El Centro College  
Applied Human Anatomy and Physiology II  
SCIT 1408--ONLINE COURSE SYLLABUS  
Summer, 2015

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Contacting Instructor

The best way to reach the instructor is by email, using the email option within the course. The instructor will reply by email within 24-48 hours, Monday through Friday. The instructor is not available on weekends or holidays. An email sent Friday afternoon may not be read until Monday afternoon.

Place the course and section numbers in the subject line followed by a title for your message (Example: SCIT 1408-53426 Question on gastric secretion) when emailing your instructor. This will expedite instructor response and facilitate correct information. Emailing from within the course ensures the addition of the Course Number and Section to the subject line.

If I do not reply within 24 hours (excluding weekends and holidays, I did not receive the email, email again. After a second 24 hours or if urgent, contact me by telephone. Urgent includes technical difficulties during a test or exam.

Instructor contact information (email address, telephone number) is available under My Instructor and at top of this syllabus.

Required Materials

- Textbook and Lab Materials
  
  - Hole's Human Anatomy & Physiology, 13th edition  
  Authors: David Shier, Jackie Butler, and Ricki Lewis  
  Publisher: McGraw-Hill  
  ISBN Loose Leaf: 9780077664282  
  Publisher Text Site:  
  You are able to get an eBook with Connect Access.

  - Connect Access  
  Purchase from the web site provided in the Start Here section of the course. This access provides you with access to A&P Revealed (Lab Materials) and Learn Smart. If you took SCIT 1407 at El Centro, you may already have access, but you must register for this course.

A student of El Centro College is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer. THECB TAC Rule 4.218 (c)
- Computer and internet access

**Notes:**
- The bookstore sometimes confuses face-to-face sections with online. Be sure you order the correct book which may or may not come with a Connect Access code.
- The required textbook is on reserve under “SCIT 1408” in the El Centro library. A Lab DVD is available for use in the library only. Ask the reference librarian.

### Instructional Strategies/Grade Determination

<table>
<thead>
<tr>
<th>Instructional Strategies</th>
<th>Grade Determination</th>
</tr>
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<tbody>
<tr>
<td>Instructional strategies in this course will focus on readings, discussions, tests and exams, and interactive computer exercises.</td>
<td>The grade for the course will be based on a total of 1000 points distributed as follows:</td>
</tr>
</tbody>
</table>

| Syllabus Quiz | 15 points |
| Homeostasis Quiz | 5 points |
| Learning Activities (eCampus) | 200 points (out of 423 raw points) |
| Learn Smart (Connect) | 100 points |
| Chapter Tests | 180 points (lowest chapter test will be dropped) |
| Proctored Tests | 500 points |
| Total | 1000 points |

The total number of points will be translated into a letter grade as follows:

- **A** = 900 - 1000 points
- **B** = 825 – 899.9 points
- **C** = 750 – 824.9 points
- **D** = 675 – 749.9 points
- **F** = Below 675 points

**NOTE:** Lab assignments in Connect are for your practice.

### Course Description and Prerequisites

| Course Description | A continuation of Applied Human Anatomy and Physiology I (SCIT 1407) designed for students considering a career in the health field. The following body systems are included: digestive, respiratory, cardiovascular, lymphatic/immune, renal/excretory, and reproductive. Emphasis is on homeostasis. This course is intended for students seeking to complete an Applied Science Degree. |
| Credit Hours | 4 (3 Lec., 3 Lab) |
| Course Prerequisites | Must have college-level reading and writing skills. Successful completion of SCIT1407 is required. Previous experience with on-line courses is highly recommended. |
| End of Course Outcomes | Identify components and functions of the following body systems: digestive, respiratory, cardiovascular, lymphatic/immune, renal/excretory, and reproductive; and apply anatomical terminology to describe the processes that these body systems use to maintain homeostasis of the human body. (CIP 26.0403) |

### Computer Requirements/Technology Support/Student Profile

<table>
<thead>
<tr>
<th>Computer Requirements</th>
<th>To participate in this course, you will need access to hardware and software that meet the following requirements.</th>
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</thead>
<tbody>
<tr>
<td>- Computer connected to the Internet, preferably faster than 56K modem</td>
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<tr>
<td>- Email address</td>
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<tr>
<td>- Windows-based. A Mac equivalent may not be able to run the lab program.</td>
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</tr>
<tr>
<td>- Browsers and Operating Systems: refer to “Test Your Browser” under eCampus at</td>
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</tbody>
</table>
www.dcccd.edu. Some browsers will not work, and some will encounter problems during testing.

