School of Mathematical and Natural Sciences
Arizona State University

BIO 202: Anatomy & Physiology II Laboratory
Spring 2026



Instructor: Infynity Hill, M.S. Biology
Call me Professor Hill
Pronouns: she/her
Email: ihill1@asu.edu
Please select one platform to communicate through~ either your ASU email or Canvas messages.
Include the following details in your message:
-Your class section (i.e., Bio 201 8:00am)
-What time you would like to meet. If you need to schedule a meeting outside my regular office hours, email me with **three suggested dates** and times that work with your schedule.
-What you want to discuss

*Note: I will do my best to reply to emails quickly, but I may not always be able to respond outside of regular working hours (Monday–Friday, 9:00 AM–5:00 PM). My goal is to get back to you within two business days.

Office: SANDS 227

Office Hours:
Tuesday – 12:00pm-1:00pm
Wednesday – 10:00am -11:30am
Thursday – 12:00pm-2:30pm
Location: SANDS 227
Additional office hours are available by request!
**I hold weekly drop-in office hours, and you're always welcome to stop by without scheduling ahead. However, if you would like dedicated time to talking without interruptions, I encourage you to schedule an appointment so I can give you my full attention.*

Models: are available to study during your lab section and office hours. If you would like to view models during office hours, please email me in advance so I can check them out from the lab room. Model availability during office hours depends on weekly lab activities and may be limited.

Lecture Meeting Times and Location:
Tuesdays & Thursdays 10:30am – 11:45am in CLCC 299

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Laboratory Meeting Times and Location:
Tuesday 12:00pm – 2:45pm in CLCC 352
Tuesday 3:30pm – 6:15pm in CLCC 352
Wednesday 8:30am – 11:15am in CLCC 352
Wednesday 12:00pm – 2:45pm in CLCC 352
Wednesday 3:30pm – 6:15pm in CLCC 352

Course Description: Studies the structure and function of the human body. Topics include cardiovascular, respiratory, lymphatic/immune, endocrine, renal, digestive, and reproductive systems. Cannot be used for major credit in the life sciences.

Enrollment Requirements: BIO 201 with C or better OR Visiting University Student
Credits: 4

Course Learning Objectives

1. Apply the Scientific Method
2. Describe the composition and function of blood, including the formed elements.
3. Explain the principles of osmolarity and viscosity of blood.
4. Describe the structure and function of the cardiovascular system.
5. Explain how pressure gradients affect blood flow.
6. Describe the structure and function of the respiratory system.
7. Explain the factors that affect airflow and gas exchange in the body.
8. Describe the structure and function of the endocrine system.
9. Describe functions of the body's various hormones & cite examples of disorders that result from imbalance.
10. Describe the structure and function of the urinary system.
11. Explain the mechanisms of urine production.
12. Explain the regulation of water, electrolyte and acid-base balance.
13. Describe structures of the digestive system, and how they function in digestion & absorption.
14. Describe the structure and function of the lymphatic system, including mechanisms of defense and immunity.
15. Describe the structure and function of the reproductive system.
16. Define homeostasis and explain specific examples for the cardiovascular, respiratory, endocrine, urinary, digestive, lymphatic and reproductive systems.

Textbooks

Anatomy & Physiology: The Unity of Form and Function by Kenneth Saladin, 10th edition, McGraw-Hill The e-book and Connect subscription are automatically added to your ASU account after the drop date. No need to purchase ahead of time. A hardcopy of the textbook can be purchased through our course canvas, or from a variety of online vendors, if you are not comfortable with the e-book. You may also use an 8th/9th ed hardcopy of the text. *If you use an older edition of the text, you will still need 10th ed Connect Access (see below).*

Connect Website: McGraw-Hill Connect for Saladin 10e
The majority of your course assignments will be completed through Connect. Connect and e-book will be automatically added to your ASU account. No need to purchase ahead of time.

Anatomy & Physiology Revealed (APR) - this is interactive, virtual cadaver dissection software through McGraw-Hill, and it is amazing! Access to APR is included with your purchase of Connect and will be accessed through the Connect website. There is no additional charge for APR.

Groupwork Policy

A portion of the course assignments are completed during the scheduled class time and are designed to be completed collaboratively with assigned group members. Group work is an essential component of the course and is intended to encourage collaborative problem solving, develop teamwork skills and promote interdisciplinary thinking. These activities are designed to be completed together as a cohesive unit and should not be divided or fragmented among individual group members. All students are expected to actively participate in the group process during class time. Any individual who chooses to complete group activities independently or fails to actively participate as part of the assigned group is in breach of academic honesty and will earn a zero for the group work.

