

## HPRS 1204 Basic Health Professions Skills

### CREDIT

2 Semester Credit Hours (1 hours lecture, 2 hours lab)

### MODE OF INSTRUCTION

Hybrid; Lecture is online and lab is face to face

### PREREQUISITE/CO-REQUISITE:

None

### COURSE DESCRIPTION

A study of the concepts that serve as the foundation for health profession courses including client care and safety issues, basic client monitoring, interpersonal communication skills, and health documentation methods.

### COURSE OBJECTIVES

Upon completion of this course, the student will be able to

1. Discuss the roles of various health care professionals in the current health care system.
2. Recall the educational background methods of credentialing and licensing requirements of health care professionals on a state and national level.
3. Identify the rights and responsibilities of health care professionals.
4. Identify problem solving skills in a health care situation.
5. Describe legal and ethical issues affecting the practice of health care professionals.
6. Discuss the basic concepts of medical terminology including abbreviations and symbols.
7. Identify vital signs and their normal values.
8. Experience obtaining vital signs through practice.
9. Recognize the principles of infection control in health care.
10. Emergency and safety procedures.
11. Review the principles of CPR.
12. Describe behaviors for job success.
13. Define professionalism.
14. Communication and patient interaction skills.
15. Recognize how computers are utilized in the current health care setting.
16. Describe the personal qualities required for those in the health care profession.
17. Practice universal/standard precautions concepts including hand washing and correct application of PPE.
18. Apply the principles of surgical asepsis in a sterile environment.
19. Perform a physical assessment.
20. Demonstrate the use of medical terminology.
21. Apply problem-solving methods.

### INSTRUCTOR CONTACT INFORMATION

#### Lead Instructor:

**Professor:** Dr. Coya Garrett, DHA, M. Ed., BSW, ALA, RPhT, CPhT, LCDC-I, CPhT-Instructor

**Email:** [cagarrett@lit.edu](mailto:cagarrett@lit.edu)

**Office Phone:** 409-247-4868

**Office Hours:** Schedule appointment in Starfish

#### Co-Lab Instructor:

**Professor:** S.J. Lewis, M. Ed., BGS, RPhT, CPhT

**Email:** [sjlewis@lit.edu](mailto:sjlewis@lit.edu)

**Office Phone:** (409) 257-0060



**LAMAR INSTITUTE  
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## REQUIRED TEXTBOOK AND MATERIALS

- *Introduction to Health Care* 6<sup>th</sup> edition by Lee Haroun, Cengage Learning 2025
- ISBN# 978-0357936498
- Computer with internet access
- Webcam for taking exams

## ATTENDANCE POLICY

1. Be aware of the lab attendance policy.
  - Class attendance is crucial. The student must remain in lab until class is dismissed. Leaving the lab early will result in an absence being awarded.
  - Laboratory – On the third absence, the student will be dropped one letter grade from his/her final semester average. On the fourth absence, the student will receive an F for the semester. Remember this lab class is only one day per week.
2. Lab attendance is MANDATORY and will be taken every week at the beginning of class. If you are tardy, it is the student's responsibility to inform the instructor to ensure that you are marked present.
3. Class starts promptly on time and tardiness of more than 5 minutes will be noted. For every 3 late occurrences, an absence will be recorded.
4. If you are absent from lab, it is your responsibility to contact your instructor and provide documentation of the absence. Several lab assignments/daily grades are participation grades; therefore, if you are absent, a participation grade cannot be earned. Absences without approved documentation prior to class time are not eligible for a makeup assignment.
5. Any missed lab test will be taken the next class day at the instructor's discretion, and you will have **10 points** deducted from your test score for that test. You will need to contact the instructor before class to make arrangements for the test to be made up. You will also be responsible for finding a student to volunteer to be your patient if a patient is required for that test.
6. Five (5) points will be added to the lowest lab practical grade for perfect attendance in HPRS 1204 lab (This also means, no excessive tardies.)