- **Flash Plug-in**
  - In order to receive maximum interactive benefit from this course, you must have the following plug-in player installed and functioning properly on your system. To download the player, simply click [Adobe Flash Player](http://www.adobe.com/products/flashplayer/) and follow the instructions provided.
  - You will also need [RealPlayer](http://www.real.com/) and [QuickTime](http://www.apple.com/quicktime/).
  - **Deactivate the pop-up blocker before completing activities or taking quizzes, chapter tests, or proctored exams.**

### Technical Support
Although the system that you will be using for this course can be reached through the computer labs at any DCCCD campuses, the student is responsible for required equipment and technical support.

**If you are having problems with:**
- Connect, please call 800.331.5094
- eCampus, please use the Help icon in eCampus.

### Student Profile
After registering for this course, in order for you to receive e-mail messages, your name and e-mail address need to be in the course's database. To enter your information:
- Login to eCampus
- Under My DCCCD tab, and eCampus tab, click on Personal Information
- Several links will appear. Click on Edit Personal Information at the top.
- Wait for the form to appear, and add your individual data. **Your name and email address are required. Check this email twice each week (minimally).**
- Make sure to click on the Submit Button at the bottom of the page.

Please verify under eConnect that your phone number is correct.

### Course Requirements/Assignments

<table>
<thead>
<tr>
<th>Course Outline</th>
<th>Course Requirements</th>
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| - Lecture presents the fundamental theory of anatomy and physiology.  
  - Lecture Assessment (Proctored)  
    - Syllabus Quiz  
    - Learning Activities (including Learn Smart)  
    - Chapter Tests  
    - Proctored Tests  
  - Laboratory elaborates upon the theories presented in lecture.  
    - Lab Assessment (Proctored) - incorporated (1/3) into Proctored Tests and Chapter Tests.  
  ➢ Individual lectures/labs will cover the following topics:  
    - Digestion  
    - Nutrition/Metabolism  
    - Blood  
    - Heart  
    - Circulation  
    - Respiratory  
    - Lymph  
    - Urinary  
    - Water Balance  
    - Reproduction  
    - Development |
| - Update your Student Profile.  
- Send an email to Dr. Rutherford. Ensure you receive a reply from Dr. Rutherford.  
- Participate in the Let's Get Acquainted discussion.  
- Complete the Course Orientation, Homeostasis Quiz, and Course Orientation Quiz.  
- **Read assigned material.**  
- **Complete learning activities (in eCampus).**  
- **Complete practice quizzes.**  
- Complete lab assignments.  
- Complete Learn Smart Assignments (in Connect).  
- Prepare for and complete **chapter tests and proctored exams.** |

### Time Commitment
- **Successful performance in the course will take a time commitment of approximately 10-12 hours/week of your time during the 16-week long semesters.** To develop the long-term memory needed for success in courses that require this course as a prerequisite, it is recommended to study daily in repeated sessions, reviewing learned material several times each day on a daily basis throughout the course. **Compressed courses cover the same material in a shorter period of time and will require many more hours of study each week.**
### Assignments

The course is organized into weeks (refer to Course Schedule). Assignments can be found under the Assignments navigational button on the course's main page. Areas found under this heading:

