

# BELLEVUE COLLEGE

## Summer Quarter 2018

### Psyc& 202 Online Class

Item 5438, 5 credits

### Section OAS

Instructor: Ilona Pitkänen, Ph.D.  
Office: D200A  
Office hours: Wednesdays 2:00 PM - 3:00 PM  
Email: Use **Canvas email** in this course to reach me, or  
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### Course Description:

Welcome to Introduction to Physiological Psychology (PSYC 202)! This course introduces the physiological systems that underlie behavior with emphasis on the nervous system, sensory systems, endocrine system, and research methods unique to the field of physiological psychology. Examples of topics we will discuss include the brain processes associated with psychopharmacology, sleep, learning, memory, language, vision, neurological diseases and psychological disorders. **Please read this entire syllabus as it contains a lot of important information regarding the class!** If you have any questions or concerns, please contact me. (This course fulfills natural science course requirement at BC. Recommended: PSYC& 100.)

### Required Course Material:

Revel: **You are required to purchase the** John P.J. Pinel & Steven J. Barnes: **Biopsychology**, 10<sup>th</sup> Edition, *Pearson*.

While access to Revel is required, the printed version of this text is optional.

The REVEL website is an interactive experience that helps you engage with the complex, detailed material we cover in this class. It contains interactive quizzes that you are required to take.

There are two ways to purchase Revel access.

Choose the option that works best for you:

Option #1: Purchase a Revel access code from the campus bookstore (about \$92).

Option #2: Online Instant Access: You can purchase Revel access online. You will see this as an option after clicking on the course invite link listed below (about \$80).

When you buy an access code, you get access to the e-book at the same time, included in the access code price. When you register (via the bookstore access code or online instant access), you also have the option of adding the printed loose-leaf version of the book for \$19.95 extra. It will be shipped to you with no shipping cost. You could also find the book on Amazon or other outside websites. Even if you purchase the printed book, I recommend that you at least look at the eBook too, because it includes interactive features besides the assigned quizzes that might help you in learning the material (videos, short quizzes in between chapter sections, definitions, notes, interactive note taking functions, flash cards).

**Follow these steps to get started or watch a short video**  
**([www.pearsonhighered.com/Revel/students/registration](http://www.pearsonhighered.com/Revel/students/registration)) on how to register for Revel:**

1. Enter your Course Invite Link in your web browser. Please use a recommended browser like Google Chrome, Firefox, or Safari.

**COURSE INVITE LINK:** <https://console.pearson.com/enrollment/hznjon>

2. If you already have a Username and Password for another Pearson technology (i.e. MyMathLab), go ahead and sign in. If you do not have one, you'll need to create one using a valid email that you check regularly, like your school email address. Once you've signed in or created your Pearson Account, you'll immediately be directed to your Revel account. Here you'll see your course appear.

3. To access Revel throughout the semester log onto <http://console.pearson.com>. Make sure to bookmark this URL and NOT the course invite link. Remember to always use the same username and password to logon.

If you encounter any issues, support materials are available at [www.pearsonhighered.com/Revel/students/support/index.html](http://www.pearsonhighered.com/Revel/students/support/index.html), including a Tech support number: 855-875-1801.

Access to a computer or mobile electronic device (tablet or smartphone) with internet access is required to complete your Revel assignments.

ALL THE INSTRUCTION IN THIS CLASS OCCURS ONLINE (IN CANVAS AND REVEL), INCLUDING THE EXAMS. THERE ARE NO SCHEDULED MEETINGS ON CAMPUS.

I will be posting class materials and documents on the Canvas site for our class. You can access Canvas on the Bellevue College website. Below are some suggestions for navigating around our course site so that you can find what you need once you are on the Canvas site.

- **Course Tools:** To the left, you'll see a navigation bar with links. **Home** and **Modules** links take you to a list of all the modules for the course. You can reach the calendar by clicking the **Calendar** link on the left. You can access your grades for Canvas assignments by clicking the **Grades** link on the left. You can access your email inbox by clicking the **Inbox** link on the left. Use this email to contact me, and you can also use my regular Bellevue College email ([ilona.pitkanen@bellevuecollege.edu](mailto:ilona.pitkanen@bellevuecollege.edu)), especially if Canvas is down.

