



School of Molecular & Cellular Biology

MCB 450, Spring 2025

Introductory Biochemistry, 3 Credit Hours

Instructors/Instructional Team

Dr. Lin-Feng Chen

Office Hours: Wednesday, 3-4PM, online (Zoom link on course website)

Email: mcb450help@life.illinois.edu

Dr. Rudy Fratti

Office Hours: Wednesday, 1-2PM, online (Zoom link on course website)

Email: mcb450help@life.illinois.edu

Emma Smith, Course Coordinator

Instructional Specialist

175A Burrill Hall

Office hours: By appointment

Email: emma14@illinois.edu

Class Meeting Schedule

Tuesday and Thursday, 11AM-12:20PM in 0027/10024 Campus Instructional Facility (CIF)

Lecture will begin at 11AM on Tuesday, January 21, 2025, in 0027/10024 Campus Instructional Facility (CIF)

Course Overview and Description

Chemistry and metabolism of carbohydrates, lipids, proteins, nucleic acids, vitamins, and coenzymes and their relation to the regulation and processes of organisms, cells, and subcellular components.

Course Prerequisites

- Credit is not given for both [MCB 450](#) and [MCB 354](#).
- Prerequisite: [CHEM 232](#) or [CHEM 236](#), or equivalent, or consent of instructor.
- Not intended for students in the MCB or Biochemistry curricula.

Text/Materials Information (required)

- "Biochemistry A Short Course, Fourth Edition," Authors: John L. Tymoczko, Jeremy M. Berg, Lubert Stryer, W.H. Freeman and Company (2019)
- The course textbook is available as an [E-book, Loose-leaf or Paperback version](#). You may choose whichever version you prefer.
- The book is on reserve in the MCB Learning Center, 101 Burrill Hall.
- You will also need a non-graphing scientific calculator for the exams and problem sets. **NO graphing or programmable calculators will be allowed at the exams.**

Course Website, Course Tools

- MCB 450 will use [CANVAS](#) for all course information.
- PPT slides will be posted on the course website under the "Lecture Material" tab.
- You will log into [CANVAS](#) using your NetID and Active Directory Password.
- Assignments will be completed in [CANVAS](#).

Where To Direct Questions

MCB 450 has a general email mcb450help@life.illinois.edu which is used for course content-based questions. This email is sent to all the MCB 450 staff. An instructor or TA will be answering your content questions daily. Any course policy questions (absences, conflicts, technology issues) should be sent directly to Emma Smith's email, emma14@illinois.edu.

Grading Information and Breakdown

- Student grades in MCB 450 will be based on a total of 1000 points.
- The grade you earn in the course will be based on the points that you earn. Effort is reflected in points earned.
- We will adhere to the letter grade scale when assigning final grades in order to avoid capriciousness and to adhere to fairness and equity for all students.
- Course assignments will be administered in [CANVAS](#).
- Categories listed below are approximate but should closely resemble the final point distribution. All point totals are estimates and may be altered slightly throughout the course of the semester.

Point Distribution	
3 Exams (@150 points each)	450
Final Exam (non-cumulative)	150
Assignments	400 <ul style="list-style-type: none"> • <i>Homework</i>- 250 points total (11 x 25pts, drop lowest score, earn a maximum of 250 points toward final grade) • <i>Pre- and Post-Test</i>- 10 points total (5pts each, if you complete it you get full points) • <i>Reading assignments</i>- 40 points total (20 x 2pts, no drops) • <i>Pre-lecture Questions</i>- 100 points total (21 x 6pts, earn a maximum of 100 points toward final grade)
Total	1000 points

This course will use the University-assigned grade point values for each letter grade (see table below). MCB 450 will use the plus/minus system, and students who earn the points shown below (out of 1000 possible points max.), will be guaranteed the indicated letter grade. At semester's end, after the final exam, the faculty will analyze the course grade distribution, and may decrease (to accommodate poor class performance as a whole), but will not increase, the points needed for each letter grade.