- **Chapter Content** — Learning objectives and study guides; reading assignments, learning activities (200 points from 423 raw points), and practice quizzes to support learning objectives.
- **Lab** — Access through Connect. Use the Key Terms (handout listing images) to direct your study for lab. Lab Homework is NOT included in the final grade; lab questions will comprise 1/3 of your chapter test grade and 1/3 of proctored exams.
  - You can save images to your computer from *A&P Revealed*. Saving them can facilitate your review of the images. When viewing an image, click the Save button (camera icon on the screen—see Lab Tutorial *How to Navigate Lab and Save Images* under Assignments and Chapter 17 Lab) Save images in every available view. Name the file the image name. You can then view as a slideshow to study.
- **Learn Smart** — Complete after you have studied the chapter using the Learning Objectives/no time limit/10 points each (accessed through Connect through the assignment)—entering through its icon on the main page does not earn credit).
- **Chapter Test** — 20 minute time limit/20 points each/10 questions
- All assignments are due at **11:59 PM Sunday** at the end of the week assigned (unless you take the exam on Saturday—Assignments are due BEFORE you take the exam on Saturday). Assignments (learning activities, chapter tests, LearnSmart) are NOT accepted late. After the exam is taken, incomplete assignments will receive a grade of 0. Assignments are not accepted after the exam is taken.
- Failure to take Chapter Tests or to complete Assignments prior to taking the proctored exam will result in a grade of 0 for any incomplete assignment.

### Learning Activities

- There are several interactive activities to complete for each chapter assignment. Each activity is graded by the computer and you will receive immediate feedback. These Activities are under Assignments>>Chapter #>>Chapter Content in eCampus.
- Click **Check Answer to save your score**. You may exit at any time and all answers that have been checked will be saved. When you complete all activities, click **Finish to submit your score**. You have 5 attempts to complete each assignment.
- You will need to allow all content and view all content even delivered not securely.
- The learning activities are worth a total of 423 points. This is the RAW score. That score will be multiplied by 50% to determine the total number of points you earn from learning activities for your final grade, not to exceed 200 points.
- **Learn Smart**—10 assignments, 10 points each. Access through Connect (chapter #, LearnSmart assignment). **LearnSmart is the black box icon with the letters LS**.
- For credit, **Learning Activities and Learn Smart must be completed by 11:59 PM Sunday** at the end of the week assigned. Late assignments are NOT accepted. Assignments may NOT be completed after you take the exam. Incomplete Assignments receive a grade of 0 after the exam is taken.
- Activities may NOT work with Google Chrome (although it has worked for some students). ALWAYS check your grade (under My Grades) to ensure your activity grade posted. I will manually migrate the LearnSmart scores, but check in LearnSmart to see your score.
- **Practice quizzes** are available for you to assess your learning. Practice quizzes are not included in the grade determination. Practice quizzes may be taken as many times as desired.
- Report any problems to your instructor.

### Discussion Board

**How to complete a discussion board**

Discussion comments are entered online under the Discussion Board navigation button. To maintain good communication, organization is required. Please follow directions.

**How to complete a discussion board:**

1. Enter the Discussion Board section for the course.
2. Click *Create Thread* to post a question/comment.
3. Click on the thread to read; click the *Reply* button to reply.
4. Type or paste your response in the Message test box.
5. **Update the subject line to reflect your comments.**
6. Observe Rules of Netiquette (located under *Start Here*).
7. Click the Submit button.
8. Click **OK** at the end of the board to exit. (You will have to scroll down to see the OK button.)

**Discussion Participation**
- Introduce yourself in the *Let's Get Acquainted* discussion. (Click on the instructions, **Click Reply**, Update the subject line with your name. New threads cannot be added.)
- Use the *Coffee Shop* discussion to socialize and arrange study groups. If you decide to meet, meet in public areas. Emailing within the course keeps your email private.
- Use the Coffee Shop to ask questions related to technology or course usage.
- Use the **Q&A discussion** to ask questions about topics covered (course content).
- For **Q&A and Coffee Shop**, click **Create Thread** and place appropriate title in the **Subject line**.

**Tests and Exams**

**General Information**
- Students will complete a course **Orientation Quiz** and a **Homeostasis Quiz** during the first week of class, **Chapter Test** for each chapter during the semester as specified on the Course Schedule, and five **Proctored Exams** during the semester as specified on the Course Schedule, as well as learning activity assignments and LearnSmart.
- Do not take tests and exams until you are ready. You will only have one chance to enter the test or exam.
- **LOG OUT** and log back in before taking an exam. Blackboard (eCampus) times out regardless of your activity.

