



BIOL 2401.102CL
Human Anatomy and Physiology I
Fall 2022
Mon/Wed (STE-339) – Lecture & Lab 9:30 am-12:20 pm

Instructor Information: Dr. Raymond Nwachukwu; RNwachukwu@com.edu; (409) 933-8502

Student (Office) hours and location:

Office Hours: M/W – 1:30pm-5:30pm, or by appointment.
Location: STE 325-24

Communicating with your instructor: ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means.

Note: Email is preferred method of communication to reach me. Expect responses within 24 hours during the week or 48 hours on weekends.

Required Textbook/Materials:

Textbook: Marieb, E.N. & Hoehn, K., 2019. *Human Anatomy and Physiology, 11th edition* (e-Text), Boston, MA; Pearson Education, Inc. Publisher bundled with MODIFIED Mastering A&P on-line component. ISBN13: 978-0-13-458099-9. This e-book and the Modified Mastering A&P are purchased at the time of registration through VitalSource and you gain access to them in D2L on first day of class.

Lab manual: Amerman, E., 2022. *Exploring Anatomy & Physiology in the Laboratory, 4th edition*; Englewood, Colorado, Morton Publishing Company (customized for College of the Mainland). ISBN-13: 978-1-64043-620-6. This is **not** part of registration payments. It's available at COM bookstore.

Scantrons: Three types of computer answer forms, available at the bookstore. Everyone is responsible for their scantron forms: I don't keep them, or any learning materials, for students.

- ❖ Ten (10) Quiz Scantrons – Form No. 815-E (for quizzes).
- ❖ Five (4) Exam Scantrons – Form No. 888-E (for lecture exams).
- ❖ One (1) Exam Scantron – Form No. 882-E (for final exam)

Hardware & Software – The minimum computer and internet configurations needed include:

- ❖ **Computer** with up-to-date operating systems from Microsoft (PC) or Apple (Mac). Mobile devices may not be compatible with all Brightspace (D2L) course components.
- ❖ **Microsoft Office** (Word, PowerPoint, etc.). COM offers free Office 365 access for students. Use your COM ID to get it. Contact COM IT [helpdesk](#) for assistance if you have problems.
- ❖ Brightspace-supported **web browser** (e.g., Chrome)
- ❖ **Java** installed and updated.

- ❖ **Adobe Acrobat Reader DC.** Probably already on your computer; if not, it is available for free download and installation at <https://get.adobe.com/reader/otherversions/>.
- ❖ Your **COM e-mail** account
- ❖ **Wi-fi/Internet access**
- ❖ **Adobe Scan** on Phone (free) – allows you scan/convert assignments into PDFs using your phones (if you want to submit assignments online). This is necessary but not required.
- ❖ **Webcam.** Usually inbuilt into your computer/laptop. Not required unless taking a test online.
- ❖ **Respondus Lockdown Browser.** Visit [this YouTube](#) video for the full concept. Necessary but not required (only required if a student wants to take a test online.)

Course Description: Anatomy and Physiology I (A&P 1) is the first part of a two-course sequence. It is a study of the structure and function of the human body including cells, tissues, and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include integumentary, skeletal, muscular, nervous, and special senses.

Course Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better. BIOL 1408 with a grade of "C" or better is strongly recommended as a prerequisite, but is not required.

Course Requirements:

Exams – lecture, lab & final

You will have three lab exams, four lecture exams, and one final exam over the duration of the course. The lab practical will consist primarily of identification of human anatomical & cellular structures and their functions. **The spelling of any structure must be correct to receive credit.** A singular word will not be accepted where plural term is required, and vice versa. The lecture (and final) exams will be multiple-choice format, reflecting fill-in-the-blank, matching, identification, and true/false questions. If you meet the [requirement](#), your lowest lecture exam, if below 75%, may be dropped or replaced by the final exam if it is higher. (**Exception:** a zero received for cheating or for missing the exam without excused absence will not be dropped or replaced.) The final exam will test the comprehension of the entire course. All exams will be taken in class. However, the lecture exams may also be available in D2L to be taken online via Respondus Lockdown Browser+webcam if the student meets one of these conditions:

1. *The student qualifies for accommodation and specifically requests to take the exam online.*
2. *The student is not (or may not be) present on the scheduled test date due to excused absence*

Each test must be done by the due date. Any test not completed by the due date will receive a “zero” grade. The dates listed in the course schedule of this syllabus may not be exact but only provisional; follow the D2L [calendar](#) and [announcements](#) for authentic due dates.

