



NORTH FLORIDA  
COLLEGE

North Florida College  
BSC 1010C – Prin. Biology I  
Course Syllabus

Notice: Due to the ever-evolving climate of COVID-19, this syllabus is subject to change. Please log into D2L for the most up-to-date information.

**Term:** Fall 2022

**CRN:** 10031

**Course Number:** BSC 1010C

**Section:** 1

**Course Title:** Principles of Biology I

**Meeting Location:** 34/103

**Meet Day(s):** Tues/Thurs

**Time:** 8:30-10:30am

**Instructor:** A. Doughty

**Office Location:** 34/102

**Telephone:** (850) 973-1645

**Email:** [doughtya@nfc.edu](mailto:doughtya@nfc.edu)

**Department Chair:** Dr. Guenter Maresch

**Department Chair Email:** [mareschg@nfc.edu](mailto:mareschg@nfc.edu)

**Course Description:** An exploration of the fundamental principles of living organisms and a guide to building a basic understanding of morphological and physiological principles of living organisms. Special emphasis is placed on cellular and molecular biology of the cell.

**Prerequisites:** Successful completion of an NFC developmental reading course option or appropriate reading placement score on a postsecondary readiness test. Exemptions may exist; consult an academic advisor.

**Corequisites:** None

**Instructor response time for phone and email messages:** I will return your call or email within 48 business hours of receipt, unless it's on the weekend or a holiday and then I will return your call or email on the next business day.

**\*Note:** When sending an email, the subject line must include this course's name (BSC 1010C-TR or Bio1-TR).

**Office Hours:**

Mon: 8:00 – 12:00pm

Tues: 8 - 8:30am; 10:30 - 11am

Wed: 8:00 – 11:00am

Thurs: 8 - 8:30am; 10:30 – 12pm

\*Virtual office hours are online only, and communication will normally be through GoMail or Virtual Classroom. Regular office hours can be scheduled as either an online appointment in Virtual Classroom or in-person

**Required text:**

**Choose one of the Cengage Unlimited Options below:**

**Cengage Unlimited 1 Term Printed Access Card**

ISBN: [9780357700037](https://www.cengage.com/ISBN/9780357700037) Publisher: Cengage Pub. Date: 3/8/2018

**OR**

**Cengage Unlimited, Multi-term 12 Months Printed Access Card**

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**OR**

**Cengage Unlimited Multi-Term 24 Months Access Card**

ISBN: [9780357700051](https://www.cengage.com/ISBN/9780357700051) Publisher: Cengage Pub. Date: 3/8/2018

\*After purchasing and gaining access to Cengage Unlimited you can download to your dashboard the following text for this course:

Biology by Solomon, Martin and Berg, 11<sup>th</sup> edition

### Additional resource materials and/or supplies:

- Access to a reliable computer and strong internet connection; free tutoring online is available through SMARTHINKING (accessed through NFC's My Info Network).
- Microsoft Office (Specifically Excel, Powerpoint, Word and OneDrive) physically downloaded on your computer.
- Each student should have a flash drive at least 4 GB in size to save lab work (or have quick access to their NFC OneDrive account).
- Loose-leaf writing paper, or equivalent, for in-class assignments

### Minimum technological requirements and skills:

#### *Technological Requirements:*

- Student will need to have access to the internet and an up-to-date computer that will run D2L during non-school hours or make provisions to complete all work during campus hours, Monday through Thursday, from one of the many computer labs across campus.
- Preferred browsers for D2L and Connect websites is Firefox/Mozilla/Chrome with all plug-ins up to date for D2L, Safari (Apple devices) may not work well in some instances. Student should have at least two different browsers available on their computer to assist with troubleshooting.
- Student will need Office 365 (specifically PowerPoint, Word and Excel) – available free to registered NFC students, works with Mac and PC but not very well with Chromebooks. Student will download PowerPoint, Word and Excel directly onto their computer.
- Online Homework will be completed using the textbook publisher website which requires an internet browser with pop-ups disabled, a pointing device (mouse or touch screen), and current versions of Flash, Shockwave, and Java installed on your computer. You should access all assignments through the D2L links provided.
- Any technical issues should be troubleshooted immediately
- ***NFC Technical Support: Contact NFC Computer Services at (850) 973-1672 or email [help@nfcc.on.spiceworks.com](mailto:help@nfcc.on.spiceworks.com) for computer hardware, D2L and general email assistance.***
- ***Cengage Technical Support: Visit <https://www.cengage.com/help-center/> for assistance with Cengage accounts, and assignments.***

#### *Skill Requirements:*

Students should be able to:

- Initiate troubleshooting of technical difficulties with their computer before contacting instructor or IT. This includes:
  - Taking a screenshot of the error
  - Trying different browsers
  - Clearing cache and cookies of each browser
  - Using "incognito" browser settings.
- Update browser settings, including updating necessary plug-ins and turning on (and off) popups.
- Download files and save files in various formats
- Create and edit PowerPoint and Excel files
- Use their NFC email account to send communication using correct email use and protocol outlined in the Course Email Policy below.