- Questions are multiple choice and true/false.
- To complete the Orientation Quiz, Homeostasis Quiz, or a Chapter Test, click the link for the quiz or test. You will be asked if you are ready to take the assessment now. If you are, click **OK**. Read the instructions and answer all questions. When you have completed the test, click **Submit**. Most tests will be checked automatically, and your grade will appear under the My Grades navigation button.
- **Use the learning objectives and study guides to guide your study and preparation. Use the "key terms" as a guide to prepare for the lab portion of the exams.**
- **Tests and Exams are timed.** You will be given 20 minutes for each chapter test. You will be given 80 minutes for each exam. While you will be able to view your chapter test results, you must make an appointment with the instructor to review your exams by phone. **Penalties apply for exceeding time or taking a test or exam late.** Chapter Tests auto submit after 20 minutes.
- **Do NOT use the Save button on tests or exams.** If you click the Save button and exit the test, the test is blocked. You will be unable to complete it and the test cannot be graded.
- **If the system should fail during a chapter test,** immediately email the instructor and wait for a reply.
- **If the system should fail during an exam,** ask the testing center to telephone the instructor, immediately email the instructor, and wait for a reply. Call the instructor prior to leaving the campus.
- **Should you have repeated difficulty with tests or exams,** you will be required to take the tests/exams at a specified location.

**Chapter Tests**
- **Chapter Tests consist of 10 questions** (multiple choice and true/false) @ 2 points each for a total of 20 points possible for each test.
- The questions are composed of lab and lecture material questions.
- Three questions will be images from A&P Revealed.
- **The tests are designed to be taken at home WITH YOUR BOOK CLOSED!!**
- Tests are located after the Study Tools within each chapter tab.
- **Exams autosubmit at the end of 20 minutes.**

- A 15% deduction is applied for exceeding the time limit.
- A 50% deduction is taken for exceeding the time limit beyond 5 minutes.
- A late chapter test will receive a 25% deduction.
- If the chapter test is not taken prior to the exam, a grade of 0 will be assigned to the test.

- **Logout and Login before beginning a chapter test.** Blackboard automatically logs you out after a period of time **even if you are constantly interacting** with the system.

- Chapter Tests are designed for you to gauge your understanding of the material prior to taking the Proctored Exam.
  - Students that score below 80% on the Chapter tests are strongly encouraged to review the material again before proceeding to the next chapter's material.

- **Use the learning objectives and lab key terms to guide your study.** Chapter Test and Exam questions are pulled from the reading assignments, learning activities, practice quizzes, and lab assignments. (The Study Outline may be a beneficial tool to condense the information.)

### Proctored Exams

- Each Proctored Test consists of 50 questions (multiple choice and true/false) @ 2 points each worth a total of 100 points.
  - The questions are composed of lab and lecture material questions. There will be images from the lab to identify.
  - **Use the objectives and lab key terms to guide your study.**
  - The tests can be accessed through the Proctored Exams navigation button found on the main page of the course.
  - When you click on the desired test, you will be prompted for a password that a testing center employee will enter for you.
  - This testing procedure will allow the program instructor to effectively verify enrolled student completion.
  - The results for the proctored tests are score only.
  - If you wish to review the questions with correct answers, please make an appointment with your instructor.

- There is a 15% deduction taken for exceeding the time limit or any test taken beyond the due date. Late tests must be scheduled with the instructor.

- A 15% deduction will be taken for exceeding the time limit.
- A 50% deduction will be taken for exceeding the time limit beyond 5 minutes.

### PROCTORED EXAMS

- **PROCTORED EXAMS** may be taken at the MAIN CAMPUS TESTING CENTERS of the following colleges:
  - El Centro, 214-860-2178, A Building (MAIN CAMPUS)
  - North Lake College MAIN CAMPUS, 972-273-3160, Building A
  - Eastfield College MAIN CAMPUS, 972-860-7011, Building C
  - Brookhaven College, 972-860-4865, Building S

  - Proctored Tests will only be available the days they scheduled in the syllabus.
  - It is the student's responsibility to verify the Assessment Center hours and to adjust their schedule accordingly to take the test within the prescribed time.

