1. **Instructor Name:** Brucie Garrett Bowman, Ph.D.

2. **Course Name and Number:** Introduction to the Visual Arts (1301)

3. **Semester/Year:** Spring/2016 (16-Week Session, Jan. 19 – May 15)

4. **Section Number:** DIL 010 (DIL) **Synonym:** 44366

5. **How to reach the Instructor:**
   - Office Hours: Friday, Noon - 3PM (calls accepted any day 9AM - 9PM)
   - Office Location and Number: Home Office: (512) 796-0835
   - Text/Call: (512) 796-0835
   - email: bgbowman@austincc.edu
   - Phone conferences available upon request

   **Important Phone Numbers/email/websites:**
   - Fine Art Office: (512) 223-3262 (Mary Heard – Administrative Assistant)
   - Distance Learning Help Line: (512) 223-8026
   - ACC HELP Center: (512) 223-4636
   - Tutoring Lab:(512) 223-3367
   - Distance Learning Free Tutoring On-Line Smarthinking - ([https://learning.smarthinking.com](https://learning.smarthinking.com)).
   - **Campus Police:** (512) 223-7999

6. **Online Orientation Instructions**
   - Internet access required. Mandatory: Online Orientation, see below, or at: www.austincc.edu/arthist
   - In order to successfully complete the Online Orientation you must do 2 things:
   - **1.** First, complete the Online Orientation Form below and email it to the Instructor at: bgbowman@austincc.edu (no other email address will be accepted). Send Orientation Form from your ACC email address. Copy, or cut and paste, this form exactly as it is written (no other wording will be accepted - do not send as an attachment).

   **Orientation Form (form begins)**

   I (type in your name exactly as it appears on the ACC roster) have thoroughly read and understand the course requirements as outlined in the Spring/2016 Syllabus for Introduction to the Visual Arts 1301 (16-Week Session). Additionally, I have printed a copy of this entire Syllabus, and I understand that if I lose my Syllabus I can access the Online Syllabus at anytime throughout the semester at: www.austincc.edu/arthist - from anywhere in the world that has Internet access. I understand that any assignment received after the Due Dates listed in this Syllabus will incur a 20-point deduction. I will complete my "Assignment Verification" during the final week of the semester. My "Assignment Verification" must be done by text or phone and will not be accepted through email. Also, I have successfully logged onto my Blackboard site for this course using my ACC Electronic Identification Number (EID). Login information for Blackboard is now available at: [http://acconline.austincc.edu](http://acconline.austincc.edu). I understand that I must send all email correspondence and assignments from my ACC email account to: bgbowman@austincc.edu. (Orientation Form Ends)
*2.) Second, in order to complete the Online Orientation, you must wait for an answer to your email from the Instructor that states: "Orientation Complete." You have not completed Orientation until you have received this email back from the Instructor. Send the Online Orientation form from your ACC email account to: bgbowman@austincc.edu. Do not send email from Blackboard. The Instructor will be hitting the "reply/send" button and the reply will automatically go back to the email address from where you send it. The Instructor will not type your email address. Use your own email and not someone else's email address. If you have not heard back from the Instructor within 5-7 days from the deadline listed in this Syllabus for the Online Orientation, you should contact the Instructor over the phone, as your Orientation Form has been lost. No assignments will be accepted or graded until you have completed Orientation.

3. ARTS 1301 Introduction to the Visual Arts
   The visual elements and principles of art; their nature, function and relationship in painting, sculpture, architecture, and graphics. Emphasis on basic approaches to understanding works of art and the development of personal interpretations. Lecture and discussion with visits to museums (virtual tours).
   PREREQUISITES: TASP Reading and Writing Requirements


5. SCANs Competencies (not applicable)

6. Instructional Methodology
   Students will interact with the latest computer technology in their study of the visual arts. Through the use of the inter-net students will access virtual museum tours, galleries, art collections, and a wide variety of fine art web sites. The course is designed for students who have access to a personal computer and modem. Students should be minimally computer literate and have mastered basic computer skills. Various computer activities that will be utilized in the course include, sending assignments, sending and receiving email, and inter-net based research.

7. Course Rationale
   The purpose of Introduction to the Visual Art is to provide each student with an understanding of the diverse ways in which different cultures construct and represent their reality. Through thematic examination of both historical and contemporary art the student will acquire a vocabulary to describe formal properties of art, techniques of art making, and social, psychological, spiritual and physical uses of art.
   This class also fulfills the Visual and Performing Arts requirement of the Core Curriculum outline.