For Technology related problems, contact the HELP desk at (425) 564-4357 or online at [HELP DESK](http://depts.bellevuecollege.edu/helpdesk/) (<http://depts.bellevuecollege.edu/helpdesk/>)

### Course outcomes:

After completing this class, students should be able to:

- Demonstrate an appropriate use of terms and theories related to the field of physiological psychology.
- Identify the structures and functions of the nervous system, endocrine system, and immune system, and sensory systems as they are integrated to subserve behavior. For example, students will be able to recognize structures of the brain and sensory systems from a diagram, a model or a dissection.
- Demonstrate knowledge of the application of scientific method to the study of the biology of behavior, (i.e., by critically analyzing and/or proposing a scientific test of a claim about the biological aspects of behavior)
- Discriminate among the diagnostic technologies used to study brain function and brain structure.
- Identify the contributions of prominent theorists in the field of physiological psychology.

## STUDENT LEARNING OUTCOMES

In terms of general education outcomes, students will be able to:

Use cognitive and creative skills:

- a) Analyzing (identifying and evaluating problems)
- b) Synthesizing (interpreting situations, drawing conclusions, and making connections)

Improve communication skills:

- a) Doing research (gathering and documenting information)
- b) Delivering one or more written, oral and/or visual presentation with formal documentation

### Student Exams & Activities (630 points total)

- 1) **REVEL quizzes (200 points):** The Revel website has two different kinds of quizzes: short **module quizzes** at the end of each text module (section), and longer **chapter quizzes** at the end of each chapter. For full points, you need to complete **all** of these quizzes. For each chapter, you get 10 points for completing all of the module quizzes and 10 points for the chapter quiz towards your grade in the class (I will enter these points in Canvas for your convenience, so that you can track your grade during the quarter). This means that you can get a total of 20 points per chapter towards your grade (10 chapters x 20 points = 200 points). The due date for the quizzes is Tuesday midnight (see the schedule below, the Revel website and the Canvas calendar). The quizzes are designed to engage you directly with the material you are learning. They consist of multiple-choice questions, and if you give an incorrect answer, the quiz notifies you of this and provides additional information. You need to take all the quizzes at the end of each book section/module (short “module quizzes”). Each module quiz question is worth 3 points initially, and you have two attempts such that if you answer wrong, you lose 1 point. However, for these short module quizzes, you get 10 points towards your class grade for completing all the module quizzes for a chapter regardless of what your score is for each quiz. You need to complete EVERY MODULE QUIZ for the 10 points. However, for the longer **chapter quiz** at the end of each chapter, your score matters. You have two tries for each question in the chapter quizzes. Each question is initially worth 5 points, but if you give an incorrect answer, you lose 2 points. If you give 2 incorrect answers for a

question, you get 0 points for that particular question. This means that for each question, you can get either 5 points (first answer is correct), 3 points (second answer is correct) or 0 points. **You get 10 points towards your class grade for each chapter quiz you pass with a score of at least 80% (60 points). If you get less than 80% for a chapter quiz, you will not receive any points towards your final grade for that chapter quiz.** Note that each chapter also interactive charts, videos, note-taking functions and other resources. I recommend using these additional resources, but they are optional. The quizzes for all the assigned chapters are available until the deadline for each quiz, so you can start taking them anytime. You can take breaks during the quiz, go back to them, and the quizzes are NOT TIMED, but once you submit each question (by clicking SUBMIT), you can't undo that action. Take the chapter quiz which counts towards your grade only when you have studied the chapter. A good way to practice for the chapter quizzes is by completing the short module quizzes which you need to complete but for which your actual score does not matter. **NO LATE QUIZZES ARE ALLOWED FOR ANY REASON.** You have a lot of time to take the quizzes, and you should not leave them for the last minute. **TO RECAP: to get the full points for a chapter, you must take ALL the module quizzes but your score does not matter (get 10 points towards your class grade), and the chapter quiz with a score of at least 80% which is 60 Revel points (get 10 points towards your class grade).**

