

**Professor:** Dr. Andrew Tag  
**Office:** 138 BSBW  
**Office Hours:** TR 9:00-10:30am or by appointment

**E-mail:** [atag@bio.tamu.edu](mailto:atag@bio.tamu.edu)  
**Phone:** 979-845-1994

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**COURSE DESCRIPTION:** Biology 113 is a one-semester lecture/lab course (4-credits) in introductory biology for non-majors. The course covers the chemical basis of life, cellular and molecular biology, genetics, evolution, biodiversity, and interaction of organisms with their environment.

**LEARNING OUTCOMES:** Biology is the scientific study of life. The main objective of this course is to introduce students to the fundamentals of biology by exploring newsworthy topics relevant to today's changing world. Upon completion of Biology 113 students should be able to demonstrate a basic knowledge of major biological theories that encompass the following topics:

- (1) The process of science: seeking answers to questions on the basis of observation and experimentation
- (2) Functional characteristics of living organisms
- (3) Cell structure and cell interactions with one another and the environment
- (4) Energy requirements and utilization of energy in living organisms
- (5) Structure, function, and expression of DNA molecules
- (6) Cell division processes and their role in growth, repair, development, and reproduction
- (7) Gene inheritance and the role of genes in the structural and functional organization of life
- (8) Genetic changes within populations, evolution, and the formation of new species.
- (9) Anatomical, physiological, and ecological characteristics of biologically diverse organisms

**COURSE MATERIALS:**

*Biology for a Changing World* with Physiology (2nd ed.) by M. Shuster, J. Vigna, G. Sinha, and M. Tontonez; W.H. Freeman and Scientific American Publ., 2014. (ISBN: 9781464191305-bound; or ISBN: 9781464191305-loose-leaf, both packaged with LaunchPad)

*Biology 113 Laboratory Manual* – 1st ed. by Tonna Harris-Haller, 2015. Hayden-McNeil Inc.

Safety goggles

**ATTENDANCE POLICY:** Regular attendance is **expected** and **strongly encouraged** for success in the course.

The Lower Division Instruction Program does **not** accept the TAMU Explanatory Statement of Absence Form as an adequate verification for an absence. Students who miss class and want to make up missed assignments must provide verification for the reason of absence (see Student Rules 7, <http://student-rules.tamu.edu/>). **Prior notification of absence is expected whenever possible** (Student Rule 7.3). For an absence due to illness or injury, each student must notify the instructor within **two working days** of the absence. Additionally, the student must provide, within **one week**, written and signed evidence of consultation with a medical professional confirming that the injury or illness was serious enough to justify the absence. Submitted evidence will be verified prior to approval of any makeup.

**LECTURE EXAMS:** Lecture grades will be determined from three 100-point lecture exams and one 150-point final exam. Each 100-pt lecture exam consists of ~40 multiple-choice. The final exam is cumulative and consists of ~60 multiple-choice questions. Exams cover both lecture information and textbook assignments. For each exam, students are required to bring a **#2 pencil and your TAMU student ID card**. Only these items along with small purses (closed and fastened on the floor) are allowed at a desk. Cell phones, pagers, calculators, notebooks, backpacks, etc. are not allowed in the seating area. **Scantrons will be provided for each exam**. Students will not be admitted late to an exam after the first person has finished and left the class.

## EXAM SCHEDULE

EXAM I (100 pts.)	Friday, February 13
EXAM II (100 pts.)	Friday, March 6
EXAM III (100 pts.)	Friday, April 10
FINAL EXAM (150 pts.)	Thursday, May 7, 10:00AM -12:00 PM

**Online Problem Sets:** There will be eight Problem set assignments during the semester each worth 6-7 points for a total of 50 lecture points. These assignments will be conducted entirely within eCampus and can be completed at any time during the open period, which will be from noon Thursday to noon Monday as indicated on the Lecture Schedule (below). Once an assignment is submitted you will be able to see whether your answers were correct. You may rework an assignment as many times as you like within the open period. **Only the last submission prior to the deadline will be recorded.** All assignments are individual projects.

