TSI INFORMATION:
TSI (Texas Success Initiative) is the state required assessment program that has replaced TASP. The purpose of TSI is to insure students have the skills to be ready for college level coursework. Dallas County Community College District is allowing students to decide when they will take their developmental coursework. Demonstrated proficiency in skills through completion of DMAT 0093 or a passing score on an assessment instrument is required to move to college level math classes. Students must earn an “A”, “B”, or “C” in their developmental class in order to move to the next developmental level or to a college level class.

Instructors Statement:
This syllabus is intended as a set of guidelines for Biology 2401. North Lake College and your instructor reserve the right to make modifications in content, schedule and requirements as necessary to promote the best education possible within the prevailing conditions affecting this course.
COURSE DESCRIPTION

Biology 2402 – 4 credit hours (3 lecture & 3 laboratory). This course is intended for students majoring in biology and related fields. Prior to enrollment Biology 2402, it is strongly recommended that a student have taken Biology 1406 or demonstrated competence approved by the instructor, as well as completion of 2401. This course examines the systems of the human body, such as endocrine, cardiovascular, respiratory, digestive and the urogenital systems. Emphasis is on structure, function, and the interrelationships of the human systems.

RECOMMENDED BOOKS AND MANUALS (purchase in bookstore)
1. Textbooks to consider:
   Human Anatomy and Physiology, 9th-10th Ed., by Marieb, Pearson publishers
   Human Anatomy and Physiology, 9th-10th Ed., by Seeley, McGraw Hill publishers
   * Human Anatomy and Physiology, 9th-10th Ed., by Martini, Pearson publishers
   * Or Later Edition
2. Lab Manual: Not required

NOTE:
It is the policy of this Biology Department that the laboratory portion of the course be as important to the student as the lecture portion. The final grade will be determined by lab performance and performance on lecture exams and quizzes, (60% lecture / 40% lab).

Lecture exams will be given in the classroom unless otherwise directed by the instructor at which times exams will take place in the testing center.
Lecture exams given in the Testing Center follow this time schedule.
   M-R 8:30 – 8:00, last test given out at 7:00
   F – Sat 8:30 – 3:30, last test given out at 2:30
Lab tests will be given in the lab.
Lecture Final is given in the Lecture room.

Testing Policy for Mathematics & Science Division: Please visit the restroom prior to entering the Testing Center. If you have to leave during the test, you are through testing.
If you need special accommodations you must submit a request to the Disability Services Office in person (A430) or by phone at 972-273-3165.
Visit http://www.northlakecollege.edu/services-and-resources/advice-and-assistance/Pages/disability-services.aspx for more information.

IMPORTANT NOTE CONCERNING THE CLASS AND GRADES

1. You are responsible for keeping a record of your grades on all tests.
2. There is no time to “blow-off” in this course. Spend time in class and lab wisely.
3. You will be expected to turn your cell phones "off" during lecture, lab and testing times.
4. If you are taking another class, get ready for having to take tests in both classes on the same day.
5. You are responsible for obtaining any class notes or assignments if you miss a class or lab. Ask a classmate for the notes.....not me.
6. Make-ups, for missed tests, require documentation. (doctors note, funeral brochure etc.)

LECTURE:

TEST # & DATE

Regulation and Integration of the Body

The Special Senses
Endocrine #1 TBA

Maintenance of the Body

Blood #2 TBA
The Cardiovascular System: Heart
Lymphatic System
The Immune System: Innate and Adoptive Body Defenses

The Respiratory System #3 TBA
The Digestive System

The Urinary System #4 TBA

Continuity
The Reproductive System

Exam dates subject to change, but prior notice will be provided accordingly.

Final Exam – May 13

GRADING SCALE

<table>
<thead>
<tr>
<th>COURSE GRADE</th>
<th>90 - 100 = A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture Test Average = 60%</td>
<td>80 - 89 = B</td>
</tr>
<tr>
<td>Laboratory Average = 40%</td>
<td>70 – 79 = C</td>
</tr>
<tr>
<td></td>
<td>60 – 69 = D</td>
</tr>
<tr>
<td></td>
<td>&lt; 60 = F</td>
</tr>
</tbody>
</table>

LEcTURE TESTS

There are Four- (4) lecture tests. The average of the lecture test scores constitutes 60% of your course grade. Test will be administered in class or testing center on the designated day. Test may include a combination of objective, short answer, and essay. The fifth test, the cumulative final, will be utilized only in one of the following modes – replace a missing exam, replace the lowest exam test grade, or be dropped as the lowest grade. It will be given in class on the designated day for
finals. All tests must be taken during the designated time frame allotted. No exceptions, no make-ups. If any test is missed the comprehensive final must be taken and will be substituted for the missing Exam, otherwise the final exam can be take to replace your lowest lecture grade or a zero will be recorded for the final and the lowest exam grade will be dropped, thus the final will not affect your average.