8. Common Course Objectives
   Students will analyze the visual elements and principles of design employed within the visual arts throughout history.
   Students will differentiate among various media and techniques used by the artists.
   Students will analyze the motivation of individual artists and how art expresses important aspects of time and culture.
   *Objectives/Outcomes established by the instructor
   The understanding of art and of its role in civilization can be promoted by expanding one's knowledge and awareness of the visual elements - how they are used and to what ends. The formal elements of art are explained and examples are presented. Students are given the opportunity to analyze works of art based on the various ways individual artists organize the formal elements. They are also afforded the chance to establish continuity between their personal aesthetic experiences and the normal processes of living. A focused study of the visual elements enables students to discover how works of art develop and accentuates what is characteristically valuable in things encountered in our daily lives.
Careful examination and study will enhance the students' perception of works of art throughout history as well as those created within our own time.

**Ways To Turn In Written Assignments**

*Note:  Include your Name and Course Number on all assignments. It is recommended that you "Save" a hard copy of your Essays, Extra Credit Paper, and Research Project, as assignments cannot be returned. Also, assignments can be lost. **DO NOT SEND ASSIGNMENTS AS ATTACHMENTS; THEY SHOULD BE SENT IN THE BODY OF THE EMAIL.**

1.) **Email (Except Research Project) -** All assignments, except the Research Project, can be sent through email as long as they are not sent as Attachments. **Attachments will be deleted.** You must type your assignment in regular email. There is only one email address where assignments will be accepted: bgbowman@austincc.edu

2.) **Blackboard (Except Research Project) -** All assignments, except the Research Project, can be uploaded through Blackboard (for information go to your Blackboard site for this course and click on "Assignments" – do not use “digital drop box”).

3.) **Mail Options –** Your Research Project should be sent to the Instructor through U.S. Mail, Fed-X, or UPS, or through Campus Mail. Please make sure the assignment is “postmarked” by the deadline listed in the Syllabus. Mail assignments to the following address; be sure to include the correct amount of postage. **YOU SHOULD SEND ONLY ONE ASSIGNMENT PER ENVELOPE.**

Mailing address:

Brucie Bowman, Ph.D.
Austin Community College
Rio Grande Campus
1212 Rio Grande
Austin, TX  78701

**How Grades Are Received**

1.) **Phone -** Grades can be given to you over the phone, with proper identification.

2.) **Email -** If you email an assignment to the Instructor, or upload an assignment through Blackboard, it is assumed that you have given your permission for the Instructor to email the grade, and/or a critique of the assignment, back to you. If you do not receive a grade, or see your grade posted on Blackboard for an emailed or uploaded assignment within 5-7 days after the assignment deadline, you should call the Instructor as your assignment has been lost.

3.) **Blackboard -** Grades are posted on your Blackboard site for this course.

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**9. Course Evaluation/Grading System:** Grades are based on assignments contained in Part 1 and Part 2 as described below. This course utilizes a 10-point grade scale: 90-100 = A, 80-89 = B, 70-79 = C, 60-69 =D, and below 60 = F.

**Grade Percentages -** Part 1 Essay Assignments - You are required to write 3 essays. Each essay is worth a total of 100 points. The three essay grades, along with the grade for the research paper, are added together and then that total is averaged (divided by 4). Each essay counts 25% of your grade for a total of 3 essays, which equals 75% of your grade, and Part 2 - Research Project counts the other 25%. Extra credit points (if earned) are then added to the average of the three essay grades and the research project grade to determine your final grade.
Part One (Essays)

*In addition to the Three Required Essays, an Optional Essay 4 is also available for students who wish to drop a low grade on one of the other 3 essays.* Important note - You should print out a copy of each essay as a "back-up" (which you should keep) before you email a final copy to the Instructor. **ESSAYS TURNED IN AFTER THE DUE DATES LISTED IN THIS SYLLABUS WILL RECEIVE A MANDATORY 20-POINT DEDUCTION.**

*Late essays will only be accepted until the Due Date of the following essay. For example, Essay #1 can be turned in after the Due Date with a late deduction only until the Due Date for Essay #2, after that date, Essay #1 will not be accepted.*

*For a Detailed Discussion of each of the Three Required Essay assignments and the Optional Essay 4 - See your Blackboard Site for this course and click “Course Documents.”

