

BIOL-2420-221CL (7821) Microbiology Non-Science Microbiology Non-Science Fall 2023, 08/28/2023-12/15/2023

Lecture: Monday 06:00PM - 08:50PM, Steam Bldg. #22, Room 342 Lab: Wednesday 06:00PM - 08:50PM, Steam Bldg. #22, Room 321

Instructor Information: James Mubiru, jmubiru@com.edu, phone number 409-9338245

Student hours and location: Mon and Wed,8:00AM-1:00PM, Steam building, room S.325-20

Required Textbook/Materials:

Tortora, G.J., Funke, B.R. & Case, C.L., 2016. Microbiology: An Introduction, 13th edition, Boston, MA; Pearson Education, Inc. Publisher. ISBN-13: 9780134605180. This book is purchased at the time of registration as an e-book that you will gain access to once you are in Brightspace *Mastering Microbiology:* On-line component for the course. This is purchased at the time of registration.

Lab Manual: Alderson, G.D., 2015. Microbiology Experiments & Lab Techniques, 14th edition. Southlake, TX; Fountainhead Press Publisher. ISBN-13: 9781598718782

LAB COAT- made of polyester, cotton, or blend (No disposable plastic coats)

Safety-glasses are recommended purchase if you do not want to use common ones

Sharpie and Coloring pencils to be used in the lab. Calculator with log function

Scantrons

Six 888-E Scantrons

Course Description:

This course covers basic microbiology and immunology and is primarily directed at pre-nursing, pre-allied health, and non-science majors. It provides an introduction to historical concepts of the nature of microorganisms, microbial diversity, the importance of microorganisms and acellular agents in the biosphere, and their roles in human and animal diseases. Major topics include bacterial structure as well as growth, physiology, genetics, and biochemistry of microorganisms. Emphasis is on medical microbiology, infectious diseases, and public health this course covers basics of culture and identification of bacteria and microbial ecology.

Course requirements: (including description of any special projects or assignments) *First Exam, Midterm Exam & Final Exam*

These exams will be taken face-to face and will consist of multiple-choice, fill-in-the-blank, matching, true-false, essay and identification.

- 1. The first exam will be taken in week 4 and will cover chapters 1, 3, 4, 5, 27 and 28.
- 2. The mid-term exam will be taken in week 8 and will cover the next set of chapters (6, 7, 8, 9, 10.12, and 13).
- 3. The Final exam is not cumulative and will only cover the last part of the course.

Lecture Quizzes

You will have eight on-line quizzes that are found in Brightspace under the Quiz tab. Each quiz consists of 20 questions and you will have 30 minutes to answer these questions. These tests open on Wednesday each week during the session and close the following Sunday. If you experience technical difficulty, please contact me. If I can verify the technical difficulty on my end, I can reset exams if the due date has not passed. I advise you to try and take the quiz earlier in the week vs. the last hour on Sunday!

Mastering Homework Assignments

With the required Mastering Component, you will need to complete ten (10) Mastering Homework Assignments during the course. Please check the schedule for the due dates.

In-class activities (50 points)

You will have in-class activities to cover material that reinforces the course material or is of clinical importance. The activities below will be done in class:

- 1. Cell wall craft (8 points)
- 2. Aerobic respiration craft (8 points)
- 3. Antibody craft (8 points)
- 4. Virus craft model (8 points)
- 5. "In the news" disease classroom discussion (8 points)
- 6. Article summary (10 points)

Pre-lab Quizzes (11 quizzes, total 60 points)

I will expect for you to be preparing for the upcoming labs outside of class according to the schedule. Please refer to Brightspace for folders containing material to help you with your preparation of upcoming labs according to the schedule. To make sure you understand the BACKGROUND material and the PROCEDURES in the upcoming lab, you will need to take an on-line quiz to demonstrate that you are ready to enter the lab. If you score below 70%, then I will allow you to enter the lab if you have written by hand the procedures that will be covered in that laboratory exercise. Failure to come to class with a hand-written procedure means you will not be able to perform the lab and therefore forfeit the points associated with the laboratory exercises. If you score 70% or above, you do not need to write out the procedure and use your lab manual accordingly. This is a similar policy to how the laboratory exercises are conducted in nursing school. It is my hope that this will help prepare you for this type of laboratory training that most of you will need to have.

Lab Assignments (11 lab reports, total 100 points)

For each laboratory experiment, there are questions that are associated with carrying out the procedures and analyzing the results. You will be responsible for turning in these questions at the end of every exercise.

- 1. If a student does not follow proper laboratory safety protocol during the completion of the experiment, or does not clean the microscope, he/she will be penalized 2 points on the laboratory assignment.
- 2. Lab exercises sent through e-mail will not be accepted.

Lab Practicals

There will be 2 laboratory practicals which will consist of a Power Point presentation and a written section.

Unknown Project

Students will be expected to use their knowledge and experience in the lab to determine the identification of two unknown bacteria samples. The rubric for this project is as below.

1	Completion of the dichotomous key	10 points
2	Completion of bacteria characteristic chart	10 points
3	Determination of bacteria shape	5 points
4	Determination of Gram stain results	5 points
5	Correctly carrying out selective media	5 points
6	Correct identification of bacteria species (two names)	5 points

Bonus Points (Extra points)

There will be opportunities for you to earn bonus points. Bonus points are not part of the course requirements so any bonus points earned will help your grade and any bonus points lost will not affect your grade negatively. **In order to earn bonus points, attendance is mandatory!** The extra credit opportunities are as below:

❖ Microbiome/Health equity extra credit (10 points added to the first exam)

Students will choose one of the three topics below and write a two-page single spaced research paper. References will be put on a third separate page.

Topic # 1: The link between human microbiome and health

Topic # 2A: Health equity/inequality in healthcare in America

Topic # 2B: Health equity/inequality in healthcare globally

❖ Respiratory syncytial virus vaccine extra points (10 points added on the midterm exam)

This research project covers the recently approved respiratory syncytial virus (RSV) vaccines. Students should do search on the recent literature concerning the recently approved respiratory syncytial virus (RSV) vaccines and write two page single-space paper on these vaccines. On a separate sheet of paper students should answer the questions below:

- 1. What are the names of the recently FDA-approved respiratory syncytial virus (RSV)vaccines?
- 2. What are the names of the companies that makes these RSV vaccines?
- 3. What age group were these vaccines approved for?
- 4. What is the morbidity and mortality of RSV in people 65 years of age and older?
- 5. Why were these vaccines approved for this age group?
- 6. It has been shown that the circulation of respiratory syncytial virus (RSV) in the community is seasonal. In what season does RSV usually circulate?
- 7. What are some of the symptoms of RSV?

- 8. What are most frequently observed adverse events (side effects) associated with these new RSV vaccines?
- 9. Some participants in RSV trails developed Guillain-Barre syndrome. What is Guillain-Barre syndrome?
- 10. One of the new RSV vaccines is adjuvanted. What does the term adjuvant mean?
- 11. Define phenomenon termed vaccine-associated enhanced respiratory disease.

Sickle cell club activities extra points (Must be actively involved in club activities)

These points will be awarded to students who do activities related to sickle cell disease. Currently we do not know what activities will be available.

Determination of Course Grade/Detailed Grading Formula: (methods of evaluation to be employed to include a variety of means to evaluate student performance)

Course Assessment	Total Points	Percentage of Course
LECTURE PORTION	650	65.0%
Lecture Quizzes (8)	160	16.0%
Pearson Homework (10)	140	14.0%
In-class activities (6 activities)	50	5.0%
First Exam	50	5.0%
Mid-term Exam	120	12%
Final Exam	130	13%
LABORATORY PORTION	350	35.0%
Pre-Lab Quizzes (11)	60	6.0%
Lab Assignments (11)	100	10.0%
Unknown Bacteria Project	40	4.0%
Lab Practical # 1	75	7.5%
Lab Practical # 2	75	7.5%
TOTAL POINTS	1000	100%

Grading Scale

- A Sum of the points earned for course assessments that equals between 900 and 1000 points
- **B** A Sum of the points earned for course assessments that equals between 800 and 899 points
- C A Sum of the points earned for course assessments that equals between 700 and 799 points
- **D** A Sum of the points earned for course assessments that equals between 600 and 699 points
- **F** A Sum of the points earned for course assessments that equals below 600 points.
- I An incomplete may be assigned at the discretion of the instructor in accordance with college policy.
- **W** A withdrawal may be assigned in accordance with college policy.