## DROP POLICY

If you wish to drop a course, you are responsible for initiating and completing the drop process. If you stop coming to class and fail to drop the course, you will earn an "F" in the course.

## COURSE CALENDARS

**Didactic/lecture (Online) \*2 attempts on all online Quizzes**

| DATE             | TOPIC                                                                                                   | READINGS<br>(Due on this Date)                             | ASSIGNMENTS<br>(Due on this Date)                         | Important Dates                                                                                          |
|------------------|---------------------------------------------------------------------------------------------------------|------------------------------------------------------------|-----------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| WEEK 1<br>8/26   | Become familiar with the online lecture for this course.                                                | Syllabus<br>Download Respondus<br>Lockdown Browser         | Syllabus Quiz<br>Due 9/1/25 at 11:59                      | First day of class                                                                                       |
| WEEK 2<br>9/2    | Infection Control                                                                                       | Chapter 11 and<br>corresponding PowerPoint                 | Chapter 11 Quiz due<br>9/8/25 at 11:59 pm                 | 9/1 Labor Day –<br>College Closed<br>9/2 Last day to pay<br>tuition to avoid<br>drop for non-<br>payment |
| WEEK 3<br>9/9    | Environmental<br>Safety                                                                                 | Chapter 12 and<br>corresponding PowerPoint                 | Chapter 12 Quiz due<br>9/15/25 at 11:59 pm                | 9/9 Last Day for<br>students to drop<br>without Penalty                                                  |
| WEEK 4<br>9/16   | Organization of<br>the Human Body<br>& Developing<br>Professionalism<br>and Learning for<br>Your Career | Chapter 7<br>Chapter 2 and<br>corresponding<br>PowerPoints | Chapter 7 & 2 Quiz due<br>9/22/25 at 11:59 pm             |                                                                                                          |
| WEEK 5<br>9/23   | <b><i>Unit I Exam<br/>using Respondus<br/>Lockdown<br/>Browser<br/>Monitoring</i></b>                   | <b><i>(Chapters 11, 12, 7, &amp; 2)</i></b>                | <b><i>1 attempt only<br/>Due 9/29/25 at 11:59 pm</i></b>  |                                                                                                          |
| WEEK 6<br>9/30   | Ethical and Legal<br>Responsibilities                                                                   | Chapter 4 and<br>corresponding PowerPoint                  | Chapter 4 Quiz due<br>10/6/25 at 11:59 pm                 |                                                                                                          |
| WEEK 7<br>10/7   | Medical<br>Terminology                                                                                  | Chapter 5 and<br>corresponding PowerPoint                  | Chapter 5 Quiz due<br>10/13/25 at 11:59 pm                |                                                                                                          |
| WEEK 8<br>10/14  | Technology in<br>Healthcare &<br>Documentation<br>and Medical<br>Records                                | Chapter 17 & 18 and<br>corresponding PowerPoint            | Chapter 17 & 18 Quiz due<br>10/20/25 at 11:59 pm          |                                                                                                          |
| WEEK 9<br>10/21  | <b><i>Unit II Exam<br/>using Respondus<br/>Lockdown<br/>Browser<br/>Monitoring</i></b>                  | <b><i>(Chapters 4, 5, 17, &amp; 18)</i></b>                | <b><i>1 attempt only<br/>Due 10/27/25 at 11:59 pm</i></b> |                                                                                                          |
| WEEK 10<br>10/28 | Physical<br>Assessment                                                                                  | Chapter 19 and<br>corresponding PowerPoint                 | Chapter 19 Quiz due<br>11/3/25 at 11:59 pm                |                                                                                                          |
| WEEK 11<br>11/4  | Emergency<br>Procedures                                                                                 | Chapter 20 and<br>corresponding PowerPoint                 | Chapter 20 Quiz due<br>11/10/25 at 11:59 pm               |                                                                                                          |
| WEEK 12<br>11/11 | Oxygen Safety                                                                                           | PowerPoints ONLY                                           | Oxygen Safety Quiz due<br>11/17/25 at 11:59 pm            |                                                                                                          |

