

## Etiquette and Rules for Human Anatomy and Physiology

### In Class:

1. Be on time. You are expected to be on time to arrive at the classroom and you are expected to stay for the entire class.
2. Plan to use the restroom before class begins so that you do not have to get up during the class.
3. If you have an important appointment which requires to you leave class early, inform the instructor and sit near the exit. Make your exit as quietly as possible, and especially **do not allow the door to slam**.
4. Once you have left the classroom **you will not be permitted to return**.
5. All cell phones and pagers must be turned OFF during class. Even the "vibrate" setting is disturbing to those around you.
6. If you are expecting an important phone call, please remain outside the class in order to take it. **Do not** under any circumstances answer your cell phone or get up and leave the classroom to do so.
7. Be respectful of others and do not talk during the class.

## Out of Class:

1. Every effort will be made to post grades in a timely manner. Barring unforeseen and extenuating circumstances, grades will be posted within one week of item completion. It is the student's responsibility to check grades regularly and to notify the instructor of any discrepancy. You will have one week after grades are posted to notify the instructor of a mistake. After one week the grade is firm.
2. You will have two opportunities to take online quizzes. You may use your book, PDF files, or any similar resources, but you must do your own work. Quizzes have an availability window which usually ends at 5 PM on the due date. Plan to complete the quiz well before the deadline so that you can overcome any problems. Unless the problem is with the WebCT server, this availability window will not be extended.
3. The same rules apply for submitted assignments. Assignments are accepted for full credit up to the due date at 5 PM. After that, assignments will be worth half credit, up to five days late. After the 5-day grace period they will not be accepted.
4. Unless otherwise announced, assignments must be submitted as MS Word documents, 97/2000/2003. Students having MS Works must save as a Word document. Students using MS Word 2007 must submit as an earlier version with extension .doc or .rtf. Specifically .docx and .wps files will NOT be accepted.
5. You are responsible for submitting the correct file or quiz answers and in the correct format. You should check immediately to be certain that the correct submission shows up in the submitted section. The instructor and teaching assistants will not correct students mistakes or hand-grade online quizzes.