**EXAM CHALLENGE:** After the exam, the key will be posted at <http://ecampus.tamu.edu>. If students think there is an error on the key, they may state your objections through a **challenge**. Challenges are submitted at the website <http://www.bio.tamu.edu/ldi/>. Give referenced evidence to support your challenge. If a student's written comments support the challenge, then the key will be revised. Note that this challenge period only lasts 24 hours from the time the exam key is posted. Final exams will not be returned or posted, and have no challenge period.

**MAKEUP EXAMS:** Will be given only in the event of an authorized university approved absence (see Attendance Policy). Upon approval of an excuse, a student must obtain a **signed authorization form** from the instructor and bring it to Heldenfels 315 to register for the makeup exam. **Makeup exams may consist of essay and short answer type questions along with or without multiple choice questions.**

## MAKEUP EXAM SCHEDULE

EXAM I	Thursday, Feb. 26, 5:30-6:30 PM, Heldenfels 200
EXAM II	Thursday, Mar. 26, 5:30-6:30 PM, Heldenfels 200
EXAM III	Thursday, Apr. 23, 5:30-6:30 PM, Heldenfels 200

**COURSE WEBSITES:** Syllabi and course materials can be located at <http://ecampus.tamu.edu>. The Introductory Biology Homepage at <http://www.bio.tamu.edu/ldi> contains general course and contact information. The textbook website is located at <http://www.whfreeman.com/sabiology>.

**COURSE GRADE:**

Lecture comprises 70% of the final course grade, and lab comprises 30% of the final grade.

Lecture grade is determined by 3 exams (100 pts. each = 300 pts); 1 final exam (150 pts.); Problem sets (50 pts)

$$\frac{3 \text{ Regular Exams} + \text{Final Exam} + \text{Problem sets}}{500} \times 100 = \text{Lecture Grade}$$

$$\frac{\text{Total Lab Points (Homework, Quizzes, Bonus Points, Participation Points)}}{405} \times 100 = \text{Lab Grade}$$

$$(\text{Lecture Grade} \times 0.7) + (\text{Laboratory Grade} \times 0.3) = \text{Final Course Grade}$$

Designation of letter grades should be expected to be determined as follows:

A= 90-100%, B=80-89%, C= 70-79%, D=60-69%, F= ≤ 59%

**COURSE SCHEDULE****TOPIC****Biology for a Changing World; 2nd edition****UNIT 1: What is Life Made of?****Chemistry, Cells, Energy**

Process of Science	Ch.1; 1-19
Chemistry and Molecules of Life	Ch. 2; 20 - 43
Cell Structure and Function	Ch. 3; 44 - 73
Nutrition, Metabolism, Enzymes	Ch. 4; 74 - 93
Energy and Photosynthesis	Ch. 5; 94 - 113
Dietary Energy and Respiration	Ch. 6; 114 - 135

**UNIT 2: How Does Life Perpetuate?****Cell Division and Inheritance**

DNA Structure and Replication	Ch. 7; 136 - 161
Genes to Proteins	Ch. 8; 162 - 181
Cell Division and Mitosis	Ch. 9; 182 - 211
Genetic Mutations and Cancer	Ch. 10; 212 - 227
Single-Gene Inheritance and Meiosis	Ch. 11; 228 - 255
Complex Inheritance	Ch. 12; 256 - 281
Stem Cells and Differentiation	Ch. 13; 282 - 301

**UNIT 3: How Does Life Change over Time?****Evolution and Diversity**

Natural Selection and Adaptation	Ch. 14; 302 - 329
Nonadaptive Evolution and Speciation	Ch. 15; 330 - 351
Evidence for Evolution	Ch. 16; 352 - 371
Life on Earth	Ch. 17; 372 - 389
Prokaryote Diversity	Ch. 18; 390 - 409
Eukaryote Diversity	Ch. 19; 410 - 429

**Problem Set Schedule****Problem Set****Opens****DUE**

1	Thurs, Jan 29, Noon	Mon., Feb. 2 @ Noon
2	Thurs, Feb. 5, Noon	Mon., Feb. 9 @ Noon
3	Thurs, Feb. 19, Noon	Mon., Feb. 23 @ Noon
4	Thurs, Feb. 26, Noon	Mon., Mar. 2 @ Noon
5	Thurs, Mar. 26, Noon	Mon., Mar. 30 @ Noon
6	Thurs, Apr. 2, Noon	Mon., Apr. 6 @ Noon
7	Thurs, Apr. 23, Noon	Mon., Apr. 24 @ Noon
8	Thurs, Apr. 30, Noon	Mon., Apr. 4 @ Noon

## **GENERAL INFORMATION:**

**Lower Division Biology Instruction Office:** Information is available online at <http://www.bio.tamu.edu/ldi> or in Heldenfels 315 (Monday - Friday, 8 am - 5 pm, phone 845-4651, e-mail [introbio@mail.bio.tamu.edu](mailto:introbio@mail.bio.tamu.edu)).