### Course grading/evaluations:

1. Exams (40%)
  - a. The lowest score of the exams will be dropped
2. Lab Assignments (25%)
3. Classwork Assignments (35%)
  - a. Some will be completed while during lecture period, others will be online with outside due dates

Student grades will be kept in a D2L grade book. Students can access their grades anytime throughout the semester. Grades are calculated as a running total throughout the semester, meaning as new assignments are added you will see the grade change to include the new assignment in the overall score. To periodically calculate your current grade in the course, visit the Grades tab and use the following formula with the fraction numbers you see:

$$(Top\ Number \div Bottom\ Number) \times 100 = \% \text{ Score}$$

Letter grades can be calculated using the scale below.

A = Greater than or equal to 90%

B = Greater than or equal to 80%, but less than 90%

C = Greater than or equal to 70% but less than 80%

D = Greater than or equal to 60% but less than 70%

F = Less than 60%

### Response time for posting of grades on D2L:

Exam/Quiz Grades Response Time: Grades will be posted no later than 1 week past the exam date. Missed exams will have their 0 grades posted within 1 business day after the due date of the exam.

Lab Report Response Time: Grades will be posted no later than 10 business days after due date.

Online Homework Response Time: Grades will be posted instantly in D2L gradebook once you complete and submit in Cengage. Missed homework will have their 0 grades posted within 1 business day after the due date of the assignment.

### Midterm and/or final exam information:

Midterm: None

Final Exam: Tuesday December 6 8:30-10:30am in Building 34 Room 103 (Cumulative Multiple-Choice). This is a timed 2-hour cumulative exam.

## GENERAL EDUCATION PROGRAM LEARNING OUTCOMES

1. **Communication Skills:** Students will demonstrate competence and understanding in both oral and written expression.
2. **Critical Thinking:** Students will demonstrate mastery of discipline-specific problem-solving skills.
3. **Diversity:** Students will interpret and evaluate societal and ethical issues, problems and values specific to time and place.
4. **Technology:** Students will demonstrate competence in use of technology appropriate to course and/or circumstance.

## COURSE LEVEL STUDENT LEARNING OUTCOMES

All courses with multiple sections must use the same wording for all SLOs, and assessments must share common attributes.

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1. Demonstrate competence of written communication in the form of a formal Lab Report
2. Demonstrate a mastery of a broad set of biological knowledge by recognizing correct answers to questions on exams
3. Follow technical instructions and demonstrate the use of technology in methods required to successfully perform laboratory experiments.
4. Demonstrate mastery of interpretation of scientific data by successfully creating a graph from obtained data.
5. Demonstrate an awareness of diversity in the form of a class assignment.

Course Level SLO #	Gen Ed/Program Outcome #	<u>Summative Assessments</u> (A student artifact: A specific assignment that could be submitted as evidence of a General Education competency)
1	1, 4	Digital Lab Report showing competence in written communication
2	2	Mastery of a broad set of biological knowledge by recognizing correct answers to questions on exams
3	2, 4	Demonstrate use of microscopes by capturing an image, incorporation into a lab report, including proper labeling.
4	2, 4	Interpret and/or produce a graph from data provided in class
5	1, 3	A class assignment showing awareness of diversity.

## COURSE CONTENT AND SCHEDULE

**This is a tentative schedule and is subject to change.** The exact date for each exam will be announced in class one class meeting prior to the exam. Food and Drink are NOT ALLOWED in the room at any time.

**Lab PPE Requirements:** Some lab experiments will require students to wear gloves when handling certain equipment (gloves will be provided), and eye protection (which will also be provided). All students will wear appropriate lab footwear (shoes that fully encase the foot with closed toes and no holes) – unacceptable shoes for labs include slippers, crocs, sandals, flip flops etc. Any student not following general lab safety guidelines will not be allowed to participate in the lab that day and could result in a 0 for that overall lab – see Lab Make Up Policy.

