Biology 313- Cell Biology class SYLLABUS, Fall 2019, (8-22-19)  
INSTRUCTOR: DR. RICHARD SOUTHGATE

**INSTRUCTOR:** Dr. Richard Southgate, Biology PhD, U. of Geneva, Switzerland, 1984. (Past Molecular Biology Researcher: Harvard University (U), Boston U. School of Medicine, Massachusetts Institute of Technology, Lehigh U. and since Aug. 1999, both researcher earlier and now full-time teacher at the College of Charleston (CofC).

E-mail: southgater@cofc.edu;

**OFFICE:** RITA room 224, 2nd floor. As the official office Tel.: 843-953-7374 IS NOT VERY RELIABLE, because I am often not in my office, please e-mail me at southgater@cofc.edu.

My teaching schedule in this semester is:  
M, W, F Cell Biology BIOL-313-01, 3 hours.  
W and R, Cell Biology Lab. BIOL-313L-01 and -3, 6 hours and  
F Genetic Lab., BIOL-305L—3, 3 hours.

Every week is, therefore, 12 teaching hours per week, except the first week. These 12 hours DO NOT include extra time for lab. prep., clean-up, ordering life materials, reading and grading (quizzes, exams, reports etc.), lecture prep. and quiz / exam preparations) etc., SO IF I AM NOT IN MY OFFICE, PLEASE E-MAIL FOR A FASTER RESPONSE !!!  
My promise to you with e-mails is to contact you within a day in the weekdays and max. 2 days on weekends, and normally this will be a lot shorter.

**OFFICE HOURS:** Monday, 1 – 2 pm (after Monday class).  
Due to my schedule, you can also drop in for max. 5 minute talks any time, IF I AM IN RITA 224 (and be aware of my teaching schedule), and if I am not around, or if the Monday office hour is not good for your schedule, set up an appointment with me via e-mail: southgater@cofc.edu, or we can talk and set up an appointment after the classes or labs.


**COURSE WEBSITE INFORMATION** is found on: MyCharleston, OAKS, CONTENTS: all will be PDFs plus videos, some Voice Thread communications, and notes etc.

PDF’s of the class will be available on OAKS immediately AFTER the class but notes and/or a very short PDF guide will be posted BEFORE the class on OAKS.  
All class PPT presentations, including the related EXTRA HELPER SLIDES (tagged with slides with a large red X) will converted to PDFs (due to size issues) and will be always available in OAKS. The “extra information” about a particular topic etc. will NOT BE

Syllabus for CofC's Cell Biology class (BIOL-313-01) in Fall 2019

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PRESENTED in the classroom but only shown in the after class PDFs. If you (or many) are interested in these topics, we can discuss them briefly in the next class or in my office etc. but due to severe time restraints, you need to talk with me personally first or send an e-mail if you want to talk about this extra information.

YOU ARE RESPONSIBLE FOR ALL THE INFORMATION ON OAKS (in class and the extra slides) FOR THE MATERIAL FOR QUESTIONS IN THE QUIZZES, EXAMS, HOME WORK + THE FINAL I.E. IN CLASS AND ON OAKS.

COURSE OBJECTIVES: This course focuses on the structure and function of cells. BIOL 313 Cell Biology (3) a study of the structural and functional correlates in cell biology. Topics include membrane specialization and organization, cytoskeleton structure and function of cellular organelles, adhesion, motility, mitotic mechanisms, transport mechanisms, nucleus functions including transcription and translation, simple immunology, bioenergetics, and cell signaling. (Signal Transduction Pathways (STP) are probably something new for you, but if you wish to work in medicine or research, you absolutely need to learn its basics by at least your graduation….).

PREREQUISITES: BIOL 111/111L, BIOL 112/112L & BIOL 211/211D; 1 year of chemistry. CO-REQUISITES/ PREREQUISITES: BIOL 305. CHEM 232 can be per substituted for BIOL 211 / 305, plus MATH 250 or equivalent course in statistics or permission of instructor.