- 2) **Biopsychology in movies, series, books or video games (70 points):** Pick a movie, a TV series, a book or a video game you are familiar with in which you can identify at least one biopsychology theme/topic. Analyze this movie/series/book/game based on what you have learned about biopsychology in this class, according to the instructions provided in Canvas. In your paper, you need to use biopsychology/neuroscience concepts and/or theories learned in the class and critically evaluate the movie's portrayal of biopsychology. Your paper needs to be at least 3 pages long (when double-spaced). When you refer to sources, you need to use **APA format in-text citations** and an **APA format reference list**. You also need to read other students' posts and comment on two of them. Your comments should address the content of the student's paper, showing that you read it and thought about it. You receive 5 points for each comment. See the more detailed instructions in Canvas for this assignment.
- 3) **Discussions (200 points):** There are 5 discussions, each of which includes 2 chapters. In each discussion, you need to post 6 TIMES: you need to make 2 more extensive posts in response to my questions by Wednesday night of the

designated week, and then post 4 times in response to other students' posts by the Friday night of that week. Your 2 posts in response to my questions are worth a maximum of 10 POINTS EACH, and your 4 responses to other students are worth a maximum of 5 POINTS each. Thus, you can collect up to 40 points per discussion (40 points x 5 discussions = 200 points total). It is very important that you read the detailed instructions about how to post in the file labeled "Course structure" in the introductory module. When you cite sources in your posts (which is required for most the more extensive posts), you need to use APA format in-text citations and an APA format reference list.

- 4) **Introduction (10 points):** You need to post an introduction and respond to two other students' introductions in the introductory module. See the course schedule for the deadlines.
- 5) **Canvas exams (150 points):** There will be 3 exams, and each exam is worth 50 points. Each exam covers the chapters assigned for it, and none of the exams is cumulative. Each exam typically has 5 essay questions and an extra credit question. The exams are taken online. Once you start the exam, you must finish it, and you have 120 minutes (2 hours) to complete the exam. Exams 1 and 2 are available for 3 days and the final exam (Exam 3) is available for 4 days. See the schedule for the exam dates. You can take the exam any time during this period. Please note that if you start the exam less than 120 minutes from the deadline (11:59pm on the last exam day), the exam will automatically close at 11:59pm. It is not a good idea to leave the exam for the last night! No late exams are generally given, but please contact me for exceptional circumstances such as serious illness or death in the family. Documentation such as a doctor's note or a death certificate is REQUIRED. 'Computer problems' are not an excuse for missing an exam, other than the Canvas server being down which I will get confirmation for from the school. I recommend copying your responses on a document, and if you lose access to the exam during the 2-hour exam period, email me your responses ASAP, and depending on the circumstances, I can accept them. Please make sure that you are taking the exam in a place where you have reliable computer access and can work uninterrupted for 120 minutes. Changes in work schedule, forgetting the exam deadline and other such reasons do NOT qualify for a late exam. DO NOT TAKE THE EXAMS WITH A CELL PHONE. **A student who has a legitimate medical situation or other emergency needs to communicate with me promptly and contact me as early as possible BEFORE the exam deadline (if this is not possible, the reason for the late communication must be documented; e.g. hospitalization with a severe illness).**

## Grading Information

The total number of points you earn will be converted to a percentage of the total points possible. Your final grade will be assigned based on the letter grade scale as shown below:

<b>%</b>	<b>Letter Grade</b>
95-100%	A
90-94	A-
86-89	B+
80-85	B
75-79	B-
71-74	C+
66-70	C
60-65	C-
55-59	D+
50-54	D
49 or less	F

