provides a family orientation to ACC, free [workshops](#) explaining the world of higher education (financial aid, student resources, career and transfer services, etc.), a monthly [newsletter](#) full of student success tips, and a website designed to answer family members' frequently asked questions. All students, especially first-generation students, are encouraged to share these resources with their families and invite them to be part of the Riverbat experience. Contact familyengagement@austincc.edu or visit the [Parent & Family Engagement website](#) for more information.

Student Organizations

ACC has over seventy student organizations, offering a variety of cultural, academic, vocational, and social opportunities. They provide a chance to meet with other students who have the same interests, engage in service-learning, participate in intramural sports, gain valuable field experience related to career goals, and much else. Student Life coordinates many of these activities, and additional information is available at the [Student Life website](#).

Personal Support

Resources to support students are available at every campus. To learn more, ask your professor or visit the campus Support Center. All resources and services are free and confidential. Some examples include, among others:

- Food resources including community pantries and bank drives can be found here at the [Central Texas Food Bank website](#).
- Assistance with childcare or utility bills is available at any campus [Support Center](#)
- The [Student Emergency Fund](#) can help with unexpected expenses that may cause you to withdraw from one or more classes
- Help with budgeting for college and family life is available through the [Student Money Management Office](#).
- A full listing of services for student parents is available at the [Child Care website](#).

Mental health counseling services are available throughout the ACC Student Services District to address personal and or mental health concerns at the [Counseling website](#).

If you are struggling with a mental health or personal crisis, call one of the following numbers to connect with resources for help. However, if you are afraid that you might hurt yourself or someone else, call 911 immediately.

Free Crisis Hotline Numbers:

- Austin / Travis County 24-hour Crisis & Suicide hotline: 512-472-HELP (4357)
- The Williamson County 24-hour Crisis hotline: 1-800-841-1255
- Bastrop County Family Crisis Center hotline: 1-888-311-7755
- Hays County 24 Hour Crisis Hotline: 1-877-466-0660
- National Suicide Prevention Lifeline: 988 or 1-800-273-TALK (8255)
- Crisis Text Line: Text “home” to 741741
- Substance Abuse and Mental Health Services Administration (SAMHSA) National Helpline: 1-800-662-HELP (4357)
- National Alliance on Mental Illness (NAMI) Helpline: 1-800-950-NAMI (6264)

Some faculty may consider adding a student sign-off page at the end of the syllabus to be removed and handed back to the instructor providing evidence that the student received a copy of the syllabus and had an opportunity to ask questions, but such a page is optional.

Student Rights & Responsibilities

Students at ACC have the same rights and protections under the Constitution of the United States. These rights include freedom of speech, peaceful assembly, petition and association. As members of the community, students have the right to express their own views, but must also take responsibility for giving the same rights to others and not interfere or disrupt the learning environment. Students are entitled to fair treatment, are expected to act consistently with the values of the college, and obey local, state, and federal laws. [Student Rights & Responsibilities](#). As a student of Austin Community College you are expected to abide by the [Student Standards of Conduct](#).

Senate Bill 212 and Title IX Reporting Requirements

Under Senate Bill 212 (SB 212), the faculty and all College employees are required to report any information concerning incidents of sexual harassment, sexual assault, dating violence, and stalking committed by or against an ACC student or employee. Federal Title IX law and College policy also require reporting incidents of sex- and gender-based discrimination and sexual misconduct. This means faculty and non-clinical counseling staff cannot keep confidential information about any such incidents that you share with them. If you would like to talk with someone confidentiality, please contact the District Clinical Counseling Team who can connect you with a clinical counselor on any ACC campus: (512) 223-2616, or to schedule online, go to the [Counseling website](#). While students are not required to report, they are encouraged to contact the Compliance Office for resources and options: Charlene Buckley, District Title IX Officer, (512) 223-7964; compliance@austincc.edu. If a student makes a report to a faculty member, the faculty member will contact the District Title IX Officer for follow-up.