Letter Grade	Point Ranges	Grade Point Value
A+	1000-920	4.000
A	919-883	4.000
A-	882-850	3.667
B+	849-817	3.333
B	816-783	3.000
B-	782-750	2.667
C+	749-717	2.333
C	716-683	2.000
C-	682-650	1.667
D+	649-617	1.333
D	616-583	1.000
D-	582-550	0.667
F	549-0	0.000

Course Policies

MCB Curriculum Policies

All students enrolled in an MCB course are assumed to have read and understood the MCB Curriculum Policies (listed below) and will be expected to act accordingly.

Section Change, Add/Drop Information

Students may use UI Enterprise to add or drop MCB 252, or to change MCB 252 discussion sections before 5:00 PM, Monday, January 27, 2025.

Monday, February 3, 2025, at 5:00 PM is the deadline for adding the course and for changing sections in MCB 252.

Students must always attend the discussion sections in which they are currently enrolled.

Friday, March 14, 2025, is the last day to drop the course or to elect the Credit/No Credit option.

To elect the Credit/No Credit option, students must apply in their College Office.

To drop the course after the drop deadline, students must petition a dean in their college office and email petitions to Emma Smith for completion of attendance and grade information.

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. We will only use this account in order to protect your educational information and profile. 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

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- Your NetID (the first part of your illinois.edu email account)
 - Your UIN (9-digit number that can be found on your ICard)
 - 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.

Exam and Conflict Exam Information

- Exams 1, 2, and 3 will be given on Thursdays in lecture (see *Course Policies: Examinations* for exam dates). Arrive early; the exams will begin at 11:00AM sharp. The exams will cover material from lecture and assignments. Please see the MCB 450 Web site for any further details concerning each exam.
- Any exam information will be posted on the MCB 450 Web site several days prior to each exam.
- TAs will proctor you in Lincoln Hall Theater. Please have your University photo ID ready.
- **Cell phones, electronic devices, notes, and books are prohibited while taking an exam in MCB 450. You may use a non-graphing calculator during the exam.**
- If you have a personal emergency that prevents you from taking a scheduled exam, then please use the MCB 450 Conflict Exam Request Form on the MCB 450 Web site to notify MCB 450 staff before 5:00 PM the Thursday prior to the exam. See the *Conflict Exam Instructions* page for further details.
- If you experience an illness or emergency that causes you to miss an exam, you should refer the MCB Curriculum Policies listed below. If you miss an exam, the possibility exists to have one exam prorated with proper documentation. You must contact the course coordinator via email within 48 hours of the absence. If you do not provide documentation in a timely manner and upon receipt, there may be a negative impact on your ability to receive a prorated score. The final exam cannot be prorated. Your prorated score will be calculated based on the following formula:

$$\frac{\overbrace{\text{percentile} \times 150}^{\text{Exam A}} + \overbrace{\text{percentile} \times 150}^{\text{Exam B}} + \overbrace{\text{percentile} \times 150}^{\text{Exam C}}}{(150+150+150)} = \text{percentile} \times 150 = \text{prorated exam score}$$

Please note that the percentile that we use to calculate your score may be different from the percentile seen in the online gradebook, due to the accounting for missing scores. You must complete at least two exams and the final in this course in order to earn a letter grade in the course. If you are unable to do so, the instructor will recommend that you drop or withdraw from the course.

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- Texting, or the use of a cell phone or any other electronic device for any purpose during an exam, is prohibited. Doing so may earn you a zero on the exam, or a more extreme penalty at the discretion of the instructor.

Conflict Exam Instructions

- Conflict exams are only given on the regular exam day. You must arrange to take a conflict exam by 5:00 PM on the Thursday prior to the exam day. Use the MCB 450 Conflict Exam Request Form on this Web site to make these arrangements. You must make these arrangements for *each* exam for which you require a conflict—your request for a conflict exam will not be carried to subsequent exams.
- A Conflict Exam will only be given to individuals who find themselves in one of the following situations:
 1. Sporting events for University athletes and club team participants
 2. Employment (though, if possible, the student should reschedule their work shift)
 3. Students with DRES academic accommodations

Please upload documentation supporting your claim of conflict and a copy of your Illinois Week-at-a-Glance course schedule to the conflict exam request form. If you have a question about whether your conflict will qualify, please email Emma Smith before the Thursday prior to the exam at 5pm.

