MCB Curriculum Policies

Contacting MCB Course Personnel:

- MCB course personnel are more than happy to assist students.
- Emails to instructors, TAs, or course coordinators will only be answered if they come from an @illinois.edu account. As a student, please remember that when you email a staff member, it is important to include all pertinent information so that we can assist you in the most efficient and effective manner possible. This information includes:
  - The course rubric in the subject line
  - Your full first and last name
  - Your NetID (the first part of your illinois.edu email account)
  - Your UIN (9 digit number that you use to register for classes)
  - The course that you are concerned about (the course personnel often work with multiple courses)
  - Your section letter/number
  - The previous email "thread" or previous communicated information pertinent to the situation
- Your cooperation will help us respond much more quickly to your concerns.

Religious Observances and Practices:

- Students are required to submit the Request for Accommodation for Religious Observances Form (which can be found at www.odos.illinois.edu/.../Religious_Observance_Accommodation_Request_Form.docx) to their instructors and the Office of the Dean of Students requesting accommodation by the end of the second week of the course. Requests that are not submitted within this time frame may not be granted.

DRES Accommodations:

- If a student has DRES (Disability Resources and Educational Services) accommodations, documentation must be submitted to course personnel by the end of the second week of class.
- If a student believes that they need DRES accommodations, they should contact DRES at disability@illinois.edu.

Class Absences:

- Regular class attendance is expected of all students at the University. (http://odos.illinois.edu/studentAssistance/absence/revised_code.asp)
- The Office of the Dean of Students will only provide informative letters to instructors for protracted illness of 3 or more days, certain emergencies and to be present during the serious illness of immediate family members
(parents, legal guardian, spouse/partner, siblings, children, or grandparents). These letters do not excuse you from class but merely provide information for the instructor to consider with regard to excusing the absence and permitting make-up work. Students must request absence letters from the Office of the Dean of Students after the student has returned to class but not more than 10 business days after the last date of absence.

- Absences that may be excused without a letter include circumstances beyond the student's control such as medical treatment, surgery related to prolonged illness or injury, pregnancy, legal matters, citizenship or naturalization processes, or acts of nature which cause destruction to a primary residence or disrupt air travel. All will require documentation.
- Absences that will not be excused include job, graduate or professional school interviews, family events such as reunions or weddings, or presence during serious illness of extended family members (aunt, uncle, niece, nephew, or cousin).
- Absences will be handled according to individual course policy.

**Exam Absences:**
- If you must miss an exam due to unforeseen circumstances, you are required to contact your instructor or course coordinator within 24 hours of the absence. You will then have 48 hours from the absence in which to submit documentation to your instructor or course coordinator. You must also submit an online Absence Form if one is available on your course website. Course personnel will evaluate documentation and decide whether or not there will be an option to compensate for the missed exam through either a make-up exam or proration. Failure to follow this procedure will result in a zero for the exam.
- There will be instances when the student must make an individual choice about their ability to perform on an exam and will need to accept any and all consequences for that choice.
- If the absence is a result of a protracted illness of 3 days or more, you should follow the procedure for obtaining a letter from the Office of the Dean of Students. The request may be made once the student returns to class but not more than 10 business days after the last date of absence.

**Exam Conflicts:**
- If you have a regularly scheduled University course that conflicts with the exam, you should complete the online Conflict Exam Request Form on the course website. This request must be made by 5:00 pm not less than 3 business days prior to the exam. Requests made after 5:00 pm and less than 3 business days prior to the exam will not be granted. See course policies for a specific deadline for your course.
• Work schedules should be adjusted, if at all possible, in order to eliminate a conflict with scheduled exams. Please plan accordingly at the beginning of the semester. If eliminating a conflict is not possible, the student should complete the online Conflict Exam Request Form on the course website. This request must be made by 5:00 pm not less than 3 business days prior to the exam. Requests made after 5:00 pm and less than 3 business days prior to the exam will not be granted.

• Students that are formally participating in officially recognized groups, such as athletic teams and performing groups, with a conflict should request a conflict exam by 5:00 pm not less than 3 days prior to the exam via the online Conflict Request Form. Formal participation does not include general meetings of RSOs or any other recognized groups. Documentation of the event will be required prior to scheduling the conflict exam. Requests made after 5:00 pm and less than 3 business days prior to the exam will not be granted.