*See the Class Outline/Calendar with the due date for all of the essays found within this syllabus. Points are deducted for late work.*

Part Two (Research Project)

*THE RESEARCH PROJECT IS NOT A GENERAL PAPER OR A BIOGRAPHY OF AN ARTIST. Your writing should focus on specific works of art rather than art movements or the life of a particular artist. The Research Project is worth a total of 100 points (25% of final grade). This assignment is designed to give you the opportunity to conduct research in an area of the visual arts that is of particular interest to you. You will choose the visual art topic for your research project. The format used in writing the Research Project is the Modern Language Association (MLA). The MLA Handbook is available at major bookstores and can be ordered over the inter-net. The Research Project cannot be sent through email. A printed copy must be sent, mailed, or hand-delivered to the Instructor's mailbox, RGC, Room 204. Research Projects sent through email are deleted. Save your paper electronically, or make a printed copy for yourself, as Research Projects cannot be returned.*

*For a Detailed Discussion of the Five Required Elements contained in the Research Project and a Check List - See your Blackboard Site for this course, click on “Course Documents.”

*TOPIC SUGGESTIONS FOR RESEARCH PROJECT - For a list of suggested topics go to your Blackboard website for this course and click on “Course Documents.”

*RESEARCH PROJECTS TURNED IN AFTER THE DUE DATE LISTED IN THIS SYLLABUS WILL RECEIVE A MANDATORY 20-POINT DEDUCTION.*

EXTRA CREDIT – CRITICAL ANALYSIS ESSAY

*You may earn from 1-6 extra points added to your final grade point average for the course. After all the required assignments are averaged then the extra credit points are added to your final grade. You may earn extra credit by writing a Critical Analysis Essay of a work of art you have seen while visiting a museum or art gallery, or on a virtual museum tour on the inter-net. Only one extra credit paper will be accepted. Points are deducted for papers turned in after the due date listed in this syllabus. Length: 800 – 1000 words, typed, single-spaced, 1” margins, and 12-point font size.*

*For a Detailed Discussion of the Extra Credit – Critical Analysis Essay - See your Blackboard Site for this course, click “Course Documents.”

*See the Class Outline/Calendar with the due date for the extra credit assignment found within this syllabus. Points are deducted for late work.*
10. Course Policies

Attendance Requirements: None.

Withdrawal: The instructor will not "withdraw" students under any circumstances. Students must withdraw themselves (be sure to meet the college deadlines to avoid the automatic grade of "F").

Incompletes: The instructor does not give "incompletes" to students under any circumstances. All work must be completed within the semester in which you are enrolled.

Scholastic Dishonesty:
Acts prohibited by the college for which discipline may be administered include scholastic dishonesty, including but not limited to cheating on an exam or quiz, plagiarizing, and unauthorized collaboration with another in preparing outside work. Academic work submitted by students shall be the result of their thought, research or self-expression. Academic work is defined as, but not limited to tests, quizzes, whether taken electronically or on paper; projects, either individual or group; classroom presentations, and homework.

Academic Freedom
Institutions of higher education are conducted for the common good. The common good depends upon a free search for truth and its free expression. Hence it is essential that faculty members at Austin Community College be free to pursue scholarly inquiry without unreasonable restriction and to voice and publish their conclusions without fear of institutional censorship or discipline. They must be free from the possibility that others of differing vision, either inside or outside the college community, may threaten their professional careers.

The concept of academic freedom in Austin Community College is accompanied by an equally demanding concept of responsibility, shared by the Board of Trustees, administration, and faculty members.

The essential responsibilities of the Board of Trustees and administrators regarding academic freedom are set forth in the Criteria For Accreditation, adopted by the Southern Association of Colleges and Schools, as updated and revised.

In the classroom on in College-produced telecommunications, faculty members should strive to be accurate, to exercise appropriate restraint, and to show respect for the opinions of others. In addition, instructors should be judicious in the use of material and should introduce only material that has a clear relationship to the subject field.

Student Discipline
Students at the College have the rights accorded to all persons under the Constitution to freedom of speech, peaceful assembly, petition, and association. These rights carry with them the responsibility for each individual to accord the same rights to others in the College community and not to interfere with or disrupt the educational process. As willing partners in learning, it is expected that students will comply with College rules and procedures. ACC students are recognized as responsible persons who neither lose the rights nor escape the responsibilities of citizenship. Enrollment in the College indicates acceptance of the rules set forth in this policy, administered through the office of the Campus Dean of Student Services. Due process, through an investigation and appeal process, is assured to any student involved in disciplinary action.

