



Physical Lecture Syllabus Addendum

Physical Lecture BIOL 2404 - Anatomy and Physiology

Revision Date: 08-10-26

Alternate Operations:

If we are required to go to alternate operations, the plan is to convert the course to digital delivery via the canvas platform.

Assessment(s):

Quiz: Missed quizzes due to legitimate reasons should be rescheduled with the professor within one week of the scheduled quiz. It is the responsibility of the student to schedule makeup quizzes. Makeup will consist of fill in the blank questions.

Mastering A&P Quizzes: Multiple attempts per quiz are allowed. No extensions are allowed on these quizzes.

Mastering Dynamic Study Modules: Dynamic Study Modules are a subset of mastering quizzes that allow students to attempt questions multiple times. The grade awarded for the Dynamic Study Module is a weighted aggregate of these multiple question attempts. Students are allowed to rework completed Dynamic Study modules, but this rework will not impact their initial grade. Mastering Dynamic Study Modules do not have an option for late submission.

Exams: Missed examinations due to legitimate reasons should be rescheduled with the professor within one week of the scheduled examination. The makeup exam will consist of multiple-choice, matching, fill in the blank and two essay questions. It is the responsibility of the student to schedule a makeup exam. A student will not be permitted more than one makeup exam.

Final Exam: Due to the timing of the final exam, there is not a substantial window for a Makeup. Students wishing to schedule an alternative time for the final exam must complete paperwork that will be forwarded, up the chain of command, to the VP of instruction. Due to the nature of any given chain of command, this paper needs to be submitted in advance. The makeup exam may consist of multiple-choice, matching, fill in the blank and essay questions. It is the responsibility of the student to schedule a makeup final exam.

Course requirements:

Attendance:

The student is responsible for attending all lectures and laboratories and completing all assigned lecture/lab assignments/examinations. When the professor feels that the student has been absent to such a degree as to invalidate the learning experience, the professor may recommend to the Vice President of Instructional Affairs that the student be dropped from the course. The professor may drop the student for attendance deficiencies after they have accumulated the following number of absences:

Fall or Spring semester:
3 missed attendance meetings

Class participation is required and encouraged. For the sake of streamlining this attendance,

your class will be using an attendance grade that is a weighted aggregate of physical attendance (primary) & Mastering Homework Assignments (very minor secondary). There are multiple reading assignments spaced throughout the course (about 1 per 2 lecture meetings). **The point of using Mastering Homework Assignments in this manner is to reinforce information received during lecture (i.e. participate in the course). Students with an overall attendance score lower than 70% will NOT be allowed to replace their lowest exam grade with the grade from their final exam -AND- you will lose any attendance bonus for the course (where applicable).**

Academic integrity:

Academic integrity is an important value in student development. **Cheating is defined as unauthorized help on an examination, practical or assigned course material.** A student must not receive from any other student or give to any other student any information, answers, or help during an exam, in-class quiz, and practical. A student must not “steal” the answers from an unsuspecting student during an exam, in-class quiz, and practical. A student must not use any sources for answers during the exam (including, but not limited to: notes, books or electronic devices) without prior authorization from the professor. A student must not obtain exam questions illegally, tamper with the exam/in-class quiz/practical questions, nor change the results of an exam/in-class quiz/practical after it has been graded. **All cheating infractions will result in a grade of “0” for the assignment.** A student will fail the class upon their second cheating offense. Students shall have the right to contest a cheating claim. The appeals process is specifically defined in the student handbook.

Technology (Minimum system Requirement Reminder):

Please make sure that your system is up to the task of a modern college course. The library does have some systems for checkout, but your Professor is not responsible for your technology. Below is a basic guideline of minimum system requirements for the majority of the technology used in this course:

- At least 8GB of Ram (16 GB suggested)
- At least 2.5GHz processor (3.5 GHz suggested)
- Broadband or equivalent connection is required:
- 100 Mbps download / 10Mbps upload is ideal
- 50 Mbps download / 5 Mbps upload is lower limit
- Google account (please note that your PC student email gives you access to a google account) is required
- Google Office Suite (or Microsoft Office)
- The brand of the computer does not matter as much as the requirements listed above.
- Usable Cell Phone is also required for 2 camera proctored examinations (where applicable)

General (college level critical thinking / reading):

The student is responsible for taking notes, reading and outlining course materials, and being prepared for lecture and laboratory responsibilities.

It is the responsibility of the student to complete and turn in all course work on the scheduled dates. Thirty points or more will be taken away for any assignment turned in late. Regardless of any situation, the professor should be contacted ASAP to develop an alternate schedule.

Extra Credit:

The point of extra credit is to reward students that keep up with the course readings more so than to give students a last minute saving grace. Students should note that extra credit requirements vary from Professor to Professor. Your Professor/Instructor may offer multiple forms of extra credit throughout the semester including but not limited to:

- Chapter Dynamic Study Modules
- Pop-Up Discussion Events
- Replacement of the lowest Exam grade with the Final exam grade (see the “Course requirements” section above for attendance requirements)