

RECEIVED

Course Information

MAY 13 2016

Date Submitted: 3/8/2016

Current Prefix and Number: BAE - Biosystems & Ag Engineering , BAE 502 MODELING OF BIO SYSTEMS

OFFICE OF THE
SENATE COUNCIL

Other Course:

Proposed Prefix and Number: BAE 502

What type of change is being proposed?

Major Change

Should this course be a UK Core Course? No

1. General Information

a. Submitted by the College of: ENGINEERING

b. Department/Division: Engineering

c. Is there a change in 'ownership' of the course? No

If YES, what college/department will offer the course instead: Select...

e. Contact Person

Name: Crofcheck

Email: crofcheck@uky.edu

Phone: 218-4349

Responsible Faculty ID (if different from Contact)

Name: Montross

Email: michael.montross@uky.edu

Phone: 218-4319

f. Requested Effective Date

Semester Following Approval: Yes OR Effective Semester:

2. Designation and Description of Proposed Course

a. Current Distance Learning (DL) Status: N/A

b. Full Title: MODELING OF BIOLOGICAL SYSTEMS

Proposed Title: MODELING OF BIOLOGICAL SYSTEMS

c. Current Transcript Title: MODELING OF BIO SYSTEMS

Proposed Transcript Title: MODELING OF BIO SYSTEMS

d. Current Cross-listing: none

Proposed – ADD Cross-listing :

Proposed – REMOVE Cross-listing:

e. Current Meeting Patterns

LECTURE: 3

Proposed Meeting Patterns

LECTURE: 1

LABORATORY: 4

f. Current Grading System: ABC Letter Grade Scale

Proposed Grading System: *Letter (A, B, C, etc.)*

g. Current number of credit hours: 3

Proposed number of credit hours: 3

h. Currently, is this course repeatable for additional credit? No

Proposed to be repeatable for additional credit? No

If Yes: Maximum number of credit hours:

If Yes: Will this course allow multiple registrations during the same semester? No

2i. Current Course Description for Bulletin: The course will focus on the mathematical description and computer simulation of the complex interactions involved in biological systems. Computer simulation will be used as a tool to analyze and suggest design changes to optimize performance.

Proposed Course Description for Bulletin: This course will introduce students to mathematical modeling of biological systems, both from a conceptual and methodological perspective. The art and science of developing a computer simulation model will be presented and supported by examples/exercises in MATLAB.

2j. Current Prerequisites, if any: Prereq: BAE 402

Proposed Prerequisites, if any: Prereq: BAE 402

2k. Current Supplementary Teaching Component:

Proposed Supplementary Teaching Component:

3. Currently, is this course taught off campus? No

Proposed to be taught off campus? No

If YES, enter the off campus address:

4. Are significant changes in content/student learning outcomes of the course being proposed? No

If YES, explain and offer brief rationale:

5a. Are there other depts. and/or pgms that could be affected by the proposed change? No

If YES, identify the depts. and/or pgms:

5b. Will modifying this course result in a new requirement of ANY program? No

If YES, list the program(s) here:

6. Check box if changed to 400G or 500: No

Distance Learning Form

Instructor Name:

Instructor Email:

Internet/Web-based: No

Interactive Video: No

Hybrid: No

1. How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations?

2. How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, etc.

3. How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic offense policy; etc.

4. Will offering this course via DL result in at least 25% or at least 50% (based on total credit hours required for completion) of a degree program being offered via any form of DL, as defined above?

If yes, which percentage, and which program(s)?

5. How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting?

6. How do course requirements ensure that students make appropriate use of learning resources?

7. Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.

8. How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Information Technology Customer Service Center (<http://www.uky.edu/UKIT/>)?

9. Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)? NO

If no, explain how student enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology.