- Conflicts will be offered on the same day as the regular exam. If you have a conflict with the regular exam time, contact Emma Smith by 5:00 PM on the Thursday prior to the exam day. An alternate conflict exam time will be arranged.

Final Exam and Conflict Final Exam Information

- The Final Exam time for MCB 450 is Thursday, May 15, 2025, from 7-10PM.
- Please have your university photo ID ready.
- Cell phones, electronic devices, notes, and books are prohibited while taking a final exam in MCB 450. You may use a non-graphing calculator.
- If you should experience an illness or emergency that prevents you from taking your final exam at the appointed time, you should refer to the MCB Curriculum Policies listed below.
- A conflict final exam will be given only for students who have met the requirements stated on the *Conflict Final Exam Instructions* page. Complete and submit a Conflict Final Request Form on the MCB 450 Web site before 5:00 PM on Wednesday, May 7, 2025, to arrange a conflict final exam.

Conflict Final Exam Instructions

- A Conflict Final Exam will only be given to individuals who find themselves in one of the following situations:
 - Students with three final exams scheduled within a 24-hour period; these must be consecutive, 8AM/1:30PM/7PM or 1:30PM/7PM/8AM.
 - Students who have another final exam scheduled at the same time as the MCB 450 Final Exam.
 - Students who have a verified personal problem and who have received written permission to take the MCB 450 conflict final exam from a dean in their college.
 - Students who have DRES academic accommodations.
 - Please refer to the Final Examinations Code of Policies and Regulations Applying to All Students:
<https://studentcode.illinois.edu/article3/part2/3-201/>
- Any student with one or more of the above situations who would like to take a conflict final must submit an MCB 450 Conflict Final Exam Request Form on the MCB 450 Web site before 5:00 PM Wednesday, May 7, 2025.
- All student requests will be reviewed and students will be contacted as soon as possible via e-mail regarding the status of their request. Following the review of all requests, a conflict exam time and location will be determined, and qualified students will be informed of their eligibility before noon on Thursday, May 8, 2025.

General Information and Policies of MCB 450

- Zoom etiquette is expected of all students. Please turn your webcam on and mute your microphone while the course faculty or TAs are talking.
- The course faculty and the TAs oversee the orderly conduct in both the lecture hall and Zoom and may exclude a student who does not comply with a reasonable request in this regard.
- All students are assumed to have read and understood the *Code of Policies and Regulations Applying To All Students, University of Illinois*, and will be expected to act accordingly. The *Code* is available online at: <https://studentcode.illinois.edu/>
- Concerns over the web gradebook or exam absences should be addressed to Emma Smith.
- The deadline for grade corrections on all items is **one week** after corrected items are returned or grades are received. If you have a score that is incorrectly recorded in the web gradebook, then please contact Emma Smith.
- Reference letters and recommendation forms are to be submitted to the student's TA, whose evaluation will be reviewed and countersigned by a member of the course faculty.

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- If you experience any technical difficulties throughout the semester, please email Emma Smith as soon as possible to inform her of your situation.
 - Audio recordings are permitted—even encouraged—during lectures, but due to copyright and intellectual property issues involving publishing companies and the University of Illinois Board of Trustees, video recordings of any kind are strictly prohibited. If any audio recording, transcription, screen capture, or related distribution of any MCB 450 course material is done via social or electronic media, MCB 450 personnel must be granted access to the group/site upon request. Failure to provide access will result in a failing grade in the course for the group/site's administrator(s).
 - If you choose to attend an exam while suffering from illness or family/personal emergency, and you choose to complete the exam, that exam determines your score.

What To Do If You Must Be Absent

We know that students become ill and that family emergencies arise. In order to accommodate absences due to illness or emergency, we allow that a specified number of assignments may be missed without penalty. These missed assignments can be dropped according to the criteria set forth in the Course Grading for this course. Refer to the MCB Curriculum Policies listed below for further information about what to do if you must be absent from class or an exam.