STUDENT LEARNING OUTCOMES:
Students will learn:
- A deep and detailed understanding of the underlying components of modern cell biology, including cell metabolism, membrane organization, organelles, compartmentation, membrane trafficking, the cytoskeleton, cell division, and cell signaling and all their integrated interactions that are responsible for cellular life on Earth.
- The ability to use the scientific method in obtaining, analyzing and evaluating empirical evidence for cellular structure and processes.

HOW TO DO WELL IN THIS COURSE:
Cell biology is a very complicated subject. As many of you are seniors, it is expected that you WORK HARD, come to CLASS PREPARED from looking at the notes, Asking questions and STUDYING EFFECTIVELY for the exams. ATTENDANCE AT LECTURES IS REQUIRED, because the class is at noon, you have no real excuse unless you are ill or any other proper reason with documented proof. Many of the topics discussed in the classroom may be beyond what is covered in the text book and, therefore, you will be still be responsible for this material. READING THE TEXT IS HIGHLY RECOMMENDED AND ESSENTIALLY REQUIRED TO GET A GOOD GRADE. This is a detail-oriented course and you will not do well if you never read the book or the class notes. Lectures will make more sense if you can read the text beforehand…. If you must miss lecture, get the notes from a friend, from the website or talk with me. Don't make the mistake of skipping lectures as you who will be hurt the most...

Syllabus for CofC’s Cell Biology class (BIOL-313-01) in Fall 2019
TESTING:

QUIZZES: There will be a quiz per week (on any day, but not of the first week) on the material being discussed in the class and on OAKS, either in class or sometimes as an OAKS quiz over the weekends, for 10 points per quiz. My wish list is to have 11 (or 12) quizzes in the semester, allowing your 1 or 2 worst 10 point quiz(ze)s to be dropped. Please remember as we are in hurricane territory, we do not know what will happen in the next couple of weeks ….

EXAMS: There will be 3 exams, of 100 point each in this semester:
EXAM #1: Fri Sep. 20, 2019.
These dates may be changed in the case of an emergency (hurricane(s), flooding etc.).

Cell Biology Course Fall 2019 maximum grade = 600 points
10 QUIZZES 100 / 600 points i.e. 17% of the total grade.
3 EXAMS 300 / 600 points i.e. 50 % or ~17% of each exam of the total grade.
CUMULATIVE FINAL 150 / 600 points i.e. 25 % of the total grade.
HOMEWORK 50 / 600 points i.e. 8 % of the total grade.
TOTAL: 600 PTS.
= 100 + 300 + 150 + 50 = 600 pts. or 17% + 50% + 25% + 8% respectively = 100%.

CUMULATIVE FINAL ABOUT ALL THE MATERIAL PRESENTED IN THE CLASSROOM IN BIOL-313-01: 150 points, 3 hours max.
Monday Dec 9, 2019 in RITA 102 starting at 12 noon to 3pm. HOME WORK. During this semester, ten 3 student teams, will need to research, describe and create a peer-review quality report on 10 current mystery subjects in modern cell biology resulting in a single home work / report for 50 points. All 10 reports will be available for the complete classroom and some questions in the final may come from these reports. Details will be discussed in class before mid-term and you need my OK to choose your particular topic. The dead line will be on F November 22, as a physical paper and an electronic copy on Dropbox. I will fill in the details later.