10. Does the syllabus contain all the required components? NO

11. I, the instructor of record, have read and understood all of the university-level statements regarding DL.

Instructor Name:

SIGNATURE|BJSTOK0|Barbara J Brandenburg|BAE 502 CHANGE College Review|20160201

SIGNATURE|JMETT2|Joanie Eli-Mims|BAE 502 CHANGE Undergrad Council Review|20160330

SIGNATURE|ZNNIKO0|Roshan N Nikou|BAE 502 CHANGE Graduate Council Review|20160512

Course Change Form

<https://myuk.uky.edu/sap/bc/soap/rfc?services=>

[Open in full window to print or save](#)

Generate R

Attachments:

Upload File

	ID	Attachment
Delete	5466	Explanation for BAE 502.docx
Delete	6221	BAE 502 UGC Review Checklist.docx
Delete	6406	BAE502_syllabus_revised Feb 22.docx

NOTE: Start form entry by choosing the Current Prefix and Number
(*denotes required fields)

Current Prefix and Number:		BAE - Biosystems & Ag Engineering BAE 502 MODELING OF BIO SYSTEMS	Proposed Prefix & Number: (example: PHY 401G) <input checked="" type="checkbox"/> Check if same as current	BAE 502
* What type of change is being proposed?		<input checked="" type="checkbox"/> Major Change <input type="checkbox"/> Major - Add Distance Learning <input type="checkbox"/> Minor - change in number within the same hundred series, ex 799 is the same "hundred series" <input type="checkbox"/> Minor - editorial change in course title or description which does not change in content or emphasis <input type="checkbox"/> Minor - a change in prerequisite(s) which does not imply a change in course content or emphasis, or which is made necessary by the addition or significant alteration of the prerequisite(s) <input type="checkbox"/> Minor - a cross listing of a course as described above		
Should this course be a UK Core Course? <input type="radio"/> Yes <input checked="" type="radio"/> No				
If YES, check the areas that apply:				
<input type="checkbox"/> Inquiry - Arts & Creativity <input type="checkbox"/> Composition & Communications - II <input type="checkbox"/> Inquiry - Humanities <input type="checkbox"/> Quantitative Foundations <input type="checkbox"/> Inquiry - Nat/Math/Phys Sci <input type="checkbox"/> Statistical Inferential Reasoning <input type="checkbox"/> Inquiry - Social Sciences <input type="checkbox"/> U.S. Citizenship, Community, Diversity <input type="checkbox"/> Composition & Communications - I <input type="checkbox"/> Global Dynamics				
1. General Information				
a. Submitted by the College of:		ENGINEERING	Submission Date: 3/8/2016	
b. Department/Division:		Engineering		
c.* Is there a change in "ownership" of the course?				
<input type="radio"/> Yes <input checked="" type="radio"/> No If YES, what college/department will offer the course instead? <input type="button" value="Select..."/>				
e.* Contact Person Name:		Crofcheck	Email: crofcheck@uky.edu	Phone: 218-4349
* Responsible Faculty ID (if different from Contact)		Montross	Email: michael.montross@uky.edu	Phone: 218-4319
f.* Requested Effective Date:		<input checked="" type="checkbox"/> Semester Following Approval	OR	Specific Term: ²
2. Designation and Description of Proposed Course.				
a. Current Distance Learning(DL) Status:		<input checked="" type="radio"/> N/A <input type="radio"/> Already approved for DL* <input type="radio"/> Please Add <input type="radio"/> Please Drop		
*If already approved for DL, the Distance Learning Form must also be submitted <u>unless</u> the department affirms (by checking this box) that the proposed change will not affect DL delivery.				
b. Full Title:		MODELING OF BIOLOGICAL SYSTEMS	Proposed Title: *	MODELING OF BIOLOGICAL SY
c. Current Transcript Title (if full title is more than 40 characters):		MODELING OF BIO SYSTEMS		
c. Proposed Transcript Title (if full title is more than 40 characters):		MODELING OF BIO SYSTEMS		

