

**BIOL 200-004 QUANTITATIVE BIOLOGY - Official Syllabus**  
**Fall 2018 - Online Course delivered via Blackboard (Bb)**

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**Office:** [Removed]

**Office Hours:** [Remove]

**Lecture and classroom:** Fully online

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**Course Description:**

3 lecture hours (100% online). 3 credits. Prerequisites: BIOL 151, BIOZ 151 and MATH 151. Introduction to the application of the scientific method, experimental design and quantitative aspects of biology. This course focuses on quantitative skills that are relevant to the biological sciences by introducing basic scientific reasoning, quantitation and data analysis

**Course Goals:**

By the end of the semester, you should be able to:

- Develop biological hypotheses and design experiments to test hypotheses.
- Implement inductive and deductive reasoning when interpreting data with regard to a scientific hypothesis.
- Interpret graphs based on biological data and derive biological explanations.
- Apply and evaluate basic statistics in an experimental framework.
- Calculate and explain basic statistics used for analysis when given an example.
- Manipulate, manage, and interpret data in a spreadsheet (e.g., Google Sheets, Excel):
  - Copy and paste data into a spreadsheet
  - Create graphs in spreadsheets
  - Calculate statistics using spreadsheet formulae
  - Accurately report data according to instruction criteria
- Choose appropriate statistical tests for testing hypotheses.
- Distinguish the differences between the following statistical tests:
  - t-tests
  - chi-squared
  - Z-test
  - ANOVA
  - linear regression
  - correlation
- Relate the concepts of logical thinking, probability, and statistics

**Required Course Materials**

- Microsoft Excel ([VCU offers free Microsoft Office 365](#)) with the [Data Analysis Toolpak](#) (it's part of Office 365 but you may have to install it - here are instructions for [Mac users](#) and for [Windows users](#).)
- [The Analysis of Biological Data](#) by Whitlock & Schluter - available from the VCU Bookstore or from Amazon.com - renting from Amazon may be the most cost effective. Additionally, a couple of copies are on reserve in the Cabell Library

- [The Lady Tasting Tea: How Statistics Revolutionized Science in the Twentieth Century](#) by David Salsburg - available from the VCU bookstore, or from Amazon.com. Additionally, a couple of copies are on reserve in the Cabell Library.

**Course Topics:**

This is an outline of the topics covered in this course and the general order in which they will be covered.

- Unit 1: Scientific Method, Making Assumptions, Logic, Solutions
  - Scientific Inquiry
  - How Scientists Study Life
  - Scientific Reasoning: Inductive vs. Deductive Logic
  - Reviewing pH
  - Solutions, Dilutions and Molarities
- Unit 2: Intro to Statistics (from a biological perspective)
  - Statistics and samples
  - Displaying and describing data
  - Estimating with uncertainty
  - Probability
  - Hypothesis testing
- Unit 3: Proportions and Frequencies
  - Analyzing proportions
  - Fitting probability models to frequency data
  - Contingency analysis: associations between categorical variables
- Unit 4: Comparing Numerical Values
  - The normal distribution
  - Inference for a normal population
  - Comparing two means
- Unit 5: Handling Violation of Assumptions and Designing Experiments
  - Handling violation of assumptions
  - Designing experiments
  - Comparing means of more than two groups
- Unit 6: Regression and Correlation
  - Correlation between numerical variables
  - Regression
- Discussion Board Topics:
  - *Lady Tasting Tea: How Statistics Revolutionized Science in the 20th Century* by David Salsburg
  - Effects of Predation on the Niche of Lizards
  - Designing an Experiment

**Tips for Success:**

The course is designed as intuitively as possible using the Learning Management System currently available, which is Blackboard. Students can find everything they need under the “Main Menu/Start Here” navigation link. All other navigation links are shortcuts to frequently used areas of the course. Students who do the following will greatly enhance their success in the course:

- Have excellent time-management skills - work on assignments in advance of the due date rather than waiting until the last minute. Do not procrastinate on assignments.
- Thoroughly read the instructions/criteria and submit every part of the assignment.
- Read instructor emails - the weekly (and sometimes twice or thrice weekly) emails are helpful reminders for students to check the gradebook, etc to make sure all assignments have been

submitted in time in order to avoid zeros. A copy of all course-wide emails are posted to the Announcements page.