Assignments

Lecture Assignments: Lecture assignments consist of both individual work completed outside of scheduled lecture time and collaborative activities completed during scheduled lecture sessions. All lecture assignments are completed electronically and submitted through the lecture Canvas course shell. Individual lecture assignments include PlayPosits, McGraw-Hill Connect quizzes, and short written essays. PlayPosits are designed to prepare students for upcoming chapters and to reinforce understanding of complex physiological processes. McGraw-Hill Connect lecture quizzes assess student comprehension during and after completion of each body system. PlayPosits and McGraw-Hill Connect quizzes are available for unlimited attempts and are eligible for the course late-submission policy. Lecture case studies are completed during scheduled lecture periods in assigned lecture groups and each student MUST submit their attendance for the day to earn credit. Any student who neglects to submit the attendance quiz for any case study day ***will be marked absent and will not earn credit for the group activity***. Group member participation and active contribution to the case studies will be graded. Case study group assignments must be submitted by the stated due date and are not eligible for late submission. All lecture assignments collectively contribute 15% of the final course grade.

Lecture Exams: There are four lecture exams in this course. Each exam consists of a combination of multiple-choice, true/false, matching, fill-in-the-blank, ordering, multiple-answer and essay questions. All lecture exams are administered in person during the regularly scheduled lecture time and must be completed using LockDown Browser. Students are strongly encouraged to complete the LockDown Browser Check available in the lecture materials prior to each exam and to ensure their electronic device is fully charged. Technical issues or electronic device failures are not acceptable reasons for exam makeups or extensions. Cell phones may not be used to complete lecture exams. At submission, each student must show the instructor their submitted exam and sign the submission sheet at the instructor podium ***BEFORE*** leaving the lecture exam hall. Any student who neglects to show the LockDown Browser submission page or sign the submission sheet before exiting the exam lecture hall will not earn credit for the exam. The lowest lecture exam score will be automatically dropped. Exams may not be retaken or corrected for partial credit. Lecture exams are not eligible for the late policy and collectively account for 30% of the final course grade.

Final Group Project and Presentation: At the end of the semester, students will complete a group project with their lecture group, culminating in a recorded presentation. Each group will collaboratively select a disease or disorder to research and present. A detailed project rubric, along with required documents and supporting resources, will be available on Canvas within a dedicated Module tab. Groups will be required to submit both a rough draft and a final submission. Assessment of the project will include both group and individual components. Each student will be evaluated on their participation and contribution, as well as the quality of the final group project. The overall project grade will reflect a combination of the group's final product and individual performance. The final group presentation is

not eligible for late submission and will account for 15% of the total course grade.

Lab assignments: Laboratory assignments include both individual work completed outside of lab and collaborative work completed during scheduled lab sessions. Assignments consist of labeling anatomical diagrams, models, and histology slides; dissections of specimens such as a sheep's heart, pig kidney and whole fetal pig; Anatomage activities; case studies; and online McGraw-Hill Lab Connect assignments. Labeling activities, Anatomage assignments, and case studies are eligible for the late penalty. Dissection activities and online Lab Connect assignments are not eligible for late submission. With the exception of individual online Lab Connect assignments, lab assignments are completed collaboratively with assigned lab group members. Lab assignments account for 10% of the final grade.

Lab Quizzes: Laboratory quizzes assess weekly lab content using images from APR Cadaver, APR Practice Atlas, and Slidebox histology. Each quiz includes up to 10 questions (multiple choice and fill-in-the-blank), worth 10 points total. Correct spelling is required. Quizzes randomly assess structures from the system Terms List and are completed individually, outside of class, and closed-note using LockDown Browser with webcam monitoring. Students must follow all LockDown Browser policies. Quizzes are due one hour before the next scheduled lab session. Lab quizzes are subject to the late penalty and account for 15% of the final grade.

Lab Practical Exams: There are two laboratory practical examinations covering the anatomical systems reviewed prior to each exam. Practical exams are in-person, oral assessments in which students must correctly identify anatomical structures and correctly pronounce anatomical terms indicated by the instructor on models or histology slides; correct pronunciation is required to earn credit. Each practical examination consists of five questions derived from the official terms list and reflecting the systems reviewed. Students are allowed three attempts to earn their highest possible score, with questions changing between attempts. The practical examination is administered over a two-week period, with one attempt offered during the first week, which includes a review session, and the remaining two attempts offered during the second week. Students who choose not to attend one or both weeks without an excusable absence voluntarily forfeit the attempt(s) associated with the missed week. Laboratory practical examinations are not eligible for late penalties and collectively account for 15% of the final course grade.

Grading Procedures

Grades reflect both your performance on assignments and your adherence to deadlines. Most graded assignments will be posted within **one week** of the due date in the Gradebook or Connect. However, lab and lecture assignments with multiple fill-in-the-blank or short-answer questions require manual grading, which may take longer than one week.

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Late or Missing Assignments

Notify the instructor BEFORE an assignment is due if an urgent situation arises and you are unable to submit the assignment on time.