**Grade Checks:** Submit grade check requests at <http://www.bio.tamu.edu/ldi>. Students will be notified by e-mail when the results are ready and must bring a student ID to Held 315 to pick up the grade check.

**Grade Release:** Family Educational Rights and Privacy Act of 1974 (FERPA) prohibits faculty or staff from posting grades by phone or e-mail. Grades will be online via Vista/Blackboard. To access this site: Logon to <http://ecampus.tamu.edu>, select TAMU LOGON, logon with NetID and password, select Biology 113.

**Q-Drop:** Monday, April 14 (5:00 pm) is the deadline for dropping a course with no penalty (Q grade). If students have any question as to whether or not to Q-drop, they should talk to their instructor before this date. After this date, students will be assigned a letter grade or must negotiate a W (withdrawal) or NG (no grade) through your academic dean (see Student Rule 10.3).

**Academic Integrity:** "An Aggie does not lie, cheat, steal, or tolerate those that do."

Upon accepting admission to Texas A&M University, a student immediately assumes a commitment to uphold the Honor Code, to accept responsibility for learning, and to follow the philosophy and rules of the Honor System. Students will be required to state their commitment on examinations, research papers, and other academic work. Ignorance of rules does not exclude any member of the TAMU community from the requirements or the processes of the Honor System. Academic misconduct involves any of the following offenses: cheating, fabrication, falsification, multiple submissions, plagiarism, and complicity in any of these offenses. All incidents of academic dishonesty will be referred to the Biology Lower Division Program, are subject to academic penalties, and will be reported to the Texas A&M Honors System Office at <http://www.tamu.edu/aggiehonor>.

**Disability Statement:** The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation for their disabilities. Students who have a disability requiring an accommodation should contact the Disability Services in Cain Hall, Room B118, or call 845-1637. For additional information visit <http://disability.tamu.edu>.

**Copyright Statement:** The handouts used in this course are copyrighted. "Handouts" are all materials generated for this class, which include but are not limited to syllabi, quizzes, exams, power point slides, lab problems, in-class materials, review sheets, and additional problem sets. Because these materials are copyrighted, students do not have the right to copy the handouts, unless the instructor expressly grants permission.

**Copyright 2015(Dr. Andrew Tag)** as to this syllabus and all lectures. Students are prohibited from selling (or being paid for taking) notes during this course to or by any person or commercial firm without the express written permission of the professor teaching this course. Students are also prohibited from posting notes on the internet without the express written permission of the professor teaching this course.

## **Spring 2015 - BIOLOGY 113 LAB SYLLABUS**

SECTION:	DAY/TIME:	LAB ROOM:
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LAB INSTRUCTOR: \_\_\_\_\_ OFFICE/OFFICE HOURS: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**Course Objectives:** Biology 113 lab serves to reinforce and supplement information presented during lecture. Upon completing this lab course, students should be able to discuss how the four basic theories of Biology--Cell Theory, Gene Theory, Theory of Heredity, and Theory of Evolution--form a unifying explanation of life on Earth. Students will be able to describe and discuss cell structure, cell function and cell division. The successful student should be able to explain how genes and chromosomes provide the framework for genetic diversity as the basis for how organisms change over time. From the study of Biodiversity, students will be familiar with the major groups of organisms and should have a basic understanding of organ-system structure and function. Students will be able to use microscopes, data acquisition hardware and software, and metric measurement apparatus. After this class, students should be able to design and conduct experiments using the Scientific Method and be able to evaluate the scientific validity of reports in the popular media.

### **Texts/Materials:**

*Biology 113 Laboratory Manual* – 1st ed. by Tonna Harris-Haller, 2015. Hayden-McNeil Inc.