d.	Current Cross-listing: <input checked="" type="checkbox"/> N/A	OR	Currently ³ Cross-listed with (Prefix & Number):	none	
	Proposed – ADD ³ Cross-listing (Prefix & Number):				
	Proposed – REMOVE ^{2,4} Cross-listing (Prefix & Number):				
e.	Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours ⁵ for each meeting pattern				
Current:	Lecture 3	Laboratory ⁵	Recitation	Discussion	Indep. Stud
	Clinical	Colloquium	Practicum	Research	Residency
	Seminar	Studio	Other: Please explain:		
Proposed: *	Lecture 1	Laboratory ⁵ 4	Recitation	Discussion	Indep. Stud
	Clinical	Colloquium	Practicum	Research	Residency
	Seminar	Studio	Other: Please explain:		
f.	Current Grading System:	ABC Letter Grade Scale			
	Proposed Grading System:*	<input checked="" type="radio"/> Letter (A, B, C, etc.) <input type="radio"/> Pass/Fail <input type="radio"/> Medicine Numeric Grade (Non-medical students will receive a letter grade) <input type="radio"/> Graduate School Grade Scale			
g.	Current number of credit hours:	3	Proposed number of credit hours:*	3	
h.*	Currently, is this course repeatable for additional credit?			<input type="radio"/> Yes <input checked="" type="radio"/> I	
	* Proposed to be repeatable for additional credit?			<input type="radio"/> Yes <input checked="" type="radio"/> I	
	If YES:	Maximum number of credit hours:			
	If YES:	Will this course allow multiple registrations during the same semester?		<input type="radio"/> Yes <input checked="" type="radio"/> I	
i.	Current Course Description for Bulletin:				
	The course will focus on the mathematical description and computer simulation of the complex interactions involved in biological systems. Computer simulation will be used as a tool to analyze and suggest design changes to optimize performance.				
	* Proposed Course Description for Bulletin:				
	This course will introduce students to mathematical modeling of biological systems, both from a conceptual and methodological perspective. The art and science of developing a computer simulation model will be presented and supported by examples/exercises in MATLAB.				
j.	Current Prerequisites, if any:				
	Prereq: BAE 402				
	* Proposed Prerequisites, if any:				
	Prereq: BAE 402				
k.	Current Supplementary Teaching Component, if any:			<input type="radio"/> Community-Based Experience	

		<input type="radio"/> Service Learning <input type="radio"/> Both
	<i>Proposed Supplementary Teaching Component:</i>	<input type="radio"/> Community-Based Experience <input type="radio"/> Service Learning <input type="radio"/> Both <input type="radio"/> No Change
3.	Currently, is this course taught off campus?	<input type="radio"/> Yes <input checked="" type="radio"/> No
*	<i>Proposed to be taught off campus?</i>	<input type="radio"/> Yes <input checked="" type="radio"/> No
	If YES, enter the off campus address:	
4.*	Are significant changes in content/student learning outcomes of the course being proposed?	<input type="radio"/> Yes <input checked="" type="radio"/> No
	If YES, explain and offer brief rationale:	
5.	Course Relationship to Program(s).	
a.*	Are there other depts and/or pgms that could be affected by the proposed change?	<input type="radio"/> Yes <input checked="" type="radio"/> No
	If YES, identify the depts. and/or pgms:	
b.*	Will modifying this course result in a new requirement ² for ANY program?	<input type="radio"/> Yes <input checked="" type="radio"/> No
	If YES ² , list the program(s) here:	
6.	Information to be Placed on Syllabus.	
a.	<input type="checkbox"/> Check box if changed to 400G or 500.	If changed to 400G- or 500-level course you must send in a syllabus and you must include the differentiation between under graduate students by: (i) requiring additional assignments by the graduate students; and/or (ii) establishing different grading course for graduate students. (See SR 3.1.4.)

¹See comment description regarding minor course change. *Minor changes are sent directly from dean's office to Senate Council Chair.* If Chair deems the change as "not minor," the form will be appropriate academic Council for normal processing and contact person is informed.

²Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.

³Signature of the chair of the cross-listing department is required on the Signature Routing Log.

⁴Removing a cross-listing does not drop the other course – it merely unlinks the two courses.

⁵Generally, undergrad courses are developed such that one semester hr of credit represents 1 hr of classroom meeting per wk for a semester, exclusive of any lab meeting. Lab meeting generally least two hrs per wk for a semester for 1 credit hour. (See SR 5.2.1.)

⁶You must also submit the Distance Learning Form in order for the course to be considered for DL delivery.

⁷In order to change a program, a program change form must also be submitted.

Explanation for the addition of lab hours for BAE 502

The course was typically taught as a lecture class where the hands-on learning was done with homework assignments that students were encouraged to work on during computer lab times where the instructor was available. The course has evolved in to more time in the computer lab with less traditional lecture materials. The change will allow the students to have structured lab time to work on the student learning outcomes.