### Early Alerts: Full Term

**#1: September 6-7, 2022**

**#2: October 5-6, 2022**

Week	Monday Beginning Date	Textbook Chapters	Tentative Exam Date
1	Aug 15 (First Day of Class is 8/16)	Syllabus, Ch1	
2	Aug 22	Ch 1, Ch 2	Exam 1 (Ch 1)
3	Aug 29	Ch 2	
4	Sept 5 (Early Alerts)	Ch 2, Ch 3	
5	Sept 12	Ch 3	Exam 2 (Ch 2, 3)
6	Sept 19	Ch 4	
7	Sept 26	Ch 5	
8	Oct 3 (Early Alerts)	Ch 6	Exam 3 (Ch 4, 5, 6)
9	Oct 10	Ch 7	
10	Oct 17	Ch 8	
11	Oct 24	Ch 9	Exam 4 (Ch 7, 8, 9)
12	Oct 31	Ch 10	
13	Nov 7	Ch 11	
14	Nov 14	Ch 12	Exam 5 (Ch 10,11,12)
15	Nov 21 (Thanksgiving Nov 23-25)	Ch 13	
16	Nov 28	Ch 13	
17	Dec 5 (Last Day of Semester)		

### FINAL EXAM Topic: Cumulative (All chapters)

Date: Tuesday December 6, 2022 8:30-10:30am (Room 34/103) Cumulative final

**\*Lab Report Requirements:** All lab reports must be completed in an official lab report writing format and submitted as a PowerPoint (.pptx extension) file. Lab Report Guidelines and Examples are provided in the Course Material tab of Contents. All lab reports are analyzed using Turnitin – See Turnitin Policy for acceptable and unacceptable numbers. All lab reports and contents must be your original work for the current semester (no resubmissions of previous semester work are accepted and could impact the overall Turnitin Score).

**Final Exam:** The final exam is a comprehensive (all chapters) multiple-choice/true false/fill in the blank exam. If you missed an exam through the semester you are required to take the final, which will replace your missed module exam. Or you could choose to take the final (as long as you complete all module exams) to replace a low score.

#### COURSE POLICY STATEMENTS:

**COURSE PARTICIPATION POLICY:** Student is responsible for regular attendance on assigned days, logging in daily, checking course News Feed notices, checking emails daily, and ensuring all assigned tasks are completed on or before the due date for each assignment. See Missed Test Policy, Missed Lab Policy and Late work/Extension Policy.

**DIRECT QUOTES POLICY:** Direct quotes will not be accepted in this course, and could result in a 0 on the writing assignment. Direct quotes do not count toward length requirements (if the assignment has a minimum length requirement).

**EMAIL POLICY** – All email should be sent and received via the NFC email account and should have your course name in the subject. Communication from personal email accounts is not acceptable and may not be answered due to spam and junk mail filters. You are expected to check your NFC email regularly (at least once per day) – this is my main mode of communication outside of the scheduled class time.

Email messages are a form of **formal communication** (not a messaging app), which means I expect to see:

- A subject line which includes your course name and a very brief summary of topic
- The body should include a greeting and then your inquiry – be specific again to your course name as well as the file/exam name. Please limit the use of SMS texting language and use proper sentence structure (Capitals, comma's, periods etc).
- You should always end your message with your name, preferably including your last name

**EXTENSION (DATE/TIME) POLICY** - There are no date extensions provided on any assignments, quizzes or exams throughout the semester. Please refer to Late Work Policy for late submissions.

**EXTRA CREDIT POLICY:** Extra credit work is already built into the course to improve your grade – do not ask for personal extra credit assignments. No extra credit assignments will substitute for missed exams, lab reports, or any other graded assignment.

**LATE WORK POLICY-** Maximum score on late lab report work is 50% if submitted within 24 hours past the due date and time. No work is accepted over 1 day late and will receive a 0. No online homework assignments will be accepted late and will automatically receive a grade of 0. The assignment rubric will not apply to any late work submissions.

**MAKE-UP POLICY** – There are no make-up activities in this course at any time. Any missed lectures, labs, exams, and in-class assignments (for any reason) will automatically receive a 0. Students are responsible for ensuring they study and catch up on any lecture material missed.

**MISSED TEST POLICY-** No tests or quizzes can be missed. Any missed tests will automatically receive a 0 for that exam. If you miss an exam you may take the comprehensive final exam and the grade achieved on the final will replace the missed exam. There will be no make-up exams or quizzes.