## COURSE SCHEDULE

WEEK/ CHAPTERS	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>Week 1</b> <i>Chapters 1 and 3</i>	7/2 FIRST DAY OF THE QUARTER	7/3	7/4	7/5 Canvas Intro due	7/6	7/7 Response to 2 student intros due	7/8
<b>Week 2</b> <i>Chapters 1 and 3</i>	7/9	7/10 CHAPTERS 1 AND 3 REVEL QUIZZES DUE	7/11 Chapters 1 and 3 discussion (2 posts due)	7/12	7/13 4 student discussion comments due	7/14	7/15
<b>Week 3</b> <i>Chapters 4 and 15</i>	7/16	7/17 CHAPTERS 4 AND 15 REVEL QUIZZES DUE	7/18 Chapters 4 and 15 discussion (2 posts due)	7/19	7/20 4 student discussion comments due	7/21 <b>CANVAS EXAM 1 OPENS (CH. 3, 4 and 15)</b>	7/22
<b>Week 4</b> <i>Chapters 6 and 10</i>	7/23 <b>CANVAS EXAM 1 CLOSSES at 11:59pm</b>	7/24 CHAPTERS 6 AND 10 REVEL QUIZZES DUE	7/25 Chapters 6 and 10 discussion (2 posts due)	7/26	7/27 4 student discussion comments due	7/28	7/29
<b>Week 5</b> <i>Chapters 11 and 14</i>	7/30	7/31 CHAPTERS 11 AND 14 REVEL QUIZZES DUE	8/1 Chapters 11 and 14 discussion (2 posts due)	8/2	8/3 4 student discussion comments due	8/4 <b>CANVAS EXAM 2 OPENS (CH. 6, 10 and 11)</b>	8/5
<b>Week 6</b> <i>Chapters 16 and 18</i>	8/6 <b>CANVAS EXAM 2 CLOSSES at 11:59pm</b>	8/7 CHAPTERS 16 AND 18 REVEL QUIZZES DUE	8/8 Chapters 16 and 18 discussion (2 posts due)	8/9	8/10 4 student discussion comments due	8/11	8/12 BIOPSYCH PAPER DUE
<b>Week 7</b> <i>Chapters 16 and 18</i>	8/13 <b>CANVAS EXAM 3 OPENS (CH. 14, 16, AND 18)</b>	8/14	8/15 2 COMMENTS TO STUDENTS' PAPERS DUE	8/16 <b>CANVAS EXAM 3 CLOSSES at 11:59pm</b>			



## Course Policies

### **Hardship withdrawal policy:**

According to the social science division policy, hardship withdrawals are for exceptional circumstances that prevent the student from completing the course. Documentation such as a death certificate or a doctor's letter may be required.

### **Late policy: Generally, no make-up exams will be given**

However, please contact me for exceptional, prolonged circumstances such as serious illness or death in the family. Documentation such as a doctor's note or a death certificate is required. No late discussion posts are accepted (other than in exceptional circumstances with documentation). 'Computer problems' are not an excuse for lateness, other than the Canvas server being down which I will get confirmation for from the school. I cannot confirm other types of computer issues, so I cannot accept them as a reason for lateness. You have several days or weeks to complete the assignments, and it is never a good idea to leave them for the last minute. It is your responsibility to find alternative computer access, for example at the campus computer resources or libraries.

### **Academic Problems:**

It is important to me that you succeed in this class. If you have concerns about your performance, please contact me as soon as possible. Additionally, Bellevue College offers a variety of learning assistance services. See the following links for additional help:

[Academic Success Center](#)  
[TRiO Student Support Services](#)

### **Religious Holidays**

Students who expect to miss classes, examinations, or any other assignments as a consequence of their religious observance should be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious holidays on which they will be absent, preferably at the beginning of the term. Students who are absent on days of examinations or class assignments should be offered an opportunity to make up the work without penalty (if they have previously arranged to be absent), unless it can be demonstrated that a makeup opportunity would constitute an unreasonable burden on a member of the faculty. Should disagreement arise over what constitutes an unreasonable burden or any element of this policy, parties involved should consult the department chair, or Dean.