MCB 450 Web Gradebook

The MCB 450 Gradebook can be accessed directly at:

<https://apps.atlas.illinois.edu/Gradebook/>

Scores on exams and assignments will be available for student review on the MCB 450 Web Gradebook. To check your scores, sign into the MCB 450 Web Site and click on the Gradebook link and follow the instructions presented there. All students are responsible for checking their scores on the Web Gradebook after each exam and assignment is returned to them. Each student is responsible for reporting possible discrepancies to Emma Smith within one week of receiving their graded assignment or exam score. Students are encouraged to keep all graded assignments that are returned to them until after final grades are issued.

The final deadline for Web Gradebook corrections is 5:00 PM, Wednesday, May 7, 2025.

No Web Gradebook scores will be altered after this deadline, so please be certain to check all your scores before this time.

Exams (600 points total)

There are three midterm exams and a final exam, worth 150 points each.

Exams 1, 2, and 3 will be administered during lecture from 11AM-12:20PM. Exams 1, 2, and 3 and the final exam will be in the multiple choice and/or true-false format. Material for lecture exams and the final will be drawn from the lecture material, associated text readings, and assignments.

All exam grades are entered into the Web Gradebook electronically. Once the exams have been administered, they become property of the students (except for the final exam which is secure- see below). Within one week of each exam, answers are posted in LON CAPA, and grades are posted in the Web Gradebook. It is the student's responsibility to make certain that the grade on the Web Gradebook is correct. If a student believes that an error has been made, it should be brought to Emma Smith's attention in writing via email.

The final exam is the property of the course and is not returned to students nor are answers posted or made available in any way. Should a student feel that an error has been made in the grading of the final exam, that student should contact Emma Smith via email.

EXAM DATES

Exam	Time	Day	Date
Exam 1	11am-12:20pm	Thursday	13 Feb
Exam 2	11am-12:20pm	Thursday	13 Mar
Exam 3	11am-12:20pm	Thursday	17 Apr
Final Exam	7-10pm	Thursday	15 May

Assignments (400 points total)

Pre-lecture questions	100 points total (21 pre-lectures x 6 points each, earn a maximum of 100 points toward final grade)
Homework	250 points total (11 homework worth 25 points each, drop lowest score, earn a maximum of 250 points toward final grade)
Readings	40 points total (20 reading assignments worth 2 points each)
Pre- and Post-test	10 points total (2 assignments worth 5 points each, graded on completion, not correctness)

- Pre-lecture questions are administered in [CANVAS](#). The questions are based on the required readings for each lecture.
- Pre-lecture questions are due at 11:00am on Tuesday and Thursdays. **The first set of pre-lecture questions is due at 11am on Thursday, January 23, 2025.**
- Homework questions are administered in [CANVAS](#). The questions are based on the lecture material.
- Homework assignments will open in [CANVAS](#) at 5pm on Monday and be due the following Monday at 5pm (see schedule below).
- Homework assignments are worth 30 points each. You may drop your lowest homework score at the end of the semester.
- Reading assignments will be due before the relevant class. Not all lectures will not have reading assignments; please see course schedule.

The schedule for the weekly homework assignments is listed below:

Homework	Open Date	Due Date
Assignment 1	Monday, 20 Jan at 5pm	Monday, 27 Jan at 5pm
Assignment 2	Monday, 27 Jan at 5pm	Monday, 3 Feb at 5pm
Assignment 3	Monday, 3 Feb at 5pm	Monday, 17 Feb at 5pm
Assignment 4	Monday, 17 Feb at 5pm	Monday, 24 Feb at 5pm
Assignment 5	Monday, 24 Feb at 5pm	Monday, 3 Mar at 5pm
Assignment 6	Monday, 3 Mar at 5pm	Monday, 24 Mar at 5pm
Assignment 7	Monday, 24 Mar at 5pm	Monday, 31 Mar at 5pm
Assignment 8	Monday, 31 Mar at 5pm	Monday, 7 Apr at 5pm
Assignment 9	Monday, 7 Apr at 5pm	Monday, 21 Apr at 5pm
Assignment 10	Monday, 21 Apr at 5pm	Monday, 28 Apr at 5pm
Assignment 11	Monday, 28 Apr at 5pm	Monday, 5 May at 5pm

NOTE: There are no homework assignments due on the Mondays following an exam week (17 Feb, 24 Mar, 21 Apr).

