



*being able, or willing, to schedule enough study time outside of class.* Consider your priorities wisely.

**Withdrawal:**

The instructor has the right, but not the responsibility to drop you from the course for excessive absences. **Withdrawal is the responsibility of the student.** It is done by filling out the appropriate form and submitting it to the A&R office before the stated deadline.

**Incomplete Grades:**

An incomplete grade will **only** be given **in extreme emergencies** agreed upon by the instructor and student. Such a grade may require verification of the unusual circumstances and is given only if the student has completed **at least 75%** of the course work.

**Cheating:**

If you are caught cheating in the course at any time you will receive an F for the semester regardless of your total points. You may also be expelled from the college.

**Receiving Final Grades:**

If you would like to receive your unofficial final grade before the official ACC mailout you can email me BEFORE the end of the last class period of the semester and I will reply with your final test score, your class totals and your final grade.

## Exams and Grading

**Exams & Lab Practicals:**

There will be **5 - 100 point Lecture Exams.** The exams may include true and false, fill in the blanks, matching, definitions and short answer/essay questions. They will not include any multiple choice questions.

There will be **5 - 25 point Lab Practicals.** The practicals will involve identifying specific structures on models or dissected animals or identifying anatomical details of tissues and organs under the microscope.

There are ***no makeup exams or practicals!*** However, you will be allowed to drop your lowest exam and your lowest practical score. If you miss an exam or a practical, **for any reason,** this will count as the one you drop. ***You may only drop Exam V or Practical 5 if you receive at least a 60% on it,*** otherwise it will be averaged into your final grade and your second lowest scores will be dropped instead.

**Quizzes, Assignments, and Lab Data Sheets:**

Several of your lab activities will involve collecting data and reporting it on data sheets included in your course packet. These will be due on the day of the next class period. Each data sheet will be worth 5 to 10 points.

You will also take a few short 10 point lab quizzes and receive a few homework assignments during the semester. The quizzes will be announced in the preceding class or lab period.

All points accumulated from the quizzes, assignments and data sheets will be converted to a percent and reported as the number of points out of 100 and added to your total course points

**Extra Credit:**

Extra Credit questions are posted on the website for each lecture topic, see instruction there. Other opportunities for extra credit will be given throughout the course. You can earn up to 20 extra credit points during the semester which will be added to your total course points.

## Grading

Your final course grade will be based on 600 total points. Your actual points accumulated divided by 600 will be converted to a percent value and your letter grade assigned as noted below:

Lecture Exams (best 4 of 5)	400
Lab Practicals (best 4 of 5)	100
Quizzes, Homework & Data Sheets	100
<b>TOTAL:</b>	<b>600 points</b>

## Grading Curve

<u>Final Grade</u>	<u>Percent</u>	<u>Points Needed</u>
A	100-90%	600-540
B	89-80%	539-480
C	79-70%	479-420
D	69-60%	419-360
F	59% and below	359 and below

## The Fine Print:

**Common Course Objectives:** available at the Biology Department website: [www2.austincc.edu/biology/coobjectives/](http://www2.austincc.edu/biology/coobjectives/)  
course specific objectives are in the instructor packet

**Testing Center Policies:** available at the Testing Center Website: [www2.austincc.edu/testctr](http://www2.austincc.edu/testctr)

**Student Handbook:** [www3.austincc.edu/evpcss/handbk/](http://www3.austincc.edu/evpcss/handbk/)

**Student Freedom of Expression:** "Each student is strongly encouraged to participate in class. In any classroom situation that includes discussion and critical thinking, there are bound to be many differing viewpoints. These differences enhance the learning experience and create an atmosphere where students and instructors alike will be encouraged to think and learn. On sensitive and volatile topics, students may sometimes disagree not only with each other but also with the instructor. It is expected that faculty and students will respect the views of others when expressed in classroom discussions."

**Scholastic Dishonesty:** "Acts prohibited by the college for which discipline may be administered include scholastic dishonesty, including but not limited to cheating on an exam or quiz, plagiarizing, and unauthorized collaboration with another in preparing outside work. Academic work submitted by students shall be the result of their thought, research or self-expression. Academic work is defined as, but not limited to tests, quizzes, whether taken electronically or on paper; projects, either individual or group; classroom presentations, and homework." (Student Handbook 2002-3, p32)

**Students With Disabilities:** "Each ACC campus offers support services for students with documented physical or psychological disabilities. Students with disabilities must request reasonable accommodations through the Office for Students with Disabilities on the campus where they expect to take the majority of their classes. Students are encouraged to do this three weeks before the start of the semester." (Student Handbook, 2002-3, p14)

## Ancillary Materials

**The PIN Biology Lab** will be open on Fridays from 8-12 for makeup labs or extra study time.

Additional time during the week may also be available and these times will be posted later

Other campuses also have open lab times for Anatomy and Physiology Students and these times will be posted at the beginning of the semester

**Rust, T. G.** 1986. A guide to Anatomy and Physiology Lab, 2nd ed. Southwest Education Enterprises.

**Anderson, P. D. and V. M. Spitzer.** 1997. Human Anatomy and Physiology Coloring Workbook and Study Guide, 2nd ed. Jones and Bartlett.

**Kapit and Elson.** The Anatomy Coloring Book

Most bookstores also stock **A & P Flashcards** and **Quick Study Summary Cards**

**Histology Help Website:** [www.austincc.edu/histologyhelp](http://www.austincc.edu/histologyhelp)