



**BIOL 2401.102CL**  
**Human Anatomy and Physiology I**  
**Summer 2021**  
**Mon-Thu (STE-333) – Lecture 12:00-2:40pm; Lab 3:00-4:40pm**

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

**Student (Office) hours and location:**

*Office Hours:* After class or by appointment  
*Location:* STE 325-30 or Blackboard Virtual Office

**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. 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 will gain access to them in Blackboard on first day of class.

**Lab manual:** Amerman, E., 2017. *Exploring Anatomy & Physiology in the Laboratory, 3rd edition*; Englewood, Colorado, Morton Publishing Company (customized for College of the Mainland). ISBN-13: 978-1-61731-955-6. You will have to buy this; it is **not** part of registration payments.

**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.
- ❖ Five (5) Exam Scantrons – Form No. 888-E.

**Software & hardware** – The minimum computer and internet configurations required include:

- ❖ **Computer** with up-to-date operating systems from Microsoft (PC) or Apple (Mac). Mobile devices may not be compatible with all the online course components.
- ❖ **Wi-fi/Internet access**
- ❖ Blackboard-supported **web browser** (Chrome, Firefox, Safari, etc.) capable of viewing flash video
- ❖ **Java** installed and updated.
- ❖ Your **COM e-mail** account
- ❖ **Respondus Lockdown Browser**. Visit [this YouTube](#) video for the full concept.
- ❖ **Webcam**. This is usually inbuilt into your computer/laptop.

- ❖ **Microsoft Office** (Word, PowerPoint, Excel, Stream, Teams). COM offers free Office 365 access for students. Contact COM IT [helpdesk](#) for assistance if you don't already have it downloaded and installed.
- ❖ **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/>.
- ❖ **Adobe Scan** on Phone (free) – allows you scan/convert assignments into PDFs using your phones.

**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 Requirements:**

#### ***Exams – lecture, lab & final***

You will have four lecture exams, three lab exams, and one final exam over the duration of the course. If you meet the [requirement](#), your lowest exam, if below 75%, may be dropped or replaced by the final exam if it is higher. (**Exception:** a zero received for cheating can neither be dropped nor replaced by the final exam score). The final exam will test the comprehension of the entire course. Both lecture & final exams will be multiple-choice format, reflecting fill-in-the-blank, matching, identification, and true-false questions. The lab practical will consist primarily of identification of human cellular & anatomical 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. All lab practicals and some lecture exams will be taken in class; others will be available on Blackboard and taken online through Respondus lockdown browser. Each test must be done by the due date. Any test not completed by the due date will receive a “zero” grade. For online tests, follow the Blackboard calendar for **authentic** due dates; the dates listed in the course schedule may not be exact. **I retain all Exams and labs.** To review your test, you need to make an appointment with me. You have one week after that particular 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 quiz will be an orientation quiz, based on the syllabus. Each of the remaining 10 quizzes will reflect 1-2 chapters or a subject. The quizzes, usually 2 or 3 every week, may all be taken in class or some taken in class and others taken online, and must be completed by the due date. The quiz with lowest grade will be dropped.

#### ***Lab activities***

The lab sessions/activities (Lab Acts) are mandatory and will be done in groups of 3-4 students called teams. Every student must sign up to a team within the first 2 days of class. (see “Read Me First” in the Blackboard). 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. The 1<sup>st</sup> activity (Lab Act 1) is a syllabus & Blackboard orientation exercise. It is an individual exercise and must be

completed in by the first day of class. There are at least 16 lab meetings out of which a student may not miss more than 3 (see the [Attendance policy](#)).

### ***Mastering A&P assignments***

There will be two sets of assignments in the Modified Mastering A&P component of this course: Chapter homework (Homework) and online labs (LabOn). You will access the Mastering program through the Blackboard. With your textbook purchased during registration, you will have access to the Mastering component on the first day of class to stay current with the course requirements.

**Homework:** There are 15 Mastering homework, one per chapter. You are required to choose and do any 10. But I strongly recommend that you do all; your best 10 will be taken and the rest dropped.