It is the responsibility of the student to complete work by the assigned due date and time. Late assignments are subject to a 10% drop in grade for each day it is late. Content that is eligible for late work are reflected in the "assignment" section above. The lecture case studies, Final Group Project, lecture exams, lab McGraw-Hill Connect assignments, specimen dissections and the lab practicals **are not** eligible for the late penalty and will be marked as a zero if not submitted correctly by the due date. Extensions will not be granted, and late work will not be accepted after seven days post-due date. Assignments not submitted by the due date will receive a zero. Eligible assignments may be submitted within seven days of the deadline, subject to the late penalty. Absolutely no work will be accepted after the last day of class.

I understand that technical issues do occur, **but they do not excuse late/missing assignments**. For help with course technology, contact the University Technology Office: https://uto.asu.edu/initiatives/ask-asu/support

If you have extenuating circumstances such as severe illness or a death in your immediate family, please contact the Dean of Students Office: Email: deanofstudentswest@asu.edu; Phone:(602) 543-8152; Location: UCB 301 - with documentation of your emergency. The Dean will advise me of the appropriate accommodations.

Follow the appropriate University policies to request an accommodation for religious practices or to accommodate a missed assignment due to University-sanctioned activities.

ASU Policies on Late or Missing Assignments

In addition to the instructor's general policy on absences and missed work, excused absences, and conditions for making up work include:

- "Accommodation of Religious Practices" (https://www.asu.edu/aad/manuals/acd/acd304-04.html
- Work performed in the line-of-duty according [SSM 201-18]

• "Missed Classes Due to University-Sanctioned Activities" (https://www.asu.edu/aad/manuals/acd/acd304-02.html). Students must notify their instructors of these absences as early as possible in the semester.

Due dates for assignments and exam dates are not flexible without prior approval. Late work will not be accepted and missed exams cannot be made up without prior approval of the instructor and without appropriate documentation of a medical or other emergency. The instructor has the right to deduct 10% of the value of the assignment, per day, for any late work or exams that are accepted. The instructor may add additional provisions to this policy as dictated by course requirements (see above under "late or missed assignments" and "attendance policy").

Grading

Lecture = 60%	**30% Lecture Exams:** 4 exams with the lowest score dropped
	15% Lecture Assignments: Connect, In-person case studies and playposits
	15% Lecture Final: Group Presentation on a selected disease
Lab = 40%	**15% Lab Weekly Quiz:** 10 quizzes with the lowest score dropped
	15% Lab Exams: 2 oral practical exams
	10% Lab Activities: experiments, worksheets, Anatomage and case studies

A+	97% - 100%
A	96% - 94%
A-	93% - 90%
B+	89% - 87%
B	86% - 84%
B-	83% - 80%
C+	79% - 77%
C	76% - 70%
D	69% - 60%
E	59% - 0%

Grade Appeals

I am available to review assignments in a face-to-face or Zoom meeting. Please schedule an appointment in advance. All meetings must be conducted respectfully and professionally; any meeting that is disrespectful or aggressive will be postponed. If an error is identified, I will correct your grade if the request is reasonable. All grade change decisions remain at the instructor's discretion. You have one week from the date of receiving a grade to raise any concerns. After this period, the grade will stand as recorded.

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LockDown Browser Proctoring

Due to the nature and importance of the subject matter, all lab exams for BIO 201 will be proctored through LockDown Browser. No notes will be permitted.

The Quizzes are proctored through LockDown Browser. You MUST follow ALL of the rules listed here, or you will receive a ZERO on the exam! Note: In some circumstances listed below, your instructor may consider a point deduction instead of a zero.

- You must submit a clear photo of your ASU Student ID (preferred) or government issued photo ID (no Military ID's or photo bankcards allowed) through the system prior to starting the exam. If you submit a Military ID or photo bankcard, there will be a grade deduction.
- You must show the ENTIRE room when you pan the room to show your workspace in LockDown Browser before beginning the exam. This includes floor, walls, desk area, etc. Pan the room slowly! Incomplete scans will result in a grade deduction.
- You must show your arms and ears to verify that nothing is written on and you are not wearing earbuds. If you fail to show these areas, there will be a grade deduction.
- If you need to plug in your computer or bring any items into the testing space after you have completed your room scan, you must clearly show the items or cord to the camera.
- You must be in a secure location- ie. a room with a closed door. Cars, outdoor locations and public places are NOT considered to be secure locations. If you have a question regarding whether or not a particular location is permitted, please contact your instructor before taking the exam.
- No other people, cell phones, smart watches, notes, textbooks, electronics, papers or any anatomy & physiology materials are permitted in the testing room. Please remove ALL clutter and additional computer equipment prior to starting the exam. YOUR DESK MUST BE COMPLETELY CLEAR OF ALL OTHER MATERIALS. You are allowed to have a light source, a pair of eyeglasses, your ID, keyboard and mouse, and one beverage in a transparent glass/bottle. There will be a grade deduction for EVERY item on the desk/table beyond the allowed items listed above.
- The testing room must be absolutely quiet. No TVs, radios, iPods or talking, etc. are permitted. This includes reading questions out loud to yourself!
- You may not wear earbuds, headphones, hats or hoodies during the exam.
- You must be seated at a desk, table or counter. You may not sit on the floor or bed.
- You are NOT permitted to leave the computer for any reason once you have scanned the room. If you need to use the restroom, do so before you scan the room and begin the exam.
- You must store your phone used for DUO factor authentication after logging into your exam, and the exam video MUST show you storing the device out of your reach.
- NO scratch paper is permitted.
- All other browsers and tabs on your testing computer must be closed.
- Keep your eyes on the computer! If the proctoring report comes back that you consistently are looking off camera, you will receive a zero. If you have a hard time keeping your eyes on the screen, place a mirror behind you to reflect your testing space, and keep your hands in view of the camera when you aren't answering a question.
- Your microphone and webcam must be functioning during the entire duration of the exam,