|                  |                                                                                                               |                                                           |                                                      |                                         |
|------------------|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|------------------------------------------------------|-----------------------------------------|
| WEEK 13<br>11/18 | The Communication Process, Quality Control and Customer Service, & Preparing, Applying, and Maintaining a Job | Chapter 15, 22, & 23 and corresponding PowerPoints        | Chapter 15, 22, & 23 Quiz due 11/24/25 at 11:59 pm   |                                         |
| WEEK 14<br>11/25 | <b><i>Skills make up sessions will be made available during the week 11/26-11/28 Thanksgiving Break</i></b>   |                                                           |                                                      |                                         |
| WEEK 15<br>12/2  | <b><i>Unit III Exam using Respondus Lockdown Browser Monitoring</i></b>                                       | <b><i>(Chapters 19, 20, Oxygen, 15, 22, &amp; 23)</i></b> | <b><i>1 attempt only Due 12/1/25 at 11:59 pm</i></b> |                                         |
| WEEK 16<br>12/9  | <b><i>Final Exam</i></b>                                                                                      |                                                           | <b><i>1 attempt only Due 12/8/25 at 11:59 pm</i></b> | <b><i>12/2/25 last day of class</i></b> |

\* This schedule is subject to change at the discretion of the instructor.

### Lab Schedule (Face to Face)

| Date           | Lab Activity                                                                                        | Preparation in Blackboard                                                                                 |
|----------------|-----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| WEEK 1<br>8/26 | Introduction to HPRS 1204 Lecture and Lab/ Application Process                                      |                                                                                                           |
| WEEK 2<br>9/2  | Handwashing/Gloves (Donning/ Doffing Demonstration) (Glo Germ Experiment)- Skill #1                 | Lab Blackboard Assignment 1<br>Read the link from the CDC; answer handwashing quiz due 9/8/25 by 11:59 pm |
| WEEK 3<br>9/9  | <b>Handwashing/Glove Donning and Duffing Simulation Test</b>                                        |                                                                                                           |
| WEEK 4<br>9/16 | PPE and Sterile Field Demonstration- Skill #2<br>Body Mechanics Lecture                             | Lab Blackboard Assignment 2<br>Watch video and answer PPE/Sterile Field Quiz due 9/15/25 by 11:59 pm      |
| WEEK 5<br>9/23 | Moving Patients (Toward/Away)- Skill #3 PARTICIPATION<br>DAILY GRADE (must be present, no make-ups) | Read Moving Patients in your Lab handbook prior to lab before 9/23/25                                     |
| WEEK 6<br>9/30 | Moving Patients (Bed to W/C & up with a draw sheet)- Skill #3                                       | Watch videos on moving patients before                                                                    |
| WEEK 7<br>10/7 | Moving Patients Skills Review (Toward/Away, Bed to                                                  | Watch videos on moving patients                                                                           |

|                  |                                                                                                                                                                                                                               |                                                                                                      |
|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
|                  | W/C, & up with a draw sheet) PARTICIPATION DAILY GRADE (must be present, no make-ups)                                                                                                                                         |                                                                                                      |
| WEEK 8<br>10/14  | <b>Moving Patients Simulation Test</b>                                                                                                                                                                                        |                                                                                                      |
| WEEK 9<br>10/21  | Moving Patients Practice (Bedpans & Bedside Commodes)- Skill #5 PARTICIPATION DAILY GRADE (must be present, no make-ups)                                                                                                      |                                                                                                      |
| WEEK 10<br>10/28 | Emergency Scenario Lecture- Group Assignment for Project<br>H/C Professions Assignment given<br>Vital Signs Lecture                                                                                                           |                                                                                                      |
| WEEK 11<br>11/4  | Vital Signs Demonstration<br>DAILY GRADE FOR<br>WORKSHEET #1 (must be present, no make-ups)                                                                                                                                   | Lab Blackboard Assignment 3<br>Watch video and answer Blood Pressure Quiz due<br>11/6/25 by 11:59 pm |
| WEEK 12<br>11/11 | Vital Sign Practice DAILY<br>GRADE FOR WORKSHEET #2<br>(must be present, no make-ups)                                                                                                                                         | Review blood pressure video                                                                          |
| WEEK 13<br>11/18 | Vital Sign Practice DAILY<br>GRADE FOR WORKSHEET #3<br>(must be present, no make-ups)                                                                                                                                         | Practice Blood Pressure Simulator on Blackboard                                                      |
| WEEK 14<br>11/25 | <b>Skills make-ups – Times TBD (by appointment)</b><br><b>Vital Signs Simulation Test</b><br><b>Group Project Video Submissions Due 12/1/25 @ 11:59 pm</b><br><b>Future Career Research Assignment due 12/2/25 @ 11:59 pm</b> |                                                                                                      |
| WEEK 15<br>12/2  | <b>Emergency Scenarios Group Project Videos</b>                                                                                                                                                                               |                                                                                                      |