**MISSED LAB POLICY** – Labs should be completed and submitted before the due date and time of the module they are assigned to. Full participation in all labs is required. Lack of participation and any missed labs will automatically receive a 0 after the due date has passed. Lab reports will be accepted up to 24 hours late with a 50% late submission penalty – see the Late Work and Extension Policies. Students must be present and participate fully in each lab in order to be able to submit a lab report for a grade. There are no make-up labs provided at any time through the semester.

**REDO POLICY** - There will be no “Redo” opportunities on assignments/lab reports/online homework/exams offered in this course. The score you receive on an assignment will remain that score for the semester.

**TURNITIN SCORE POLICY-** Used on lab reports and other written assignments for purposes of plagiarism amongst students as well as outside sources. Scores should be no higher than 40% similarity to other sources. You should

submit early enough (24-48 hours) to allow the score to appear. If the score is high you should reword your report and resubmit (again allowing enough time for the score to appear). Any Turnitin scores 25% or higher on submissions will be evaluated for similarity in individual answers – any paragraphs, answers, materials, or methods 90% highlighted (majority highlighted) will result in an automatic 0 for that entire lab report.

Turnitin Score	Lab Report Score
<40% : All answers original	Acceptable
<40% : 90% similarity on one or more question responses	Automatic 0 on first offense. Student will be contacted by the instructor regarding NFC Academic Honesty Policy.
41-50	Report Grade minus 20%
51-60	Report Grade minus 30%
>61	Automatic 0 on first offense. Student will be contacted by the instructor regarding NFC Academic Honesty Policy.

## NFC INFORMATION AND POLICY STATEMENTS:

### Academic Honesty

NFC is committed to providing a high-quality educational experience to all students, and students are expected to follow appropriate and honest academic practices. This information is available in the Academic Regulations section of the college catalog at [www.nfc.edu](http://www.nfc.edu). All cases of academic dishonesty will be reported to the Office of Academic Affairs.

Instructors use [www.turnitin.com](http://www.turnitin.com) to review papers and projects for improper citation and/or plagiarism by comparing each student's report against billions of internet pages, a repository of works submitted to Turnitin in the past, and thousands of academic sources. A comparison document called the *Similarity Report* details the areas of a student paper that may have been documented incorrectly or used improperly. **Refer to instructor's course policy statements for usage details.**

### Attendance Policy

Regular and consistent attendance facilitates student success. Absences beyond the equivalent of two weeks of class are considered to be excessive and thus may impact a student's course grade. Typically, two weeks of class would be described as follows:

- For a three-credit hour class that meets MW or TR: 4 class meetings (2 weeks).
- For a three-credit hour class that meets once a week for three hours: 2 class meetings (2 weeks).

Students are responsible for material covered during their absence. Refer to instructor makeup policy.

**If there is no verifiable participation within the first week of the term, a student will be dropped from the class for non-attendance.** This includes classes delivered in face-to-face, online, or hybrid format. See instructor policy.

### Textbook Purchases

All required course materials are listed in the Virtual Bookstore tab on NFC's homepage. Course materials purchased through Follett, NFC's only contracted vendor, can be charged against a student's financial aid account. Course materials may also be purchased from any other source with the understanding that these non-Follett purchases cannot be charged against a student's financial aid account.

### Used Book Purchases

Students should check the Follett book list found in the Virtual Bookstore tab on NFC's homepage for correct titles and editions. Note: The ISBN listed in Follett may include both the required text and a required access code. When considering purchasing used books, students should be sure the purchase includes the ACCESS CODE in courses where required. If not, the access code must be purchased separately at an additional cost.

### Students/Visitors: Where to Park on Campus

If you have any questions about parking on campus, contact Campus Security at (850) 973-0280. Park in designated parking spaces only. Do not park on the grass or in undesignated areas. Faculty/Staff parking areas are to be used only by full- and part-time employees of the college. Faculty and staff parking spaces are lined in yellow and are clearly marked "STAFF". Students and visitors can park in any spaces that are lined in white. **NOTE: Some visitor parking spaces are lined in yellow with the word "Visitor" in the center. These are for visitors only. Students are not allowed to park in these spaces. Vehicles cannot be parked by backing into the space. Any vehicle that is illegally parked will be towed at the owner's expense. Refer to the college catalog or student handbook for all other parking regulations.**

**Enforcement:** If a vehicle is parked illegally anywhere on campus, it is subject to be towed at the owner's expense (\$85.00+). An illegally parked vehicle will be given a **WARNING on the FIRST OFFENSE**. **There will be no second warning.** Illegally parked vehicles will be **TOWED ON THE SECOND OFFENSE**. Signs will be displayed near parking areas with the name and address of the company to contact if the vehicle is towed.