• Students with DRES accommodations should also submit the online Conflict Request Form by 5:00 pm no later than 3 business days prior to the exam. Requests made after 5:00 pm and less than 3 business days prior to the exam will not be granted.

Final Exam Absence:
• If you must miss a final exam due to unforeseen circumstances, you are required to contact your instructor or course coordinator within 24 hours of the absence. You will then have 48 hours from the absence in which to submit documentation to your instructor or course coordinator. You must also submit an online Absence Form if one is available on your course website. Course personnel will evaluate documentation and decide whether or not there will be an option to compensate for the missed exam. Failure to follow this procedure will result in a zero for the exam.

• There will be instances when the student must make an individual choice about their ability to perform on an exam and will need to accept any and all consequences for that choice.

• If the absence is a result of a protracted illness, you should follow the procedure for obtaining a letter from the Office of the Dean of Students. The request may be made once the student recovers but not more than 10 business days after the date of absence.

Final Exam Conflict:
• Conflict final exams may only be granted for any one of the following situations:
  o Students with three final exams scheduled within a 24 hour period as defined in Section 82.A.4). Final Examinations of the Code of Policies and Regulations Applying to All Students which can be found at:

www.illinois.edu/admin/manual/code/
- Students who have two final exams scheduled at the same time. Final conflict exam requests should be made to the course with lower enrollment. Course personnel can assist with information to determine which course this would be.
- Students who have a verified personal problem, and who have received written permission to take a conflict final exam from a dean in their college.
- Students who have DRES academic accommodations.

- Students that find themselves in any of the above situations should complete the online Conflict Final Exam Request Form which can be found on the course website. This request must be made by 5:00 pm on the last day of class in order for the request to be granted. Any requests made after this time may not be granted. If a conflict final exam is granted, it may be scheduled at any time during the final examination period and is at the discretion of the instructor or course coordinator.

**Academic Integrity:**

- Science cannot exist without honesty. The faculty and staff in MCB require students, as scientists-in-the-making, to hold the highest standards of scientific and academic conduct. Any form of cheating on any graded work in courses is unacceptable, and will be dealt with as outlined below, and in accordance with the University-wide standards in the Code of Policies and Regulations Applying to All Students.
- We require that all graded work be entirely your own, and that anything you write using the words of other writers be correctly attributed. Some specific points follow.
- On exams, the answers that you turn in for grading must be your own, formulated during the exam from your own understanding of the material and without any supporting information, be it written, verbal or electronic. Copying the work of another student, or allowing another to copy your work, or copying work from any other source, is unacceptable. Since we cannot always monitor you as you complete your work, we must rely upon appearance of your work from which to judge. If the work you submit resembles that of another student or another source too closely, we may conclude that it was not your original work. Always make a conscious effort to complete your work on your own and to protect it from the view of others, in order to ensure that it will be seen as your own. Failure to adhere to these standards for any portion of an exam may result in a grade of zero for the entire exam or quiz for all persons involved.
- Texting, or the use of a cell phone for any purpose, during a quiz or exam is prohibited. Doing so may earn you a zero or a more extreme penalty on the quiz or exam at the discretion of the instructor.
• Use of any social or electronic media to share information, request information or make confidential information public is prohibited. Any use of this type may earn you a zero on the exam or a more extreme penalty at the discretion of the instructor.

• On written or electronic assignments, the answers that you turn in for grading must be written in your own words, formulated from your own understanding of the material. While you may be working with other students in the course, you must formulate and submit your own answers. Copying or paraphrasing the work of another student, or allowing another to copy or paraphrase your work, is unacceptable. Since we cannot monitor you as you complete your work, we have only the appearance of your work from which to judge. If the work you submit resembles that of another student too closely, we may conclude that it was not your original work. Always make a conscious effort to complete your work on your own and to protect it from the view of others, in order to ensure that it will be seen as your own. You must also make a conscious effort to protect your passwords and accounts. Failure to adhere to these standards may result in a grade of zero for the entire assignment for all persons involved.

