



Principles of Microeconomics

ECON-2302

Full Term Spring 2022 Section 016.11643 3-3-0 Credits 01/18/2022 to 05/14/2022 Modified 01/11/2022

Meeting Times

Location	Delivery	Dates	Days	Times
NVC Internet Online	Online	1/18/2022 - 5/11/2022	N/A	N/A

This course is completely online and has no scheduled meeting time. Therefore, you are not required to come to campus for this course.

Time Management and Expectations:

For a 3-credit-hour course you are expected to log in at least 3 times/week and to commit 7-10 hours/week to course content and activities.

Contact Information

Professor: Mike Munoz

Email: mmunoz1@alamo.edu

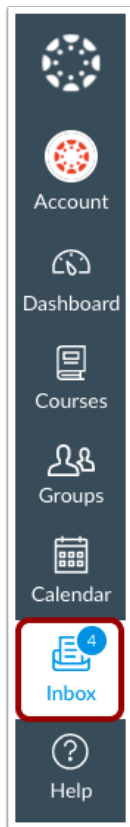
Office: Pecan Hall (PH) 215

Phone: (210) 486-4105

Website: <https://www.alamo.edu/nvc/academics/programs/social-sciences/economics/>
(<https://www.alamo.edu/nvc/academics/programs/social-sciences/economics/>)

Campus Map (<https://www.alamo.edu/nvc/about-us/our-college/maps/#campus>)

Canvas [Inbox \(https://community.canvaslms.com/docs/DOC-10573-4212710324\)](https://community.canvaslms.com/docs/DOC-10573-4212710324) will be our official means of communication.



Social Sciences Department:

- Email: nterburg@alamo.edu
- Office: LOH 206
- Phone: 210-486-4216
- Website: <http://www.alamo.edu/nvc/academics/departments/> (<http://www.alamo.edu/nvc/academics/departments/>)

Office Hours

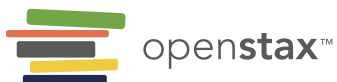
Location: PH 215 & Zoom

Mondays: 8:00AM to 9:30AM and 10:45AM to 1:45PM

Tuesdays: 8:00AM to 12:00PM

Wednesdays: 8:00AM to 9:30AM

Materials



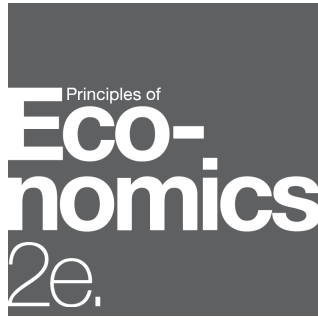
OpenStax Principles of Economics

- **Publisher:** OpenStax
- **Edition:** Second
- **Availability:** Campus Bookstore(Hard Copy)

Access your textbook by clicking on the provided link: <https://openstax.org/details/books/principles-economics-2e>
(<https://openstax.org/details/books/principles-economics-2e>)

Note: it is an open-source book FREE to read online and download.

A student of this institution is not under any obligation to purchase a textbook from a college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.



Knewton Alta Courseware

Instructional Materials Direct (IMD) is included in this course. Course materials are provided by the instructor or online. The IMD Charge will appear on your Tuition and Fees balance.



Calculator



Description

Analysis of the behavior of individual economic agents, including consumer behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failures, and international trade. This course fulfills the Social and Behavioral Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Social Responsibility.

Prerequisite(s)

INRW 0420

MATH 0410

Outcomes

- 1 Explain the role of scarcity, specialization, opportunity cost, and cost/benefit analysis in economic decision-making.
- 2 Identify the determinants of supply and demand; demonstrate the impact of shifts in both market supply and demand curves on equilibrium price and output.
- 3 Summarize the law of diminishing marginal utility; describe the process of utility maximization.
- 4 Calculate supply and demand elasticities, identify the determinants of price elasticity of demand and supply, and demonstrate the relationship between elasticity and total revenue.
- 5 Describe the production function and the Law of Diminishing Marginal Productivity; calculate and graph short-run and long-run costs of production.
- 6 Identify the four market structures by characteristics; calculate and graph the profit maximizing price and quantity in the output markets by use of marginal analysis.

7 Determine the profit maximizing price and quantity of resources in factor markets under perfect and imperfect competition by use of marginal analysis.