I retain all exams. To review your test, you need to make an appointment with me. You have one week after any test to review it. For tests taken online, the reviews are available immediately after submission.

Quizzes

You will have eleven (11) lecture quizzes. The first will be a syllabus quiz and must be taken online; it doesn't require Respondus. The remaining 10 will be taken in class (within the first 15 minutes). They

may also be taken online if a student specifically requests but must be via Respondus lockdown browser + webcam. Each quiz reflects 1-2 chapters or a subject. The quiz with lowest grade will be dropped.

Lab activities

The lab activities (Lab Acts) are mandatory and will mostly be done in groups of 3-4 students called teams. Every student must sign up to a team by the 1st week (5th day) of class. Each team will turn in one completed lab report or review questions per lab act, with the names of participating team members on the front page. (For details, go to “Read Me First” module in the D2L and see “*How to Join a Lab Team*”.) There is an individual activity, called Pre-Lab Act, that must be completed in the 1st week of the class. This Pre-Lab Act is a syllabus & Brightspace (D2L) orientation exercise, also found in “Read Me First” module in D2L. All lab activities are mandatory (see the [Attendance policy](#)).

Mastering A&P assignments

There will be two sets of assignments in the Mastering A&P component of this course: Chapter homework (Homework) and lab quizzes (LabOn). With your e-textbook purchased during registration, you have access to the Mastering component on the first day of class. Access it through the D2L!

Homework: There are 15 Mastering homework, one per chapter. You are required to choose and do any 10. But if you do all, your best 10 will be selected and the poorest five (5) dropped.

LabOn: You are required to do all 14 LabOns. They are great resources for lab practical preparation.

Extra credits

There will be opportunities to earn bonus points if you meet the eligibility requirement (see the [extra credit policy](#)). The extra credits are optional: they will not affect your grade if you do not do them, but they will improve your final grade if you do them.

- a. An extra credit worth 20+ points on DNA structure and function (chapter 3 of textbook).
- b. An extra credit worth 10+ points on nervous conduction (chapters 11–14).
- c. An extra credit worth 20+ points by making an article journal containing news stories related to Anatomy and Physiology.
- d. Possible additional bonus points for active engagement and participation during class/lab.

Respondus lockdown browser and monitor

This software is required to take any online test (quiz and/or exam). To download and install it, log into D2L, click on “**Quizzes**” tab/menu, click on “**practice test**” (or any quiz that requires Lockdown Browser), scroll down to the end and click on “**Launch Lockdown Browser**”. Follow the prompts to complete the installation. Watch this [short video](#) to get a basic understanding of the Lockdown browser and the webcam feature. A student [Quick Start Guide](#) is also available.

To ensure the Lockdown browser and webcam are set up properly, do the following:

- ❖ Start Lockdown browser (the same way you start other web browsers such as chrome).
- ❖ Log into D2L and select this course.
- ❖ Locate and select the Help Center button on the lockdown browser toolbar.
- ❖ Run the Webcam Check and, if necessary, resolve any issues.
- ❖ Run the System & Network Check. If a problem is indicated, see if a solution is provided in the Knowledge Base. Troubleshooting information can also be emailed to our institution's help desk.
- ❖ Exit the Help Center and locate the quiz named Practice Test.
- ❖ Exit Lockdown browser upon completing and submitting the test/quiz.

Any online test a student fails to take through Respondus lockdown browser + webcam **will not be accepted.** (*I will award a zero for such test*).

Determination of Course Grade/Detailed Grading Formula: (methods of evaluation to be employed to include a variety of means to evaluate student performance). Grade is based on weight, not points.