Your FINAL GRADE is determined as a percentage (%) of your collected correct points from the quizzes, exams, final and homework for a max. 600 pts. for the course:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Minimum Points</th>
<th>Grade</th>
<th>Range</th>
<th>Minimum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93 – 100</td>
<td>min. 558 pts.</td>
<td>C</td>
<td>73 – 76.90</td>
<td>min. 438 pts.</td>
</tr>
<tr>
<td>A-</td>
<td>90 – 92.90</td>
<td>min. 540 pts.</td>
<td>C-</td>
<td>70 – 72.90</td>
<td>min. 420 pts.</td>
</tr>
<tr>
<td>B+</td>
<td>87 – 89.90</td>
<td>min. 522 pts.</td>
<td>D+</td>
<td>67 – 69.90</td>
<td>min. 402 pts.</td>
</tr>
<tr>
<td>B</td>
<td>83 – 86.90</td>
<td>min. 498 pts.</td>
<td>D</td>
<td>63 – 66.90</td>
<td>min. 378 pts.</td>
</tr>
<tr>
<td>B-</td>
<td>80 – 82.80</td>
<td>min. 480 pts.</td>
<td>D-</td>
<td>60 – 62.90</td>
<td>min. 360 pts.</td>
</tr>
<tr>
<td>C+</td>
<td>77 – 80.90</td>
<td>min. 462 pts.</td>
<td>F</td>
<td>&lt; 59.90</td>
<td>Any grade below 360 pts. in Fall 2019 CB class will be an &quot;F&quot; grade.</td>
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Syllabus for CofC's Cell Biology class (BIOL-313-01) in Fall 2019
THIS IS A VERY TENTATIVE SYLLABUS for CELL BIOLOGY, Biol-313-01 in FALL 2019.

All lecture (PPTs) will be posted as PDFs (+ notes) on OAKS, as well as some Voice Thread notes.

Week #1 W Aug 21 and F Aug 23 2019(NO Quiz, but a weekend OAKS Dropbox quiz on BIOL-111, no grade unless )
Brief Syllabus, Course information and INTRODUCTION + a reminded of Biol-111 + major CB concepts etc. on OAKS [2].
READ CHAPTER 1, Intro notes

Week #2 M Aug 26, W Aug 28 and F Aug 30 2019 Quiz 1
T Aug 27: Last day for students to Drop/Add Fall 2019 !!!!!!!, Biological related Chemistry,
2.1, 2.2, 2.3 BC note [2].
Simple description of macromolecule concepts [1]
Online: 111 level description of carbohydrates. (basic nucleus, DNA, proteins and lipids macromolecule will be described in coming class topics).
Proteins part 1.
Protein note

Week #3 M Sep 2, W Sep 4 and F Sep 6 2019 Quiz 2
W, Sep 4, Attendance Verification for faculty opens in My Charleston via Final grades.
F, Sep 6, Last day for faculty to submit Individual Enrollment and Bachelor’s Essay applications to the Registrar’s Office for all full semester,
3.1, 3.2 3.3, 3.4 Protein note

Week #4 M Sep 9, W Sep 11, F Sep 13 2019 Quiz 3
W Sep 11, Attendance Verification for faculty closes at noon.
Bioenergetics Part 2 + ATP.
Membrane Organization [2], Chapter 10. Not in Exam 1
7.1, 7.2, 7.3

Week #5 M Sept 16, W Sept 18, F Sept. 20 2019 Quiz 4
Proteins within membranes, part 2, (Ch. 11). Not in Exam 1
11.1, 11.2, 111.3, 1.4, 11.6, Ch. 11

Week #6 M Sep 23, W Sep 25, F Sep 27 2019 Quiz 5
Sat., Sep 28, Storm Day Makeup (SD*)
Sun, Sep 29, Storm Day Makeup (SD*)
Online Metabolism Chap 12, Mitochondria, Glycolysis and the Citric acid cycle.
12.1, 12.2, 12,3, Ch. 12 note

Week #7 M Sept 30, W Oct 02, F Oct 04, 3019 Quiz 6
T, Oct 1, Last day to submit an Undergraduate Application to Graduate in Fall 2019.
Mitochondrial Electron transport chain and ATP synthase (2)
Chloroplast and photosynthesis Part 1
12.4, 12.5, 12.6, 12.7, 12.8

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### Week #8 M Oct 7, W Oct 9, F Oct 11, 2019