- Study Tips for Exam: You have access to all the assignments, and you can review all of your quizzes by clicking on the assignment - it will give you the option to review it. If you're wanting to commit information to memory, you must do more than just read chapters/watch videos - you need to take written notes - handwritten note-taking is more effective than typing when you're trying to commit information to memory. Creating your own essay exams, calculation questions, etc. and then taking them, will help you figure out areas you may be weak in and then go back and study more in those weak areas. Here is a link to some great study tips:  
<http://www.cod.edu/people/faculty/fancher/STUDY.HTM>

### **Congratulations, you killed your patient (CYKYP):**

This statement is in reference to the importance of attention to detail and accuracy when answering questions on quizzes case studies and the final exam. Many quiz/case study/exam questions not only ask you for the calculated answer, but ask you to report it to either a certain decimal place or a certain number of significant figures (which may be different than decimals), it may state to include the units or it may say not to, it may state to use an Excel or Google Spreadsheet or use a table in the book for your answer. These directions must be followed explicitly to arrive at the correct answer. It is often helpful to write out and algebraically transform the equation on paper, but we do not recommend doing the actual calculations using a paper and calculator. Calculations should NEVER be rounded until the very last step, otherwise fatal errors can occur. Further, doing multi-step calculations on paper and in a calculator increase the likelihood of a transcription error. Cutting and pasting a dataset into a spreadsheet is far less likely to result in an error than manually typing it into a spreadsheet or calculator. It is important that you follow the instructions for reporting your answer - if you report an answer as 0.0531 but we asked you to report it to four significant figures so that the answer is supposed to be 0.05312, then your answer is wrong. There is no partial credit (there's no way to set it up for that). The same goes for spelling errors - you must report your answers exactly as they should be spelled, we do not give credit for misspellings. We understand that losing a few points due to these issues can be annoying, so we offer the opportunity to earn bonus points for each unit to help make up for the times that you might have lost point like this. See info on bonus points for more information about how to claim bonus points.

### **Technical and/or Computer Skills Required:**

Other than being able to use spreadsheet programs such as Excel and/or Google Sheets, this course does not require special technical skills - links are provided where applicable and there are no assignments that require any special computer skills beyond using Excel and/or Google Sheets (tutorials can be provided to students who require/request in advance). The course is designed as intuitively as possible, however, if ever you find yourself confused about where an assignment is located, etc, please feel free to email your instructor and they'll be happy to help.

### **Instructor Availability:**

It is important that students are able to contact instructors in online classes and expect a response in a reasonable amount of time. If you don't hear back from your instructor within 24 hours (except weekends and holidays), please email them again.

Please note the following for all instructors:

- This is an online class, learning to clearly ask questions and/or express your concerns over email is part of the class.
- Please try to resolve issues over email before trying to set up an in-person appointment.

- Office Hours - by mutually convenient appointment - please email instructor.

**Weekly Time Commitment:**

The amount of work students are expected to put forth in this class is based on Section 600.2 and 600.24(f) of the Higher Education Opportunity Act which states (in part) that a unit of credit is: "An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately ... ten to twelve weeks for one quarter hour of credit or the equivalent amount of work over a different period of time." Which is a fancy way of saying a 3 credit course expects you to put in a minimum of 9 hours per week (thus the reason 12 credits is considered full time is because that's a minimum of 36 hours per week.)

**Estimated Times for Completion of Assignments:**

Keep in mind that this course requires a minimum of 9 hours per week of work - that should give you an idea of the amount of effort you are expected to put into the course. To prepare you for the quizzes, readings and/or videos will be assigned, quizzes can therefore take a few hours to complete. They are not timed - you can open a quiz, work on it, close it out, and come back and work on it later. How much time it actually takes you personally, can depend on things such as how many times you were side-tracked while doing the assignment (answering texts, browsing facebook, etc.), how you felt that day (tired from not enough sleep the night before, etc). Please plan completion of your assignments accordingly - work on some each week so that you don't find yourself running out of time.

**Inclusiveness Statement:**

This online course was developed with the concept of [Universal Design](#) as a primary goal. No assignments are timed, and they are available in advance of their due date. The Universal Design of the course means that most students find that the course already accommodates their specific needs; however, if you believe you still require additional reasonable accommodation(s), please provide your instructor with the appropriate documentation from [Student Accessibility and Educational Opportunity](#) with enough time to make the necessary adjustments.

**Assignment Types, Weights, Due Dates & Late Policies:**

All due dates follow VCU time (Eastern Time). Due dates are located on the Course Calendar which is posted to Blackboard. If you prefer to work on weekends or at night - that's easily accommodated - just work in advance of the due dates on the days/times that work best for you.

