

Family Educational Rights and Privacy Act of 1974: It is illegal to release personal information about an individual to others. **Grades, averages, and other information will not be released to anyone but that individual; therefore, no grades will be posted or given out over the phone or email.**

Students with Disabilities: Students requesting classroom accommodations or modifications due to a documented disability must contact the Access Office for Students with Disabilities located in the Farber Hall. The phone numbers are 245-2498 (V/VP) and 219-1348 (TTY).

Strategies Used to Support Learning : The Student Success Center: The Student Success Center (SSC) provides free peer tutoring in core courses, the top four of which are math, writing, Spanish, and biology/chemistry. It also offers Regents' Test Preparation, time management, and study skills workshops as well as provides free professional academic advising and on-campus job information in one location: Langdale Residence Hall above the Tech shop. Help is available to all VSU students. Call 333-7570 to make an appointment, or visit the website: www.valdosta.edu/ssc.

COURSE POLICIES

Lecture

Attendance: You are expected to attend all lectures. If you miss a lecture, you are responsible for obtaining the notes and any handouts that may be given that day. As per University policy; a student who misses more than 20% of the scheduled classes of a course will be subject to receiving a failing grade in the course. If any student signs the attendance sheet for another student who is absent, this is considered cheating and will be dealt with accordingly.

Grading: Five (5) lecture exams will be given during the semester and a cumulative final exam. If you miss an exam, **you must notify me before 12:00pm noon the next day** or will forfeit your opportunity for a make-up exam. **There must be a valid reason or the make-up exam will be forfeited.** The instructor is the final judge of what is an acceptable excuse. You can only **make up one (1) exam.**

There will be no exceptions to these rules.

Laboratory

Attendance: You are expected to attend all labs. Lab exercises cannot be made up; therefore, it is imperative that you attend. As per University policy; a student who misses more than 20% of the scheduled classes of a course will be subject to receiving a failing grade in the course.

Grading: Four (4) laboratory practical exams will be given during the semester. Stations will be set up for identification of specimens, models, slides, etc. You will also have quizzes or assignments from some of the labs. If you do not attend the labs, you will not be able to make up the quiz or turn in the assignments and will receive a zero on the assignment. You will not be able to make up a missed lab.

NO MAKE-UP LABORATORY EXAMS WILL BE GIVEN!!!!

Reading Assignments: Reading assignments for lecture and lab exercises should be completed prior to coming to class. Assigned reading may be on the exam even if it is not specifically covered in lecture.

Homework Assignments: Homework assignments will occasionally be given. These are to assist you in your learning; not as busy work. The assignments are to be turned in by the specified time. **Late homework will not be accepted.**

BIO 2651 LECTURE SCHEDULE

Text Chapter

Topic

1

An Introduction to the Human Body

2

Final grades will be determined as follows and may be subject to change:

Lecture Exams

Lecture Exam I	100 points
Lecture Exam II	100 points
Lecture Exam III	100 points
Lecture Exam IV	100 points
Lecture Exam V	100 points
Final Exam	100 points
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Total Lecture	600 points

Lab Practicals

Lab Practical I	50 points
Lab Practical II	50 points
Lab Practical III	50 points
Lab Practical IV	50 points
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Total Lab	200 points

Assignments / Quizzes: