

**Medical Careers Institute  
MED 164  
Anatomy and Physiology I  
Student Contract**

**Instructor: William Budd**  
**Email: [buddwt@vcu.edu](mailto:buddwt@vcu.edu)**

I \_\_\_\_\_ agree to all of the following:

- Understand classes are mandatory and that work will be supplemented only with documented court or military duties.
- Will not come to class if I am sick or injured, but will notify my instructor ahead of time.
- Come to class on time. I realize that if I am more than 10 minutes late for a class, I will be deducted 1 hour of attendance.
- Expect to stay in class until dismissed by the instructor at the end of the scheduled time period.
- Complete all assigned work and turn in at the assigned time.
- If work is not turned in on time, it will be deducted 20% for each day it is late.
- That quizzes can not be made up regardless of the reason.
- I can make up one test, if I am absent for an excused reason, for the full amount possible.
- If I miss more than 1 test, I realize that I can only get a maximum of 80% for the second missed test and no makeups are permitted after a second made up test.
- I can not make up the final exam for any reason. If I know that I am going to miss the final exam, I must schedule an appointment with the instructor before the scheduled day.

- I agree to not help any other student, present or future, on any graded quiz, test, or examination. If I am caught, I agree that I will receive an automatic zero grade and may be expelled.
- I agree to follow all of the rules in the PN handbook.
- I agree to follow the rules laid out in the PN Program Examination Policies.
- I agree to be respectful to all fellow students and instructors.
- I agree that I can not eat or drink in any classroom.
- I agree to wear my uniform to class and failure to do so will result in my being sent home.
- I agree to not use electronic devices while in class, unless directed to do so by my instructor.
- I agree that if I schedule an appointment with the instructor and do not keep it, I forfeit my right to schedule any future appointments with the instructor.

By signing below, you acknowledge that you agree to all of the rules and regulations laid out on this agreement.

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Students Signature

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Witness Signature

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Date