

## Biology 106 Online Course Policies

This course consists of homework assignments, online lab simulation activities, and exams. You are expected to complete all of your own work, in your own words. To this end the following policies will be adhered to:

1. Copy/paste of information from websites is not acceptable and will earn 0 (zero) points. The goal is for you to learn the content and the easiest way for that to happen is for you to think through the concepts and put them into your own words. That way you're more likely to remember the information.
2. All assignments (labs and homeworks) must be submitted through webstudy. All the points are accrued by webstudy pulling them from the actual assignments which can be found by clicking on the Work to Do or Timeline tabs. In the timeline, you will see sessions. Each session will have course materials, homework and lab assignments. It's a good idea to do the sessions in order. Email attachments will not be accepted for a grade. Assignments are not accepted late.
3. The time limit for each exam is 90 minutes unless otherwise noted. Webstudy will auto submit your exam at the 90 minute mark.
4. Exams will only be open for 72 hours. If you do not complete the exam within the timeframe you will earn 0 points. Exams cannot be reopened on an individual basis. Make ups will only be granted for extreme circumstances. All make ups will occur on the Main Campus at 1700 Spring Garden Street, Philadelphia and only during final exam week.
5. Any applications used to access or submit assignments must be Windows XP compatible. Files may also be submitted in .rtf (rich text format). If you have a Vista system you must save/submit documents in Windows (Office 2003 XP) format. CCP has not upgraded yet to Office 2007. They have started but it will take quite some time until faculty have the 2007 version. Unfortunately, Office 2007 is not backward compatible with Office 2003 so if you have Office 2007 you'll have to save your documents for submission using the Save As and choosing Office 2003 format.
6. I've had the best luck with Internet Explorer for working with webstudy. Other browsers do not properly interface with webstudy. You don't need to go through Mozilla or anyone else to get to Internet Explorer. AOL can be very troublesome with webstudy.
7. Due dates. Each assignment will have a due date with a time. Please make sure you don't wait until the last minute!! If you do and then have any issues it becomes very difficult as once an assignment has closed, you will be unable to access it to submit your work.
8. Your final grade for this course is based on total points earned throughout the semester. Individual letter grades on assignments, labs or exams are not utilized in the final grade. I continue to try to tweak webstudy in an attempt for it to just display the points earned as the grade. So far I have not been successful! Currently, you'll see the number of points earned and then a number. This number for your grade corresponds to the percentage correct.