8 Describe governmental efforts to address market failure such as monopoly power, externalities, and public goods.

9 Identify the benefits of free trade using the concept of comparative advantage.

✓ Evaluation

You will be assigned a letter grade for the course. The following grading scale will be used:

Grading Scale			
A	90	-	100
B	80	-	89
C	70	-	79
D	60	-	69
F	0	-	59

Course Evaluation	%
Quizzes (7)	35%
Discussions (5)	35%
Chapter Assignments (16)	29%
Syllabus Assignment (1)	1%

Students are expected to complete all items listed below. It is your responsibility to contact your instructor if you are having a problem.

- QUIZZES** - There will be 7 Quizzes covering the readings and chapter resources. Quizzes will consist of multiple-choice questions, fill-in-the-blanks, graphing and mathematical problems. You will be allotted 180 minutes and 2 attempts to complete each Quiz. Late Quizzes will be deducted 15 points. Quizzes are due on the assigned date by 11:59 PM. Refer to Canvas for Due Date and Time. Your lowest quiz grade will be dropped.

QUIZ	CHAPTERS
1	Chapter 1 & Chapter 2
2	Chapter 3
3	Chapter 5 & Chapter 6
4	Chapter 7
5	Chapter 8 & Chapter 9
6	Chapter 10 & Chapter 11
7	Chapter 12, Chapter 13 & Chapter 33

- DISCUSSIONS** - There will be 5 Discussions required for the course. Discussion questions typically reflect a current topic. See the Additional Instructor Requirements section for more information on Discussions. Your lowest Discussion Grade will be dropped.

- **CHAPTER ASSIGNMENTS** - There will be 16 Chapter Assignments covering the readings. These Chapter Assignments will assess your knowledge over readings. You may have multiple attempts until you reach 100%. Your 3 lowest scores will be dropped.
- **SYLLABUS ASSIGNMENT** - Consists of multiple-choice questions to demonstrate you have read the syllabus and understand the requirements of this course.

* Course Policies

► GRADE DISPUTE PROCEDURES:

If you wish to dispute a grade on any assignment, you must see the instructor first. If necessary, the next step will be to go to the Department Chair, [Trina Cowan \(mailto:tdiehl@alamo.edu\)](mailto:tdiehl@alamo.edu).

► GRADEFLATION:

“Grade deflation” may occur in some settings, but it does not in this class. This class seldom experience differences of opinion with students as to what their appropriate grades are, but occasionally there are students who think they do not make Cs or some such grade. Please know that everyone in this class has the potential to earn an A. Usually, however, given the normal distribution of students, some care more than others, and some work harder than others. Those who care more and work harder have a greater probability of earning a higher grade. That does not mean you will receive a grade based on your effort. Finally, your grade records your achievement.

► WITHDRAWALS AND INCOMPLETES:

Students wishing to drop the course must do so through Enrollment Services/Admissions and Records Office. Enrollment Services/Admissions and Records Office will drop a student through a written request and/or a personal visit. Do not rely upon the instructor to drop you from this course; contact Enrollment Services/Admissions and Records Office for information regarding the last day to drop with a recorded grade of “W.” Please note that a “W” cannot be granted after the posted date. Therefore your grade will post accordingly at the end of the semester.

Additionally, Incompletes or “I” are reserved for those with serious circumstances. Proper documentation must be provided prior to granting an Incomplete. See College Policies below for more information.

Students enrolled in a Face to Face class must attend the first class meeting or contact the instructor. Online students are expected to verify their attendance by logging on by the 3rd day of class. If these respective requirements are not met, the student will be withdrawn from the course.

For more information regarding Withdrawals “W” and Incompletes “I” go to NVC College Catalog.

It is the student's responsibility to withdraw officially from a class if that becomes necessary.

Schedule

The semester schedule is posted in Canvas as a separate document, with week-by-week detail.

Topics to be Covered:

TOPICS	CHAPTER
Welcome to Economics!	Chapter 1
Choice in a World of Scarcity.	Chapter 2
Demand and Supply	Chapter 3

Elasticity	Chapter 5
Consumer Choice	Chapter 6
Production, Costs, and Industry Structure	Chapter 7
Perfect Competition	Chapter 8
Monopoly	Chapter 9
Monopolistic Competition & Oligopoly	Chapter 10
Monopoly and Antitrust Policy	Chapter 11
Environmental Protection and Negative Externalities	Chapter 12
Positive Externalities and Public Goods	Chapter 13
International Trade	Chapter 33

THE COURSE WILL AUTOMATICALLY CLOSE ON WEDNESDAY, MAY 11TH, AT 11:59 PM. QUIZZES AND ASSIGNMENTS WILL NOT BE ALLOWED TO BE SUBMITTED AFTER THIS DATE AND TIME.