STUDENT LEARNING OUTCOMES

Students completing this course should be able to:

1. Write mathematical equations describing a biological system.
2. Elaborate on the procedure for developing a computer simulation model.
3. Develop, code, calibrate, verify, and evaluate a computer simulation model for a biological system.
4. Modify and utilize existing computer simulation models.

General Course Information

- Full and accurate title of the course
- Departmental and college prefix
- Course prefix, number and section number
- Scheduled meeting day(s), time and place

Instructor Contact Information (if specific details are unknown, "TBA" is acceptable for one or more fields)

- Instructor name
- Contact information for teaching/graduate assistant, etc.
- Preferred method for reaching instructor
- Office phone number
- Office address
- UK email address
- Times of regularly scheduled office hours and if prior appointment is required

Course Description

- Reasonably detailed overview of the course
- Student learning outcomes
- Course goals/objectives
- Required materials (textbook, lab materials, etc.)
- Outline of the content, which must conform to the Bulletin description
- Summary description of the components that contribute to the determination of course grade
- Tentative course schedule that clarifies topics, specifies assignment due dates, examination date(s)
- Final examination information: date, time, duration and location
- For 100-, 200-, 300-, 400-, 400G- and 500-level courses, numerical grading scale and relationship to letter grades for undergraduate students
- For 400G-, 500-, 600- and 700-level courses, numerical grading scale and relationship to letter grades for graduate students. (Graduate students cannot receive a "D" grade.)
- Relative value given to each activity in the calculation of course grades (Midterm=30%; Term Project=20%, etc.)
- Note that undergraduate students will be provided with a Midterm Evaluation (by the midterm date) of course performance based on criteria in syllabus
- Policy on academic accommodations due to disability. Standard language is below:
 If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (DRC). The DRC coordinates campus disability services available to students with disabilities. It is located on the corner of Rose Street and Huguelet Drive in the Multidisciplinary Science Building, Suite 407. You can reach them via phone at (859) 257-2754 and via email at drc@uky.edu. Their web address is <http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/>.

<p>UGE Review (Date)</p> <p>Revise Attendance policy to clarify that students have one week following excused absences to contact instructor</p> <p>Update Excused Absences policy, including make up policy</p> <p>Update Academic Integrity policy</p>

Course Policies

- Attendance
- Excused absences
- Make-up opportunities
- Verification of absences
- Submission of assignments
- Academic integrity, cheating & plagiarism
- Classroom behavior, decorum and civility
- Professional preparations
- Group work & student collaboration

Committee Review (Date)

Comments

BAE 502: Modeling of Biological Systems

Spring 2015 Syllabus

Class Hours: M 1:00 - 1:50 PM CEBA 246

Lab Hours: WF 1:00-2:50 PM CEBA 246

Office Hours: By appt.

INSTRUCTOR

Dr. Michael Montross, 113 CEBA, 859-218-4319, michael.montross@uky.edu

COURSE DESCRIPTION

This course will introduce students to mathematical modeling of biological systems, both from a conceptual and methodological perspective. The art and science of developing a computer simulation model will be presented and supported by examples/exercises in MATLAB.

Prereq: BAE 402

STUDENT LEARNING OUTCOMES

Students completing this course should be able to:

1. Formulate mathematical equations describing a biological system.
2. Elaborate on the procedure for developing a computer simulation model.
3. Develop, code, calibrate, verify, and evaluate a computer simulation model for a biological system.
4. Modify and utilize existing computer simulation models.

COURSE WEBSITE Accessible through Canvas

COURSE SOFTWARE

We will use MATLAB, available during class time and in BAE computer lab. Also a student version is available through Mathworks.

COURSE FORMAT

Lecture will be from 1:00-1:50 on Mondays. After lecture, there will be an open lab session until 3:00 when we will be available to help with the homework assignment. Wednesday and Friday are required laboratory sessions from 1:00 to 2:50. Lab and homework assignments will be due Monday at 1 pm through Canvas.

REQUIRED TEXT

Downey, Allen B. Physical Modeling in MATLAB[®]. 2011. Version 1.1.6. SoHo Books. ISBN 144141660. Available online for free at <http://greenteapress.com/matlab> and on the Canvas site for this class.