The company that tows the vehicle is an independent company contracted by North Florida College. The College has no authority to negotiate towing fees and is not in any way responsible for damage or liability to the vehicle or its contents. The company that provides the towing service is:

Jimmie's Firestone  
6025 South SR 53  
Madison, FL 32340  
(850) 973-8546

### **Campus Security**

The administration of NFC works diligently to make the campus as safe as possible. A few of the procedures in place include the use of security officers, the placement of security lights at strategic locations, and the locking of buildings when not in use. Students should always be alert and use normal precautionary measures at all times. Campus crime statistics are documented annually and are available in the college catalog. Campus security can be contacted at 850-973-0280 from 7:30 a.m. until 11:30 p.m. for assistance while on campus with non-emergency security concerns. All emergency incidents should be reported directly to 911.

### **Library Services**

The Marshall Hamilton Library, located in Building 4 at NFC, is open during the following hours (hours are subject to change):

#### **On Campus:**

Monday – Thursday 8:00 a.m. – 7:00 p.m.  
Friday 8:00 a.m. – 4:30 p.m.

#### **Virtual appointments:**

Monday-Thursday 8:00 a.m. – 4:30 p.m.

Resources and staff are available in the Library to support student learning in the classroom. Students are encouraged to visit our website and use the online resources. Students may make an appointment to receive help or use computers during the posted hours. Librarians are on duty to help with questions and research strategies. To gain access to the Library's extensive collection of electronic resources such as eBooks and academic databases with full-text articles, students will use the Single Sign-on through the MyNFC portal or Library Website. Students should contact the library at [library@nfc.edu](mailto:library@nfc.edu) or call (850) 973-1624 if they are having login issues. Online library resources are available to students 24 hours a day through the Library's website, <https://www.nfc.edu/learning-resources/>. Wireless Internet is also accessible in the Library and on the patio after hours. Specific policies and regulations applicable to the Library are available in the Library or by visiting the Library's website.

### **Academic Success Center**

The Academic Success Center (ASC) exists to provide all NFC students, regardless of academic proficiency, the help and support necessary to ensure successful completion of studies and programs. Services include one-on-one peer and faculty-led tutoring assistance, online tutoring, organized group study sessions, workshops, study skills training,

academic coaching, web resources, and more. The ASC takes pride in working closely with faculty and staff to develop resources and to support the various academic programs offered at NFC.

**By appointment tutoring sessions:** Students may make an appointment to receive tutoring services during the posted hours.

**By appointment:**

Monday – Friday 8:00 a.m. – 4:30 p.m.

**Virtual Hours:**

Monday-Thursday 8:00 a.m. – 5:30 p.m.

Friday 8:00 a.m. – 4:30 p.m.

- **Workshops, organized group study sessions, and professional tutoring:** See the ASC calendars and schedules on NFC's website for specific dates, times, and delivery methods. For additional information visit <https://guides.nfc.edu/asc>.

Smarthinking Online Tutoring

Online tutoring is available to NFC students 24 hours a day, 7 days a week, through Smarthinking. Each NFC student has access to a Smarthinking account and 240 minutes of free tutoring services. Located in D2L, Smarthinking offers a variety of tutoring services including drop-in live sessions, scheduled sessions, submit a question, and writing center submissions. Smarthinking covers a wide range of subjects like basic math, algebra, statistics, trigonometry, calculus, chemistry, physics, accounting, reading and writing (all subjects). Sessions are archived and available for students to review at any time for studying or test preparation.

**For more information about accessing the Smarthinking online tutoring service, see the ASC webpage or contact Elizabeth Gonzales at [gonzalese@nfc.edu](mailto:gonzalese@nfc.edu) or (850) 973-1719 and/or Jamen Brock at [brockja@nfc.edu](mailto:brockja@nfc.edu) or (850) 973-9411.**

For **any** additional information regarding services provided by the **Academic Success Center**, please contact any of the following:

- Elizabeth Gonzales, Academic Success Center Coordinator (850) 973-1719 / [gonzalese@nfc.edu](mailto:gonzalese@nfc.edu)
- Jamen Brock, Tutor Lab Manager/Academic Specialist (850) 973-9411 / [brockja@nfc.edu](mailto:brockja@nfc.edu)
- Academic Success Center (ASC) (850) 973-1624 / [asc@nfc.edu](mailto:asc@nfc.edu)

**Americans with Disabilities Act**

NFC is dedicated to the concept of equal opportunity. Students desiring modifications in class or on campus due to a disability may choose to inform the instructor at the beginning of the semester or contact the Disability Resource Center directly. Accommodations and modifications will be made after the student registers with the Disability Resource Center and provides appropriate documentation of disability. After the documentation is evaluated, the instructor may be involved in providing accommodations to equalize the student's educational experience. Students may call (850) 973-1683 (V) or (850) 973-1611 (TTY) for an appointment or additional information.