Safety goggles

**Attendance Policy:** Students are expected to attend the weekly 170-minute lab sessions. Laboratory attendance is extremely important! For absences due to illness or injury, you must notify your instructor **within two working days** of the absence. Additionally, you must provide within **one week** written and signed evidence of consultation with a medical professional confirming that the injury or illness was serious enough to justify the absence. Submitted evidence will be verified prior to approval of any make up. Zeroes will be recorded for any missed material without such an excuse.

**Absence Policy:** The Biology Lower Division Program **does not** accept the Texas A&M University Explanatory Statement of Absence Form as an adequate verification for an absence. Students who miss class and want to make up one or more missed assignments must provide verification for the reason of the absence (see section 7, Attendance <http://student-rules.tamu.edu/rule07>). Prior notification of absence is expected whenever possible.

**Lab Rescheduling:** A verifiable university approved excuse is required before a student may be rescheduled into another lab section during the same week, if space permits. To reschedule a missed lab during the same week lab is missed, bring written verifiable evidence of a university excused absence to 315 HELD as early as possible. There will be **NO** make up labs. If you miss a lab for a university approved reason and cannot be rescheduled, then you must contact your lab instructor within two working days after the lab to make arrangements for a make up quiz or assignment. Failing to contact your instructor in a timely manner will result in a zero for the missed assignment.

## **Course Grade:**

Some downward adjustment of letter grade cutoffs (i.e. curve) may be applied dependent on the class numerical grade distribution and the instructor's judgment. Final lab totals may be subject to statistical normalization. Grades are awarded only on the basis of your performance in the class.

**Quizzes:** The twelve 25-point quizzes will be a combination of written and practical questions. Quizzes will have a minimum of 30% practical questions.

**Assignments:** There will be 11 homework and in-class assignments worth a total of 105 points. Two points are automatically deducted for late assignments, and an additional point is deducted for each additional day overdue. Late homework may be logged in at HELD 317E or HELD 315.

**Regrading Assignments:** Is at the discretion of the instructor. Requests for re-grading must be initiated within two weeks of the assignment being returned to the student and must be completed before the last official day of classes.

**Extra Credit:** A total of 10 extra credit points may be earned by bringing live pill bugs to lab during the week of March 3-5. Five points are awarded for 10 pill bugs and ten points for 20 pill bugs. No points for late pill bugs.

**Participation Points:** Each TA will award a maximum of 25 points based upon cooperation, class participation, attendance, and cleanup.

## ***Record your lab grades:***

### **Homework and In-Class Assignments (105 pt)**

Assignment 1 (5 pt)	_____
Assignment 2 (10 pt)	_____
Assignment 3 (10 pt)	_____
Assignment 4 (10 pt)	_____
Assignment 5 (5 pt)	_____
Assignment 6 (10 pt)	_____
Assignment 7 (5 pt)	_____
Assignment 8 (10 pt)	_____
Assignment 9 (15 pt)	_____
Assignment 10 (5 pt)	_____
Assignment 11 (20 pt)	_____

### **Quiz Grades (300 pt)**

1. (25 pt)	_____
2. (25pt)	_____
3. (25 pt)	_____
4. (25 pt)	_____
5. (25 pt)	_____
6. (25 pt)	_____
7. (25 pt)	_____
8. (25 pt)	_____
9. (25 pt)	_____
10. (25 pt)	_____
11.(25 pt)	_____
12.(25 pt)	_____

### **Extra credit (10 pt maximum)**

5 points for 10 live pillbugs, 10 points for 20. \_\_\_\_\_

**Participation pt (25 pt).** \_\_\_\_\_

**Total Points** (405 possible = 430 minus the lowest earned quiz score\*)

**\* Low quiz score must be an earned score. A quiz grade of zero will not be dropped.**

**Lab Grade** =  $\frac{\text{total points}}{405} \times 100 =$  \_\_\_\_\_ %

Lab Grade comprises **30%** of total course grade.

## **Lab Information:**

### ***Lab Safety:***

You will be required to sign a Safety Agreement indicating that you have read, understood, and agree to follow the safety regulations required for this course. (You will sign one when you register and will sign a paper copy in lab.)

Eating, drinking, and use of tobacco products are prohibited in the laboratory.

University safety regulations require closed shoes in the laboratory. You will be refused admittance to the lab if you wear sandals or open shoes.