- **M Oct 7**  ● Last day for students to submit incomplete undergraduate coursework to faculty for any Summer 2019 session (Summer 60 Day Deadline). ● Change of grade form to be submitted by faculty. ● Full semester Mid Term and Express I Final grading open to faculty.
- **Chloroplasts and photosynthesis Part 2** 12.6, 12.7, PS note
- **Simple cell signaling/transduction (2)** 15.3, 15.5, 15.6 Signal transduction note

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### Week #9 Oct 16, F Oct 18 2019

- **M Oct 14 and T Oct 15** No classes to Mid-Semester Fall Break. Classes resume on W. T Oct 15 ● Undergraduate missing and incomplete grades for all Summer 2019 sessions convert to a grade of "F". ● Fall Break. No classes. (SD*)
- **Transcription (2) Not in Exam 2** 5.1, 5.2, 5.3 + TRANSCRIPTION note

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### Week #10 Oct 21, W Oct 23, F Oct 25 2019

- **M Oct 21**, EXAM 2 (Bioenergetics, metabolism, ATP, Enzymes, Glycolysis, Citric acid cycle, Electron transport chain + ATP, Photosynthesis, and Signaling.
- **W Oct 17** Mid Term grades due at noon
- **R Oct 25** Last day for students to withdraw with a grade of "W" from Full semester
- **Sa Oct 26** WA (Failure Due to Excessive Absences) form may now be submitted by faculty for full semester classes.
- **Translation [1]** 5.4, TRANSLATION note
- **M Moving Proteins into membranes and organelles [1]**

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### Week 11 M Oct 28, W Oct 30, F Nov 1, 2019

- **M Oct 28** Spring 2020 early registration begins based on earned hours. NOTE: Holds will prohibit students from being able to register. Students should settle holds with the office that placed the hold before their opportunity to register.
- **Endoplasmic reticulum, Signal Hypothesis [2]** 13.1, 13.2, 13.3, Ch. 13 note
- **Nucleus**

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### Week 12, M Nov 4, W Nov 6, F Nov 8, 2019.

- **Golgi apparatus and Lysosomes** 13.6, 14.1, 14.2, 14.3, Golgi note

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### Week 13, M Nov 11, W Nov 13, F Nov 15 2019

- **M Nov 11** Fall 2019 Full semester and Express II Course-Instructor Evaluations open.
- **Cytoskeleton-microfilaments** 17.1, 17.2, Actin note
- **Cytoskeleton-actin/microfilament dynamics/Muscles** 17.3, 17.4, 17.5, 17.7, 17.8,

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### Week 14, M Nov 18, W Mov 20, F Nov 22 2019

- **Intermediate filaments** 18.7, IF note
- **Microtubules** 18.1, 18.2, 18.3, 12.7, MT note

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**EXAM 3** (Transcription, Translation, Endoplasmic Reticulum and Moving proteins into membranes and organelles, Golgi and Lysosomes and Microfilaments).

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**The remaining topics: Microtubules and Mitosis will be tested in the Final.**

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*Syllabus for CofC's Cell Biology class (BIOL-313-01) in Fall 2019*
WEEK 15, M Nov 25

Microtubules 18.1, 18.2, 18.3, MT note
THANKSGIVING HOLIDAY or HAPPY TURKEY DAY, W NOV 27–SUN Dec. 1 2019.
NO CLASSES, COLLEGE CLOSED.

WEEK 16 M Dec 2, 2019, Last class of the CofC Fall 2019 semester
Mitosis and the Control of the Cell Cycle 18.6, MITOSIS note

CB REVIEWS: TUE Dec. 3 2019, Reading Day 1 or SUN Dec. 8 2019, Reading Day 2. Time and day will be determined later close the end but I have an important medical appointment at ~1pm on Dec. 3, so Reading 2 may be better.

FINAL EXAM: MONDAY DEC 9, 12 noon – 3 pm, covering the entire class.

*SD – Storm Day Makeup (no classes unless the College deems necessary)
The full Fall 2019 calendar info. Is available on: http://registrar.cofc.edu/calendars/ac-2019fall.php


Syllabus for CofC’s Cell Biology class (BIOL-313-01) in Fall 2019
QUIZZES/EXAMS/FINAL.
During the quizzes, exams and the final, I will only answer CLARIFICATION questions.