and your entire face must be in view the entire time. If you turn these devices off, cover the camera, or disconnect from LockDown Browser during the exam, you will receive a zero on the exam. You will be able to see yourself in a window on your screen, so there is no excuse for not being in the proper position throughout the entire exam.

- You may not right click/drag-and-drop or copy/paste during the exam. They are behaviors that can be used when someone is trying to copy or search the questions. We understand that sometimes students might inadvertently right click. If this happens once, there will be no penalty. If it occurs more than once, there will be a penalty each time it happens.

* If you have any issues or medical conditions that prevent you from adhering to the rules, you must contact your instructor to discuss the situation prior to taking the exam.

* Failure to adhere to any of the above rules will result in points deductions, receiving a zero on the exam, and/or could lead to an academic integrity report being filed with ASU and a grade of E or XE in the course.

Students who repeat exam violations or have suspicious behavior during exams may be required to complete exams via live proctoring, retake exams or verify their knowledge in an oral exam. This is at the discretion of the instructor.

Canvas

Available through http://my.asu.edu/. All information and grades will be posted on Canvas. You will upload assignments, complete quizzes, and find content, policies and supporting material here. I will use Canvas to send class related announcements. Canvas will send these to your ASU email address. It is your responsibility to ensure you receive and read the announcements.

Studying and Preparation Time:

The course requires you to spend time preparing and completing assignments. A four-credit course requires more than 150 hours of student work over a semester. In essence, you should spend 1- 1 ½ hours each day, 7 days a week studying for this class. There is no substitute for spending the time studying. There are strategies you can use to maximize your study efforts, please contact myself or the tutoring center to review these strategies.

Expected Classroom Behavior

Be sure to arrive on time for class (ground or remote). Under no circumstances should you allow your cell phone to ring during class, please mute them. Any disruptive behavior, which includes ringing cell phones, listening to your mp3/iPod player, text messaging, constant talking, eating food noisily, reading a newspaper will not be tolerated.

Sensitive Content

Please be aware that some BIO 201/202 course content may be considered sensitive. Including, but not limited to graphic images of the human body. I expect mature responses to any situation that may be perceived as uncomfortable. If you find any of the content of this class offensive, please bring your concerns to the instructor immediately.

Lab Safety Policies and Procedures

Attendance Laboratories are designed to provide students with **hands-on experiences.** You must arrive to lab on time, dressed appropriately, with the proper safety equipment, and prepared. The instructor has the right to refuse entry for any student 10 minutes late or arriving unprepared. This will count as an unexcused absence. **Failure to participate meaningfully in lab activities is considered an unexcused absence.** If you miss more than two labs, due to unexcused absences, excessive tardiness, or lack of participation, you will automatically fail the course. You will not receive any credit for activities missed during unexcused absences.

Entrance to the Lab Lab doors must be kept shut and unobstructed (e.g. by trashcans) after the first 10 minutes of lab. This is essential for safety and biosecurity. If a student needs to step outside for a brief period of time, they may briefly prop the door open while the instructor monitors the door.

Food and Drink Food, drinks (including water), and chewing gum are prohibited in all labs regardless of assigned activities. Storage/cubbies are available for students to store such materials, if needed. If you need to eat or drink, you must exit the lab to do so.

Proper Attire You must come to lab properly dressed:

- Clothing that covers your torso and legs completely (no crop tops or torn material, *e.g.*: ripped jeans)
- Closed-toed shoes
- A lab coat and safety goggles/glasses (depending on lab course and/or lab activities)
- Do not wear loose clothing or dangling jewelry.
- Long hair must be tied up/back for safety and to not interfere with procedures.