## COURSE EVALUATION

Final grades will be calculated according to the following criteria:

**There are two components to this course- lecture and lab.** Lecture is an online format. Lab is face-to-face and attendance is MANDATORY.

Final grades will be calculated according to the following criteria:

### **Lecture      55% (Online)**

|                                      |     |
|--------------------------------------|-----|
| (3) Major Exams (single attempt)     | 35% |
| Quizzes Lecture and Lab (2 attempts) | 10% |
| Comprehensive Final Exam             | 10% |

### **Lab      45% (Face to face)**

|                 |     |
|-----------------|-----|
| Lab Tests       | 20% |
| Projects        | 15% |
| Lab Assignments | 10% |

## GRADE SCALE

|        |   |
|--------|---|
| 90-100 | A |
| 80-89  | B |
| 70-79  | C |
| 60-69  | D |
| 0-59   | F |

## CONTENT OUTLINE

- I. *Health Care Today*
  - A. Health Care as a Career
    - 1. Qualities of a Health Care Worker
    - 2. Career Ladders
    - 3. Occupational Profiles
  - B. Ethical and Legal Responsibilities
    - 1. Professional Code of Conduct
    - 2. Improper Ethical Behavior
    - 3. Confidentiality in Health Care
    - 4. Patient's Rights
    - 5. Informed Consent
    - 6. Advance Directives
    - 7. Documenting Health Care Records
- II. *The Language of Health Care/ Medical Terminology*
  - A. Common Root Words
  - B. Common Prefixes
  - C. Common Suffixes
- III. *The Human Body/ Organization*
  - A. Structural Organization of the Human Body
  - B. Body Planes
  - C. Directional Terms
- IV. *Personal and Workplace Safety*
  - A. Body Mechanics
  - B. Infection Control
    - 1. Standard Precautions
    - 2. Personal Protective Equipment
    - 3. Contact, Airborne, and Droplet Precautions
    - 4. Chain of Infection
    - 5. Blood Borne Pathogens
  - C. Environmental Safety
- V. *Behaviors for Success*
  - A. Lifestyle Management
    - 1. Level of Wellness
    - 2. Disease Prevention
    - 3. Reaction to Stress
    - 4. Signs of Stress
    - 5. Management of Stress
  - B. Professionalism
    - 1. Indicators of Job Readiness
    - 2. Indicators of Job Preparedness
    - 3. Professional Appearance

4. Time Management Skills
  5. Considerations in Employment Choice
  6. Employment Performance Evaluation
  7. Strategies for Success in Healthcare Workplace
- VI. *Communication in the Health Care Setting*
- A. Computers in Health Care
  - B. Documentation and Medical Records
- VII. *Business of Caring*
- A. Performance Improvement
  - B. Customer Service
- VIII. *Securing and Maintaining Employment*
- A. Successful Employment Strategies

## **TECHNICAL REQUIREMENTS**

The latest technical requirements, including hardware, compatible browsers, operating systems, etc. can be online at <https://lit.edu/online-learning/online-learning-minimum-computer-requirements>. A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of online technology and resources.