General Provisions
The purpose of this policy is to identify for the ACC community the rights and responsibilities of its students, to specify acts prohibited and standards of conduct required, and to set a range of appropriate penalties in cases of rule violations.

Due Process
In cases of violations of this policy, the following procedures recognize and afford the federal and state due process rights of students as citizens.

Emergency Action
Provisions are included herein to protect the College and members of the College community in cases of emergencies and other instances requiring immediate action. Nevertheless, even in such instances, the student is afforded federal and state due process rights by these procedures.

Administration of Discipline
The Campus Dean of Student Services or the appropriate facility administrator shall have primary authority and responsibility for the administration of student discipline. The Campus Dean of Student Services works cooperatively with faculty members in the disposition of scholastic violations.

Offenses: Prohibited Acts
Prohibited acts include, but are not limited to, the commission of any act punishable by fine, incarceration, or both, under any law of the United States, or of the State of Texas, or under any local governmental ordinance, all as amended from time to time. A student may be punished for acts occurring on ACC-operated property or in connection with ACC-sponsored activities and for acts occurring off ACC-operated property when such acts interfere with the educational process and goals of ACC. Other prohibited acts that constitute offenses for which discipline may be administered are listed in the Student Handbook.

Freedom of Expression
Each student is strongly encouraged to participate in class. In any classroom situation that includes discussion and critical thinking, there are bound to be many differing viewpoints. These differences enhance the learning experience and create an atmosphere where students and instructors alike will be encouraged to think and learn. On sensitive and volatile topics, students may sometimes disagree not only with each other but also with the instructor. It is expected that faculty and students will respect the views of others when expressed in classroom discussions.

Office of Students with Disabilities
Each ACC campus offers support services for students with documented physical or psychological disabilities. Students with disabilities must request reasonable accommodations through the Office for Students with Disabilities on the campus where they expect to take the majority of their classes. Students are encouraged to do this three weeks before the start of the semester.

11. Class Outline/Calendar:
You should refer to this Class Outline/Calendar often as “Due Dates” are strictly enforced. Essays sent through email must have the computer-generated date printed on the assignment that is on, or before, the deadline to be considered “On Time.” Late Assignments incur a 20-point mandatory deduction. This Class Outline/Calendar contains the Due Dates for all of the assignments for this course. You should refer to the Class Outline/Calendar often as "Due Dates" for assignments in this course are strictly enforced.

*ATTENTION: Midnight submissions - When submitting Essay assignments through email or uploading through Blackboard, remember that any submission that is made after midnight is dated the next day - your assignment will lose 20-points if the assignment is made after the deadline at midnight.

Week 1 (Jan. 19-24). Online Orientation is Due Sun., Jan. 24. Inter-net access required. Mandatory: Online Orientation information on page one of this syllabus or at: www.austincc.edu/arthist
*You should begin selecting your Topic for the Research Project and begin working on the Thesis Statement due week after next. The Thesis Statement is part of the Research Project and must be approved by the Instructor before work begins. A detailed description of the Research Project is located on the Blackboard site for this course (click "Assignments").
*You should begin work on Essay #1. A detailed description of the Essay Assignments is located on the Blackboard site for this course (click on "Assignments").

Week 2 (Jan. 25-31).
You should continue to work on the Thesis Statement due next week. The Thesis Statement is part of the Research Project and must be approved by the Instructor before work begins. A detailed description of the Research Project is located on the Blackboard site for this course (click "Assignments").

You should continue work on Essay #1. A detailed description of the Essay Assignments is located on the Blackboard site for this course (click on "Assignments"). Essay #1 is due week after next.

**Week 3 (Feb. 1-7). Thesis Statement due Fri., Feb. 5.**

*You should continue to work on the Thesis Statement due this week. The Thesis Statement is part of the Research Project and must be approved by the Instructor before work begins. A detailed description of the Research Project is located on the Blackboard site for this course (click "Assignments").

*You should continue work on Essay #1. A detailed description of the Essay Assignments is located on the Blackboard site for this course (click on "Assignments"). Essay #1 is due next week.

*You should work on Revisions for your Thesis Statement (if requested by the Instructor). The Thesis Statement Revisions are due week after next.

**Week 4 (Feb. 8-14). Essay #1 is Due Fri., Feb. 12.**

*You should continue work on Essay #1 due this week. A detailed description of the Essay Assignments is located on the Blackboard site for this course (click on "Assignments").