REFERENCE TEXTS

Banks, H.T, Tran, H.T. Mathematical and Experimental Modeling of Physical and Biological Processes. 2009. CRC Press, ISBN 978-1-4200-7337-9.

Haefner, J.W. Modeling Biological Systems: Principles and Applications. 2005. Springer Science. ISBN 978-0-387-25011-3.

UNDERGRADUATE GRADING

Mid-Term Exams	30%
Final Exam	20%
Homework Assignments	20%
Laboratory Assignments	20%
Attendance/in-class participation	10%

GRADUATE GRADING

Mid-Term Exams	30%
Final Exam	20%
Homework Assignments	15%
Laboratory Assignments	25%
Project Presentations	5%
Attendance/in-class participation	5%

UNDERGRADUATE GRADING SCALE

A:	≥ 90%
B:	80% - 89%
C:	70% - 79%
D:	60% - 70%
E :	< 60%

GRADUATE GRADING SCALE

A:	≥ 90%
B:	80% - 89%
C:	70% - 79%
E :	< 70%

Graduate students are required to do extra work, above that required by undergraduate students in the course. The extra work will be a Project Presentation.

FINAL EXAM INFORMATION

The final exam will be given during finals week. See <http://www.uky.edu/registrar/final-hour-exam> for the time and date.

MID-TERM GRADE

Mid-term grades will be posted in myUK by the deadline established in the Academic Calendar (<http://www.uky.edu/Registrar/AcademicCalendar.htm>)

BAE 502 ATTENDANCE POLICY

Attendance is expected. In order to be permitted to make up missed work, students who miss examinations or laboratory sessions for reasons described in the Student Rights and Responsibilities (5.2.4.2 Excused Absences) must notify the instructor *before* the examination or laboratory time *in writing* unless it is physically impossible to do (email will suffice). It is the responsibility of the student to provide proof that the absence conforms to the University's policy. Friday lab is intended to help with homework and labs that are due on Monday. Attendance will be taken on Friday labs and random in class problems on Monday and Wednesday. The exception for attendance on Friday is if you turn in working (and correct) lab

and homework assignments by 1 pm-Friday you do not have to attend and I will give you credit for attending.

EXAMS

Two exams will be given during the semester. Exams will be on Friday and you will have two hours since a portion will involve MATLAB. A final exam will be given during finals week. The exams may include in-class and take-home portions. Reference material will be provided for in-class portions when appropriate.

HOMEWORK ASSIGNMENTS

Homework will be assigned on a weekly basis and turned in at the beginning of class on the due date. Students are encouraged to work together, but must submit individual assignments showing all work. All handwritten work must be completed on engineering computation paper. *Late assignments due to an excused absence (defined above) will be accepted within a week of the excused absences. Late assignments due to an unexcused absence will not be accepted.*

LABORATORY ASSIGNMENTS

Each assignment will include a series of questions (with answers to help) which are due by 1 pm on the following Monday. Students are encouraged to work together, but must submit individual assignments showing all work. All handwritten work must be completed on engineering computation paper. *Late assignments due to an excused absence (defined above) will be accepted within a week of the excused absence. Late assignments due to an unexcused absence will not be accepted.*

GRADING SCHEME

The following strategy will be used to grade homework and labs

Program runs	50%
Correct answer	40%
Comments, coding "quality", logic	10%

There will be a number of assignments that build on each other, these will be clearly identified. On these assignments I will give you the chance to redo them. These are assignments that if you are not getting the correct answer initially, it will be very difficult to complete the subsequent assignments. You will be able to resubmit these assignments within 1 week for a maximum of 75%.

Lab and homework assignments will be submitted through Canvas. Multiple submissions will be allowed and we will grade the last submission (assuming I remember to check the right box). Make sure all of the files are submitted.