Course Assessment	Total Points	Weight (Percentage)
LECTURE PORTION	950	70.0%
Quizzes (10)	150	10.0 %
Mastering Homework	300	15.0%
Lecture Exams (4)	400	30.0 %
Final Exam	100	15.0 %
LABORATORY PORTION	500	30.0%
Lab Practical (3)	300	20.0%
Lab Activities & reports	200	10.0%
TOTAL POINTS	1450	100%

Grading Scale:

- A** – A weight of the points earned for course assessments that equals 90% or more
- B** – A weight of the points earned for course assessments that equals between 80% and 89%
- C** – A weight of the points earned for course assessments that equals between 70% and 79%
- D** – A weight of the points earned for course assessments that equals between 60% and 69%
- F** – A weight of the points earned for course assessments that equals 59% or less, or that fails to meet either the [lab science policy](#) or the [lab attendance policy](#).
- FN** – A weight of the points earned for course assessments that equals 59% or less due to discontinued participation/attendance.
- I** – An incomplete may be assigned at the discretion of the instructor in accordance with the college policy.
- W** – A withdrawal may be assigned in accordance with college policy.

Late Work, Make-Up, and Extra-Credit Policy:

Late work

Do not turn in any assignment late. Substantial number of points, up to 100%, may be deducted.

Make-up

There may be a maximum of one (1) make up, at the instructor’s discretion, for lecture exam missed due to an excused absence with **documented** evidence. If one must miss a lecture exam because of an emergency, he/she must contact the instructor **before** the start of the scheduled exam and provide documentation as legitimate proof of the absence! Arrangements may be made for him/her to take the exam, either online or at the Testing Center, at a time not later than 48 hours after the scheduled date. If you know in advance that you will be unable to attend an exam, you may take the exam earlier than scheduled. There is no make-up for any missed lab practical, online assessment, or final exam. If you must miss a quiz (with or without reason/excuse), you may request to take it online **before** the scheduled date. An assignment or quiz to be taken online will be available and accessible for at least 5 days. Therefore,

there are no excuses for missing a due date. The instructor could make exceptions to this policy on individual basis under special circumstances.

Extra credit

Extra credit assessments are dependent on your attendance. If a student has total attendance below 80%, he/she may not be eligible for extra credit points. Any completed and/or graded extra credit assignment by such student may not be applied in the final grade calculation.

Lab Science Policy:

The grade for this course consists of both lecture and laboratory components. Students must earn a 70% or better in the laboratory component to pass the course. Earning less than 70% in the laboratory component will result in an **F** for the course, regardless of the lecture or overall grade. Passing the laboratory component and failing the lecture component will not guarantee a passing grade for the course. Deviations from this policy will be at the sole discretion of the instructor.

Attendance Policy: This policy covers both lab and lecture attendance.

Attendance, participation, and punctuality are critical both to understanding of the course materials and to success in this class. I do know that circumstances such as illness, death in the family, etc. come up unexpectedly and may cause a student to be tardy or miss a class. I expect that the student would make every effort to come to class/lab on time, and that I would be contacted if he/she is running late or needs to miss class. **This does not automatically grant or guarantee excused absence.** The student must provide documentable evidence, such as a doctor's note, written in the English Language, for me to approve the absence as excused. A student with excused absence may, where possible, be rescheduled for the missed lab activity.

- Attendance may be taken twice a day: one for lecture, the other for lab.
- If a student accumulates 2 consecutive absences (for lecture and/or lab), or misses a required due assessment, I will submit his/her name to the [Early Alert System](#) to visit with the Student Success Center. Total attendance below 70% may prevent a student from taking the final exam.
- A student with a total average attendance below 90% will be disqualified from having lowest lecture exam grade dropped or replaced by a higher final exam grade.

Lab attendance – Lab attendance is taken at the beginning of lab (5 minutes after lab begins). A student is required to come to lab and participate in the activities to complete the laboratory exercises required in the laboratory component of this course. Failure to complete 80% of the required in-person lab meetings will result in a "F" for the course grade unless there is a documented excuse approved by the instructor.

Lecture attendance – Lecture attendance is taken at the beginning of class (10 minutes after class begins). A student who misses lecture risks missing quizzes, which are usually taken at the beginning of class. Moreover, lecture attendance below 70% may disqualify a student from taking the final exam.

Tardiness and early leave – Tardiness, recorded in attendance register as partial attendance, may result in an absence if the student is not present without excuse 35 minutes after attendance is taken. It may prevent a student from participation in lab activities.

Do not leave early! Unexcused early leaving, more than 45 minutes before end of class or lab, counts as tardiness.

Additional Policies regarding Course Communication, Lab Use and Test Taking:

If you are having difficulty with the course material, discuss with me during office hours. You may also contact me via email to discuss or to make an appointment. The following rules apply to all students during lecture or lab.