## **LIT AI Statement**

Lamar Institute of Technology (LIT) recognizes the recent advances in Artificial Intelligence (AI), such as ChatGPT, have changed the landscape of many career disciplines and will impact many students in and out of the classroom. To prepare students for their selected careers, LIT desires to guide students in the ethical use of these technologies and incorporate AI into classroom instruction and assignments appropriately. Appropriate use of these technologies is at the discretion of the instructor. Students are reminded that all submitted work must be their own original work unless otherwise specified. Students should contact their instructor with any questions as to the acceptable use of AI / ChatGPT in their courses.

## **STUDENT SUPPORT**

We are committed to creating a learning environment that meets the needs of our diverse student body. Your success in this class is important to me. If there are circumstances that may affect your performance in this class, please let me know as soon as possible so that we can work together to develop strategies to address your needs in meeting the learning outcomes of the course. I understand that life circumstances may often affect your participation in the course. These may be personal, health-related, family-related, disability-related, or other concerns. Open communication with your instructor is the first step in being triumphant if there is an obstacle in your pathway to success.

## **DISABILITIES STATEMENT**

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)-951-5708 or email [specialpopulations@lit.edu](mailto:specialpopulations@lit.edu). You may also visit the online resource at [Special Populations - Lamar Institute of Technology \(lit.edu\)](#).

## STUDENT CODE OF CONDUCT STATEMENT

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at [www.lit.edu](http://www.lit.edu). Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

## STARFISH

LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.

## ADDITIONAL COURSE POLICIES/INFORMATION

All exams will be online. **Mandatory** use of the LockDown Browser with Webcam Monitoring is required since the exams will be done at home. Follow the rules listed below for taking exams at home in this course.

1. **Disable all notifications on your computer.**
2. Locate the “LockDown Browser” shortcut on the desktop and double-click it. (For Mac users, launch “LockDown Browser” from the Applications folder.)
3. If prompted to close a blocked program (e.g. screen capture, instant messaging) choose Yes.
4. Log into the course, navigate to the test and select it.
5. A Startup Sequence will guide the student through a webcam check and other items required by the instructor, then testing will begin.
6. Testing Tips
  - Google Chrome browser is REQUIRED.
  - Webcam and a microphone are REQUIRED
  - Scanning the room with computer or mirror is REQUIRED (If you cannot move your computer, you will need to have a mirror available to assist with scanning the room).
7. Points (20 points) will be deducted on the exam for each occurrence:
  - Testing in a room that does not have good lighting.
  - Face is not visible to the webcam (even for a few seconds)
  - Sounds should not be audible in the background (TV, radio, video, etc.) be on in the background.
  - Talking during the exam (do not read the questions out loud).
  - No sunglasses, hats, hoodies, earbuds, headphones, etc. during the exam and ears must be fully visible the entire exam. Second occurrence will result in a 50 point penalty on the exam.
8. Infractions resulting in a 50-point deduction. If the infraction is determined to result in academic dishonesty on an exam by the instructor, the student may receive a zero on the entire test.
  - Not testing in a private location (another person is seen or heard while the student is taking the exam).
  - Phone, notes, books, and other papers are visible in the testing location.
  - Do NOT leave the exam room for any reason.
  - Other activity suspicious of academic dishonesty.
9. It is the student’s responsibility to ensure that ALL of the above requirements are met. By completing the verify signature portion of the exam, you are accepting responsibility for your actions during the

exam. Failure to follow the requirements will result in deductions from your exam grade when reviewed by your instructor.

If the exam is not completed at 11:59 pm of the due date (see due dates in the Course Calendar), then a zero will be put in the gradebook. NO EXCEPTIONS. I highly recommend that you do not wait until Sunday evening to complete the exam, just in case there is a connectivity issue, or other problem which may prevent you from completing the exam.

## **LAB COURSE POLICIES**

### **Appropriate attire**

1. Scrubs may be worn but are not required.
2. Please refrain from wearing any clothing that is revealing or that will inhibit your movement during lab exercises. (i.e. high heels or short skirts).