### **College Anti-Discrimination Statement**

Bellevue College does not discriminate on the basis of race or ethnicity; color; creed; national origin; sex; marital status; sexual orientation; age; religion; genetic information; the presence of any sensory, mental, or physical disability; gender identity or veteran status in educational programs and activities which it operates.

### **Confidentiality and Mandatory Reporting**

As an instructor, one of my responsibilities is to help create a safe learning environment on our

campus. It is my goal that you feel able to share information related to your life experiences in classroom discussions, in your written work, and in our one-on-one meetings. I will seek to keep information you share private to the greatest extent possible. However, I am required to share with the Title IX Coordinator any and all information regarding sexual assault and other forms of sexual misconduct (e.g. dating violence, domestic violence, stalking) that may have occurred on campus or that impacts someone on campus. Students may speak to someone confidentially by contacting the BC Counseling Center at (425) 564-2212. The Title IX Office can be contacted at 425-564-2441 and more information can be found at [www.bellevuecollege.edu/titleix/](http://www.bellevuecollege.edu/titleix/).

For further information and contacts, please consult [College Anti-Discrimination Statements](#).

### **Class evaluations**

You are encouraged to complete a voluntary course evaluation before the end of the quarter. My policy is that if **at least 90% of the class completes the evaluation, everyone will get 10 extra credit points**. The Bellevue College Online Evaluation website is secure and submissions are completely anonymous (I see how many students have submitted the evaluation but I will never know the identities of the students). College instructors, program chairs and administrators are granted access to a class composite document on the website only after all grades are posted to transcripts at the close of the current quarter. To participate in the evaluation process, use your Student ID and PIN to log in on the following site: [STUDENT EVALUATION](#)

On the BC Online Evaluation site, you will find a listing for each of your classes. Access to each course evaluation is granted only once, and after you press the SUBMIT button at the bottom of the page, you will see a screen telling you which class evaluations have been completed. If you have questions or need assistance, please call the Distance Education Office at 425-564-2438 or toll free at 1-877-641-2712.

### **Plagiarism and academic dishonesty**

Plagiarizing (using the ideas or words of another as one's own without crediting the source) is a violation of the Student Code of Conduct at Bellevue College. Changing some words or sentences in the original source does not make it your own. **You need to completely write your own assignments and discussion posts.** Other examples of academic dishonesty include behaviors such as having someone else write your assignments, copying other students' answers on an exam, allowing other students to take credit for your work, etc. Any assignments, exams and other instances of plagiarism and academic dishonesty will receive 0 points. In addition, the instructor may file a report with the Manager of Student Conduct and refer any violation of the Student Code of Conduct to the Dean of Student Services for possible probation or suspension from Bellevue College. Specific student rights, responsibilities and appeal procedures are listed in the Student Code of Conduct (see below).

### **Student Code of Conduct and Academic Integrity**

Any act of academic dishonesty, including cheating, plagiarism (using the ideas or words of another as one's own without crediting the source), and fabrication and inappropriate/disruptive classroom behavior are violations of the Student Code of Conduct at Bellevue College. Examples of unacceptable behavior include, but are not limited to, talking out of turn, arriving late or leaving early without a valid reason, allowing cell phones/pagers to ring, and inappropriate behavior toward the instructor or classmates. The instructor can refer any violation of the Student Code of Conduct to the Dean of Student Success for investigation. Specific student rights, responsibilities, and appeal

procedures are listed in the Student Code of Conduct at: [Student Code](#)

*\*If you are accused of cheating, stealing exams and/or plagiarism, there is a Bellevue College Student Discipline and Appeals Procedure (the right to due process) which you may pursue. Contact the office of Division Chair (D110), the Dean of Student Services (B231A) or the Associated Student Body (C212) for information regarding the appeals process.*

### **Email Communication**

Email communication with instructors must be done through student email accounts only. Instructors cannot communicate with students about their course work or grades through student's personal email accounts.