- Students are not mandated to wear masks: wearing of masks in class/lab is optional. Visit the “Help Protect Yourself and the COM Flock at www.com.edu/coronavirus for more details of COM Covid-19 policy.
- No restroom trips during any quiz, exam, or lab practical.
- All phones & electronic accessories must be turned off and put away during **every** test.
- Use of phones/electronics or accessories for texting, chatting, etc. during class/lab is not allowed. The device will be confiscated for the rest of the day, or the student dismissed for the day. If dismissed, the student will receive a “0” for any graded activity of that day, and the attendance will be recorded as “absent”.
- One who fails to obey the above rules violates the civility and [academic integrity](#) codes. If the violation happens during a test, the student will get a “0” for the exam or quiz. A repeat violation may get the student ultimately dropped from class.

When taking an online exam, remember the following guidelines:

- ❖ If the computer or networking environment is different from what was used previously with the webcam and System & Network Check in [Lockdown browser](#) above, run the checks again prior to starting a test.
- ❖ Ensure you are in a noise-free location where you will not be interrupted. **No sound from people, television, radio, or other sound-producing gadgets and appliances** must be heard. Your test may be rejected for noncompliance and a “zero” grade awarded.
- ❖ Be sure that the room is well-lit. Avoid backlighting, such as sitting with your back to a window.
- ❖ Turn off all other devices (tablets, phones, second computers) and place them outside of your reach.
- ❖ Remove, and put outside of your reach, any apple watches you wear.
- ❖ Clear your desk of all external resources or materials not permitted – books, papers, notes, other devices.
- ❖ Do not wear baseball caps or hats with brims.
- ❖ Do not block/mask/cover the camera with your palm or anything else while taking a test.
- ❖ Ensure your computer/tablet is on a firm surface (desk or table). Do not have it on your lap, bed, or other surface where the device is (or you are) likely to move.
- ❖ If using a built-in webcam, avoid tilting the screen after the webcam setup is complete.
- ❖ Know how much time is available for the test; ensure that you have allotted enough time to complete it.
- ❖ Remain at your computer for the duration of the test.

Technology Outage – Students are responsible for maintaining their hardware, software, and Wi-Fi or Internet connection to the course. No additional time will be provided for hardware, software, or Internet connection problems that interfere with student’s ability to access the course and/or complete online assessments. If you are incapable of maintaining your own system, use the computers available on campus. The Tutoring Center and Library are open during the week for students to access computers. Be mindful that access to college computers is limited by the hours of operation for the Tutoring Center and

library. You are responsible for staying abreast of these times. See Academic Success, Tutoring Center & Support Services below for more details. (Note, **Respondus Lockdown Browser & monitor may not be available on the COM computers.**) If a verifiable interruption in the access to the Course Management System (D2L) lasts for fifteen minutes or longer and occurs within twenty-four hours of an assignment/test, that assessment deadline may be extended at the discretion of the instructor.

If a student needs a quiet place to study and/or take exam, the Tutoring Center and the Library are open through the week for such students. Remember to go with your laptop if the purpose is to take an online test that requires lockdown browser+webcam.

Navigating the Course on Brightspace – It may be daunting to hit the ground and start running in this class without understanding how to get access to materials and resources needed. The first place to begin on the D2L is the **“Read Me First”**. There, locate and complete the **Pre-lab Exercise (orientation & syllabus exercise)**. It is the best navigation help/resource. Another resource that gives you information and directions you need for navigating D2L is **“Navigating the D2L”** also in **“Read Me First”** module.

Technical and Tutorial Assistance:

For technical assistance or to report a problem with D2L, contact the Educational Technology Services (ETS) by clicking on **“DE Support Request”** under **“Course Resources”** drop down menu on the course homepage. The ETS support site is also provided [here](#). For technical assistance with campus Wi-Fi, COM user ID or password, and other campus related IT needs, visit [helpdesk](#).

The **tutoring center** provides face-to-face and online tutoring sessions in a welcoming environment, and is open for students Monday through Saturday. The center provides free tutoring services to students, staff, and faculty seeking assistance for writing, reading, and oral presentations for academic and non-academic assignments/projects. The center provides tutoring for science classes, including Anatomy & Physiology. The center also provides free printing for students. It is located in the ICB-109. To sign up for the online tutoring, click [here](#) or visit the link <https://com.mywconline.com/>. For help/assistance, questions or further details, contact Beth Richards at erichards@com.edu or call 409-933-8703.