Lab Science Policy

This course consists of both a lecture and laboratory grade component. Students must earn a 70% or better in the laboratory component to successfully 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.

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

- 1. For online tests/exams, if you experience technical difficulty, please contact me. If I can verify the technical difficulty on my end, I can reset exams if the due date has not passed.
- 2. I do not reset exams for students who just want to improve their grades.
- 3. Issues with a particular grade should be brought to my attention as soon as possible. **After** two weeks have passed since the due date, I will not change the grade or reset the test.
- 4. If a student has a sickness or a family emergency, I will reset the exam/test after the student brings suitable documentation. However, if two weeks have passed, I will not accept the documentation.

Attendance Policy:

- 1. Being called in at work is not a valid excuse in this course.
- 2. A student is required to come to lab to complete the face-to-face laboratory exercises required in the laboratory component of this course. Absences in three required lab meetings will result in an "F" for the course grade unless there is a documented excuse approved by the instructor (e.g. illness or death in the family). If you miss more than 3 labs even if you have a documented excuse, you will get and "F" for the course
- 3. A student can only miss one lab.
- 4. Attendance is taken every class meeting and verified at the end of class. Do not leave class early!
- 5. If a student accumulates 3 absences, I MUST submit his/her name to the Early Alert System and extra credit will not be added to the student's grade.

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. (Faculty may add additional statement requiring monitoring and communication expectations via Brightspace or other LMS)

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. SLO 10		Exercise 3 (Intro to microscopes)
2. SLO 11		Exercise 5 (advanced microscopy)
3. SLO 12		Exercise 6 (Transfer technique)

Academic Dishonesty:

The practice of taking someone else's work or ideas and passing them off as one's own. Plagiarism is a very serious offense. Plagiarism includes paraphrasing someone else's words without giving proper citation, copying directly from a website and pasting it into your paper, using someone else's words without quotation marks. Any assignment containing any plagiarized material will receive a grade of zero and the student will be referred to the Office of Student Conduct for the appropriate discipline action. In addition, I am providing you with an internet link to a video on Plagiarism. I would strongly urge you to look this over early in the course.

https://video.search.yahoo.com/search/video;_ylt=Awr9CJ2Y5apgKlAA2WJXNyoA;_ylu=Y29sbwNncTEEcG9zAzEEdnRpZAMEc2VjA3BpdnM-?p=Plagiarism&fr2=piv-web&fr=yfp-t-s#id=1&vid=7cd373337514bc2e27ced094c7fc08e6&action=view

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, Chair of the Science Department, at 409-933-8330 or by email: sabernathy@com.edu

Course outline: (include calendar with lecture topics, due dates)