**LabOn:** There will be 10 or more LabOns, and you need to do all.

### ***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 don't do them; they will only 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. Articles related to other areas of science such as physics, astronomy, geology, etc. will not be accepted. As many as 10 articles (could be less) from peer-reviewed journals, newspapers, magazines, or the Internet will be collected and may be an original or photocopy. Each must include author(s), date, and source of publication, and must be followed by a half-page typed commentary indicating how this information impact everyday life, and whether there is enough information to determine the article's accuracy. You are going to give your opinion of the article, not to summarize it.
- 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) in this class. You can download and install it by clicking [here](#). 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 blackboard 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, located in the **Assessments** module under **Course Resources** menu in the Course Blackboard shell.
- ❖ 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)

<b>Course Assessment</b>	<b>Total Points</b>	<b>Weight (Percentage)</b>
<b>LECTURE PORTION</b>	<b>950</b>	<b>70.0%</b>
Quizzes (10)	150	5.0 %
Mastering Homework	300	15.0%
Lecture Exams (4)	400	35.0 %
Final Exam	100	15.0 %
<b>LABORATORY PORTION</b>	<b>450</b>	<b>30.0%</b>
Lab Practicals (3)	300	20.0%
Lab Activities & reports	150	10.0%
<b>TOTAL POINTS</b>	<b>1400</b>	<b>100%</b>

**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% inclusive

**C** – A weight of the points earned for course assessments that equals between 70% and 79% inclusive

**D** – A weight of the points earned for course assessments that equals between 60% and 69% inclusive

**F** – A weight of the points earned for course assessments that equals 59% or less, or for lab assessment 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 poor participation.

**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.

***Extra credit***

Extra credit assessments are dependent on your attendance. If a student has total attendance below 85%, he/she may not be eligible for extra credit points. Any completed and graded extra credit assignment by such student may not be applied in the final grade calculation.

***Make-up***

There will be make-up for in-class quiz missed due to a **documented** excused absence. There may be a maximum of one (1) make up, at the instructor's discretion, for in-class lecture exam missed due to an excused absence. 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 at a time not later than 24 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 are no make-ups for a missed final exam, lab practical or an online assessment. Every assessment will be open,

available, and accessible for at least 2 days. Therefore, no excuses for missing a due date. The instructor could make exceptions to this policy on individual basis under special circumstances.

### **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 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:**

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 death in the family, illness, 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 need to miss class. **This does not automatically grant or guarantee excused absence.** The student must provide a documentable evidence, such as a doctor's report (written in English) for me to approve the absence as excused. A student with excused absence may, where possible, be rescheduled for the missed lab activity. This policy includes lecture and lab.

- Attendance is taken twice a day: one for lecture, the other for lab.
- If a student accumulates 2 lecture absences and/or lab absences in a row, or misses a due required assessment, I will submit his/her name to the Early Warning System, and that student will have to complete the program in order to register for classes next semester. Total attendance below 70% may prevent a student from taking the final exam.
- A student with a total average attendance below 95% 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% will disqualify a student from taking a lecture 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, less than 45 minutes after class or lab has started, counts as tardiness.

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

If you are having difficulty with the course material, contact me via email to discuss or to make an appointment. The following rules apply to all students during lecture or lab. One who fails to

obey them violates the civility and [academic integrity](#) codes. If 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.

- Students are not mandated to wear masks: wearing of masks in class/lab is optional. The bookstore has enough to buy from if a student desires to wear mask and forgets to bring from home.
- No restroom trips during a lab practical or in-class exam/quiz.
- Use of phones/electronics or accessories for texting, chatting, etc during class is not allowed. In the classroom or laboratory, the device will be confiscated for the rest of the day or the student be dismissed from class. If dismissed from class, the student will receive a “0” for any graded activity of that day.
- All phones & electronic accessories must be turned off and put away during **every** test.

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). Don’t have the computer 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.
- ❖ Remain at your computer for the duration of the test. Remember that you will be unable to exit the test until all questions are completed and submitted.

**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 Innovation (computer) Lab 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 computer labs 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 (Blackboard) 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 Innovation Lab and 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.