The Testing Center is located on the 4th floor of the A building A436/ phone 972-273-3160. Each Student will have approximately 2-3 days to take the exam. The Testing Center Hours are 8:30 am to 8:30 pm MTWTh and 8:30 am to 3:30pm F &S. It is closed on Sunday.

**TESTING CENTER (A 425)**

Monday-Thursday:  8:30 a.m. – 8:00 p.m. 
   No tests will be issued after 7:00 p.m. Other cut-off times may be in effect for specific exams by the instructor’s direction. All exams collected at 8:00 p.m. 
Friday-Saturday:  8:30 a.m.-3:30 p.m. 
   No tests will be issued after 2:30 p.m. Other cut-off times may be in effect for specific exams by the instructor’s direction. All exams collected at 3:30 p.m. 
Sunday – CLOSED

If you instructor requires you to complete an exam in the Testing Center, be sure to have the following information when you request your test:

1. Instructor’s name → **Lonna Withers**
2. Subject, course number, and section number → **Biology 2401 or Biology 2402**
3. Exam number (1st, 2nd, 3rd, etc.)
4. Exam deadline (Get this information from your instructor. The testing staff cannot look up this information on computers).

You should also bring the following supplies:

1. Pencil & Eraser → **Staedtler Mars Plastic** eraser is great
2. Scantron answer sheet → **Form Number 882-E**
3. Short answer or essay will be recorded on answer sheet provided by the instructor.
4. A Test Request Form must be completed before entering the Testing Center.
6. Government or school issued **photo identification is required** & enforced.

You may not bring personal items into the Testing Center. This includes bags, cell phones, and pagers.

Please show courteous and cooperative behavior while using the services provided by the Testing Center.

**DO NOT** bring children to the Testing Center. You must make arrangements for the care of your children prior to your exam date. The police department will be notified of any unattended children.

**DO NOT** take any testing materials with you when you leave the Testing Center. This includes the test, answers, charts, scratch paper. These items will be attached to your test.
Questions? Please visit the Testing Center (A 425) or call 972-273-3160.

**A Test Request Form** must be completed before entering the Testing center.

Only battery operated 4 function, non programmable scientific or TI83/TI 84 calculator are allowed (if permitted by instructor).

Money for coin-return lockers (quarter). Please do not share lockers.

**Testing Policy for Mathematics & Science Division:** Students taking tests in math and science will **NOT** be allowed to leave the testing center or the classroom during a test and return to complete the test. **If you leave, you are through testing.**

If you need special accommodations you must submit a request to the Disability Services Office in person (A430) or by phone at 972-273-3165.

Visit [http://www.northlakecollege.edu/services-and-resources/advice-and-assistance/Pages/disability-services.aspx](http://www.northlakecollege.edu/services-and-resources/advice-and-assistance/Pages/disability-services.aspx) for more information.

**LABORATORY TESTS**

Laboratory will consist of designated activities from the lab manual. You are expected to answer any lab questions for discussion purposes. **FOUR (4) lab practicals** will constitute your lab grade. This will be **40%** of your overall grade. There will be approximately **ten quizzes** consisting of **10-20 questions** given over each preceding lab at the beginning of each lab period; these will constitute a fifth practical exam to be used so that they can replace your lowest lab grade. However, if the quiz average is the lowest exam grade, it will be dropped, thus the quizzes will not affect your average.

**TEST FEEDBACK**

After taking the test you can expect feedback on your grade within a two-week frame from the designated test day. Grades will be posted on ecampus as soon as available. Test will be made available for your perusal at this time, but will remain in the possession of the instructor.

**THE ACADEMIC SKILLS CENTER (A332)**

The Academic Skills Center (ASC) is designed to provide assistance to students in the following areas:

- Labs for students enrolled in foreign language, Developmental Reading, and ESOL courses. One-on-one tutoring is available.
- The Writing Center can help students clarify writing tasks, understand instructors’ requirements, develop and organize papers, explore revision options, detect grammar and punctuation errors, and properly use and document sources. Rather than merely editing or "fixing" papers, tutors focus on helping students develop and improve their writing skills.
• The Online Writing Lab (OWL) allows students to submit papers to our writing tutors electronically and get feedback within 24-72 hours. The OWL can be accessed through eCampus. After logging on to eCampus, click on the Community Tab at the top. Type “Owl” in the search field and click “Go.” Next, click on the double drop-down arrows next to “NLC-OWL2,” and then click on “Enroll.” Once enrolled, students can receive services from the OWL.