### **Bellevue College E-mail and access to MyBC**

All students registered for classes at Bellevue College are entitled to a network and e-mail account. Your student network account can be used to access your student e-mail, log in to computers in labs and classrooms, connect to the BC wireless network and log in to MyBC. To create your account, go to: [Create Email](#)

BC offers a wide variety of computer and learning labs to enhance learning and student success. Find current campus locations for all student labs by visiting the [Technology Help Desk](#)

### **Disability Resource Center (DRC)**

The Disability Resource Center serves students with disabilities. A disability includes any physical or mental impairment that substantially limits one or more major life activities. Common disabilities include physical, neurological (e.g. Autism, ADD), and mental health (e.g. depression, anxiety). If you are a student who has a disability or if you think you may need accommodations in order to have equal access to programs, activities, and services, please contact the DRC.

If you require assistance in an emergency, please meet with your individual instructors to develop a safety plan for while in class and contact the DRC to develop a safety plan for while you are elsewhere on campus.

If you are a student with a documented autism spectrum disorder, there is an additional access program available to you. [Contact Autism Spectrum Navigators](#) (ASN). Email and phone number is on the web page. ASN is located in the Library Media Center in D125.

The DRC office is located in building B Room 132. You can contact the DRC by stopping by B132, calling our desk at 425-564-2498, emailing [drc@bellevuecollege.edu](mailto:drc@bellevuecollege.edu), and Deaf students can reach us by Skype (account name **DRCatBC**). For more information about the services we offer, including our Initial Access Application, visit our website at [www.bellevuecollege.edu/drc](http://www.bellevuecollege.edu/drc).

### **Accessibility**

The online elements of this course are designed to be welcoming to, accessible to, and usable by everyone, including students who are English-language learners, have a variety of learning styles, have disabilities, or are new to online learning. Be sure to let me know immediately if you encounter a required element or resource in the course that is not accessible to you. Also, let me know of changes

I can make to the course so that it is more welcoming to, accessible to, or usable by students who take this course in the future.

### **Public Safety and Emergencies**

Public Safety is located in the D building (D171) and can be reached at **425-564-2400** (easy to remember because it's the only office on campus open 24 hours a day—2400). Among other things, Public Safety serves as our Parking Permits, Lost and Found, and Emergency Notification center. Please ensure you are signed up to receive alerts through our campus alerting system by registering at [RAVE Alert Registration](#)

If you work late and are uneasy about going to your car, Public Safety will escort you to your vehicle. To coordinate this, please phone ahead and let Public Safety know when and where you will need an escort.

Please familiarize yourself with the emergency postings by the door of every classroom and know where to go in the event of an evacuation. Your instructor will be asked if anyone might still be in the building, so check in before you do anything else. Emergency responders will search for anyone unaccounted for.

**If a major emergency occurs, please follow these three rules:**

- 1) Take directions from those in charge of the response** -We all need to be working together.
- 2) Do not get in your car and leave campus (unless directed to)** - Doing so will clog streets and prevent emergency vehicles from entering the scene. Instead, follow directions from those in charge.
- 3) In an emergency, call 911 first, then Public Safety.**

Please do not hesitate to call Public Safety if you have safety questions or concerns at any time. You may also visit the [Public Safety](#) web page for answers to your questions.

## **ONLINE PROCEDURES AND GUIDELINES OF THE SOCIAL SCIENCE DIVISION**

### **Bellevue Community College's Affirmation of Inclusion**

Bellevue College is committed to maintaining an environment in which every member of the campus community feels welcome to participate in the life of the college, free from harassment and discrimination. We value our different backgrounds at BC, and students, faculty, staff members, and administrators are to treat one another with dignity and respect.

The college's "Affirmation of Inclusion" is in line with the principle of free speech in a free society: we have the right to express unpopular ideas as long as we don't show disrespect for reasonable people who might believe otherwise. In an online course, you will be expressing ideas through the medium of the course site rather than face to face in the classroom. In that case, these expectations refer to the courtesy with which you communicate with one another through e-mails and e-discussions. Part of this respect involves professional behavior towards the instructor, colleagues, and the class itself.