• On written or electronic assignments, if you use a statement taken directly from any book or other publication, including the course textbook, you must provide a citation. That is, you must put the text in quotes and put the author of the publication in parentheses after the quotation. Failure to do so will result in zero credit for that answer. Further, using only the words of another author as your entire answer or as the majority of your answer to any question is never sufficient to earn credit. If the majority of your work has been taken directly from a publication, you are likely to receive no credit for the work, since you would not be demonstrating knowledge beyond the ability to copy. Even if you quote another, your answer must be substantially your own words, drawn from your own understanding of the material.

Social Media Use:
• Use of any social or electronic media to share information, request information or make confidential information public is prohibited. Any use of this type may earn you a zero or a more extreme penalty at the discretion of the instructor on an assignment or exam.

• Any social media sites created in relation to MCB courses must grant access to course personnel upon request. Failure to provide access will result in a failing grade in the course for the group/site’s administrator(s).
Course Recordings:
• Students are welcome and encouraged to make audio recordings of course lectures.
• The material recorded is intellectual and copyrighted property of the University of Illinois Board of Trustees and may be made for personal use only.
• Video recordings of any kind are strictly prohibited.
• Posting of audio recordings or transcriptions on social or electronic media platforms is strictly prohibited.

University Information on Student Safety
Active Threats:
• General Emergency Response Recommendations (Emergency Response Guide):
  • Security Threat. The Department of Homeland Security and the University of Illinois at Urbana-Champaign Office of Campus Emergency Planning recommend the following three responses to any emergency on campus: RUN > HIDE > FIGHT
  • Only follow these actions if safe to do so. When in doubt, follow your instincts - you are your best advocate!
  • RUN — Action taken to leave an area for personal safety.
    o Take the time to learn the different ways to leave your building before there is an emergency.
    o Evacuations are mandatory for fire alarms and when directed by authorities! No exceptions!
    o Evacuate immediately. Pull manual fire alarm to prompt a response for others to evacuate.
    o Take critical personal items only (keys, purse, and outerwear) and close doors behind you.
    o Assist those who need help, but carefully consider whether you may put yourself at risk.
    o Look for Exit signs indicating potential egress/escape routes.
    o If you are not able to evacuate, go to an Area of Rescue Assistance, as indicated on the front page of this plan.
    o Evacuate to Evacuation Assembly Area, as indicated on front page of this plan.
    o Remain at Evacuation Assembly Area until additional instructions are given.
    o Alert authorities to those who may need assistance.
    o Do not re-enter building until informed by emergency response personnel that it is safe to return.
o Active Threat: IF it is safe to do so, run out of the building. Get as far away as possible. Do NOT go to the Evacuation Assembly Area.

• **HIDE** — Action taken to seek immediate shelter indoors when emergency conditions do not warrant or allow evacuation.
  o Severe Weather:
    • If you are outside, proceed to the nearest protective building.
    • If sheltering-in-place due to severe weather, proceed to the identified Storm Refuge Area or to the lowest, most interior area of the building away from windows or hazardous equipment or materials.
  o Active Threat:
    • Lock or barricade your area.
    • Get to a place where the threat cannot see you.
    • Place cell phones on silent.
    • Do not make any noise.
    • Do not come out until you receive an Illini-Alert advising you it is safe.

• **FIGHT** — Action taken as a last resort to increase your odds of survival.
  o Active Threat: If you cannot run away safely or hide, be prepared to fight with anything available to increase your odds for survival.

**Sexual Harassment:**
Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. If you or someone you know has been harassed or assaulted, you can find the appropriate resources here:

University Police Department, Emergency, 9,-911; Non-emergency, 217.333.8911
Counseling Center, 110 Student Services Bldg., 610 E. John St, 217.333.3704
McKinley Health Center, General Information, 217.333-2701
McKinley Mental Health Center, 1109 S. Lincoln, 217.333.2705
Dean of Students, 300 Turner Students Services Bldg, 610 E. John St, 217.333.0050
Local Sexual Assault Center, RACES, 217.384.4444
Women's Resources Center, 703 South Wright Street, 2nd Floor, 217-333-3137