REQUIRED TEXTS/MATERIALS/SOFTWARE

- [Manual Drivetrains and Axles \(8th Edition\) ISBN# 9780134628363](#)
- [Electude Course Access ENGINE MANAGEMENT SYSTEM-ACC\(12 MONTHS\) ISBN: 9789079595112*](#)
- Manufacturers' service manuals.
- You will be provided with a tool list during the student orientation session. You are expected to purchase the tools on the tool list for this class.
- Automotive books can be found in the RVS bookstore located downstairs in Bldg. ONLINE: <http://www.austincc.edu/autotech/>
- [Blackboard](#)
- [ALLDATA](#)
- [IDENTIFIX](#)
- [FORD TRAINING](#)
- 3 ring binder 2-3 “
- Clipboard
- Uniform shirt from the tool room
- [1 Pack of erasable color pencils](#)

INSTRUCTIONAL METHODOLOGY

- lecture/lab

“Students will use the Blackboard learning management system for assignment instructions, submitting assignments, and collaboration.”

GRADING SYSTEM

Test average.....	20%
Daily participation and attendance.....	10%
Safety and Technical Certificates.....	10%
Final Test Grade.....	20%
Job Sheets / Work Orders.....	20%
Homework	20%

Tests will constitute 20% of the final grade.

- There will be a total of 3 tests.
- 3 tests will be on blackboard based on homework and lectures and class activities.
- If you miss a test you will have one opportunity to make it up. This should be done by the next class period. I will need you to email if you are not able to make it to a test. This is your responsibility.

Daily participation and attendance is worth 10% of the final grade.

- There will be an individual grade for each class day, and they can't be made up.
- This grade is derived from both your actions and the time you spend in the classroom and in the lab. If you show up on time but leave early you can expect that 50% of this grade will be lost.
- If you clock in but don't clock out you will be marked absent.
 - (If you want consideration for missing a clock in or clock out event, you can request an edit by sending me an email at hking3@austincc.edu and explaining why you didn't enter your time and how you plan on preventing it from happening again in the future.)
- You MUST bring and wear your ACC uniform each class day and also bring the necessary tools in order to get credit for daily participation.
- Students should avoid being distracted by using their cell phone accidents and other damage to personal property and equipment due to distraction will have the student subject to withdrawal from the course

Safety and Technical Certificates 10%

- You will need to complete and Email the certificates to hking3@austincc.edu using the subject line [Safety Certificates](#) by the beginning of the 3rd day of class
Or use this new [Submission Form](#)
When you submit these certificates keep in mind that they must be current (not expired) at the time of submission.
 - Ethics and YOU in the Automotive Industry
 - S/P2 Automotive Service Pollution Prevention
 - S/P2 Automotive Service Safety
 - Land That Job: Interview Skills for Automotive Students
 - Land that Job! Building a Resume
- You will need to complete and Email the certificates to hking3@austincc.edu using the subject line [Technical Certificates](#) by the end of the semester
Or use this new [Submission Form](#)
 - 36S10W0 - Manual Transmission and Transaxle Operation
 - 36S13W0 - Differential and Driveline Systems Operation
 - 36S14W0 - Transfer Case and RWD Based 4WD Systems Operation
 - F101018003 - Drivetrain and Transmission Fundamentals

Final exam is comprehensive and makes up 20% of the final grade. There is no midterm exam

- The test will consist
 - 25% Practicum
 - 25% Post Test
 - 50% Blackboard Test
- The doors to the classroom will be locked at the beginning of class on the day of the final so you will have to be on time.
- 20 extra point can be earned on the final if the student turns in a 2000 word essay on a specific modern automotive technology
- The essay is due on the class day before the final week
- If you intend to write a paper I will give you a list of articles that you can base the essay on. All essays must be descriptive or informative
- All essay topics must be approved by me via email
- You can replace the 50% Blackboard Test grade by taking the Manual Transmission ASE (A3) and passing it during the current semester.

Job Sheets / Workorders / Class Worksheets 20% of the semester grade will be awarded for the successful completion

- For all completed shop projects, work orders, worksheets, etc., each student is required to log into the Google Sheet and document the ASEEF tasks that were completed each class. ASEEF Tracking counts as 20% of your overall grade for this course. You will also be required to print your ASEEF task report and include it in your folder.
- All work is subject to approval towards this goal and all work order hours and job sheets are to be filled out completely and submitted electronically (where applicable).
- You must submit the post assembly job sheet and have the packet in your folder to receive credit
- You will be working in a group with no more than 4 people
- It is everyone in the group's responsibility to record measurements, make sure all parts are installed properly, tools needed for the disassembly are brought to class, tools are checked out and into the toolroom properly and the lab is clean every day.

Homework constitutes 20% of the final grade.