- If you make less than 60 on a proctored exam, please contact Dr. Rutherford.
Distance education students may arrange to take their tests at a local college Testing Center. Distance notification, eligibility, and alternate testing location information MUST be arranged with the instructor within the first two weeks of class. You must contact the instructor with the name, telephone number, and email address of a contact person at the testing center that has agreed to proctor. You (the student) are responsible for locating a proctor and any fees involved. You are also responsible for confirming that all arrangements have been completed BEFORE the first exam is available.

Attendance/Participation

Students are required to document attendance and participation in this course through discussion board participation and completing assignments, tests, and exams on time. Check for new announcements each time you log in. Changes and other important information will be posted on this page as necessary, and being unaware of the available information will not be accepted as an excuse for failing to comply with it.

Institutional Policies

General Institutional Policies


Includes policies addressing Stop Before you Drop (6 Drop), Repeating a Course, Withdrawal Policy, Financial Aid, ADA Statement, Religious Holy Days, Children on Campus, and Campus Emergency Operation Plan.

Academic Ethics

Academic dishonesty (cheating) will not be tolerated in either lecture or laboratory sections of the course. If cheating is observed, points for that activity will be disallowed, and grades of zero given for cheating may not be dropped. Academic dishonesty includes activities such as looking up answers to questions on graded assessments, asking another person to help you answer any question on graded assessments, copying lab report answers from other students, and collaboration with students who have completed Chapter Tests and Proctored Exams. It can be assumed that tests/exams showing the same or similarly missed questions as evidence of dishonesty. All tests involved can receive a score of zero. Also, students missing similar questions when taking the test at or near the same time will be more closely scrutinized. Instructor reserves the right to schedule separate testing times for students.

Any violation of the Student Code of Conduct available at https://www1.dcccd.edu/catalog/about/standard.cfm?loc=DCCCD will be penalized accordingly. All matters of academic dishonesty (plagiarism, collusion, fabrication, cheating, etc.) will result in a failing grade for the assignment in question. All violations will be forwarded to the proper college authorities for review. The college may, at its discretion, impose additional penalties on the student including academic probation, suspension, or expulsion. ANY form of disruptive behavior will not be tolerated.

Disclaimer

The provisions contained in this syllabus do not constitute a contract between the student and El Centro College. These provisions may be changed at the discretion of the Coordinator/Instructor. When necessary, appropriate notice of such changes will be given to the student.

The instructor-of-record may provide additional information to enhance the course to meet the needs of the enrolled students, provided that the enhancements do not conflict with the official course syllabus.

Course Schedule

SEE THE NEXT PAGE FOR COURSE CALENDER!!!
PAY ATTENTION TO DUE DATES AND REQUIREMENTS
## SCIT 1408: HUMAN ANATOMY AND PHYSIOLOGY SCHEDULE  
### Summer, 2015 Course Calendar

<table>
<thead>
<tr>
<th>WEEK</th>
<th>#</th>
<th>ASSIGNMENTS</th>
</tr>
</thead>
</table>
| June 30 | 1 | Complete the Course Orientation.  
1) READ the course Syllabus  
2) Email Dr. Rutherford  
3) Participate in the discussion board ‘Let’s Get Acquainted’—Due July 1.  
4) Complete "How to Operate a Learning Activity"—Due July 1.  
5) Complete the Homeostasis Quiz—Due July 1.  
6) Take the Orientation Quiz—Due July 1.  
7) Sign up for Connect. —Due July 3. |

Chapter 17: Digestive System—Assignments due at 11:59 pm on Sunday July 5  
- Complete Learning Activities  
- Complete Lab: APR Digestive System  
- Complete Chapter 17 Learn Smart  
- Complete Chapter 17 Test  

| July 6 | 2 | Chapter 18: Nutrition and Metabolism—Assignments due Sunday, July 12  
- Complete Learning Activities  
- Complete Lab: APR Digestive System  
- Complete Chapter 18 Learn Smart  
- Complete Chapter 18 Test  
Begin Chapter 14  
Proctored Exam 1 will be available Saturday, July 11; You MUST complete ALL Assignments BEFORE take Exam |

