OCB 1010 – Introduction to Marine Biology (3 credits)
Fall 2014-1 Term (August-November 2014)
Reference #826902

Acknowledgement of Course Policies

By printing and signing my name below, I acknowledge that I understand and will comply with the following course policies:

1. I understand that my instructor’s web site (http://faculty.mdc.edu/mchiappo) provides links to the course syllabus, vocabulary terms, chapter outlines, and chapter sample questions.

2. If my overall course average is lower than 60% by the withdrawal date, I will be withdrawn from the course.

3. Missing more than three classes will result in my being withdrawn from the course. In addition, if I miss a class for any reason, my exam grade may be decreased by 10% on the following exam.

4. I understand that attendance for a class means showing up by the time class begins and not leaving until class is over; otherwise, I will be marked as absent.

5. I understand that the vocabulary quizzes are 20% of my grade and that there are no make-ups for missed vocabulary quizzes under any circumstances.

6. I understand that the online quizzes are 20% of my grade and that they must be completed by the dates specified on the syllabus. Online quizzes must be emailed to my instructor’s MDC email address (mchiappo@mdc.edu) by the due dates specified on the syllabus and are accessible at http://highered.mcgraw-hill.com/sites/0073524166/student_view0/index.html.

7. I understand that the in-class tests are 60% of the overall grade and that I must arrive to class on time, with a #2 pencil, in preparation to take a test.

8. I understand that if I miss an exam for any reason, there will be no make-up test. If I anticipate missing an exam, I must arrange with my instructor to take an alternative exam early.

9. I understand that any form of academic dishonesty, including, but not limited to, looking around during a quiz or test, use of a cellular device during quizzes or examinations, and talking during a quiz or exam, will result in a grade of zero for that particular quiz or exam.

10. I understand that help is available outside of the normal class meeting time. I understand that it is my responsibility to seek assistance if needed.

Printed name: ___________________ Signed name: ___________________ Date: ______________