Student Learner Outcome (SLO)	Maps to Core Objective(s)	Assessed via this Assignment
1. Use anatomical terminology to identify and describe locations of major organs of each system covered.		Exams 1 to 3 Diagram Questions
2. Explain interrelationships among molecular, cellular, tissue, and organ functions in each system.		Lab Act 1 & 2 (Ex.1 & 4) Body regions & cavities; Cellular structures & functions
3. Describe the interdependency and interactions of the systems.		Exam 1
4. Explain contributions of organs and systems to the maintenance of homeostasis.	Critical Thinking (CT)	Bone Forensic Analysis Lab; Journal Critique paper
5. Identify causes and effects of homeostatic imbalances.		Exams 1 & 2; Journal papers review
6. Describe modern technology and tools used to study anatomy and physiology.		Muscle Fatigue Lab
7. Apply appropriate safety and ethical standards.		Lab Safety Discussions
8. Locate and identify anatomical structures.		Lab Practicals 1, 2 & 3; Sheep Brain Dissection

9. Appropriately utilize laboratory equipment, such as microscopes, dissection tools, general lab ware, physiology data acquisition systems, and virtual simulations.		Ex. 11-1 Muscle Histology microscopy Muscle Fatigue activity Ex.13-1 Brain Models & Sheep Brain Dissection
10. Work collaboratively to perform experiments.	Teamwork (TW)	Bone Forensic Analysis Lab; Cytology lab (Ex. 4)
11. Demonstrate the steps involved in the scientific method.		Conductivity experiment pH lab (Ex. 2-1)
12. Communicate results of scientific investigations, analyze data and formulate conclusions.	Communication Skills (CS)	Bone Forensic Analysis Lab Journal Critique paper
13. Use critical thinking and scientific problem-solving skills, including, but not limited to, inferring, integrating, synthesizing, and summarizing, to make decisions, recommendations, and predictions.	Empirical & Quantitative Skills (EQS)	Bone Forensic Analysis Lab; Conductivity & pH lab Exercise 2-1

Academic Dishonesty: Academic dishonesty includes activities and behaviors such as cheating on tests, plagiarism (the practice of taking someone else's work or ideas and passing them off as one's own), and collusion (helping others cheat and/or plagiarize). Disciplinary actions will be taken on students who engage in academic dishonesty or exhibit disorderly conduct. The consequence of violating the academic integrity policy includes one or more of a zero score for the test/assignment, "F" grade in the course, and withdrawal from the class. The student may also be referred to the Vice President of Student Success and Conduct for further disciplinary action including dismissal from the college.

Student Concerns: If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Sheena Abernathy, the Science Department Chair, at 409-933-8330 or sabernathy@com.edu.

Course outline (Tentative schedule):

WK	DATE	LECTURE	LABORATORY	Assignments
1	8/22 – 8/27	Ch 1 –Introduction to A&P Syllabus quiz	Lab Safety; Ex 1-3 & 1-4: Directional & Regional Terms Ex 1-5 & 1-6; Cavities, Membranes & Planes	Pre-Lab Act LabOn 1 Ch 01 hw
2	8/28 – 9/03	Ch 2 – Chemistry Quiz 1 (Ch.1)	Conductivity Lab Demo Ex 2-1: pH Lab	Ch 02 hw
3	9/05 9/04 – 9/10	Labor Day – Campus closed Ch 3 – The Cell Quiz 2 (Ch.2)	Ex 4-1: Cell organelles Membrane Transport Lab (Dialysis Handout)	LabOn 2 Ch 03 hw
4	9/11 – 9/17	Ch 3 – The Cell Ch 4 – Tissues Exam 1 (Ch.1-2)	Ex 4-4: Cell Cycle & Mitosis Ex 5-1 through 5-4: Histology (Tissues)	LabOn 3 Ch 04 hw LabOn 4
5	9/18 – 9/24	Ch 4-Tissues Ch 5- Integumentary System Quiz 3 (Ch.3)	Ex 6-1 Skin Anatomy Ex 6-2 Histology of Integument Ex 6-3 Touch Receptor Distribution Ex 6-4 Fingerprinting	Ch 05 hw LabOn 5