Additional Items

► ADDITIONAL INSTRUCTOR REQUIREMENTS: COURSE ORGANIZATION

This course is arranged by Weeks. The Semester Schedule consists of 16 Weeks. Click on Modules to view weeks. You may also download a copy of the schedule to have on hand.

In Canvas, click MODULES.

- You will notice that there are files for the chapters to be covered throughout the semester. Each chapter consists of the following items:
 - *Textbook*
 - *PowerPoint Presentations*
 - *Glossary*
 - *Videos*

The *Quiz Review Center* provides practice and is available and located in *Assignments* and *Modules* for you to practice and review for the Quizzes.

You must complete all Quizzes to receive full credit.

There is a three-hour time limit on quizzes.

Quizzes are to be completed sequentially; you may not skip any items.

Each chapter has a **Chapter Assignment(s)**; these Assignments are meant to test your mastery of the subject matter you have covered. Typically, after you have read a section, you may attempt the **Chapter Assignment**. There is no time limit, and some **Chapter Assignments** have only a few questions. The Assignments are adaptive in nature, and therefore additional questions may appear to reinforce learning objectives.

In Canvas, click on **Assignments** or **Modules** to proceed to **Discussions**. Discussion postings will be viewed every evening by 11:59 PM. You must post response(s) no later than Sunday at 11:59 PM to receive credit. Postings after Sunday at 11:59 PM will not be graded (see schedule). You must complete all discussions to receive full credit.

Remember, simply stating that you agree/disagree with a classmate **IS NOT** sufficient; you must explain your position as to why you agree/disagree with the student's posting. Grading for **Discussions 2 -4** will be based on the rubric and the Discussion Guidelines listed in the Discussion.

Discussion Etiquette (Netiquette). It is the expectation that all students conduct themselves in a respectful and pleasant manner that promotes learning. Any conduct that is harmful, obstructive, disruptive to, or interferes with the educational process is prohibited. Therefore, all communication between students and the instructor or between students communicating shall maintain the level of formality appropriate to any college teaching and learning situation. Inappropriate slang, curse words, rude and insulting language is not acceptable. Students who engage in such behavior will be withdrawn from the course. Please review the Netiquette section below.

Netiquette

"Netiquette" is a term for the social conventions and standards for polite and successful online communication. Below are some rules and tips that will make our communication in the virtual environment more productive and friendly. There are many websites that will offer good advice for communication online; these standards below are what I expect for this course.

- Don't use abbreviations (LOL, IDK, TTYL, BRB, ROTFL, etcetera...). Not everyone knows what they mean. This is an academic environment, so let's practice communicating professionally.
- **DON'T USE ALL CAPS! IT APPEARS RUDE!**
- Don't use excessive exclamation points!!!!
- Respect other's privacy. Do not share the contents of this class or your classmates' work or comments outside of this class. It's a legal, professional, FERPA issue. Don't do it.
- Be careful what you communicate (type) in discussions or emails. Without facial expressions, what you type could be misinterpreted as sarcasm or aggression.
- Be forgiving if one of your classmates makes a mistake; we're all human, and we all make mistakes.
- Think before you press the send button on a discussion or email. Once you send it, you might not be able to take it back.
- Respect the opinions of your classmates. If you disagree, do so respectfully. How would you prefer for someone to speak to you if they disagree with you?
- Do not take credit for someone else's work. Always cite your work using references.

Please review the Discussion topics and follow the directions posted. You will be graded using the Rubric found in each Discussion Topic. Keep in mind not to plagiarize.

THE VALUE OF THE ASSOCIATE DEGREE

There are several excellent reasons to complete your associate degree. Here are five benefits to get that associate degree:

- **Money** – completing the first two years of a bachelor's degree can save you several thousand dollars; people with associate degrees make more than people with high school diplomas and those with some college; and an associate degree in a career/technical field may help you find and keep a job.
- **Accomplishment** – on your resume, it says you set a goal and met it.
- **Employment** – with an Associate of Applied Science and the certificates you pick up along the way, you are telling employers that your skills are up to date and you are credible and job-ready.
- **Transfer** – in Texas your degree is guaranteed to transfer to public colleges and universities in the state and you will be core ready with a junior standing.
- **Ownership** – nobody can take it away from you; maybe life happens to you along the way to your bachelor's degree (a move, an accident, a change in goals) you have a college degree and nobody can take it away from you.