- If you are working from a different time zone and need to see what time you must submit your work in your local time zone to meet the VCU deadline, you can use this [Time Zone Converter](#) - use "Virginia" for VCU and it will tell you what time and what day is equivalent to your time zone. Note, it is your responsibility to understand the conversion - if you're not sure, email me and let me know where you are and I can tell you what time you need to submit your work by. For example, if you are in California this summer, you would need to submit your work by 8:59pm your local time in order to meet the 11:59pm VCU deadline.
- You are expected to work on assignments weekly, not wait until the due date or you risk violation of the attendance policy (and, in the case of discussions and quizzes, not accepted.)
  - These are the 4 main assignment types:
    - Quizzes
    - Case Studies
    - Discussions
    - Final Exam (which may be deployed in separate parts)

- The weight of an assignment towards your overall grade is based on the total points for that assignment - the more it's worth, the more it counts towards your overall grade (and vice versa).

### QUIZZES & CASE STUDIES:

quizzes and case studies are based on content and reading and/or video comprehension. For all quizzes and case studies, you can see the questions in advance so that you can concentrate on the accompanying reading/video if applicable. You should consider quizzes as practice for the case studies, with the case studies testing your knowledge of applying the concepts you learned from the quizzes. It is suggested that you do not wait until the last day to try to complete all of the quizzes or case studies in a module. If you believe there's an error on the answer key, or you wish to have your answer considered as correct, you must send your instructor an email no later than the day that the quiz or case study is due - this means if you submit a quiz or case study late, you forfeit this opportunity.

- **Adaptive Release Policy:** You must complete all quizzes in a module in order to access that module's case study. Once quizzes and case studies are completed in prior modules, it will trigger a release of the quizzes and case studies for next module - but only if the "Open" date has been reached (see the course calendar and Adaptive Release Policy). In other words, the calendar states when the next module will open by, but unless all quizzes from the previous module have been submitted, the next module will not open until you do so. Though you do not have to earn a passing score on the quizzes or case studies, you must get some questions correct in order to trigger the adaptive release - if you get all questions wrong, you will not be able to automatically progress in the course (ie, don't submit a blank quiz just so you can move to the next unit - you will not be able to do so.) If you submit a blank quiz by accident, we may, as a one-time courtesy reset it for you. We are not required to do this, and may instead leave the zero and manually adjust the adaptive release policy so that you can continue to the next module - the decision will be determined by the instructor in consultation with the course coordinators.
- **Due Dates for Quizzes and Case Studies:** Module/Chapter quizzes and case studies are always open on every Tuesday and due on midnight next Monday (It applies to the discussion board as well - see Course Calendar for actual dates.) All quizzes and case studies in each module are due on the same day - this is not so that you can wait to do them all on one day (that would be unwise), but rather to allow you flexibility to work out your own best schedule.
  - **Late Policy for Quizzes & Case Studies:** NO late quizzes and case studies are accepted through the semester (VCU schedule).
  - **Bonus Points for early submission:** You can claim 2.5 bonus points for each unit that you submit all of your quizzes, case studies **and** the bonus point claim form on time.

### FINAL EXAM:

the final is comprehensive and may be deployed in parts. You may use your notes. You may take it twice, though because the questions come from a pool, you may get different questions. The highest score will be recorded. You will only see your score after all exams are submitted (after last day of class), you will not see answers.

- **Adaptive Release Policy:** The final becomes available as stated on the calendar, but will not become available to anyone who still has quizzes or case studies to submit. You may not just submit a quiz or case study without answering questions just to move forward - though you do not have to pass a quiz or case study, you must get some questions correct in order to progress to the next unit and/or final exam.
- **Due Date for Final Exam:** see calendar for when the final is due.
  - **Late Policy for Final Exam:** The final can only be submitted through 11:59pm on the date stated on the calendar (this is usually the last day of VCU classes, but check the calendar to be sure.)

**DISCUSSIONS:**

discussion boards are based on assigned readings and/or videos. Honor Reports must be submitted for each discussion board in order to receive a grade.