**Technical and Tutorial Assistance:**

For technical assistance during the course or to report a problem with Blackboard contact the Educational Technology Services (ETS) support by clicking on the **“Help with Blackboard”** under **Info & Resources** menu or **Course Resources** module 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 also provides tutoring for science classes including Anatomy & Physiology, Microbiology, General Biology, Chemistry, Math, and Physics. To sign up for the online tutoring, click [here](#) or visit the link <https://com.mywconline.com/>. The center is located in the Technical Vocational Building, Room 1306. For help/assistance, questions or further details, contact Beth Richards at [erichards@com.edu](mailto:erichards@com.edu) or call 409-933-8703

<b>Student Learner Outcome (SLO)</b>	<b>Maps to Core Objective(s)</b>	<b>Assessed via this Assignment</b>
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.	<b>Critical Thinking (CT)</b>	<b>Exam 1; Journal Critique; Essay paper</b>
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.	<b>Teamwork (TW)</b>	<b>Conductivity &amp; pH lab (Ex. 2-1); Cytology lab (Ex. 4)</b>
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.	<b>Communication Skills (CS)</b>	<b>Bone Forensic Analysis Lab; pH lab Ex. 2-1; Conductivity experiment</b>

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.	<b>Empirical &amp; Quantitative Skills (EQS)</b>	<b>pH lab Exercise 2-1; Conductivity experiment; Journal Articles critique</b>
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**Academic Dishonesty:** Academic dishonesty includes activities and behaviors such as cheating on tests, collusion, and plagiarism (the practice of taking someone else's work or ideas and passing them off as one's own). Disciplinary actions will be taken for students who exhibit disorderly conduct, cheat on exams, submit plagiarized work, or are involved in collusion (helping others cheat and/or plagiarize). The consequences for violating the academic integrity include 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.

**Navigating the Course on Blackboard:** 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 Blackboard is the “**Read Me First**”. There, locate and download the file *Navigating the Online Class*. It gives you the information and directions you need.

**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](mailto:sabernathy@com.edu).

**Course outline** (Tentative schedule):

Wk	Date	Lecture (8:00 – 10:00 AM)	Laboratory (10:20 – 11:40 AM)	Mastering Assgt
1	6/7	Chapter 1 – Introduction to A&P	<b>Lab safety</b> Ex. 1-1 – 1-5 (Anatomical position; Directional & Regional Terms; Body cavities, regions & planes) <b>Ex. 2-1: Acids, bases, &amp; pH Conductivity Lab Demo</b> <b>Ex. 4-1: Cell organelles</b> <b>Ex. 4-2: Membrane transport (Diffusion/Dialysis)</b> <b>Ex. 4-4: Microscopy; Cell cycle &amp; Mitosis</b> Ex. 5-1 through 5-4: Histology	Ch 01 hw
	6/8	Chapter 2 – Chemistry; <b>Quiz 1 (Ch.1)</b>		Ch 02 hw LabOn 1
	6/9	Chapter 3 – The Cell; <b>Quiz 2 (Ch. 2)</b>		LabOn 2
	6/10	Chapter 3 – The Cell (cont.) <b>Exam 1 (Ch.1-2)</b>		Ch 03 hw LabOn 3
	6/11	Chapter 4 – Tissues		Ch 04 hw
2	6/14	Chapter 4 – Tissues (cont.) <b>Quiz 3 (Ch.3)</b>	Ex. 5-1 through 5-4: Histology (cont.) Ex. 6-1: Anatomy of Skin & Accessory structures Ex. 6-2: Histology of Integument Ex. 6-4: Fingerprinting	LabOn 4
	6/15	Chapter 5 – Integumentary System <b>Quiz 4 (Ch.4)</b>		LabOn 5 Ch 05 hw
	6/16	Chapter 6 – Bones & Skeletal Tissue <b>Quiz 5 (Ch.5)</b>	Ex. 7-1: Histology of Osseous Tissue Ex. 7-3: Bone Markings and Shapes Ex. 7-4: Anatomy of Long Bones <b>Lab Practical 1 (Ex. 1-1 through 5-4)</b>	LabOn 6
	6/17	Chapter 6 – Bones & Skeletal Tissue Chapter 7 – The Skeleton		Ch 06 hw