*You should begin work on Essay #2. A detailed description of the Essay Assignments is located on the Blackboard site for this course (click on "Assignments").

*You should continue to work on your Thesis Statement Revision (if required by Instructor). The Thesis Statement Revision is due next week. The Thesis Statement is part of the Research Project. A detailed description of the Research Project is located on the Blackboard site for this course (click "Assignments").

**Week 5 (Feb. 15-21). The Thesis Statement Revision is Due Fri., Feb. 19.**

*You should continue to work on your Thesis Statement Revision (if required by Instructor). The Thesis Statement Revision is due this week. The Thesis Statement is part of the Research Project. A detailed description of the Research Project is located on the Blackboard site for this course (click "Assignments").

*You should continue work on Essay #2. A detailed description of the Essay Assignments is located on the Blackboard site for this course (click on "Assignments"). Essay #2 is due week after next.

**Week 6 (Feb. 22-28).**

*You should continue work on Essay #2. A detailed description of the Essay Assignments is located on the Blackboard site for this course (click on "Assignments"). Essay #2 is due next week.

*You should continue work on the Research Project. This is a semester-long project that should be worked on throughout the duration of the course. A detailed description of the Research Project is located on the Blackboard site for this course (click "Assignments").

**Week 7 (Feb. 29-Mar. 6). Essay #2 is Due Fri., Mar. 4.**

*The last day Essay #1 will be accepted for grading with a 20-point deduction is Fri., Mar. 4. After Fri., Mar. 4, Essay #1 will not be accepted for grading.

*You should continue work on Essay #2 due this week. A detailed description of the Essay Assignments is located on the Blackboard site for this course (click on "Assignments").

*You should begin work on Essay #3. A detailed description of the Essay Assignments is located on the Blackboard site for this course (click on "Assignments").

**Week 8 (Mar. 7-13). **

*You should continue work on Essay #3. A detailed description of the Essay Assignments is located on the Blackboard site for this course (click on "Assignments").

**SPRING BREAK – MARCH 14-20**
Week 9 (Mar. 21-27). *You should continue work on Essay #3. A detailed description of the Essay Assignments is located on the Blackboard site for this course (click on "Assignments"). Essay #3 is due next week.

*You should continue work on the Research Project. This is a semester-long project that should be worked on throughout the duration of the course. A detailed description of the Research Project is located on the Blackboard site for this course (click "Assignments").

Week 10 (Mar. 28-April 3). Essay #3 is Due Fri., April 1.

*The last day to turn in Essay #2 for grading with a 20-point deduction, is Fri., April 1. After Fri., April 1, Essay #2 will not be accepted for grading.

*You should continue work on Essay #3 due this week. A detailed description of the Essay Assignments is located on the Blackboard site for this course (click on "Assignments").

*You should begin work on The Critical Analysis Essay (Extra Credit). A detailed description of the Essay Assignments is located on the Blackboard site for this course (click on "Assignments"). The Critical Analysis Essay (Extra Credit) is due week after next.

*You should begin work on Essay #4. A detailed description of the Essay Assignments is located on the Blackboard site for this course (click on "Assignments").

Week 11 (April 4-10).

*You should continue work on The Critical Analysis Essay (Extra Credit). A detailed description of the Essay Assignments is located on the Blackboard site for this course (click on "Assignments"). The Critical Analysis Essay (Extra Credit) is due next week.

*You should continue work on Essay #4. A detailed description of the Essay Assignments is located on the Blackboard site for this course (click on "Assignments"). Essay #4 is due week after next.

Week 12 (April 11-17). Critical Analysis Essay (Extra Credit) is Due Fri., April 15.

*You should continue work on The Critical Analysis Essay (Extra Credit). A detailed description of the Essay Assignments is located on the Blackboard site for this course (click on "Assignments"). The Critical Analysis Essay (Extra Credit) is due this week.

*You should continue work on Essay #4. A detailed description of the Essay Assignments is located on the Blackboard site for this course (click on "Assignments"). Essay #4 is due next week.

Week 13 (April 18-24). Essay #4 (optional) is Due Fri., April 22.

*The last day to turn in Essay #3 with a 20-point deduction is Fri., April 22. After Fri., April 22, Essay #3 will not be accepted for grading.

*You should continue work on Essay #4 due this week. A detailed description of the Essay Assignments is located on the Blackboard site for this course (click on "Assignments").