MCB 450 FA24 Tentative Course Calendar

Lecture	Date	Topic	Lecturer	Chapter
1	Tu, 21 Jan	Water; Non-Covalent Intermolecular Interactions; H-bonds, Ionization of Weak Acids & Bases; Titrations; pH	Chen	1, 2
2	Th, 23 Jan	Protein composition and structure	Chen	3-4
3	Tu, 28 Jan	Digestion, absorption & metabolism	Chen	14
4	Th, 30 Jan	Amino acid metabolism	Chen	30, 31
5	Tu, 4 Feb	Nucleotide metabolism	Chen	32
6	Th, 6 Feb	Oxidative Phosphorylation	Chen	20, 21
Review	Tu, 11 Feb	Review for Exam 1	Chen	
Exam 1	Th, 13 Feb	Exam 1 (11AM-12:20PM in 0027/10024)	Chen	
7	Tu, 18 Feb	DNA structure and replication	Chen	33-34
8	Th, 20 Feb	DNA damage, Repair and Cancer	Chen	35
9	Tu, 25 Feb	RNA structure and transcription	Chen	36
10	Th, 27 Feb	Protein synthesis	Chen	39-40
11	Tu, 4 Mar	Gene regulation	Chen	37-38
12	Th, 6 Mar	Recombinant DNA technology and protein technology	Chen	5,41
Review	Tu, 11 Mar	Review for Exam 2	Chen	
Exam 2	Th, 13 Mar	Exam 2 (11AM-12:20PM in 0027/10024)	Chen	
	15-23 Mar	Spring Break - No Class!		
13	Tu, 25 Mar	Enzyme kinetics and regulation	Fratti	6, 7
14	Th, 27 Mar	Principles of Metabolism; ATP and high-energy compounds; electron carriers	Fratti	15
15	Tu, 1 Apr	Membranes, cell signaling, and regulation of fuel metabolism	Fratti	12, 13
16	Th, 3 Apr	Glycolysis	Fratti	16
17	Tu, 8 Apr	Glycogen synthesis and degradation		
18	Th, 10 Apr	Pentose Phosphate Pathway	Fratti	26
Review	Tu, 15 Apr	Review for Exam 3	Fratti	
Exam 3	Th, 17 Apr	Exam 3 (11AM-12:20PM in 0027/10024)	Fratti	
19	Tu, 22 Apr	Gluconeogenesis	Fratti	17
20	Th, 24 Apr	The Pyruvate Dehydrogenase Complex and the Krebs cycle	Fratti	18, 19
21	Tu, 29 Apr	Cholesterol and steroid metabolism	Fratti	18
22	Th, 1 May	Fatty acid synthesis; β -oxidation; ketone bodies	Fratti	27, 28
23	Tu, 6 May	Ethanol metabolism (no pre-lecture questions!)	Fratti	Lecture notes
	Th, 8 May	Reading Day- No Class		
	Th, 15 May	FINAL EXAM (7-10PM; Room TBD)		

MCB Curriculum Policies

For non-academic campus assistance and support:

- See Office of Diversity, Equity and Access (ODEA) information at the end of this document.

Student Advocacy Resources:

- For student-centered advocacy programs and services visit: mcb.illinois.edu/undergrad/advising/resources.

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. We will only use this account in order to protect your educational information and profile. 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:
 - Your full first and last name
 - Your NetID (the first part of your illinois.edu email account)
 - Your UIN (9-digit number that can be found on your ICard)
 - 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.

Course Policies

Unfamiliarity with policies is not a defense for not knowing what they cover!

Adding the Course after the Semester Starts

- We understand that the University has an add deadline 10 days into the semester, but the University lets individual courses and/or programs determine their policies for late adds. We feel that students who choose to add a course late do so at their own discretion with knowledge that there may be points lost in the process.