- **Adaptive Release:** The discussion board for the Icebreaker is open at the beginning of the course. As you complete a discussion, the instructions for the next one will open. This gives you access to the instructions so that you know what you'll be doing, but the discussion board may not actually be available for posting at that time. Whether or not you get access to the instructions early, each discussion board along with the instructions will open automatically the week before the initial post is due so that you can submit early if you want to.
- **Due Dates for Discussions:** discussions run over a 5-day period, Monday-Friday. The initial post is due by the end of the day on Monday, and comments must be finished up by the end of the day on Friday. Each discussion board will open the week before the initial post is due so that you can submit early if you want to.
  - **Late Policy for Discussions:** Initial Posts may be submitted late (for a penalty) through the comment period deadline. Discussion boards may not be made-up after the comment period deadline for any reason (you can't have a discussion after-the-fact!)

**HONOR REPORTS:**

**in order to receive a grade for the discussions, you must submit a corresponding honor report.**

- **Adaptive Release Policy:** You may not submit an honor report until you complete your discussion. Honor Reports will not become available until you've completed the discussion (you made your initial post plus the minimum number of comments) or after the comment period closes. If you do an initial post but don't do the comments or only do some of the comments, you may submit an honor report for partial credit (see Adaptive Release Policy).
- **Correcting Honor Reports:** If you make a mistake on the honor report and did not receive the grade you expected, you may submit a second time if the honor report allows a second attempt (not all do). If your mistake gives you more credit than you deserve, you will be penalized 10 points in addition to the point adjustment when we make the correction. If you ask us to fix a mistake, it may cost you up to 10 points to do so.
- **Due Dates for Honor Reports:** Honor Reports are due at the same time as the comment period deadline - see Blackboard for due dates.
  - **Late Policy for Honor Reports:** Late honor reports may receive a 10 point penalty if you are habitually late with your honor reports - whether or not a penalty is applied is at instructor's discretion.

**Course Calendar:**

All important dates, including due dates, discussion board opening dates, beginning and ending of class dates, withdrawal dates, etc. are posted on this Google Course Calendar [Link Removed]. You can add the calendar to your own Google Calendar by clicking the +Google Calendar button at the bottom of the calendar.

**Attendance Policy:**

**Presence:** Though this class does not meet in a classroom, students must demonstrate presence. Presence is demonstrated by completing assignments by their due dates (completion means you see a grade in the gradebook).

**Violation:** A student is in violation of the attendance policy if **none** of the quizzes or case studies in a unit are completed by the due date (i.e., completion of just one quiz in a unit by the due date will prevent you from being in violation - you must score at least a 1 - average of all attempts.) There are 6 units in the course, thus it's possible to accumulate up to 6 attendance violations. The total number of violations are recorded in the gradebook and updated within a few days after each unit deadline.

**Consequences for violating the attendance policy in Units 1-6 are as follows:**

- A total of 3 violations will prevent you from receiving an A, regardless of your total number of points.
- A total of 4 or more violations will prevent you from receiving any grade higher than a C, regardless of your total number of points.

In order to consider exempting a discussion board that you missed, you must have extenuating circumstances demonstrating that you were incapacitated for an extended period of time (at least a week). In addition to contacting your instructor immediately upon return to school, you will need to provide verifiable documentation such as hospital papers, **and** you must have demonstrated consistent presence prior to the extenuating circumstances. Bonus points will not be awarded for late quizzes for any reason, not even extenuating circumstances.

**Grading Scale:**

There are a total of 1,000 possible points to earn in the course. Your grade will be automatically assigned as follows (unless you have violated the attendance policy):

You will need between 895 - 1000 points (equivalent to 90-100%) in order to earn an A in the course.  
You will need between 795 - 894 points (equivalent to 80-89%) in order to earn a B in the course.  
You will need between 695 - 794 points (equivalent to 70-79%) in order to earn a C in the course.  
You will need between 595 - 694 points (equivalent to 60-69%) in order to earn a D in the course.  
Scores below 595 points (equivalent to below 60%) will earn an F in the course.

Grades within  $\frac{1}{2}$  of a point will be rounded up to next whole number for grade calculation purposes.  
Grades under  $\frac{1}{2}$  of a point will not be.

- **Grades are non-negotiable.** Anyone who requests, for any reason whatsoever, that I make an exception to any of the course policies will receive a zero on the syllabus quiz and will lose any bonus points that they accumulated.

**Bonus Points:** You will have the opportunity to earn up to 20 bonus points over the course of the semester as follows:

- 2.5 points per unit for submitting all quizzes AND the bonus points claim form by the due date (Units 1-6 = 15 bonus points)
- 2.5 points for submitting your final exam AND the bonus points claim form by the due date.
- 2.5 points for submitting the VCU Course Evaluation AND the bonus points claim form by the last day to do evals.
- You will not receive bonus points if you do not claim them yourself using the online claim forms.
- No other opportunities for bonus or extra credit will be provided, no exceptions.