Wk	Date	Daily Schedule	Assigned	Topic		
			Reading			
W1	Mon 8/28	Introduction and The Microbial World & You Observing Microorganisms Functional Anatomy of Prokaryotic & Eukaryotic Cells	Chapter 1Chapter 3Chapter 4			
	Wed 8/30	LABORATORY SCHEDULE Make sure you complete your pre-lab quiz on 8/25.	Exercise 3Exercise 5	Lab Safety Introduction to Microscope Advanced Microscopy (Lab Assignment 1 DUE upon completion of labs above)		
W2	Mon 9/4	Introduction and The Microbial World & You Observing Microorganisms Functional Anatomy of Prokaryotic & Eukaryotic Cells	1. Chapter 1 2. Chapter 3 3. Chapter 4			
	Wed 9/6	LABORATORY SCHEDULE Make sure you complete your pre-lab quiz on 9/5. LAB COATS REQUIRED	Exercise 1Exercise 6Exercise 18	Contamination Lab Transfer Technique Medical Asepsis (Lab Assignment 2 DUE upon completion of labs above)		
	Sun LECTURE QUIZ 1 in BRIGHTSPACE DUE! (CHAPTERS 1,3,4)					
	9/10	ASSIGNMENT 1 in MASTERING DUE				
W3	Mon 9/11	Microbial Metabolism Environmental Microbiology Applied & Industrial Microbiolog	Chapter 5Chapter 27Chapter 28	Respiratory craft due		
	Wed 9/13	LABORATORY SCHEDULE Make sure you complete your pre-lab quiz on 9/8.	• Exercise 7 • Exercise 8	Streak Plate Technique Counting Microbial Populations (Lab Assignment 3 DUE upon completion of labs above)		
	Sun 9/17	LECTURE QUIZ 2 in BRIGHTSPACE DUE! (CHAPTERS 5,27,28) ASSIGNMENT 2 in MASTERING DUE				
	Article assignment due					
W4	Mon 9/18	Microbial Growth Control of Microbial Growth	Chapter 6Chapter 7			
	FIRST EXAM (COVERS CHAPTERS 1, 3, 4, 5, 27, 28)					