Cell phones must be TURNED OFF (mine will be on for any important College notices) and they should be put away in bags, back packs, or purses during the exams and the final (NO CHEATING PLEASE).

Exams may consist of multiple choice, short answer, and/or mini-essay questions (~15 lines of writing). There will be no essays in the final for grading time reasons.

The questions will come from course material covered in class discussions, OAK PDFs (posted after lecture), extra information slides (X), assigned readings (posted on the syllabus), and from the integration of material from any homework assignments, quizzes, exams and the final.

COURSE POLICIES

Be aware that for all EMERGENCIES, the campus has just adopted the 911 number to call !!! (previously 3-5611).

Cell Biology Fall 2019 ATTENDANCE POLICY:
Students are expected to attend all classes, only medical illnesses or other important other situations like student athletic programs, death in a family, job interviews etc.) can be considered as excuses. In all these situations, the absence has to be approved with DOCUMENTATION because non-urgent/non-emergent situations (i.e. wedding, medical and/or counseling appointments, etc.) should be addressed by the student during times that do not interfere with the student’s course schedule, no documentation looks a bit like taking out time off from an employer... In the event that a student misses a class with a legitimate, documentable reason, that student may bring documentation to the Absence Memo Office located now at Lightsey Center, room 101, where the student may fill out a form with a schedule of missed class(es), dates missed, etc. A representative from the Absence Memo Office will notify the appropriate faculty by e-mail. That person then has to talk with the instructor.

Any missed assignments, class work, papers, tests, etc., are to be arranged between the professor and the student. It is important to note that the only individual who can authorize an excused absence is the professor of the missed class.

http://victimservices.cofc.edu/absence-memo/index.php

If a student is ill or has a tragedy or a similar situation, and cannot come to a regular classroom, I will make arrangements (if possible) to make up any quizzes/exams and I will help that student as much I can to catch up but THESE STUDENTS NEED A DOCTOR’S NOTE ETC). http://studentaffairs.cofc.edu/honor-system/studenthandbook

1. Excessive absence
I will take random attendance throughout the semester and the weekly quizzes automatically creates an attendance list.... If I see you have not been in the classroom and without an
excuse, I will e-mail you after 3 missing lectures to have a meeting with you, and after I have documented non-attendance after 4 classes with no excuses, I have the right to give you a WA, something I clearly do not like doing so, please talk. At midterm WA can still be changed to a regular final grade. A final “WA” grade is calculated as an “F” in your GPA. This is College policy BUT IT DOES APPLY IF THE ABSENCES ARE DUE TO A SERIOUS MEDICAL OR PERSONAL REASON AND VERIFICATION IS PROVIDED.

2. Electronic devices
You are encouraged to bring your laptop or tablet for every class, but they can only be used for CLASS ACTIVITIES.

COLLEGE POLICIES
• Weather-related closures
If the College of Charleston closes and members of the community are evacuated due to inclement weather, students are responsible for taking course materials with them in order to continue with course assignments consistent with instructions provided by faculty. In cases of extended periods of institution-wide closure where students have relocated, instructors may articulate a plan that allows for supplemental academic engagement despite these circumstances. Keep storm days (labeled as SD in Registrar calendar) free of any engagement (work, travel, etc.) in case they need to be used for making up canceled lab periods.
• Disability Services
1. Any student eligible for and needing accommodations because of a disability is requested to speak with the professor during the first two weeks of class or as soon as the student has been approved for services so that reasonable accommodations can be arranged.

2. The College will make reasonable accommodations for persons with documented disabilities. Students should apply for services at the Center for Disability Services/SNAP located on the first floor of the Lightsey Center, Suite 104. Students approved for accommodations are responsible for notifying me as soon as possible and for contacting me one week before the accommodation is needed.