### **Cheating, Stealing, and Plagiarizing\* and Inappropriate Behavior**

Cheating, stealing and plagiarizing (using the ideas or words of another as one's own without crediting the source) and inappropriate/ disruptive behavior are violations of the Student Code of Conduct at Bellevue Community College. Examples of unacceptable behavior include, but are not limited to: plagiarizing material from the Internet and posting rude or personal attacks in discussions. When you are in doubt about any behavior, please consult your instructor. In addition, you may wish to review the general applicable rules of cyberspace, such as in the [Core Rules of Netiquette](#). The instructor reserves the right to remove posted messages, and downgrade assessments as a result of these types of behaviors. The instructor can refer any violation of the Student Code of Conduct to the Vice President of Student Services for possible probation or suspension from Bellevue Community College. Specific student rights, responsibilities and appeal procedures are listed in the Student Code of Conduct, available in the office of the Vice President of Student Services, [link to Student Code](#).

### **Incomplete**

If a student fails to complete all the required work for a course, an instructor may assign the grade of Incomplete (I). It is the student's responsibility for maintaining contact and adhering to the agreed-upon actions. Vista class sites, and material, may not be directly accessible after the end of the quarter so it is important to make arrangements before the quarter ends. The student must complete the coursework by the end of the next quarter, or receive the assigned letter grade (usually an F). There is a standard form that instructors have access to in their instructor's grade briefcase.

### **F Grade**

Students who fail a course will receive a letter grade of "F."

### **Final Examination Schedule**

Final examinations may involve proctored on-campus arranged exams or may be administrated completely online at the discretion of the instructor and in keeping with the stated policies provided in the course syllabus. Please refer to the syllabus at the start of the quarter for additional details and contact the instructor directly for any clarifications. A student who is not in compliance with the scheduled format may forfeit the right to make up the examination. If, for illness or some other circumstance beyond the student's control, the student is unable to be in compliance with any scheduled examination and has contacted the instructor on a timely basis, the student may be permitted to take such examination at a time designated by the instructor.

### **Withdrawal From Class**

College policy states that students must formally withdraw from a class by the end of the seventh week of the quarter during the standard academic year (Registration Office, B125). If a student has not withdrawn by that date, an appropriate letter grade will be assigned for the course. Check [Enrollment Calendar Deadlines, Refunds/Withdrawals](#), for additional details. As with most enrollment deadlines, it is the student's responsibility to be aware of these dates and act accordingly.

### **Hardship Withdrawal (HW)**

From page 9 of the current course catalog, [2008-2009 online catalog](#), HW indicates a withdrawal request made because of extenuating circumstances after the official withdrawal period is over. The student must contact the instructor to request this withdrawal option, or the faculty member may initiate the contact. No points are calculated into the grade-point average. Students may also contact the Enrollment Services office BEFORE grades are assigned in cases of hardship.

### **Distribution of Grades**

Students should access their grades through the BC Web site. Any returned material should be accessed prior to the end of the quarter. After the end of the quarter, Vista class sites may not be accessible by students. Individual instructors may use non-Vista tools for recording and maintaining the students' progress. Questions about grades assigned should be initially directed to your instructor.

### **Submission and Returning of Papers, Assignments and Assessments:**

Specific guidelines for taking exams and submitting assignments are published in the syllabus. Please contact instructor at the start of the quarter for any clarifications.

### **Technical Assistance**

Vista-related or technical issues should be referred to Distance Education, [link to Distance Education web resources](#). You may also email them at [landerso@bellevuecollege.edu](mailto:landerso@bellevuecollege.edu) or call 425-564-2438 (1-877-641-2712). Vista tutorial help and basic instructions can be found at <http://bellevuecollege.edu/distance/studentguide/>

*\*If you are accused of cheating, stealing exams and/or plagiarism, there is a Bellevue Community College Student Discipline and Appeals Procedure (the right to due process) which you may pursue. Contact the office of Division Chair (D110), the Vice President of Student Services (B231A) or the Associated Student Body (C212) for information regarding the appeals process.*