### **Participation**

1. Communication with your patient (human or manikin) is expected during lab exercises. This will ensure that you will encompass the communication skills needed to interact with patients in a clinical setting.
2. If you have any type of medical condition that will inhibit your physical participation in lab (i.e. recent surgery, pregnancy), please bring this to the instructor's attention.
3. If you have a known latex allergy, please inform an instructor immediately. Certain precautions will need to be taken.
4. No food or drink allowed in lab.

### **Assignments**

1. There will be a required group project for HPRS 1204. Groups will be assigned. Students are responsible for contacting other group members to complete the assignment. (This demonstrates communication and the ability to work well with others.)
2. The group project is worth 15% of the total lab grade. A grading rubric and specific instructions will be provided in Blackboard.
3. There is no alternative assignment to replace the group project. If a student misses the assignment or chooses not to participate, then the student will be awarded a 0 in Blackboard. Participation in the group project is essential for successful completion of the course.
4. All assignments, quizzes and daily participation grades missing on the due date will be scored as a 0 in Blackboard

\*\*\* REMEMBER....several lab grades are participation/ class worksheets and are NOT able to be made-up if absent on that day. There are no alternative or bonus point assignments available.

### **Teaching Strategies**

A good instructor recognizes that every student learns differently. As instructors, we are here to partner with you, so as we learn about your unique learning styles, we will present an abundance of opportunities to share information. Some students may feel overwhelmed by the excessive amounts of information that we present, such as video links, lecture notes, reading assignments and website links, but it is not meant to overpower you. It is our attempt to give you every option available to help you to understand the course content. We

suggest you use whatever you feel is most effective for the retention of information for your own learning style and advantage.

## **RESPECT and CIVILITY**

The readings, class lecture, and my comments in class may suggest a point of view that you disagree with. It is our intent to present these ideas without any bias. A good instructor does not force his beliefs on you. A good professor will allow you to form your own views. We are supporting you to foster your own, honest, and well-informed opinions. Please express yourself. A significant part of a college education is learning about the complexity of various issues; therefore, it is important that we listen and respect one another but we do not have to agree. A richer discussion will occur when a variety of perspectives are presented in class for discussion. Respect for the opinions of others is very important in an academic environment. It is likely you may not agree with every topic that is discussed in the classroom. Courteous behavior and responses are expected. Therefore, in this classroom, any acts of harassment and/or discrimination based on matters of race, gender, sexual orientation, religion, and/or ability is not acceptable. Whether we are students, faculty, or staff, we have a right to be in a safe environment, free of disturbances in all aspects of human relations. Incivility will not be tolerated, and you may be asked to leave the classroom if you are not respectful. Furthermore, I would like to create a learning environment for my students that supports a diversity of thoughts, perspectives, and experiences, and honors your identities (including race, gender, class, LGBTQAI+, religion, ability, etc.) To help accomplish this, if you have a name and/or set of pronouns that differ from those that are traditionally used, please let me know. If you feel like your performance in the class is being impacted by your experiences outside of class, please don't hesitate to come and talk with us. We want to be a resource for you. We are still in the process of learning about distinct perspectives and identities. If something was said in class (by anyone, including instructors) that made you feel uncomfortable, please talk to us about it. Your suggestions are encouraged and appreciated. Please let us know ways to improve the effectiveness of the course for you personally, or for other students.

## **Religious/Cultural Observance**

Persons who have religious or cultural observances that coincide with this class should let us know in writing by e-mail one week in advance of your respective observance. We strongly encourage you to honor your cultural and religious holidays. ***With advanced notice, you may be excused from the class, but you are not excused from the work. All assignments must be submitted on time. If an assignment due date directly conflicts with a holiday or religious observance, then you should plan on submitting it a day earlier since you have the assignment days in advance.*** If an exam is scheduled on a holiday (that is not recognized by the College as a day where there are no classes, or the college is closed) you must complete it before the deadline as you will have access to the exam with ample time to complete it.