The Writing Center is open 8:00 AM to 9:30 PM Monday through Thursday and 8:00 AM to 5:00 PM on Friday. Saturday hours are 9:00 AM to 1:00 PM during Fall and Spring semesters only. Hours may vary during summer sessions, Winter Term, and Maymester. Appointments are preferred: to schedule an appointment, come by the Writing Center (A-332) or call 972-273-3089.

**DCCCD WITHDRAWAL POLICY**

It is the student’s responsibility to withdraw from the course. **The last day to withdraw from a course with a grade of “W” is April 17, 2019.** If you stop attending and do not withdraw you will receive a performance grade, most likely an “F”. The student must obtain the drop form from the Admissions Office (A419)–(hours 8:00-8:00 M-R/ 8:00-4:30 F), phone 972-273-3150 and obtain each instructor’s signature. In case of complete withdrawals students will be required to have an exit interview with a counselor in the Advising Center (A465-B), phone 972-273-3182. All forms should be returned to the Admissions Office (A419). After mid-term, all students have the option of obtaining the signature of a counselor or mentor from Admissions Office (A428) in place of an instructor’s signature.

**PROCEDURE FOR INSTRUCTOR SIGN OFF ON DROPS**

Students are not required to obtain the signature of each instructor before being allowed to drop a course. The student must obtain a Drop Form from the Division Office.

**Biology 2402 - LAST DAY TO DROP WITH GRADE OF “W” IS April 17, 2019.**

**STOP BEFORE YOU DROP**

For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: [https://www1.dcccd.edu/coursedrops](https://www1.dcccd.edu/coursedrops)

**COUNSELING SERVICES (A430)**

Counseling services for personal issues are provided to all students currently enrolled at North Lake
College. These services are provided by licensed professionals who are bound by confidentiality (within ethical parameters) at no charge. With the assistance of a counselor, students are able to identify, understand, resolve issues and develop appropriate skills. To make an appointment call 972-273-3333 or visit A 430.

**ATTENDANCE**

You are expected to attend all classes and are fully responsible for your attendance. If you have problems with attendance, please contact me prior to your missing the class or as soon as you are conscious again! You need to understand that excessive absences may affect your final course grade.

**INSTITUTIONAL POLICIES**

**ACADEMIC DISHONESTY**

The Student Code of Conduct prohibits academic dishonesty and prescribes penalties for violations. According to this code, which is printed in the college catalog, "academic dishonesty", includes (but is not limited to) cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion".

1) The Vice-President of Academic & Student Affairs may initiate disciplinary proceedings against a student accused of academic dishonesty.

2) Academic dishonesty includes, but is not limited to, cheating on a test, plagiarism and collusion.

3) Cheating on a test includes:
   a) Copying from another student’s test paper;
   b) Using, during a test, materials not authorized by the person giving the test;
   c) Collaborating with another student during a test without permission to do so;
   d) Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of an un-administered test.
   e) Substituting for another student, or permitting another student to substitute for you to take a test; and
   f) Bribery another person to obtain an unadministered test or information about an unadministered test.

4) “Plagiarism” means the appropriation of another’s work (ideas and/or words) and the unacknowledged incorporation of that work in one’s written work offered for credit. Quotes not identified as quotes constitute a form of plagiarism even if the borrowed ideas are documented.

5) “Collusion” means an unauthorized collaboration with another person in preparing written work offered for credit.

Academic dishonesty may result in the following sanctions, including, but not limited to:
1. A grade of zero or a lowered grade on the assignment or course.
2. A reprimand.
3. Suspension from the college.

**Statement of Academic Dishonesty**  "Students found guilty of "any" form of academic dishonesty, including (but not limited to) cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion, will receive a "F" in the course from the instructor and may be suspended
from the college by administrative action. “F” = you will not be allowed to enroll in my class again.

NOTIFICATION OF ABSENCE DUE TO RELIGIOUS HOLY DAY(S)
Students who will be absent from class for the observance of a religious holiday must notify the instructor in advance. Please refer to the Student Obligations section of the college catalog for more explanation. You are required to complete any assignments or take any examinations missed as a result of the absence within the time frame specified by your instructor.