Institutional Policies

STUDENT RESPONSIBILITIES:

A. Attendance:

SmartStart ([Alamo Colleges Procedure F.6.1.1 \(https://www.alamo.edu/siteassets/district/about-us/leadership/board-of-trustees/policies-pdfs/section-f/f.6.1.1-procedure.pdf\)](https://www.alamo.edu/siteassets/district/about-us/leadership/board-of-trustees/policies-pdfs/section-f/f.6.1.1-procedure.pdf))

Students absences will be recorded from the first day a synchronous class meets (face-to-face/remote). Students who do not attend the first scheduled class meeting or contact the instructor will be dropped. For fully online courses (asynchronous), an attendance verification activity is assigned and must be completed by the 3rd class day. It is a student's responsibility to verify the drop is completed.

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

Excessive Absence/Process

Excessive absences can result in an instructor dropping you from a class. If you stop attending class for any reason you should contact the instructor and the Admissions and Records/Enrollment Services office to officially withdraw from the class. If you are not dropped from the course or you have reached the six-drop rule you will receive the grade earned in that class.

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 activities that constitute "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 ([Alamo Colleges Procedure F.6.1.1](#))

Early Alert and Intervention

Your academic success is important to your instructors. If instructors notice that you are experiencing academic difficulties early in the term, they may send an email to your [ACES](#) account that will advise you about ways to address those difficulties. It is very important that you promptly respond to any Early Intervention communication. Your success depends on it.

Six Drop Rule

Students are limited to a total of [six \(6\) course drops](#) during their undergraduate career, including a course(s) dropped at another institution as defined in the Texas Education Code, Title 3, Subtitle A, Chapter 51, § 51.907. A dropped course is defined as a course in which an undergraduate student at an institution of higher education has enrolled for credit but did not complete.

Carefully consider the number of courses to take and the time commitment required to be successful. Students with a cumulative total of six (6) drops may not drop the seventh course or any additional courses. Students will be awarded the grade earned at the end of the semester. A waiver may be available for the seventh or additional course(s) through the Admissions/Enrollment Services office. Contact information can be found in the left-hand navigation bar under "Contact Information and Hours."

Repeating a Course (3-Peat)

The Alamo Colleges District will charge a higher tuition rate to students registering the [third or subsequent time](#) for a college-level course. The State will no longer subsidize a student's enrollment for the third or subsequent attempt. You should meet with an advisor to determine if you are repeating a course for the third time.

Excess Credit Rule

[Texas Education Code](#), Title 3, Subtitle A, Chapter 54, Subchapter A, §54.014 allows public institutions of higher education to charge a higher rate of tuition to students that exceed the bachelor degree requirements by more than 30 hours. While this law only applies to senior institutions and not to community colleges, the Alamo Colleges District wants you to be aware of the impact on your cost of education. Early and regular advising is critical to ensure that you stay on track.

C. Student Responsibility for Success (Alamo Colleges [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. Textbook Availability

A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Purchase textbooks and required supplies in a timely manner. If your course uses Instructional Materials Direct (IMD) or Open Educational Resources (OER), please do not buy textbook. The Instructional Materials (IM) charge will appear on your Tuition and Fees balance.

E. Licensed Concealed Campus Carry G.1.4.5 (Procedure) Rules Limiting Licensed Concealed Carry of Handguns

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](#).

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." Students may be required to sign an agreement outlining the requirements to satisfactorily complete the course.

★ College Priorities

Academic Support

SACSCOC defines academic support services as services that pertain to students at all levels, as well as to faculty. The services are consistent with the institution's mission, enhance the educational experience, and contribute to the achievement of teaching and learning outcomes. Student and faculty success is affected by the learning environment. An institution provides appropriate academic support services to strengthen academic programs and ensure the success of students and faculty in meeting the goals of the educational programs. Academic support services may include, but are not limited to academic teaching and resource centers, tutoring, academic advising, counseling, disability services, resource centers, laboratories, and information technology. Academic Support resource page: <https://www.alamo.edu/nvc/academics/resources/>

Experiential Learning

Experiential Learning is the development of new skills and/or perspectives gained through experience and personal reflection. There are many opportunities to engage in co-curricular learning, service learning, field experiences, and extra-curricular activities. To search for activities and events available to you, visit AlamoExperience at: <https://alamo.campuslabs.com/engage/>

Faculty-Student Mentoring

Northwest Vista College has a faculty-student mentoring program with a mission to provide students with holistic guidance by empowering them to achieve their academic, career, and personal goals. Each student is partnered with both a faculty mentor and the student's certified advisor. The purpose of mentoring is to provide students with greater individual attention to enable students to fulfill their potential as students, professionals, and community members. Mentors can help students transition to college, find needed resources, meet other students, get involved with a student organization, plan for a career, develop marketable skills, and transfer to a university. Students receive encouragement, support, and guidance toward goal completion from a faculty member in a discipline similar to the student's program goal. To learn more about the program and mentors or to sign up to be matched with a faculty mentor, visit: <https://www.alamo.edu/nvc/academics/resources/faculty-student-mentors/about/>