*You should continue work on the Research Project. This is a semester-long project that should be worked on throughout the duration of the course. A detailed description of the Research Project is located on the Blackboard site for this course (click "Assignments"). The Research Project is due week after next.

Week 14 (April 25-May 1). You should continue work on the Research Project. This is a semester-long project that should be worked on throughout the duration of the course. A detailed description of the Research Project is located on the Blackboard site for this course (click "Assignments"). The Research Project is due next week.

"Assignment Verification" is due week after next.

Week 15 (May 2-8). The Research Project is Due Fri., May 6.

*Continue work on the Research Project. Do not send Research Projects through email. Research Projects sent through email will be deleted. A printed copy of the Research Project must be sent,
mailed, or hand delivered to the Instructor's mailbox at RGC, Mailroom 204. "Assignment Verification" is due next week.

*Last day to turn in Research Project (with a 20-point deduction) is Mon., May 9.

**Week 16 (May 9-15). Last day qualified assignments will be accepted for grading (with late deductions) is Mon., May 9. Assignment Verification begins later this week, Thursday, May 12th after 12:00 Noon, and continues until Sunday, May 15th. "Assignment Verification" cannot be done through email, must be done through text or phone (512) 796-0835.

*Spring Semester ends Sun., May 15.

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**SYLLABUS SUMMARY**

**Grades:**

25% - Essay One - Due, Fri., Feb. 12th.
25% - Essay Two - Due, Fri., Mar. 4th.
25% - Essay Three - Due, Fri., April 1st.
25% - Research Project – Due, Fri., May 6th.
100% - Total Grade
(Extra Credit Points are added after grades are averaged)

**Due Dates:**

Thesis Statement – Due, Fri., Feb. 5th by Midnight.
Essay One - Due, Fri., Feb. 12th by Midnight.
Essay Two – Due, Fri., Mar. 4th by Midnight.
Essay Three – Due, Fri., April, 1st by Midnight.
Extra Credit – Due, Fri., April 15th by Midnight.
Essay Four (Optional) – Due, Fri., April 22nd by Midnight.
Research Project– Due, Fri., May 6th (Rio Grande Campus Mailroom Closes at 5PM on Friday). Final Day to turn in qualified Late Assignments (with point deductions) – Due, Mon., May 9th. Assignment Verification – Begins, Thur., May 12th, ends Sun., May 15th - Text/Phone Only (512)796-0835.

**Text:**

*ISBN# - 978-0-07-337925-8

**Notes:**

*Do not send Emails from Blackboard.
*Essays, Thesis Statements, and Extra Credit Assignments must be emailed to bgbowman@austincc.edu. Do not send an attachment.
*The Research Project CANNOT BE SENT THROUGH EMAIL.
*The Research Project can be sent: Fed X, UPS, U. S. Mail, Campus Mail, or, hand delivered to Dr. Bowman’s Mailbox at RGC – Room 204.
*Research Projects must be sent or delivered as Printed Hard Copies. No Emails or Blackboard submissions accepted.
*The Research Project cannot be substituted with a fourth Essay.
*All Assignments are written using the MLA (Modern Language Association) Format.
*For Assignments to be considered “On Time,” All Assignments must be either: “Postmarked,” “Time Stamped,” or “Official Date Stamped” – depending on the delivery method.
12. Testing Center Policy (Introduction to the Visual Arts (1301) - No Tests Required)
Testing centers are located at Northridge, Rio Grande, Eastview, Riverside, Cypress Creek, Pinnacle, Round Rock, San Marcos, and Fredericksburg. Instructors provide students with information about using the centers. Sites and hours are subject to change without notice.
The following regulations and guidelines apply to all campuses:
   - Proper identification is required (current ACC I.D. or a current fee receipt plus valid photo I.D.):
   - Only enrolled students may use the testing centers.
   - Give your instructor's name, course name and number, the section number, synonym number, and the exam name or number.
   - Bring only those items you will need to take your exam. There is no secure storage space for books, purses, etc.
   - Students with disabilities requiring individual assistance on tests need to work with the Office for Students with Disabilities.
   - The use of unauthorized materials while taking an exam in an ACC Testing Center is subject to disciplinary action.
For more information, consult the "Guide to Student Use of the Testing Centers," available at all Testing Centers.

*The Instructor reserves the right to modify, to delete from, and/or, to add to this Syllabus at any time if it is deemed in the best interest of the students.