PROPOSED SCHEDULE

Class #	Day	Date	Topic	Reading
1	W	14-Jan	Introduction	Chpt 1-3, Downey
2	F	16-Jan	Matlab basics, debugger	Chpt 4-5, Downey
3	W	21-Jan	Matlab basics	Chpt 6-7, Downey
4	M	26-Jan	Engineering economics	
5	W	28-Jan	Debugger, common errors, testing with command window	
6	M	2-Feb	Engineering economics	
6	W	4-Feb	Modeling basics	Handouts
7	M	9-Feb	Modeling basics	
8	W	11-Feb	Roots of equations	Chpt 8, Downey
9	M	16-Feb	Roots of equations	
10	W	18-Feb	Psychrometric chart	
	F	20-Feb	Exam 1	
11	M	23-Feb	Psychrometric chart	Handouts
12	W	25-Feb	Psychrometric chart	
13	M	2-Mar	Psychrometric chart	
14	W	4-Mar	Psychrometric chart	
15	M	9-Mar	Optimization	Chpt 12, Downey
16	W	11-Mar	Optimization	
17	M	16-Mar	spring break	
18	W	18-Mar	spring break	
19	M	23-Mar	ODE/systems of ODEs	Chpt 10, Downey
20	W	25-Mar	ODE/systems of ODEs	
21	M	30-Mar	ODE/systems of ODEs	
22	W	1-Apr	ODE/systems of ODEs	
	F	3-Apr	Exam 2	
23	M	6-Apr	Drying Model	Handouts
24	W	8-Apr	Drying Model	
25	M	13-Apr	Drying Model	
26	W	15-Apr	Drying Model	
27	M	20-Apr	Drying Model	
28	W	22-Apr	Drying Model	
29	M	27-Apr	Drying Model	
30	W	29-Apr	Drying Model	
	W	6-May	Final at 1 pm	

EXCUSED ABSENCES

Students need to notify the professor of absences prior to class when possible. S.R. 5.2.4.2 defines the following as acceptable reasons for excused absences: (a) serious illness, (b) illness or death of family member, (c) University-related trips, (d) major religious holidays, and (e) other circumstances found to fit “reasonable cause for nonattendance” by the professor.

Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day in the semester to add a class. Information regarding major religious holidays may be obtained through the Ombud (859) 257-3737, http://www.uky.edu/Ombud/ForStudents_ExcusedAbsences.php.

Students are expected to withdraw from the class if more than 20% of the classes scheduled for the semester are missed (excused or unexcused) per university policy.

ACADEMIC HONESTY

The purpose of the Student Code of Conduct is to provide guidelines for the educational environment at the University of Kentucky. Such an environment presupposes both rights and responsibilities. Disciplinary regulations at the University are set forth in order to give students general notice of prohibited conduct. Students should be aware of disciplinary actions for all forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion. You can find this Code of Conduct available at <http://www.uky.edu/StudentAffairs/Code/index.html>.

VERIFICATION OF ABSENCES

Students may be asked to verify their absences in order for them to be considered excused. Senate Rule 5.2.4.2 states that faculty have the right to request “appropriate verification” when students claim an excused absence because of illness or death in the family. Appropriate notification of absences due to university-related trips is required prior to the absence.

ACADEMIC INTEGRITY

Per university policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the university may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found at the following website: <http://www.uky.edu/Ombud>. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

Part II of Student Rights and Responsibilities (available online <http://www.uky.edu/StudentAffairs/Code/part2.html>) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about the question of plagiarism involving their own work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgement of the fact, the students are guilty of plagiarism. Plagiarism includes reproducing someone else's work, whether it be a published article, chapter of a book, a paper from a friend or some file, or something similar to this. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his/her own, whoever that other person may be.

Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone. When a student's assignment involves research in outside sources of information, the student must carefully acknowledge exactly what, where and how he/she employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas which are so generally and freely circulated as to be a part of the public domain (Section 6.3.1).

WITHDRAWAL POLICY

It is your responsibility to drop a course or withdraw from the college. Failure to do so will result in receiving an "E." Check with the Registrar at <http://www.uky.edu/Registrar/> to find out how to withdraw and the last day to drop/withdraw.

ADA SERVICES

If you have a documented disability that requires academic accommodations, please see your instructor as soon as possible. In order to receive accommodations in this course, you must provide your instructor with a Letter of Accommodation from the Disability Resource Center (DRC). The DRC coordinates campus disability services available to students with disabilities. It is located on the corner of Rose Street and Huguelet Drive in the Multidisciplinary Science Building, Suite 407. You can reach them via phone at (859) 257-2754 and via email at drc@uky.edu. Their web address is <http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/>.