	6/18	<b>Extra credit 1 due; Exam 2 (Ch.3-5)</b>	<b>Ex. 8-1: The skull</b> <b>Ex. 8-2: The Vertebrae &amp; Thoracic cage</b> <b>Ex. 8-3: The Appendicular skeleton</b> <b>Forensic Analysis Lab</b>	LabOn 7 Ch 07 hw
<b>3</b>	6/21	Chapter 8 – The Joints; <b>Quiz 6 (Ch.6-7)</b>	Ex. 9-3 (Knee Joint)	LabOn 8
	6/22	Chapter 9 – The Muscles <b>Quiz 7 (Ch.8)</b>	<b>Ex. 11-1 Microscopic Anatomy of Muscle</b> Ex. 10-1 Skeletal Muscle Anatomy	Ch 08 hw LabOn 9
	6/23	Chapter 10 – The Muscular System	<b>Lab Practical 2 (Ex. 6-1 through 9-3)</b> Ex. 10-1 Skeletal Muscle Anatomy <b>Muscle Fatigue/Function Analysis Lab</b>	Ch 09 hw
	6/24	Chapter 11 – The Nervous Tissue		LabOn 10
	6/25	<b>Exam 3 (Ch.6-8)</b>		Ch 10 hw
<b>4</b>	6/28	Chapter 12 – Central Nervous System <b>Quiz 8 (Ch.9-10)</b>	Ex. 12-1 Neurons and Neuroglia Ex. 12-2 Nervous tissue physiology	LabOn 11 Ch 11 hw
	6/29	Chapter 13 – Peripheral NS	<b>Ex. 13-1 Brain Models &amp; Dissection</b>	Ch 12 hw
	6/30	Chapter 14 – Autonomic NS <b>Extra credit 2 due, Quiz 9 (Ch.11-13)</b>	Ex. 13-2 The Spinal Cord <b>Ex. 14-2 Cranial Nerves</b>	Ch 13 hw LabOn 12
	7/1	Chapter 15 – The Eyes & Ears <b>Exam 4 (Ch.9-14)</b>	Ex. 14-3 Spinal Nerves & Reflexes	LabOn 13
	*7/2		<b>Ex. 15-1 Anatomy of Eye &amp; Dissection</b> Ex. 15-2 Anatomy of Ear & Hearing	Ch 14 hw LabOn 14
<b>5</b>	7/5	Chapter 15 – The Eyes & Ears (cont.)	<b>Lab Practical 3 (Ex. 10-1 through 15-2)</b>	
	7/6	<b>Quiz 10 (Ch.15)</b>		Ch 15 hw
	7/7	<b>Final Exam</b> <b>Extra credit 3 due</b>		
	7/8			
	7/9			

**\*W-Day (July 02) – Last day to drop a class w/o an F.**

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

**Syllabus Disclaimer:** Course policies and schedule are subject to change. Any changes will be posted/uploaded in the Blackboard. It is the student's responsibility to check the Blackboard 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](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](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 Holly Bankston at 409-933-8520 or [hbankston@com.edu](mailto:hbankston@com.edu). The Office of Services for Students with Disabilities is located in the Student Success Center.

**Counseling Statement:** Any student needing counseling services is requested to please contact Holly Bankston in the student success center at 409-933-8520 or [hbankston@com.edu](mailto:hbankston@com.edu). Counseling services are available on campus in the student center for free and students can also email [counseling@com.edu](mailto:counseling@com.edu) to set up their appointment. Appointments are strongly encouraged; however, some concerns may be addressed on a walk-in basis.

**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 is March 3rd for the 1st 8-week session, April 26 for the 16-week session, and May 5<sup>th</sup> for the 2<sup>nd</sup> 8-week session.

**F<sub>N</sub> Grading:** The F<sub>N</sub> grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F<sub>N</sub> 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<sub>N</sub> grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F<sub>N</sub> 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.

**COVID-19 Statement:** All students, faculty, and staff are expected to familiarize themselves with materials and information contained on the College of the Mainland’s Coronavirus Information site at [www.com.edu/coronavirus](http://www.com.edu/coronavirus). In compliance with Governor Abbott's May 18 Executive Order, face coverings/masks will no longer be required on COM campus. Protocols and college signage are being updated. We will no longer enforce any COM protocol that requires face coverings. We continue to encourage all members of the COM community to distance when possible, use hygiene measures, and get vaccinated to protect against COVID-19. Please visit [com.edu/coronavirus](http://com.edu/coronavirus) for future updates.