| July 13 | 3 | Proctored EXAM 1  
- Material from chapters 17-18  
- MUST be taken from 7/11 - 7/14 (Sat, Mon, or Tues)  
- Proctored exam must be taken at the Assessment (Testing) Center.  
Chapter 14: Blood—Assignments due Friday, July 17  
- Complete Learning Activities  
- Complete Lab: APR Cardiovascular Heart  
- Complete Chapter 14 Learn Smart  
- Complete Chapter 14 Test  
Chapter 15: Cardiovascular System—Assignments due Sunday, July 19  
- Complete Learning Activities  
- Complete Lab: APR Cardiovascular Vessels  
- Complete Chapter 15 Learn Smart  
- Complete Chapter 15 Test  
Proctored Exam 2 available Saturday July 18; You MUST complete ALL Assignments BEFORE take Exam |

| July 20 | 4 | Proctored EXAM 2  
- Material from chapters 14 & 15  
- MUST be taken from 7/18 – 7/21 (Sat, Mon, or Tues)  
- Proctored exam must be taken at the Assessment Center.  
Chapter 16: Lymphatic and Immunity—Assignments due Friday, July 24  
- Complete Learning Activities  
- Complete Lab: APR Lymphatic  
- Complete Chapter 16 Learn Smart  
- Complete Chapter 16 Test  
Chapter 19: Respiratory System—Assignments due Sunday, July 26  
- Complete Learning Activities  
- Complete Lab: APR Respiratory  
- Complete Chapter 19 Learn Smart  
- Complete Chapter 19 Test  
Proctored Exam 3 available Saturday July 25--You MUST complete ALL Assignments BEFORE take Exam |
<table>
<thead>
<tr>
<th>Date</th>
<th>Number</th>
<th>Exam Type</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 27</td>
<td>5</td>
<td><strong>Proctored EXAM 3</strong></td>
<td>- Material from chapters 16 &amp; 19&lt;br&gt;- MUST be taken from 7/25 – 7/28 (Sat, Mon, or Tues)&lt;br&gt;- Proctored exam must be taken at the Assessment Center</td>
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<tr>
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<td></td>
<td>Chapter 20: Urinary System—<strong>Assignments due Friday, July 31</strong>&lt;br&gt;- Complete Learning Activities&lt;br&gt;- Complete Lab: APR Urinary&lt;br&gt;- Complete Chapter 20 Learn Smart&lt;br&gt;- Complete Chapter 20 Test</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Chapter 21: Water and Electrolytes—<strong>Assignments due Sunday, Aug. 2</strong>&lt;br&gt;- Complete Learning Activities&lt;br&gt;- Complete Lab: APR Urinary&lt;br&gt;- Complete Chapter 21 Learn Smart&lt;br&gt;- Complete Chapter 21 Test</td>
</tr>
</tbody>
</table>

**Proctored Exam 4 available Saturday Aug. 1; You MUST complete ALL Assignments BEFORE take Exam**

| Aug. 3   | 6      | **Proctored EXAM 4**        | - Material from chapters 20-21.<br>- MUST be taken from 8/1 – 8/4 (Sat, Mon, or Tues)<br>- Proctored exam must be taken at the Assessment Center |
|          |        |                             | Chapter 22: Reproductive System—**Assignments due Friday, Aug. 7**<br>- Complete Learning Activities<br>- Complete Lab: APR Reproductive<br>- Complete Chapter 22 Learn Smart<br>- Complete Chapter 22 Test |
|          |        |                             | Chapter 23: Pregnancy Growth and Development—**Assignments due Sunday, Aug. 9**<br>- Complete Learning Activities<br>- Complete Lab: APR Reproductive<br>- Complete Chapter 23 Learn Smart<br>- Complete Chapter 23 Test |

**Proctored Exam 5 available Saturday Aug 8; You MUST complete ALL Assignments BEFORE take Exam**

| Aug. 10  | 7      | **Proctored EXAM 5**        | - Material from chapters 22-23<br>- MUST be taken from 8/8 - 8/11 (Sat, Mon, or Tues)<br>- Proctored exam must be taken at the Assessment Center. <br>- Last class day Aug. 11 |

**No late tests accepted.**

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