	Wed 9/20	LABORATORY SCHEDULE Make sure you complete	• Exercise 9	Simple stain & bacterial morphology		
		your pre-lab quiz on 9/19.				
	Sun 9/24 ASSIGNMENT 3 in MASTERING DUE					
W5	Mon 9/25	Microbial Genetics Biotechnology & DNA Tech.	Chapter 8Chapter 9	In-class Activity		
	Wed	LABORATORY SCHEDULE	Exercise 10	Gram Stain		
	9/27	Make sure you complete	Exercise 11	Capsule Stain		
		your pre-lab quiz on 9/22.		(Lab Assignment 4 DUE upon completion of labs above)		
	Sun	LECTURE QUIZ 3 in	BRIGHTSPACE	DUE! (CHAPTERS 6,7,8)		
	10/1	-	GNMENT 4 in MASTERING DUE			
W6	Mon	Classify Microorganisms	Chapter 10			
***	10/2	The Eukaryotes	Chapter 12 Chapter 12			
	Wed	LABORATORY SCHEDULE	Exercise 19	Control of Microorganism Moist and Dry		
	10/4	Make sure you complete	Exercise 20	Control of Microorganisms Ultraviolet		
		your pre-lab quiz on 9/29.	• Exercise 21	Light		
			• Exercise 22	Control of Microorganisms Disinfectants		
				Control of Microorganisms Antibiotics		
W7	Mon	Viruses, Viroids, & Prions	Chapter 13	(Lab Assignment 5 DUE upon completion of labs above)		
VV /	10/9	viruses, virolus, & riiolis	• Chapter 15			
	Wed	LABORATORY SCHEDULE	Exercise 12	Spore stain		
	10/11	Make sure you complete	Exercise 13	Acid fast stain		
		your pre-lab quiz on 9/29.				
	Sun LECTURE QUIZ 4 in BRIGHTSPACE DUE! (CHAPTERS 10,12,13)					
	10/15	ASSIGNMENT 5 in MASTERING DUE				
		Vaccine craft due				
W8	Mon 10/16	MIDTERM EXAM				
	Wed	LAB PRACTICAL I				
			LAB P	RACTICAL I		
MO	10/18	Drinciples Disease 9		RACTICAL I		
W9	10/18 Mon	Principles-Disease &	• Chapter 14	RACTICAL I		
W9	10/18	Epidemiology	Chapter 14	RACTICAL I		
W9	10/18 Mon	•		RACTICAL I		
W9	10/18 Mon	Epidemiology Microbial Mechanisms of	Chapter 14	Parasitology		
W9	10/18 Mon 10/23	Epidemiology Microbial Mechanisms of Pathogenicity LABORATORY SCHEDULE Make sure you complete	Chapter 14 Chapter 15			
W9	10/18 Mon 10/23 Wed 10/25	Epidemiology Microbial Mechanisms of Pathogenicity LABORATORY SCHEDULE Make sure you complete your pre-lab quiz on 10/20.	Chapter 14Chapter 15Exercise 31	Parasitology Lab Assignment 8 DUE upon completion of labs above)		
W9	10/18 Mon 10/23 Wed 10/25 Sun	Epidemiology Microbial Mechanisms of Pathogenicity LABORATORY SCHEDULE Make sure you complete your pre-lab quiz on 10/20.	Chapter 14Chapter 15Exercise 31	Parasitology		
	10/18 Mon 10/23 Wed 10/25 Sun 10/29	Epidemiology Microbial Mechanisms of Pathogenicity LABORATORY SCHEDULE Make sure you complete your pre-lab quiz on 10/20. LECTURE QUIZ 5 in	Chapter 14Chapter 15Exercise 31 BRIGHTSPACE	Parasitology Lab Assignment 8 DUE upon completion of labs above)		
W9	10/18 Mon 10/23 Wed 10/25 Sun	Epidemiology Microbial Mechanisms of Pathogenicity LABORATORY SCHEDULE Make sure you complete your pre-lab quiz on 10/20.	Chapter 14Chapter 15Exercise 31	Parasitology Lab Assignment 8 DUE upon completion of labs above)		
	10/18 Mon 10/23 Wed 10/25 Sun 10/29 Mon	Epidemiology Microbial Mechanisms of Pathogenicity LABORATORY SCHEDULE Make sure you complete your pre-lab quiz on 10/20. LECTURE QUIZ 5 in	Chapter 14Chapter 15Exercise 31 BRIGHTSPACE	Parasitology Lab Assignment 8 DUE upon completion of labs above)		
	10/18 Mon 10/23 Wed 10/25 Sun 10/29 Mon 10/30	Epidemiology Microbial Mechanisms of Pathogenicity LABORATORY SCHEDULE Make sure you complete your pre-lab quiz on 10/20. LECTURE QUIZ 5 in Innate Immunity LABORATORY SCHEDULE Make sure you complete	 Chapter 14 Chapter 15 Exercise 31 BRIGHTSPACE Chapter 16 	Parasitology Lab Assignment 8 DUE upon completion of labs above) DUE! (CHAPTERS 14,15) Bacterial Conjugation Epidemiology		
	10/18 Mon 10/23 Wed 10/25 Sun 10/29 Mon 10/30 Wed	Epidemiology Microbial Mechanisms of Pathogenicity LABORATORY SCHEDULE Make sure you complete your pre-lab quiz on 10/20. LECTURE QUIZ 5 in Innate Immunity LABORATORY SCHEDULE	 Chapter 14 Chapter 15 Exercise 31 BRIGHTSPACE Chapter 16 Exercise 14 	Parasitology Lab Assignment 8 DUE upon completion of labs above) DUE! (CHAPTERS 14,15) Bacterial Conjugation		
	10/18 Mon 10/23 Wed 10/25 Sun 10/29 Mon 10/30 Wed 11/1 Sun	Epidemiology Microbial Mechanisms of Pathogenicity LABORATORY SCHEDULE Make sure you complete your pre-lab quiz on 10/20. LECTURE QUIZ 5 in Innate Immunity LABORATORY SCHEDULE Make sure you complete	 Chapter 14 Chapter 15 Exercise 31 BRIGHTSPACE Chapter 16 Exercise 14 Exercise 33 	Parasitology Lab Assignment 8 DUE upon completion of labs above) DUE! (CHAPTERS 14,15) Bacterial Conjugation Epidemiology (Lab Assignment 7 DUE upon completion of labs above)		
	10/18 Mon 10/23 Wed 10/25 Sun 10/29 Mon 10/30 Wed 11/1	Epidemiology Microbial Mechanisms of Pathogenicity LABORATORY SCHEDULE Make sure you complete your pre-lab quiz on 10/20. LECTURE QUIZ 5 in Innate Immunity LABORATORY SCHEDULE Make sure you complete your pre-lab quiz on 10/17.	 Chapter 14 Chapter 15 Exercise 31 BRIGHTSPACE Chapter 16 Exercise 14 Exercise 33 	Parasitology Lab Assignment 8 DUE upon completion of labs above) DUE! (CHAPTERS 14,15) Bacterial Conjugation Epidemiology (Lab Assignment 7 DUE upon completion of labs above)		
W10	10/18 Mon 10/23 Wed 10/25 Sun 10/29 Mon 10/30 Wed 11/1 Sun 11/5	Epidemiology Microbial Mechanisms of Pathogenicity LABORATORY SCHEDULE Make sure you complete your pre-lab quiz on 10/20. LECTURE QUIZ 5 in Innate Immunity LABORATORY SCHEDULE Make sure you complete your pre-lab quiz on 10/17. ASSIGNMENT 6 in N	 Chapter 14 Chapter 15 Exercise 31 BRIGHTSPACE Chapter 16 Exercise 14 Exercise 33 MASTERING DI	Parasitology Lab Assignment 8 DUE upon completion of labs above) DUE! (CHAPTERS 14,15) Bacterial Conjugation Epidemiology (Lab Assignment 7 DUE upon completion of labs above)		

	11/8	Make sure you complete	Exercise 29	Cultures of Anaerobic Bacteria		
		your pre-lab quiz on 10/27.	•	(Lab Assignment 9 DUE upon completion of labs above)		
	Sun		BRIGHTSPACE	DUE! (CHAPTERS 16,17,18)		
	11/12		dy craft due			
W12	Mon	Practical Application of	Chapter 18	,		
	11/13	Immunology	Chapter 19			
		Disorders of Immune	•			
		System	•			
		Antimicrobial Drugs	Chapter 20			
	Wed	LABORATORY SCHEDULE	Exercise 30	Enteric bacteria		
	11/15	Review Plate Cultures				
	Sun	ASSIGNMENT 7 in MASTERING DUE				
W13	11/19 Mon	Microbial Diseases of the	• Chantar 21	In class Activity		
VV 13	11/20	Skin and Eyes	Chapter 21	In-class Activity		
	11/20	Microbial Diseases of the	Chapter 22			
		Nervous System	Chapter 22			
	Wed		Thanksgiving	Holiday No Lah		
	11/22	Thanksgiving Holiday, No Lab				
	Sun	LECTURE QUIZ 7 in BRIGHTSPACE DUE! (CHAPTERS 19,21,22)				
	11/26	ASSIGNMENT 8 in MASTERING DUE				
W14	Mon	Microbial Diseases of the	Chapter 23	In-class Activity		
	11/27	Cardiovascular and	Chapter 24			
		Lymphatic System				
		Microbial Diseases of the				
		Respiratory System				
	Wed	Unknown bacteria project starts.				
	11/29	Receive Unknown, Dichotomous Key Due, Characteristic Table Due				
		Gram-strain, Culture the samples on plate, Evaluate Biochemical Tests, Identify unknown				
	Sun 12/3	ASSIGNMENT 9 in MASTERING is DUE				
W15	Mon	Microbial Diseases of the	Chapter 25	In-class Activity		
	12/4	Digestive System	 Chapter 26 			
		Microbial Diseases - Urinary				
		and Reproductive System				
	Wed	LAB PRACTICAL 2				
	12/6					
	Sun 12/10	LECTURE QUIZ 8 in BRIGHTSPACE DUE! (CHAPTERS 23,24,25,26)				
		ASSIGNMENT 10 in MASTERING is DUE, In the news assignment due				
W16	Mon	FINAL EXAM				
	12/11					
	Wed					
	12/15					

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://www.com.edu/student-services/docs/Student_Handbook_2023-2024_v2.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.

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 Kimberly Lachney at 409-933-8919 or klachney@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 11. The last date to withdraw from the 16-week session is November 28. The last date to withdraw for the 2nd 8-week session is December 7.

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