- All homework is submitted thru Blackboard. No paper homework (excluding the coloring worksheets) is to be turned in.
- Class worksheets will also count as homework grades
- Chapter Homework is due at 4:29PM in the class on the day listed on the course outline.
- Late homework is not accepted if you submit the homework late you can not use your second attempt to earn the extra points .
- You will have 2 chances to do each homework assignment if you submit it on time and if you score a 50% or better on the first attempt (I will take the higher grade of the two attempts)
- (up to 100%) that you didn't earn on your first attempt based on your second attempt score

- Electude Modules Homework is due at 4:29 PM on the following days
 - Days 2-5 on due on the 6th Day of the semester
 - Days 6-10 on due on 11th Day of the semester
 - Days 11-14 on due on 15th Day of the semester
- Average time to complete the Electude Modules and Quizzes

Day 2 Electude Modules	1/25/2023	2	0:51
Day 3 Electude Modules	2/1/2023	4	1:35
Day 4 Electude Modules	2/8/2023	6	2:26
Day 5 Electude Modules	2/15/2023	4	1:54
Day 6 Electude Modules	2/22/2023	4	1:50
	3/1/2023		
Day 8 Electude Modules	3/8/2023	2	1:00
	3/15/2023		
Day 10 Electude Modules	3/22/2023	4	1:34
Day 11 Electude Modules	3/29/2023	4	3:00
Day 12 Electude Modules	4/5/2023	2	0:15
	4/12/2023		
Day 14 Electude Modules	4/19/2023	2	0:27

A positive constructive attitude also plays an important part in the overall evaluation of the shop work and will be directly related to the shop grade.

*(1C-1,2,4,5, 2A-4)

Any withdrawals are the responsibility of the student. If a student fails to make the withdrawal by the drop date, an automatic grade of "F" will be awarded.

*(1C-1,4, 2A-4)

COURSE POLICIES

Each student will have his/her own tools available for shop work at the beginning of each class period. Loaning or borrowing of tools between students is discouraged. Specialty tools, tools not on the student tool list, are available from the Tool Room. The college will furnish tools for students who are enrolled in the Introduction to Automotive class *(1C-5, 2A-2) . ACC has adopted a no smoking policy for all campuses this includes cigarettes, tobacco products and also E-cigarettes

If the student fails to provide the required tools the daily participation grade will be decreased by 50% per day

All students need to complete the SP/2 Safety Certification by no later than the start of day 3 of the semester Below are the certificates that you will need to print out and hand in.

Ethics and YOU in the Automotive Industry

S/P2 Automotive Service Pollution Prevention

S/P2 Automotive Service Safety

Land That Job: Interview Skills for Automotive Students

Land that Job! Building a Resume

Safety is always first. Common sense and our certifying agency, ASEEF, require that all students wear safety glasses in the shop. Students without safety glasses will be prohibited from any shop activities.*(1C-2,4,5) All students must bring in or check out a set of glasses . Students who fail to comply will be given 1 warning by me on the second time they will be asked to leave the shop area and a grade of 0 will be awarded for the day and work logs and job sheets will not be able to be performed Students who don't wear a clean uniform will have their daily participation grade suffer up to the maximum daily value.

Students that interfere with the instructor's ability to teach and/or misbehavior that leads to a negative classroom atmosphere can be withdrawn.

Students who are verbally or physically aggressive to other students or instructors will be referred to student services for withdrawal from the college and campus police will be called. If you have a problem with an instructor, student, or staff request a meeting with me to discuss how we can resolve the issue. Do not take the matter into your own hands.

Attendance/Class Participation

Attendance is important!! This is not the easiest subject to grasp. We will use what we learned in the previous class period to go forward. So if you miss you will be behind.

Try not to be late. I am understanding about traffic and work situations, but be kind to the other students. If you are late, don't disrupt the class upon entry.

Let me know in advance if you can't make it so we can make arrangements. Feel free to call or email me and let me know what is going on.