6	9/25 – 10/01	Ch 6- Bones & Skeletal Tissue Quiz 4 (Ch.4) Quiz 5 (Ch.5)	Lab Practical 1 (Ex. 1-1 through Ex. 5-4) Ex 7-1 Histology of Osseous Tissue Ex 7-3 Bone Markings and Shapes Ex 7-4 Anatomy of Long Bones Ex. 8-1 through 8-3 The Skeleton	Ch 06 hw LabOn 6
7	10/02 – 10/08	Exam 2 (Ch.3-5) Ch 7- The Skeleton	Ex. 8-1 through 8-3: The Skeleton (Cont.) Ex 8-4: Disarticulated Skeleton Forensic Analysis Lab	Extra Credit 1 Ch 07 hw LabOn 7
8	10/09 – 10/15	Ch 8- The Joints Quiz 6 (Ch.6-7)	Ex 9-1 Classification of Joints Ex 9-2 Synovial Joints Ex 9-3 Knee Joint	Ch 08 hw LabOn 8
9	10/16 – 10/22	Ch 9 – Muscles Quiz 7 (Ch.8)	Ex 11-1 Microscopic Muscle Anatomy Ex 11-3 Smooth & Cardiac Muscle Tissues Ex 10-1 Skeletal Muscle Anatomy	Ch 09 hw LabOn 9
10	10/23 – 10/29	Ch 9- Muscles Ch 10-The Muscular System	Lab Practical 2 (Ex.6-1 through Ex.9-3) Muscle Fatigue/Function	Ch 10 hw LabOn 10
11	10/30 – 11/05	Exam 3 (Ch.6-8) Ch 11- Nervous Tissue	Ex 12-1 Neurons and Neuroglia Ex. 12-2 Nervous Tissue Physiology Neural Synapse Lab Exercise	Ch 11 hw LabOn 11
12	11/06 – 11/12	Ch 12- Central Nervous System Quiz 8 (Ch.9-10)	Ex 13-1 Brain Anatomy & Dissection Ex. 13-2 Spinal Cord Anatomy	Ch 12 hw LabOn 12
13	11/13 – 11/19 *11/18	Ch 13- Peripheral Nervous System Ch 14- Autonomic Nervous System Quiz 9 (Ch.11-13)	Ex 14-2 Cranial Nerves Ex 14-3 Spinal Nerves & Reflexes Ex 14-4 Autonomic Nervous System	Ch 13 hw LabOn 13 Extra credit 2
14	11/20 – 11/26 11/24-27	Chapter 15- Eyes & Ears Thanksgiving Holiday – No Class	Ex 15-1 Anatomy of Eye & Dissection Ex 15-2 Anatomy of Ear & Hearing Thanksgiving Holiday – Campus closed	Ch 14 hw
15	11/28 – 12/03	Chapter 15- Eyes & Ears Quiz 10 (Ch.15)	Lab Practical 3 (Ex 10-1 through 15-2)	LabOn 14 Ch 15 hw
16	12/04 – 12/10	Final Exam		Extra credit 3

***W-Day (Last day to drop a class w/o an F) – Friday, November 18.**

NB: The due dates for assessments on this schedule may not be exact. They are tentative/provisional and, therefore, subject to change. Pay attention to the due dates on **Calendar** and **Announcements**.

Syllabus Disclaimer: Course policies and schedule are subject to change. Any changes will be posted/uploaded in the D2L. It is the student’s responsibility to check the D2L for amendments or updates to the syllabus.

Institutional Policies and Guidelines

Grade Appeal Process: Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook. <https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf. An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a

course. *Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.*
https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf

Academic Success & Support Services: College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

ADA Statement: Any student with a documented disability needing academic accommodations is requested to contact Michelle Brezina at 409-933-8124 or mvaldes1@com.edu. The Office of Services for Students with Disabilities is located in the Student Success Center.

Textbook Purchasing Statement: A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Withdrawal Policy: Students may withdraw from this course for any reason prior to the last eligible day for a "W" grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1st 8-week session is October 5. The last date to withdraw from the 16-week session is November 18. The last date to withdraw for the 2nd 8-week session is December 1.

F_N Grading: The F_N grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F_N grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the F_N grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F_N grade.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

Resources to Help with Stress:

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at deanofstudents@com.edu or communityresources@com.edu.