The instructor can deduct points, refuse entry to the lab, or ask a student to leave, if they are dressed inappropriately. ***This will count as an unexcused absence for the lab.***

You must remove any personal protective equipment (PPE; gloves, lab coats, etc.) if you need to exit the lab room for any reason, *i.e.*, restroom, etc. DO NOT wear PPE outside of lab.

Lab Safety Training Prior to the first, hands-on lab activity, it is **required** that you complete the ASU Environmental Health and Safety (EHS) provided lab safety training for students. The training is available through Workday and to access the training in Workday Learning as a student, students must create a **Workday Extended Enterprise Learner account**. Visit the EHS Training website (https://cfo.asu.edu/ehs-training), scroll down to the **"Student Access"** section, and follow the instructions provided. Lab safety training must be completed annually. Students must submit proof of completion, with the date of completion visible, to satisfy Lab Safety Training requirements for lab courses in the School of Mathematical and Natural Sciences.

Injury During Lab Inform your instructor immediately if you injure yourself at any time during the lab, have a spill, or a breakage of any glassware or equipment. Notify the instructor immediately if you have any medical condition that may require special precautionary measures in the laboratory. If you are pregnant, or plan to become pregnant while enrolled in the laboratory (labs using hazardous materials), please discuss this with your healthcare provider and consider informing your instructor who can provide you with a list of chemicals that will be used during the semester to discuss with your doctor.

Workstation Organization During Lab Always make sure that your belongings are not obscuring the aisle space. Place personal items, **including cell phones**, under benches or in provided cabinets/cubbies if you are using biohazardous/chemical materials to avoid the possibility of cross-contamination. You may use your cellphone to take pictures of the models, dissections, the Anatomage and histology slides.

At the end of the lab session, make sure that your station is clean and ready for the next student. **Failure to leave your workstation clean and organized at the end of the lab session will result in a loss of points for that activity**

Hazardous Waste All chemical and biological waste must be disposed of in accordance with ASU policy - ***nothing goes down the drain!*** There will be labeled containers for all waste in the lab. These may include glass jugs, larger plastic containers, and Ziploc bags. Make sure you read the label and that the material you are disposing of is listed on that tag. If such a container is not present, or if it does not include the chemical you are putting in it, alert your instructor immediately.

Biohazardous Materials Large, red bins with plastic biohazard bag inserts are for non-sharps only; these can include the following contaminated items: gloves, plates, microcentrifuge tubes, and paper towels, etc., though nothing sharp or pointed that could puncture the plastic bag should be included. Orange and white "burn up" bins/boxes or smaller red, hard-walled, plastic biohazard bins are used for other items that are sharp and may have small amounts of biohazardous contaminants on them, however, these should not be used for large amounts of biohazardous materials. The burn up boxes are for larger items of this nature (for example serological pipettes, empty 15mL conical tubes, etc) that may have small amounts of biohazard contaminants on them, but that are effectively empty. Never put plates or cultures in the burn up boxes. Always dispose of pipette tips or serological pipettes containing biohazardous materials in a container that has the biohazard symbol (shown below) on it and not in other non-biohazard tip containers.



Assumption of Risk and Liability Form

All students enrolled in an in-person laboratory course must sign and complete an electronic Assumption of Risk and Liability form. Any minors will need to print the separate "minor" form and have their parent/guardian sign it and return to the lab instructor.

ASU Academic Integrity

Academic honesty is expected of all students in all examinations, papers, laboratory work, academic transactions, and records. Students in this class must adhere to ASU's academic integrity policy. Students are responsible for reviewing this policy and understanding each of the areas in which academic dishonesty can occur. All academic integrity violations will be reported to the New College Academic Integrity Office (AIO). The possible sanctions include but are not limited to appropriate grade penalties, course failure (indicated on the transcript as a grade of E), course failure due to academic dishonesty (indicated on the transcript as a grade of XE), loss of registration privileges, disqualification, and dismissal The AIO maintains records of all violations and has access to academic

integrity violations committed in all other ASU college/schools.

Generative AI is Permitted, with Parameters

The use of AI tools and techniques on *specified* assignments (according to individual assignment descriptions) is permitted, provided that the following guidelines are followed:

- AI tools may augment the student's work but should not be the sole basis for the assignment.
- The use of AI tools should be appropriately acknowledged and documented, with proper citations and references. For reference, see this website: How to Cite ChatGPT in APA Format.
- The ethical and social implications of using AI should be considered when deciding to use AI tools in assignments.
- Students should not use AI tools to engage in academic dishonesty or plagiarism. Students should be familiar with ASU's Academic Integrity Policy and should reach out to the instructor with any questions regarding use of generative AI on individual assignments. Additional information can be found on the Office of the University Provost's Generative AI FAQ website.

ASU Student Code of Conduct

Students are expected to follow the ASU Student Code of Conduct, especially when communicating with peers, staff, and instructors. Violations of the student code of conduct may result in withdrawal from the class.