***Safety goggles are required. Bring safety goggles to all labs.***

## **Laboratory Assignments:**

***Work individually.*** All laboratory assignments are individual projects. Do not work together on written assignments without the permission of your lab instructor. Please carefully check due dates for each assignment.

***Plagiarism and Proper Citation:*** Copying from texts, lab manuals, internet sources, other students, or your own previously-submitted work is plagiarism and will be considered cheating. If you quote from another source, you must credit that source in your text and properly cite the reference in the literature cited section. The following is an example of a proper citation:

Harris-Haller, T., 2015. **Biology 113 Laboratory Manual, 1st ed.**, Hayden-McNeil Publishing Co., chapter 3.

**Assignment 1- The Guiding Principles of Biology (5 pts).** Give a short, in-class presentation of the termite behavior experiment, with special reference to how the experiment followed the scientific method.

**Assignment 2- The Cell Theory (10 pts).** Prepare a one- or two-page report detailing which antibiotics worked in the case study the lab manual. Answer the questions on page 22. Do not plagiarize your sources, but present the report in your own words. Properly cite any sources used, submit the text to turnitin.com, print the receipt, and attach it to the copy of the report you give to your instructor.

**Assignment 3 - Cell Function - The Energy Cycle (10 pts.)** Work individually! Prepare a one- or two- page write-up of your team's respiration experiment from pages 38-40. Include your hypothesis, null hypothesis, materials, methods, results, and the table and graph recording the experimental data (height of CO<sub>2</sub> column). Properly cite any sources used, submit the text to turnitin.com, print the receipt, and attach it to the copy of the report you give to your instructor.

**Assignment 4 - Forensic Biology (10 pts.)** Work independently to write a summary of the investigation, including items 1- 3 on p. 91 of the lab manual. Use complete sentences and/or show your work when answering questions. Cite any sources used, submit your report to turnitin.com, print the receipt, and attach it to the copy of the report you give to your instructor.

**Assignment 5 – Gene Expression/Protein Synthesis (5 pts.)** Draw a flowchart outlining the steps in protein transcription and translation, including where in the cell each takes place. Submit it to your instructor before you leave lab.

**Assignment 6 - Theory of Heredity (10pts.)** Work independently to complete and turn in the worksheet on pages 125-126. Use complete sentences and/or show your work when answering questions. Properly cite any sources used, submit the text to turnitin.com, print the receipt, and attach it to the copy of the work you give to your instructor.

**Assignment 7 – Behavioral Ecology (5 pts.)** Work independently to write an abstract of your pillbug choice chamber experiment. Include your data table (9-2.) Cite any sources, submit your abstract to turnitin.com, print the receipt, and attach it to the work you give to your instructor.

**Assignment 8 - Plant Communities (10 pts.)** Using your lab manual and textbook, complete Table 10-1 on page 163 and Figure 10-4 on page 164. Write a brief summary of the adaptations plants have evolved for life on land. Cite any sources, submit the text to turnitin.com, print the receipt, and attach it to the report when you submit it to your instructor.

**Assignment 9 - Animal Diversity (15 pts.)** Write a short paper describing the distinguishing characteristics of the major invertebrate phyla--molluscs, arthropods, echinoderms, and chordates-- as described in chapters 11 and 12. Also draw a phylogeny showing the evolutionary relationships of the coelomate animals. Note a key character state for each branch point on your phylogeny. Your TA will provide a list of which groups to include. Submit the text to turnitin.com, print the receipt, and attach it to your assignment when you submit to your instructor.

**Assignment 10 - Digestive and Excretory System (5 pts.)** Your TA will assign 1 of the 3 digestive enzyme experiments. Write a brief summary of your hypothesis, method, and results for the assigned experiment. Include the completed data table from the lab manual. Work individually. Submit the assignment to your instructor before you leave class.

**Assignment 11 - Cardiopulmonary Function (20 pts.)** Write a lab report. Follow the guidelines in Appendix A and be sure to include all the elements on page 329. **DO NOT COPY APPENDIX A.** Include graphs of the class data for the effect of exercise on respiratory rate, pulse rate, and blood pressure. Compare the class data to the data set taken by your group. Submit your text to turnitin.com. Print the receipt and attach it to your graphs and paper when you submit them to your instructor.