Religious Observances and Practices

- It is the policy of the University of Illinois Urbana-Champaign to reasonably accommodate its students' religious beliefs, observances, and practices that conflict with a student's class attendance or participation in a scheduled examination or work requirement, consistent with state and federal law.
- Students must request a reasonable accommodation for their religious belief, observance, and practice **in advance of the conflict** to allow time for both consideration of the request and alternate procedures to be prepared. Not requesting an accommodation reasonably in advance of the conflict may result in a delay or denial of the accommodation.

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- A reasonable accommodation for a religious belief, observance, and practice is defined as a change that allows the student to participate in their religious belief, observance, and practice and which does not fundamentally alter the educational requirement or place an undue hardship on an instructor, department, or office.
 - Students must direct a request for a reasonable accommodation for a religious belief, observance, and practice to the instructor(s) of the affected course(s), who shall review the request and determine whether a reasonable accommodation can be made. **This form serves as a resource to assist students as they are making such requests to their instructors.** PLEASE NOTE: This form asks you to clarify whether you are requesting an absence or an accommodation other than absence.
 - **Once submitted, students will receive a copy of this request form. Students must then forward the form to each instructor in order to request the accommodations.** Request to Instructor Religious Accommodation form: https://cm.maxient.com/reportingform.php?UnivofIllinois&layout_id=42

DRES Accommodations

- We are committed to providing a learning environment where our students can succeed. If you require special accommodations, please contact us and the Disability Resources and Educational Services (DRES) as soon as possible. To contact DRES, you may visit 1207 S. Oak Street, Champaign, call 217.333.4603, or email disability@illinois.edu. We will try to meet all accommodations once the process has started. Please note that accommodations are not retroactive to the beginning of the semester, but begin the day you contact your professor, instructor or coordinator with a current letter of accommodation from DRES.
- 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.
- If you find yourself ill, you must submit confirmation of a visit with a medical practitioner within 24 hours of your absence. The confirmation cannot be provided by a relative, even if the relative is a practitioner.
- 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 may also be excused without a letter include a conference or job, graduate or professional school interviews, though a best effort should be made to schedule these events to minimize class attendance disruption. All will require documentation.

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- Absences planned for the items listed in previous bullet point must be communicated to your instructor or course coordinator at least two weeks in advance of the absence. Failure to do so may result in the loss of opportunity to reschedule the missed class period and the portion of the grade associated with this class period.
 - Absences that will not be excused include family events such as reunions or weddings, or presence during serious illness of extended family members (aunt, uncle, niece, nephew, or cousin).
 - Unplanned absences may result in the loss of opportunity to reschedule the missed class period and, therefore, the portion of the grade associated with this class period.
 - 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 exam proration. Failure to follow this procedure will result in a zero for the exam.
- If you find yourself ill, you must submit confirmation of a visit with a medical practitioner within 24 hours of your absence. The confirmation cannot be provided by a relative, even if the relative is a practitioner.
- If you must miss an exam for a conference or job, graduate or professional school interviews, the exam may be prorated. A best effort should be made to schedule these events around exams. You will need to be mindful that only one exam may be prorated in a semester for any and all absences. All will require documentation.
- 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.

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- 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 must also contact the Dean of your college. Finally, you must submit an online Absence Form if one is available on your course website. You will receive an ABS (absent) in the course if you miss the final exam. This ABS will result in an F in the course unless action is taken. The Dean can approve the change of the ABS to an Incomplete, which then allows a limited window of time for you to complete the final exam and earn a grade in the course.
- 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.
- Information about final exams can be found in the Student Code:
<https://studentcode.illinois.edu/article3/part2/3-201/>

Final Exam Conflicts

- Conflict final exams may only be granted for any one of the following situations:
 - Students with three final exams scheduled within a 24 hour period as defined in Final Examinations of the *Code of Policies and Regulations Applying to All Students* which can be found at:
<https://studentcode.illinois.edu/article3/part2/3-201/>
 - Students who have two final exams scheduled at the same time. Final conflict exam requests should be made to the course with larger 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.