Academic Status Reports

This course incorporates an early alert reporting system called Academic Status Reports (ASRs) to give you helpful updates throughout the semester. An ASR will let you know if you are progressing well or if there are concerns related to your class performance. Concerns may be related to missing classes, missing assignments, or the quality of your work. ASR notifications will be sent to your ASU email address and are visible on My ASU in the My Classes box. The ASR may provide recommended actions, such as meeting with your instructor, TA, or academic advisor. If you receive an ASR, don't ignore it and keep calm (it might be good news).

Read the message, follow the suggested instructions, and don't delay. Information for making an appointment with your academic advisor can be found on My ASU in the Academic Support Team box. Students should view ASRs as confirmation of good work or use them as a catalyst to make changes, seek assistance, and improve in the course.

You can learn more about ASRs on the Academic Status Report Resources page.
https://students.asu.edu/academic-status-report

Assessments

Please be aware that student scores on exams or other graded work may be used to assess program goals of degrees offered by the School of Mathematical and Natural Sciences.

Attendance/Absence Policies

In addition to the instructor's general policy on absences and missed work, excused absences and conditions for making up work include Accommodation of Religious Practices and Missed Classes Due to University-Sanctioned Activities (ACD 304-02). Students must notify their instructors of these absences as early as possible in the semester.

Copyright Infringement

All course content and materials are copyrighted materials. Students may not share outside the class, upload to online websites not approved by the instructor, sell, or distribute course content or notes taken during the conduct of the course [see Academic Affairs Manual policy 304–06: Commercial Note Taking Services and Student Code of Conduct policy 5-308 F.14 Prohibited Conduct (page 10) for more information]. This includes lectures, recorded lectures, and lectures administered and recorded using Zoom. Students must refrain from uploading to any course shell, discussion board, or website used by the course instructor or other course forum material that is not the student's original work unless the students first comply with all applicable copyright laws. Faculty members reserve the right to delete materials on the grounds of suspected copyright infringement.

Course/Instructor Evaluation

The course/instructor evaluation for this course will typically be conducted online 7-10 days before the last official day of classes of each semester or summer session. Your response(s) to the course/instructor is anonymous and will not be returned to your instructor until after grades have been submitted. The use of a course/instructor evaluation is an important process that allows our college to (1) help faculty improve their instruction, (2) help administrators evaluate instructional quality, (3) ensure high standards of teaching, and (4) ultimately improve instruction and student learning over time. Completing the evaluation is not required for you to pass this class and will not affect your grade, but your cooperation and participation in this process are critical. About two weeks before the class finishes, watch for an e-mail with "NCIAS Course/Instructor Evaluation" in the subject heading. The e-mail will be sent to your official ASU e-mail address.

Emergencies/Campus Power Outage

In the event of a campus power outage or other event affecting the ability of the University to deliver classes, any decision to cancel classes will be announced using the ASU emergency notification system. For this reason, it is imperative that students register with ASU's emergency notification system LiveSafe. In cases where a limited number of buildings are affected, students should check the University website and/or call the School office at (602) 543-6050.

Emergency Evacuation

In the event that an evacuation occurs during the lab period, do the following:

- If time permits, secure your station (i.e., turn off the hotplate and remove the reaction from the heat source) and take your personal items.
- Walk to the designated exit and down the stairwell. There will be a practice drill during the first lab session, so make sure you know which exit to use.
- Do not use the elevators. If you are unable to walk down the stairs and require special assistance, please inform your instructor.
- Gather outside at the designated area where your instructor will take roll and account for all personnel.
- Wait for notification that it is safe to re-enter the building; if the fire alarm turns off, that does not mean it is safe to re-enter. You must wait for the "ALL CLEAR," from the fire department or appropriate ASU personnel.

It is important that any individuals who need assistance with stairs and/ or are unable to take the stairs, are identified right away, so please walk the students through the evacuation route for your lab section(s). In the event of an emergency evacuation, proceed to the designated area. The designated areas for the CLCC building are Fletcher Lawn (primary), and the breezeway between FAB and UCB (secondary). Students who cannot physically walk down the stairs will have to wait in the designated "Area of Refuge." **You will need to alert**

emergency personnel of the person(s) and their location."

Final Exam/ Make-up Policy

ASU's Final Exam Schedule will be strictly followed. Exceptions to the schedule and requests for make-up examinations can be granted only by the Associate Director of the School of Mathematical and Natural Sciences for one of the following reasons: 1) religious conflict; 2) the student has more than three exams scheduled on the same day; 3) two finals are scheduled to occur at the same time. Make-up exams will NOT be given for any of the following reasons: non-refundable airline tickets, vacation plans, work schedules, weddings, family reunions, or other such activities. Students should consult the final exam schedule before making end-of-semester travel plans.