Student Advocacy Center and Resource Center

The Student Advocacy Center and Resource Center is here to support YOU! We provide resources to help meet student basic needs so that you are able to focus on your courses. We know that stress can impact academic performance. We offer emergency support for food and housing insecurity as well as emergency aid. We also offer mental health support including personal counseling and support groups. Please call us at 210-486-4357 (HELP) for a brief assessment and our team will get you connected. You can also reach us by email nvc-advocacyctr@alamo.edu.

Quality Enhancement Plan (QEP)

NVC has developed a Quality Enhancement Plan (QEP) to help develop lifelong learning skills. The goal of the NVC QEP is to equip students with Information Literacy skills that will show them how to Find, ethically Use, Synthesize, and Evaluate information in their

classes and in their co-curricular programs. Check this link for more information: <https://www.alamo.edu/nvc/about-us/compliance/quality-enhancement-plan-qep/>

College Policies

COLLEGE POLICIES:

A. All of the colleges of the Alamo Colleges District are tobacco free.

B. 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)

C. Students are required to silence all electronic devices (e.g., pagers, cellular phones, etc.) when in classrooms, laboratories and the library.

D. **Disability Access Statement** – 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 Northwest Vista College Access Office. Only those students with appropriate documentation will receive a letter of accommodation from the Access Office. Instructors are required to follow only those accommodations and/or services outlined in the letter of accommodation. For further information, please contact the Access Office at (210) 486-4466. For Access Office resources visit <https://www.alamo.edu/nvc/academics/resources/access-disability-services/>. If you have specific needs, please discuss them privately with your instructor.

E. **The Value of Integrity:** Northwest Vista College seeks to produce graduates who not only have an academic mastery of their subject, but also exhibit academic integrity and scholastic honesty. Academic integrity violations include the sale of academic product, academic enticement or influence, academic misconduct, cheating, fabrication, collusion, and plagiarism. Penalties for academic dishonesty are serious and may range from an assignment penalty to a failing course grade, at the instructor's discretion. Multiple violations could result in suspension or expulsion from the college. Please read the complete set of policies and procedures regarding academic integrity including the appeal process found in [Board Policy F.4.2.2](#) and in the Student Code of Conduct in the NVC eCatalog: <http://mynvccatalog.alamo.edu>.

F. **Plagiarism Policy:** Plagiarism is an act of Scholastic Dishonesty, which is a violation of the Student Code of Conduct. Plagiarism occurs when you use someone else's work and submit it as your own without giving the author credit. In your assignments, you can paraphrase the material and then cite; completely re-write and then cite; or use verbatim, use quotation marks to indicate the direct quote, and then cite. In addition, it is scholastic dishonesty to resubmit your own work from a previous course to another course. This is not permitted in this course. To prevent plagiarism and scholastic dishonesty from happening in this course, all written work is subject to submission through a plagiarism detection tool such as Turnitin. To learn more about plagiarism and other forms of academic integrity violations, review the Northwest Vista College Student Code of Conduct Handbook and the Northwest Vista College's Academic Integrity website (see E above). You are responsible for understanding and will be held accountable for the information in this policy.

Student Toolbox: <https://www.alamo.edu/nvc/experience-nvc/current-students/student-toolbox/>

G. Policy information regarding Non-Academic Misconduct can be found in [Board Policy F.4.2.1](#) and in the Student Code of Conduct in the NVC eCatalog: <http://mynvccatalog.alamo.edu/content.php?catoid=175&navoid=10909>

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

I. 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).

J. 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.

K. Student Advocacy

Northwest Vista College recognizes that students struggling economically or with mental health issues, may find college overwhelming at times. We know that stress can impact academic performance. Any student experiencing challenges is encouraged to reach out to the NVC Student Advocacy and Resource Center. The Advocacy Center provides emergency student aid, help with essential needs and individual and group mental health counseling at no cost to students. Call 210-486-4357 (HELP) to connect 8:00am-5:00pm Mon-Fri (open until 7:00pm Thursday) and 9:00am-1:00pm the first Saturday of each month. You can also stop by Huisache Hall Rm. 101 or by email at nvc-advocacyctr@almo.edu. 24-hour emergency help is also available through the National Suicide Prevention Hotline (800-273-8255) or at www.suicidepreventionlifeline.org.