**Gradebook:**

It is the student's responsibility to check the gradebook after submitting each quiz, case studies, exam, honor report and/or bonus claim form to make sure that it was submitted properly – either a grade or a

“needs grading” icon (exclamation point) will indicate that the assignment was submitted. If you see a dash “—” or a blue “in progress icon” that means you have not submitted the assignment.

#### Quiz, Case Study & Exam Question Types:

- **Multiple Choice:** if more than one answer appears to be correct, choose the BEST answer that most thoroughly addresses the question.
- **Multiple Answer:** choose all that apply. There will always be at least one correct answer.
- **True/False | Yes/No:** If choosing true or yes, make sure the entire question is true or correct.
- **Fill-in-the-Blank:** do not use all caps unless appropriate for acronyms (ie, DNA). Spelling counts! No credit for misspellings. Correctly spelled synonyms and alternate tenses/variations will be considered - email your instructor if you think your answer should be included in the answer key.
- **Calculated Formula/Numeric:** input numbers only - do not spell out.
- **Jumbled Sentence:** if more than one answer appears to be correct, choose the BEST answer that most thoroughly addresses the question.
- **Matching:** if more than one answer appears to be correct, choose the BEST answer that most thoroughly addresses the question.
- **Ordering:** chronological order means from the earliest date to the most recent. Not all are chronological order - some may state from the most recent to the oldest, so pay attention to the question being asked - credit will not be given for answers put in the reverse order of what the question asked.
- **Short Answer:** provide a brief answer that addresses all parts of the question

#### Adaptive Release Policy:

The course deploys in a modular fashion (there are 6 units), each unit building upon the previous unit. You may not skip any assignments in a unit. You must score at least 1 point (average of all attempts) on all assignments in a unit for the next unit to open.

- **Adaptive Release of Unit Quizzes:** You must complete all of the quizzes and case studies in the prior unit in order to release the assignments in the subsequent unit.
- **Adaptive Release of Case Studies:** You must complete all of the quizzes in a unit in order for the case study for that unit to open.
- **Adaptive Release of the Final Exam:** The Final Exam will open once all quizzes (including review quizzes) and case studies are submitted and you have earned at least one point on each.
- **Adaptive Release of Discussions:** The discussion board for the Icebreaker is open at the beginning of the course. As you complete a discussion, the instructions for the next one will open. This gives you access to the instructions so that you know what you'll be doing, but the discussion board may not actually be available for posting at that time. Whether or not you get access to the instructions early, each discussion board along with the instructions will open automatically the week before the initial post is due so that you can submit early if you want to.
- **Adaptive Release of Honor Reports:** Once you complete your discussion the honor report will become available. If you made your initial post, but did not do comments or didn't do all of them, the honor report will become available to you after the discussion board closes so that you can submit it for partial credit. If you did not do a discussion or project, you do not need to submit an honor report - a zero will be plugged in within a couple of days of the due date.

#### Syllabus as Binding Contract:

Instructors are bound by the Rules & Procedures of the University to follow the policies in the syllabus. Likewise, by taking the course, you are agreeing to be bound by the policies in the syllabus as well. Because the syllabus is a binding contract, there are no exceptions to any of the policies on the syllabus.

**Online Conduct & Netiquette:**

Students are expected to conduct themselves with the utmost courtesy toward their fellow students and instructor at all times, and should expect the same in return. VCU policy prohibits any member of the VCU community from sending unlawful emails (unlawful includes email deemed harassing, or worse.) The 3-C's of Netiquette must be followed when posting in the discussion board. Violation of any of these rules will have consequences that negatively affect your grade (including zeros and possible termination of your privilege to participate in any group discussions.)

**3-C's of Netiquette**

- **Clarity:** your post title must be descriptive and relevant to the topic you chose so that anyone who is browsing posts should be able to tell what the post is about just by your title. Be creative so that your peers want to read your post (though make sure the title still reflects your topic); alternatively you can write a short sentence for your title that adequately reflects your topic.
- **Confidentiality:** treat all information shared as confidential (though it's not suggested that you post confidential information).
- **Courtesy:** be courteous to one another - even if you disagree with what someone has posted, do so in a courteous and respectful manner.