3. This College abides by section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. If you have a documented disability that may have some impact on your work in this class and for which you may require accommodations, please see an administrator at the Center of Disability Services/SNAP, (843) 953-1431 or me so that such accommodation may be arranged.

STUDENTS WITH DISABILITIES therefore, need to have proper documentation through the SNAP services for extended exam times when taking the exams at the SNAP office (assuming you want to use the additional time, if not you are welcome to take the exam with your classmates and as they will be on Fridays, you can finish the exam in my office [this not the case in the final, due to CofC policy]). Those students who will take their exams in the SNAP office must schedule their exams with them and inform me when they will be taken before the event. See Center for Disability Services (SNAP) for more info. http://disabilityservices.cofc.edu. Please see me in class, lab. or my office ASAP at the beginning of the semester to make sure you receive all the help.
you can receive by law. You also need to give me a copy of your official letter from the SNAP office (ASAP as well).

- **HONOR CODE AND ACADEMIC INTEGRITY**

Lying, cheating, attempted cheating, and plagiarism are violations of our Honor Code that, when identified, are investigated. Each incident will be examined to determine the degree of deception involved.

Incidents where the instructor determines the student’s actions are related more to a misunderstanding will handled by the instructor. A written intervention designed to help prevent the student from repeating the error will be given to the student. The intervention, submitted by form and signed both by the instructor and the student, will be forwarded to the Dean of Students and placed in the student’s file.

Cases of suspected academic dishonesty will be reported directly by the instructor and/or others having knowledge of the incident to the Dean of Students. A student found responsible by the Honor Board for academic dishonesty will receive a XXF in the course, indicating failure of the course due to academic dishonesty. This grade will appear on the student’s transcript for two years after which the student may petition for the XX to be expunged. The F is permanent. The student may also be placed on disciplinary probation, suspended (temporary removal) or expelled (permanent removal) from the College by the Honor Board.

Students should be aware that unauthorized collaboration—working together without permission—is a form of cheating. Unless the instructor specifies that students can work together on an assignment, quiz and/or test, no collaboration during the completion of the assignment is permitted. Other forms of cheating include possessing or using an unauthorized study aid (which could include accessing information via a cell phone for computer), copying from others’ exams, fabricating data, and giving unauthorized assistance.

Research conducted and/or papers written for other classes cannot be used in whole or in part for any assignment in this class without obtaining prior permission from the instructor. Students can find the complete Honor Code and all related processes in the Student Handbook at [http://studentaffairs.cofc.edu/honor-system/studenthandbook/index.php](http://studentaffairs.cofc.edu/honor-system/studenthandbook/index.php)

The college also has a Statement on Religious Accommodation for Students [http://academicaffairs.cofc.edu/documents/procedures-and-practices/statement-of-accommodation.pdf](http://academicaffairs.cofc.edu/documents/procedures-and-practices/statement-of-accommodation.pdf), if one of these religious days / events are in conflict with a class or lab. activity, please let me know.
## FALL 2019 CALENDAR