If there is a last-minute personal or medical emergency, the student may receive a grade of Incomplete and make up the final within one calendar month. The student must provide written documentation and be passing the class at the time to receive an incomplete. A signed Request for Grade of Incomplete must be submitted by the student and approved by the student's instructor and the Associate Director of the School of Mathematical and Natural Sciences.

Incomplete

A mark of "I" (incomplete) is given by the instructor when you are otherwise doing acceptable work but are unable to complete the course because of illness or other conditions beyond your control. You are required to arrange with the instructor for the completion of the course requirements. The arrangement is recorded on the Request for Grade of Incomplete form. Do not re-register or pay fees to complete the course. The completion date is determined by the instructor but may not exceed one calendar year from the date the mark of "I" is recorded. When you complete the course, the instructor must submit an online grade change request. If you receive an "I" in an undergraduate course, your grade will be automatically changed to a failing grade "E" if you do not complete the course within one calendar year. If you receive an "I" in a graduate course (500-level or above) your "I" grade will become a permanent part of your transcript if you do not complete the course within one year, and you will have to reregister and pay fees to repeat the course for credit. Marks of "I" are changed to a grade of "E" (0.00) for purposes of evaluating graduation requirements for undergraduate students.

A signed Request for Grade of Incomplete Form must be submitted by the student and approved by the student's instructor and the Associate Director of the School of Mathematical and Natural Sciences prior to the last day of classes. **A grade of incomplete will NOT be awarded unless there is documented evidence of extreme personal or immediate family hardship, and the student must have a passing grade at the time of the request.** Changes in work hours or other similar personal problems will not be approved as reasons for awarding incompletes. The Associate Director of the School of Mathematical and Natural Sciences must approve any incomplete grade requests.

Grade Grievances

Any student seeking to appeal a grade must follow the following steps. This process does not address academic integrity allegations or faculty misconduct. Student grade appeals must be processed in the regular semester immediately following the issuance of the grade in dispute (by commencement for Fall or Spring semesters), regardless of whether the student is enrolled at the University. There are two stages to the grievance process: the informal process and the formal process. Each process contains a series of steps that must be followed in order. The informal process, outlined below and facilitated by the School of Mathematical and Natural Sciences, must be followed prior to escalation to the formal process:

1. A one-on-one meeting must be scheduled with the instructor. During this meeting, a student must state

the reason for questioning that the grade was not given properly/in good faith. The instructor must review the matter, explain the grading procedure, and explain how the grade was determined. The student and the instructor must work toward resolution, and grade grievances should ideally be resolved at this level.

2. If the issue is unresolved, the student can appeal to the School of Math and Natural Sciences Grievances committee (MNSgrievances@asu.edu). The student must provide a written rationale and evidence that the grade was not given appropriately as well as a summary of the instructor's response/the meeting with the instructor.
3. If MNS Grievances policy do not resolve the issue, the student can appeal to the Associate Director and Director of the School of Math and Natural Sciences.
4. If the issue is not resolved at the level of the School of Math and Natural Sciences, the student can confer with the Dean's Representative in the New College of Interdisciplinary Arts and Sciences (Executive Director of Academic Services and Strategic Initiatives) who will review the case and explain the formal process to the student.

Policy against Threatening Behavior

In the classroom and out, students are required to conduct themselves in a manner that promotes an environment that is safe and conducive to learning and conducting other university-related business. All incidents and allegations of violent or threatening conduct by an ASU student will be reported to the ASU Police Department (ASU PD) and the Office of the Dean of Students. Such incidents will be dealt with in accordance with the policies and procedures described in Section 104-02 of the Student Services Manual.

Potentially Offensive Content

If you find any of the content in your class offensive, please bring your concerns to the instructor immediately. If raising the issue with the instructor is problematic, these concerns should be brought to the attention of the Director and Associate Director of the School of Mathematical and Natural Sciences.

Reasonable Accommodations for Students with Disabilities

Student Accessibility and Inclusive Learning Services (SAILS) provide information and services to students with any documented disability who are attending ASU. Individualized program strategies and recommendations are available for each student as well as current information regarding community resources. Students also may have access to specialized equipment and supportive services and should contact the instructor for accommodations necessary for course completion.

Respectful Communications

As a beacon for critical thought and the advancement of knowledge, ASU values dissenting opinions. Acknowledging that someone else's opinion matters as much as our own is the first step to creating a respectful dialogue. However, we must also distinguish between opinion, fact, and policy. Valuing and respecting those opinions that are different from our own does not mandate acquiescence or violation of policy. We expect all written, e-mail, verbal, and otherwise communications to be conducted with a respectful tone and tenor, and in compliance with established protocols and the ASU Code of Conduct.