### **Student Support:**

**Help desk:** Students needing individual assistance will find a Teaching Assistant in Heldenfels Room 317E, phone 845-4653. Check the schedule posted outside of Heldenfels 315.

**Biology Image Library:** Study and review images of lab slides, specimens, etc. may be available online via the TAMU Biology Images Library at <http://biologyimages.tamu.edu>. Refer to your instructor for username and password information.

**Problems:** Courtesy dictates that you first discuss any problem with your laboratory instructor. If the problem has not been resolved, please contact Dr. Christopher Lee (Teaching Coordinator) at 458-3399 (or by email [clee@bio.tamu.edu](mailto:clee@bio.tamu.edu)) to make an appointment to discuss the situation.



**113 LABORATORY SCHEDULE – Spring 2015**  
**READ THE LAB BEFORE COMING TO CLASS**

<b>DATE</b>	<b>TOPIC</b>	<b>CHAPTER</b>	<b>HOMEWORK DUE/IN-CLASS</b>
Jan. 20-22	Guiding Principles of Biology	Chapter 1	Assignment (in-class)
Jan. 27-29	The Cell Theory <b>Quiz 1</b>	Chapter 2	
Feb. 3-5	Cell Function/Energy Cycle <b>Quiz 2</b>	Chapter 3	Assignment 2 (turnitin.com)
Feb. 10-12	Cell Division <b>Quiz 3</b>	Chapter 4	Assignment 3 (turnitin.com)
Feb. 17-19	Forensic Biology <b>Quiz 4</b>	Chapter 5	
Feb. 24-26	Gene Expression & Protein Synthesis/ Theory of Heredity	Chapter 6 Chapter 7	Assignment 4 (turnitin.com) Assignment 5 (in-class)
March 3-5	Evidence for Evolution <b>Quiz 5</b>	Chapter 8	Assignment 6 (turnitin.com) Optional extra credit pillbugs due
Mar 10-12	Behavioral Ecology <b>Quiz 6</b>	Chapter 9	
Mar 17-19	Spring Break		
Mar 24-26	Plant Communities <b>Quiz 7</b>	Chapter 10	Assignment 7 (turnitin.com)
Mar 31- Apr. 2	Invertebrate Diversity <b>Quiz 8</b>	Chapter 11	Assignment 8 (turnitin.com)
April 7-9	Deuterostomes <b>Quiz 9</b>	Chapter 12	
April 14-16	Digestive & Excretory Systems <b>Quiz 10</b>	Chapter 13	Assignment 9 (turnitin.com)
April 21-23	Cardiopulmonary Function <b>Quiz 11</b>	Chapter 14	Assignment 10 (turnitin.com)
April 28-30	Nervous System <b>Quiz 12</b>	Chapter 15	Assignment 11 (turnitin.com)

**GOGGLES REQUIRED EVERY WEEK.**  
**DO NOT WEAR OPEN SHOES TO LAB.**

## **General Information:**

**Lower Division Biology Instruction Office:** Administrative questions pertaining to Biology 113 may be referred to Heldenfels 315, Mon. through Fri. 8 am to 5 pm, 845-4651, e-mail [introbio@bio.tamu.edu](mailto:introbio@bio.tamu.edu).

**Webpage:** The Lower Division Instruction webpage at <http://www.bio.tamu.edu/ldi/> has contact information for faculty, teaching assistants, and staff, as well as exam challenge forms, and scantron grade check request forms.

**eCampus:** Grade information and materials posted by faculty may be located on the course eCampus site. To access eCampus:

- Logon to <http://www.eCampus.tamu.edu/>
- Choose the **TAMU (Net ID) logon** option.
- Logon with your Net ID and password.
- Choose the Biol 113 course list link.

**Release of Grades:** The Family Educational Rights and Privacy Act (FERPA) prohibits faculty and staff from posting grades to unsecured websites, or reporting grades by e-mail or telephone. Grade information is available via eCampus or from faculty during office hours.

**Q-Drop:** **Tuesday, April 21st** (5:00 pm) is the deadline for dropping a course with no penalty (Q grade). If you have any question as to whether or not to Q-drop, see your instructor before this date. After this date, you must take a letter grade or negotiate a W (withdrawal) or NG (no grade) through your academic dean (see Student rule 10.3.)

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## **Americans with Disabilities Act (ADA) Policy Statement:**

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