Grades

- Each course has a grade scale. The grade you earn in the course will be based on the points that you earn. Effort is reflected in points earned. We will adhere to the grade scale when assigning grades in order to avoid capriciousness and to adhere to fairness and equity for all students.

Academic Integrity

- The Code of Policies and Regulations Applying to All Students will be applied in all instances of academic misconduct committed by students. This applies to all exams, presentations, assignments and materials distributed or used in this course. You can review these policies at the following website:
<http://admin.illinois.edu/policy/code/index.html> and specifically here:
<http://studentcode.illinois.edu/article1/part4/1-401/>
- 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.
- 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 your 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 or any other device 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.

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- 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.

Electronic Media/Device Use

- Use of any social or electronic media to share course information, request course information or make confidential course information public is prohibited. Any use of this type may earn you a zero on an assignment or exam or a more extreme penalty at the discretion of the instructor.
- Any violation of the social media policy **on your account** may result in a zero on an assignment or exam or a more extreme penalty at the discretion of the instructor.
- 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).
- No electronic devices, including smart watches, are allowed at exams.

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.
- Posting or redistributing of course material in any format is strictly prohibited.

AI Policy

In this class, you will be engaging with readings, analyzing sources, synthesizing information, and sharing your thoughts through writing. AI can help with some scholarly tasks, but not all. The policies below will help you gain key scholarly skills while using AI ethically and thoughtfully. Please keep in mind that this course policy may be different from your other courses. Unauthorized uses of AI in this course will be considered a violation of the code of academic conduct. **If you are unsure if you can use AI for a course-related task, please email your instructor.**

Permitted Uses of AI

As you brainstorm ideas for your assignments, you may use generative AI tools to...

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- Transcribe speech to text to create a rough draft
 - Ask you questions about your essay like [this example](#).
 - Suggest possible topics
 - Create an outline for your paper

When summarizing and analyzing materials, you may use generative AI to...

- Extract text from images (i.e. transforming a pdf file into word doc)
- Explain general concepts
- Translate text by another author
- Translate your ideas from another language into English
- Generate code for visualizing data

As you polish your essay, you may use AI tools to...

- Suggest alternate phrasing
- Correct punctuation and grammar
- Create topic sentences for paragraphs
- Transform citations from one style into another
- Suggest titles for your essay

You may use the following tools to perform these tasks.

- [ChatGPT](#) 3.5 (free) or 4 (subscription required)
- [Google Bard](#)
- Google Doc's ["Help me write" feature](#) (free with agreement to participate in Labs)
- Google Doc's [Text-to-Speech tool](#)
- [UIUC.chat](#)
- [Microsoft Copilot](#)
- [Grammarly](#)

If you use AI as part of your assignment, you must provide a brief description of how you used AI along with screenshots, links, or a copy of the AI-generated text. The statement must list which tools you used and when you used them.

Here's a sample:

- *In this assign673683903*
- *669924474*
- *ment, I used Google Doc's voice typing tool to create a rough draft. I asked ChatGPT 3.5 on January 5, 2025, to ask me questions about my essay until I asked it to stop. This helped me realize that I wanted to write about Mary Shelley's Frankenstein and monstrosity. I used Microsoft CoPilot on January 6, 2025, to format my bibliography in MLA style. I've attached screenshots of my conversations as supplementary files.*

Prohibited Uses of AI

Although generative AI can be a helpful writing tool, it can undermine the ways that you engage with the material in this course. In this class, you may **not** use AI in this course to do the following tasks:

- Summarize a scholarly article

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- Why? GPTs know which words are likely to appear together, but they don't understand the meaning of the words. This means that GPTs can sometimes create summaries that are inaccurate. Summarizing the article in your own words shows that you understand key concepts in this course.
 - Suggest scholarly articles or resources on a specific topic
 - Why? GPTs are pretrained, so they don't always have access to the latest information. Some generative AI tools can search the internet, but they can point you to sources that are inaccurate or incomplete. [The library catalog](#) or [a subject guide](#) is the best place to start your search for reliable information.
 - Analyze a passage of text
 - Why? You can't claim ownership of text generated by AI according to the US Copyright Office. In this course, it's important to develop your own ideas about the material, so claiming AI-generated text as your own is a violation of the code of academic conduct.
 - Translating text by another author
 - Why? Language acquisition can be a core skill to some courses, so using AI to translate text will undermine your ability to write and speak the language.