Title IX

It is a federal law that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the University. If you or someone you

know has been harassed on the basis of sex or sexually assaulted, you can find information and resources at ASU's website for Sexual Violence Awareness, Prevention, and Response. As mandated reporters, faculty are obligated to report any information of which they become aware regarding alleged acts of sexual discrimination, including sexual violence and dating violence. ASU Counseling Services are available if you wish to discuss any concerns confidentially and privately.

Withdrawals

Specifically, students should be aware that non-attendance will **NOT** automatically result in being dropped from the course. Therefore, if a student does not attend class during the first week or for any extended period of time during the semester, they should not presume that they are no longer registered. **It is the student's responsibility to be aware of their registration status. Any withdrawal transaction must be completed by the deadline date in accordance to the appropriate session at the registrar's office. If not, you will still be officially enrolled and receive a grade based on your completed work.** For additional information about ASU's withdrawal policy and the possible consequences of withdrawing from a class, contact Registration Services or your academic counselor.

Table 1: Some Calendar Reminders –

	Session A	Session B	Session C
Session Start Date	1/12/2026	3/16/2026	1/12/2026
Session End Date	3/3/2026	5/1/2026	5/1/2026
	*Session B ASU Online & iCourses may end 05/05/2026; Session C finals 05/04–05/09		
Drop Deadline (No W)	1/18/2026	3/22/2026	1/25/2026
100% Tuition Refund Deadline	1/18/2026	3/22/2026	1/25/2026
Course Withdrawal Deadline	1/30/2026	4/3/2026	4/5/2026
Complete Session Withdrawal Deadline	3/3/2026	5/1/2026	5/1/2026
Martin Luther King Jr. Holiday	01/19/2026 –Classes Excused/ University Closed		
Spring Break	03/08/2026–03/15/2026 –Classes Excused/ University Open		

ASU's Full Academic Calendar

*As part of a complete session withdrawal, a student must withdraw from all classes in that session. Beginning the first day of classes, undergraduate students are required to work with a Student Retention Coordinator to facilitate the withdrawal process. Please refer to the ASU Registrar's webpage How to Drop, Add, and Withdrawal.

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Spring 2026 BIO 202 Schedule Lecture & Lab

(Syllabus and Schedule are subject to change under instructor discretion; see key below schedule)

#	Week of	Tuesday	Thursday	Lab	Assignments are due at 11:59 pm on Sundays
1	1/12/2026	Introductions and Expectations (*will begin Blood if time permits*) In-Class Case Study	Blood	Lab Quiz 1 (*due 1/18*) Syllabus **Blood Activity**	18-Jan
2	1/19/2026	Blood	Heart	Lab Quiz 2 Heart Activity **Heart Dissection**	25-Jan
3	1/26/2026	Heart	Heart	Lab Quiz 3 EKG & Blood Pressure	1-Feb
4	2/2/2026	Blood Vessels	Blood Vessels	Lab Quiz 4 Blood Vessel Activity Part 1	8-Feb
5	2/9/2026	In-Class Case Study Day	Respiratory	Lab Quiz 5 Blood Vessel Activity Part 2	15-Feb
6	2/16/2026	**Exam 1** Circulatory System: Blood, Heart & Blood Vessels	Respiratory	Lab Quiz 6 Respiratory Activity Spirometer Experiment	22-Feb
7	2/23/2026	Lymphatic and Immunity	Lymphatic and Immunity	Lab Quiz 7 Review & First Exam Attempt	1-Mar
8	3/2/2026	In-Class Case Study Day	Endocrine	**Lab Exam 1**	8-Mar
9	3/9/2026	**Spring Break**	**Spring Break**	**No Labs**	15-Mar

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10	3/16/2026	**Exam 2** Respiratory, Lymphatic & Immunity	Endocrine	No Lab Quiz Endocrine Activity	22-Mar
11	3/23/2026	Urinary	Urinary	Lab Quiz 8 **Urinary Activity** **Urinary Dissection**	29-Mar
12	3/30/2026	Water and Electrolyte Balance	Water and Electrolyte Balance	Lab Quiz 9 **Urinalysis**	5-Apr
13	4/6/2026	In-Class Case Study Day	Digestive System	Lab Quiz 10 Digestive Activity	12-Apr
14	4/13/2026	**Exam 3** Endocrine, Urinary, Water and Electrolyte Balance	Digestive System	Lab Quiz 11 Reproductive Activity **Fetal Pig Dissection**	19-Apr
15	4/20/2026	Digestive System	Reproductive System	Lab Quiz 12 Review & First Exam Attempt	26-Apr
16	4/27/2026	Reproductive System	In-Class Case Study Day	**Lab Exam 2**	3-May
Final Exam Week	5/4/2026	**Exam 4 (9:50 - 11:40am)** Digestive and Reproductive		**No Labs**	10-May

*** Bolded lab activities require a lab coat and goggles**

**Highlighted Lecture Case Study Days require attendance to earn credit

***Exam Days are administered in person with LockDown Browser. You will need your student ID.**