**Academic Integrity Statement:**

Honor violations are taken very seriously in this class. It is extremely important in all classes, but also in online classes, to maintain academic integrity or the course becomes worthless. As such, there are several behind-the-scenes "honesty checks" that are performed throughout the semester. For Honor Reports and the like, it is extremely important that you are honest and accurate with your reporting because any error could be construed as an honor violation. Do NOT fudge on your reports - claiming you did 3 comments when you only did 2 may not seem like a big deal to you, but in certain circumstances, could result in an F in the class and a mark on your transcript. If you make an error on your honor report that results in more points than you deserve, your grade will be manually adjusted to include losing all points (it's at the instructor's discretion how many points are deducted), and the instructor will also submit honor violation charges if the honor report has the appearance of academic integrity issues.

For first time offenders found guilty of an honor violation, the [recommended punishment is an F in the class with a mark on the transcript](#) - and yes, that includes just fudging on your honor report. If you have been dishonest on more than one honor report, you could face suspension from the university. Additionally, we have 2 years to report an honor violation - so don't think that just because you haven't been caught it right away, that you're "home-free." If you commit an honor violation, you may [self-report under the "self-referral policy"](#) to the Office of Student Conduct and Academic Integrity; however, if your instructor report first, you may not use that option.

One last thought on this - more and more students are having others do their work in online classes (either by paying someone or some other arrangement) - please note that this is **grounds for expulsion** from the university along with degree revocation if discovered after you have graduated - you don't want to go this route, and if you know anyone who is doing this you are required by university policy to report them.

**Computer / Internet Access Policy & Submission of Assignments:**

You must have an appropriate computer ([click here to see VCU's student computer policy](#)) to use for completing assignments in this course. Do NOT use the Blackboard App, Smartphones, tablets, iPads, etc as there is a problem with posting and quizzes, etc. This is an online course and thus it is your

responsibility to make sure you complete assignments on time. It is your responsibility to have access to high-speed internet to complete your assignments – even in unexpected events such as power outages. You can always work on assignments in advance – so waiting until the last minute and then having unexpected problems is not an excuse for being unable to submit an assignment. It is required that you have several back-up plans in place in case there is an unexpected problem so that you have access to another computer (if your computer crashes), access to the internet (if a storm knocks out power), etc. – more information about this can be found on Bb under Tech Support.

All work must be submitted online via the appropriate Bb assignment link. Assignments hand-delivered, sent via email or posted under the wrong assignment link are not appropriate submissions and will most likely result in zeros. Keep in mind your instructor availability - whether or not they are available during the day, evenings or weekends (some are, some aren't) when working on assignments close to the due date. If you run into technical issues, there is helpful Tech Support info under one of the main navigation buttons.

**Requesting corrections to grades/honor reports:**

- Students are responsible for accurately reporting/submitting their work. The instructor reserves the right to refuse to correct any honor report in your favor, especially if you continue to make similar mistakes. The instructor reserves the right to deduct 10 points on any honor report that they are asked to fix because you made a mistake.
- Quizzes will not be reset nor "corrected" - you must use the appropriate device/system requirements to submit your quizzes (do not use smartphones, do not use apps - not even the Bb app, etc.) Do not submit quizzes until you double-check all of the questions and make sure the answers you want are actually selected (and the ones you don't want are not selected.) Credit is not given for most spelling mistakes on fill-in-the blank questions. If you are having an issue - contact your instructor BEFORE you submit so that they can help you figure out what the problem is (unless you are nearing the due date period - in which case better to lose points on a question or two than risk a zero.) Blackboard NEVER changes your answers or makes mistakes on your quizzes if you are using the appropriate university-approved computer requirements - which is a requirement of this class, therefore, grades to quizzes are never adjusted (unless there is a mistake on the answer key.)
- If you believe there's an error on the answer key, or you wish to have your answer considered as correct, you must send your instructor an email no later than the day that the assignment is due.

**Financial Responsibility:**

Any student enrolled in the course must be financially responsible for all costs associated with the course including tuition, fees, textbooks, video rental or purchase, etc. The costs of the course materials have been researched and selected for the best options for the price – including legitimate free options when available. If you are unable to purchase required materials for the course, you should consider dropping the course as instructors cannot provide exceptions to assignment due dates.

Students should visit <http://go.vcu.edu/syllabus> and review all syllabus statement information. The full university syllabus statement includes information on safety, registration, the VCU Honor Code, student conduct, withdrawal and more.