If you are unsure if you can use AI for a course-related task, please email your instructor.

Student Resources/Where to go for Help:

University Information of Student Safety - Active Threats:

University Information of Student Safety - Emergency Response

Recommendations: Emergency response recommendations and campus building floor plans can be found at the following

website: <https://police.illinois.edu/em/run-hide-fight/>. I encourage you to review this website within the first 10 days of class.

We Care at Illinois

For sexual misconduct support, response and prevention visit:
wecare.illinois.edu

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:

http://oiir.illinois.edu/sites/prod/files/SexualMisconduct_ResourceGuide.pdf

Safety and Emergency

University Police Department, Emergency, 9-911; Non-emergency, 217-333-8911

University Fire Department Emergency, 9-911
Crisis Line, 217-359-4141
Emergency Dean, 300 Turner Student Services Bldg., 610 E. John St., 217-333-0050
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
Rape Crisis 24-hour Hotline, 217-384-4444
Suicide & Psychological Emergency, Suicide Prevention Team, 217-333-3704
SafeRides (free nighttime campus ride program), 217-265-RIDE (265-7433)
SafeWalks (free walking escort service by Student Patrol), 217-333-1216

Student Services and Advocacy

Office of the Dean of Students, 300 Student Services Bldg., 610 E. John St., 217-333-0050

Classroom Support, Teaching Skills, and Instructional Strategies

Center for Innovation in Teaching & Learning, 249 Armory Building, 217-333-1462

Counseling Services

Counseling Center, 110 Student Services Bldg., 610 E. John St., 217-333-3704
McKinley Mental Health Center, 1109 S. Lincoln Ave., 217-333-2701
Psychological Services Center, 3rd Floor, 505 E. Green St., 217-333-0041

Disability Services

Disability Resources and Educational Services (DRES), 1207 S. Oak St., 217-333-1970

Lesbian, Gay, Bisexual, Transgender Resource Center

LGBT Resource Center, 323 Illini Union, 1401 W. Green St., 217-244-8863

Veterans Services

Veteran Student Support Services, Office of the Dean of Students, 610 E. John St., 217-333-0050
Center for Wounded Veterans in Higher Education, 908 W. Nevada St., 217-300-3515

General Study Skills Assistance

Office of Minority Student Affairs, 130 Student Services Bldg., 610 E. John St, 217-333-0054
Office of Minority Student Affairs Tutoring Services, 701 S. Gregory Dr., Suite 1, 217-333-7547
Writer's Workshop, 251 Undergraduate Library, 1402 W. Gregory Dr., 217-333-8796
**Additional academic assistance may be available through individual departments

Health Resources

Health Education, McKinley Health Center, 1109 S. Lincoln Ave., 217-333-2701

Alcohol & Other Drug Office, 2nd Floor Counseling Center, 610 E. John St., 217-333-7557

Sexual Health Educator, McKinley Health Center, 1109 S. Lincoln Ave., 217-333-2714

Dial-A-Nurse, McKinley Health Center (24-hour), 1109 S. Lincoln Ave., 217-333-2700

Health Resource Center, McKinley Health Center, 1109 S. Lincoln Ave., 217-333-6000

Health Resource Center, Room 40 Illini Union, 1401 W. Green St., 217-244-5994

McKinley Health Center, General Information, 1109 S. Lincoln Ave., 217-333-2701

Sexual Harassment/Assault & Acts of Intolerance/Hate Crimes

Office of the Dean of Students, 300 Students Services Bldg., 610 E. John St., 217-333-0050

The Office of Diversity, Equity and Access (ODEA):

For non-academic support visit: diversity.illinois.edu

Discrimination & Harassment Prevention

Title IX

Accessibility & Accommodations

Inclusive Illinois