A maximum of 3 absences or 15 accumulated hours of absence will be tolerated after accruing more than 3 absences or the equivalent in tardies and absences you are subject to withdrawal. An absence is one day that you don't show up unexcused or 2 tardies, or 2 times you leave early

Regular attendance is required. Only limited absences and tardies will be accepted if a grade better than a "D" is expected. *(1C-1,4, 2A-4)

Students are required to maintain a "C" average, or a grade point average of 2.00. This means that the average of all classes must be a "C" in order to obtain either a certificate of completion, or degree. Students who either arrive late, leave early, and/or bring no tools cannot expect to complete lab assignments in a timely manner and receive a grade better than "D". For further information see the sections on "graduation" and "Academic Suspension" in the Administration Information area of the current ACC Catalog. *(1A-1, 1C-1,2,4,5, 2A-4)

“Regular and punctual class and laboratory attendance is expected of all students. If attendance or compliance with other course policies is unsatisfactory, the instructor may withdraw students from the class.”

“The student is responsible for communicating with their professor during the closure and completing any assignments or other activities designated by their professor.”

Withdrawal Policy

The College defines withdrawals as occurring after the official reporting date of the semester, typically the 12th class day. In addition, the Legislature has mandated the Rule of Six (see below). There may also be financial aid issues. “It is the responsibility of each student to ensure that his or her name is removed from the rolls should they decide to withdraw from the class. The instructor does, however, reserve the right to drop a student should he or she feel it is necessary. If a student decides to withdraw, he or she should also verify that the withdrawal is recorded before the Final Withdrawal Date. The Final Withdrawal Date for this semester is Apr. 24 (Mon.) . The student is also strongly encouraged to keep any paperwork in case a problem arises. Students are responsible for understanding the impact that withdrawal from a course may have on their financial aid, veterans' benefits, and international student status. Per state law, students enrolling for the first time in Fall 2007 or later at any public Texas college or university may not withdraw (receive a “W”) from more than six courses during their undergraduate college education. Some exemptions for good cause could allow a student to withdraw from a course without having it count toward this limit. Students are strongly encouraged to meet with an advisor when making decisions about course selection, course loads, and course withdrawals.”

Missed Exam and Late Work Policies

- If you miss a test you will have one opportunity to make it up. This should be done by the next class period. I will need you to email if you are not able to make it to a test. This is your responsibility.
- You can replace the lowest test grade by taking the Automatic Transmission ASE (A3) and passing it during the current semester.
- Homework is due at 4:29PM in the class on the day listed on the course outline.
- Late homework is not accepted if you submit the homework late you can not use your second attempt to earn the extra points .
- You will have 2 chances to do each homework assignment if you submit it on time
- On the second attempt you will be able to recover any points (up to 100%) that you didn't earn on your first attempt based on your second attempt score

Incompletes

Students may request an Incomplete from their faculty member if they believe circumstances warrant. The faculty member will determine whether the Incomplete is appropriate to award or not. The following processes must be followed when awarding a student an I grade.

1. Prior to the end of the semester in which the "I" is to be awarded, the student must meet with the instructor to determine the assignments and exams that must be completed prior to the deadline date. This meeting can occur virtually or in person. The instructor should complete the Report of Incomplete Grade form.
2. The faculty member will complete the form, including all requirements to complete the course and the due date, sign (by typing in name) and then email it to the student. The student will then complete his/her section, sign (by typing in name), and return the completed form to the faculty member to complete the agreement. A copy of the fully completed form can then be emailed by the faculty member to the student and the department chair for each grade of Incomplete that the faculty member submits at the end of the semester.
3. The student must complete all remaining work by the date specified on the form above. This date is determined by the instructor in collaboration with the student, but it may not be later than the final withdrawal deadline in the subsequent long semester.
4. Students will retain access to the course Blackboard page through the subsequent semester in order to submit work and complete the course.

Students will be able to log on to Blackboard and have access to the course section materials, assignments, and grades from the course and semester in which the Incomplete was awarded.

5. When the student completes the required work by the Incomplete deadline, the instructor will submit an electronic Grade Change Form to change the student's performance grade from an "I" to the earned grade of A, B, C, D, or F.

If an Incomplete is not resolved by the deadline, the grade automatically converts to an "F." Approval to carry an Incomplete for longer than the following semester or session deadline is not frequently granted."

COURSE OUTLINE/CALENDAR

"Please note that schedule changes may occur during the semester. Any changes will be announced in class and posted as a Blackboard Announcement (or other resource faculty is using to communicate)."

COLLEGE POLICIES

Campus Operations

HEALTH & SAFETY PROTOCOLS ADDENDUM

Visit <https://www.austincc.edu/coronavirus> for the latest updates and guidance.

College Policies & Student Support Services