### AUGUST 2019
<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, August 20</td>
<td>Fall full semester and Express I classes begin.</td>
</tr>
<tr>
<td>Tuesday, August 27</td>
<td>Last day of Drop/Add for full semester classes.</td>
</tr>
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### SEPTEMBER 2019
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<tr>
<th>Date(s)</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Wednesday, September 4</td>
<td>Attendance Verification for faculty opens in MyCharleston via Final Grades.</td>
</tr>
<tr>
<td>Friday, September 6</td>
<td>Last day for faculty to submit Individual Enrollment and Bachelor’s Essay applications to the Registrar’s Office for all full semester,</td>
</tr>
<tr>
<td>Wednesday, September 11</td>
<td>Attendance Verification for faculty closes at noon.</td>
</tr>
<tr>
<td>Saturday, September 28</td>
<td>Storm Day Makeup (SD*)</td>
</tr>
<tr>
<td>Sunday, September 29</td>
<td>Storm Day Makeup (SD*)</td>
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### October 2019
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<tr>
<th>Date(s)</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Tuesday, October 1</td>
<td>Last day to submit an Undergraduate Application to Graduate in Fall 2019.</td>
</tr>
<tr>
<td>Monday, October 7</td>
<td>• Last day for students to submit incomplete undergraduate coursework to faculty for any Summer 2019 session (Summer 60 Day Deadline). • Change of grade form to be submitted by faculty. • Full semester Mid Term and Express I Final grading open to faculty.</td>
</tr>
<tr>
<td>Monday, October 14</td>
<td>• Undergraduate missing and incomplete grades for all Summer 2019 sessions convert to a grade of “F”. • Fall Break. No classes. (SD*)</td>
</tr>
<tr>
<td>Tuesday, October 15</td>
<td>Last day to submit a Graduate Application to Graduate in Fall 2019. Fall Break. No classes. (SD*)</td>
</tr>
<tr>
<td>Wednesday, October 16</td>
<td>Classes resume, Mid Term grades due at noon.</td>
</tr>
<tr>
<td>Friday, October 25</td>
<td>Last day for students to withdraw with a grade of “W” from full semester classes.</td>
</tr>
<tr>
<td>Saturday, October 26</td>
<td>WA (Failure Due to Excessive Absences) form may now be submitted by faculty for full semester classes.</td>
</tr>
<tr>
<td>Monday, October 28</td>
<td>Spring 2020 early registration begins based on earned hours. NOTE: Holds will prohibit students from being able to register. Students should settle holds with the office that placed the hold before their opportunity to register.</td>
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### November 2019
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<tr>
<th>Date(s)</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Monday, November 11</td>
<td>Fall 2019 Full semester and Express II Course-Instructor Evaluations open.</td>
</tr>
<tr>
<td>Wednesday, November 27</td>
<td>Thanksgiving Holiday. No Classes.</td>
</tr>
<tr>
<td>Thursday, Nov 28 – Sun Dec 1</td>
<td>Thanksgiving Holiday. No Classes. College Closed.</td>
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### December 2019
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<thead>
<tr>
<th>Date(s)</th>
<th>Description</th>
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<tbody>
<tr>
<td>Monday, December 2</td>
<td>Last day of full semester and Express II classes.</td>
</tr>
<tr>
<td>Tuesday, December 3</td>
<td>Reading Day. (SD*)</td>
</tr>
<tr>
<td>Wednesday, December 4</td>
<td>• Full semester and Express II final exams begin.</td>
</tr>
<tr>
<td></td>
<td>• Full semester and Express II grading open for faculty.</td>
</tr>
<tr>
<td>Wednesday, December 11</td>
<td>• Full semester and Express II final exams end.</td>
</tr>
<tr>
<td></td>
<td>• Fall 2019 Full semester and Express II Course-Instructor Evaluations close.</td>
</tr>
<tr>
<td>Friday, December 13</td>
<td>• Graduate missing and incomplete grades for Spring 2019 and Summer 2019 sessions convert to a grade of “F”. • Full semester and Express II final grades due at noon. Faculty must submit a Change of Grade form after that time. • Final grades for full semester and Express II classes available to students on MyCharleston by 5pm.</td>
</tr>
<tr>
<td>Saturday, December 14</td>
<td>Fall 2019 Commencement.</td>
</tr>
<tr>
<td>Thursday, December 19</td>
<td>Degrees will be posted.</td>
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### February 2020
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<th>Date(s)</th>
<th>Description</th>
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<tbody>
<tr>
<td>Tuesday, February 11</td>
<td>• Last day for students to submit incomplete undergraduate coursework to faculty for any Fall 2019 class (Fall 60 Day Deadline). • Change of grade form to be submitted by faculty.</td>
</tr>
<tr>
<td>Tuesday, February 18</td>
<td>Undergraduate missing &amp; incomplete grades for Fall 2019 sessions convert to a grade “F”.</td>
</tr>
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</table>

*SD – Storm Day Makeup (no classes unless the College deems necessary)