**Technology Access**

All NFC online learning tools are available on the MyNFC portal. To access the portal, students should click the MyNFC link at the top of the NFC website (<http://www.nfc.edu>) or type the following URL into the Internet address bar: <https://my.nfc.edu>. **When accessing the portal for the first time, students should click the "First Time User" link and follow the instructions to set up the account.**

Each NFC student is provided an email account through GoMail. The student's GoMail account is the official email address used by faculty and staff for communication with the student. A student can access his/her GoMail account via the MyNFC portal. Students are expected to check their GoMail accounts regularly.



Desire2Learn (D2L) is the learning management system that houses all online and supplemented face-2-face courses. Students can log in to an online or supplemented course by accessing the MyNFC portal. Students will then see their course(s) listed under the "My Courses" widget on the D2L homepage. Click the name of the course to begin.

### **Student Ombudsman**

The Student Ombudsman provides confidential, informal, and neutral assistance to students seeking to resolve disputes or address issues of importance. The Student Ombudsman does **not** serve as a student *advocate*, but rather serves as a guide to assist students in the navigation of College organizational structure and in understanding of policies and procedures. David Paulk is the current Student Ombudsman. He can be reached at (850) 973-9418 or [paulkd@nfc.edu](mailto:paulkd@nfc.edu).

### **Equal Opportunity Statement**

North Florida College is dedicated to the concept of equal opportunity and access to all programs and activities. In accordance with federal and state laws, and College policy, NFC does not discriminate in any of its policies, procedures or practices on the basis of race, ethnicity, color, religion, sex, national origin, gender, age, disability, pregnancy, marital status, genetic information or any other characteristic protected by law. Inquiries or complaints regarding equity issues of any nature may be directed to Denise Bell, Equity Coordinator, 325 NW Turner Davis Drive, Madison, FL 32340, Telephone (850) 973-9481 or email [equity@nfc.edu](mailto:equity@nfc.edu).

### **Student Rights**

As members of the College community, students have certain rights that include the following.

Students have the

- Right to a quality education;
- Right to freedom of expression;
- Right to hold public forums;
- Right to peacefully assemble;
- Right to a fair and impartial hearing;
- Right to participate in Student Government;
- Right to be a member in authorized student organizations;
- Right to appeal College decisions through established grievance procedures;
- Right of personal respect and freedom from humiliation and control;
- Right to make the best use of the student's time and talents and to work toward the goal which brought the student to the College; and
- Right to ask about and recommend improvements in policies that affect the welfare of students.

### **Student Responsibilities**

As members of the College community, students have certain responsibilities that include the following.

Students are

- Expected to assume responsibility for knowing the rules, regulations and policies of the College;
- Expected to meet the course and graduation requirements of the students' program of study;
- Expected to keep college records current with up-to-date addresses and other information;
- Expected to meet with an academic advisor at least once each term;
- Expected to comply with College rules, regulations and policies; and
- Expected to behave in a manner which demonstrates respect for others and self.

### **Student Rights Under the Family Educational Rights and Privacy Act (FERPA)**

FERPA affords students certain rights with respect to their educational records.

1. The right to inspect and review the student's educational records.
2. The right to request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosures without consent.
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by North Florida College to comply with the requirements of FERPA. Please write to: U.S. Department of Education, 600 Independence Ave. S.W., Washington, D.C. 20203.

5. The right to obtain a copy of North Florida College's student record policy from the Office of the Registrar, North Florida College, 325 NW Turner Davis Drive, Madison, Florida 32340.

**Vulnerable Persons Act**

All faculty and staff of North Florida College are required by law to report any type of abuse of minors that they witness or become aware of through written or verbal communication, regardless of the time that has passed since the abuse occurred. Students are advised that any information, written or verbal, communicated in this class, or to the instructor in any way, in regards to any willful act or threatened act that results in any physical, mental, or sexual abuse, injury, or harm that causes or is likely to cause harm to the physical, mental, or emotional health of another to be significantly impaired is subject to disclosure as required per Florida State Statutes.