FINANCIAL AID
If you are receiving Financial Aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any of your classes without consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid funds.

To apply for financial aid in the DCCCD, students must complete FAFSA (Free Application for Federal Student Aid) on the web at: http://www.fafsa.ed.gov

REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT (A430)
North Lake College provides academic accommodations to students with disabilities, as defined under ADA law. It is the student's choice and responsibility to initiate any request for accommodations. If you are a student with a disability who requires such ADA accommodations, please contact North Lake College's Disability Services Office in person (A430) or by phone at 972-273-3165. Visit http://www.northlakecollege.edu/resources/disability.html

In Case of a Campus Emergency
Sign up for DCCCD Emergency Alerts to receive a text message, email and/or phone call when there is an unscheduled evacuation or closure of a DCCCD campus or office because of weather, utility outages or police or other emergencies. Subscribing is free, but standard text message charges from your cell phone provider will apply. For more information, see dcccd.edu/Alerts.

Concealed Carry
Any person who holds a license to carry may carry a concealed handgun on college district property as permitted by law and college district policy. A license holder who carries a handgun on college district property must keep it concealed and on or about their person at all times. The open carry of a handgun (i.e., completely or partially visible) is prohibited on college district property, including any public driveway, street, sidewalk, walkway, parking lot, parking garage or other parking area.

Weapon
The use, possession or display of a weapon in violation of law and college district policy is strictly prohibited. This prohibition applies to firearms, knives, clubs, fireworks of any kind, incendiary
devices, razors, chains, throwing stars and any other device designed to expel a projectile or to inflict bodily harm. Violations may result in disciplinary action and/or criminal penalties.

**APPOINTMENTS**

If at any time you wish to discuss your grades, your progress, or whatever, please make an appointment with me through the division office or you may e-mail or call me at the designated numbers.

Phone numbers:  
Laboratory  972-273-3517  
Division Office  972-273-3500  
Fax number  972-273-3534

E-mail  ljw7460@dcccd.edu
Example of message heading:  *** Test Grade for Willie Maykit ***

**DCCCD OIE Faculty Syllabi Statement- FALL 2017**

The **Office of Institutional Equity**, in coordination with DCCCD colleges, has the primary responsibility for reviewing, updating and implementing compliance policies and procedures. The Institutional Equity and Compliance Officer and the Office of Institutional Equity will ensure compliance with College District policies, federal and state laws related to sexual assault, Title IX, Title II (Americans with Disabilities Act) and the Military Veterans Full Employment Act to support diversity and inclusion.

**Students with Disabilities:**

If you are a student with a disability and/or special needs, or if you think you may have a disability, please contact the college Disability Services Office (DSO). Please note that all communication with DSO is confidential. If you are eligible for accommodations, please provide or request that the DSO send your accommodation letter to me as soon as possible (students are encouraged to contact DSO at the beginning of the semester). For more information regarding the College Disability Services Office, please visit the Student Services website: dcccd.edu/DSO Offices or contact DCCCD Office of Institutional Equity at (214) 378-1633.

North Lake College Disability Services Office: A414, 972-273-3165
A Note on Harassment, Discrimination and Sexual Misconduct

We are committed to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX and DCCCD policy prohibit harassment, discrimination and sexual misconduct. If you encounter harassment, sexual misconduct (sexual harassment, sexual assault, stalking, relationship violence, stalking), retaliation or discrimination based on race, color, religion, age, national origin, disability, sex, sexual orientation, gender identity, and/or gender expression, please contact your College Title IX Coordinator or the Office of Institutional Equity. We treat this information with the greatest degree of confidentiality possible while also ensuring student welfare
and college safety.
We are concerned about the well-being and development of our students, and are available to
discuss any concerns. There are both confidential and non-confidential resources and reporting
options available to you. If students wish to keep the information confidential, please contact the
college Counseling or Student Health Services. As required by DCCCD policy, incidents of
discrimination and/or sexual misconduct shared with faculty will be reported to the College Title IX
Coordinator or District Title IX Coordinator. The Title IX Coordinator will contact the student and
determine if further investigation is needed. For more information about policies, resources or
reporting options, please contact your college Title IX Coordinator or visit

www.dcccd.edu/titleIX.
North Lake College Title IX Coordinator: Rosemary Meredith (acting),

TitleIX-NLC@dcccd.edu, 972-860-3992

District Title IX Coordinator: Office of Institutional Equity, LaShawn Grant,
TitleIX-District@dcccd.edu, 214-378-1633

Visit for current policies www.northlakecollege.edu/syllabipolicies