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## **ANTH&100: Survey of Anthropology**

Monday/ Wednesday 8:30am-10:20am  
Room D101

FallQuarter 2012– Syllabus(Anth& 100: 5055)

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**Instructor:** Christine Dixon, MA  
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**Office Hours:** M/ W 12:30-1:30pm (or by appointment)

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### **WELCOME TO SURVEY OF ANTHROPOLOGY!**

#### **WELCOME TO ANTHROPOLOGY!**

Anthropologists are scientists who study both biological and cultural characteristics of human beings, both modern and ancient. We travel far and wide and generations back in time in order to understand where we came from, where we are now, and where we are going. As a comparative science, anthropologists also study the traditions and customs of our own society. This course will offer a new perspective of your own culture, and a deeper understanding of human history and diversity, as it emphasizes global perspectives.

### **Course Description and Objectives**

Anthropology& 100 (Item 5100) is a 5-credit course that introduces you to the discipline of anthropology. You are exposed to the basic underlying principles, theories, and methods of anthropology through lectures, textbook readings, discussions, and visual materials. This introductory course will explore the 4 subdisciplines of anthropology: cultural anthropology, linguistics, biological anthropology, and archaeology. Numerous contemporary cultures, as studied by the ethnologist, will be discussed in a comparative fashion. We will explore the general topic of evolution and specifically how it applies to humans. We will look at our primate relatives and come to understand our similarities and differences with them. The viewpoint of archaeology will enhance your understanding of human history, and an introduction to linguistics will provide you with the basics of studying human communication. We will also discuss how various types of anthropologists go about collecting their data, and the rewards and challenges of conducting fieldwork in anthropology.

## Books and Materials Required

- **REQUIRED TEXTBOOK**  
Haviland, William A., Harald E. L. Prins, Dana Walrath, and Bunny McBride  
2013 *The Essence of Anthropology* (3<sup>rd</sup> Edition) Thomson-Wadsworth, Belmont, CA.
- **Additional Articles will be assigned throughout the quarter!**

## Course Requirements

### The Syllabus

You are required to review this syllabus and the attached Procedures and Guidelines of the Social Science Division. Enrollment in the course constitutes an agreement to abide by the policies set forth in these items.

### Attendance

Attendance is required and will be taken at every class. If you are absent for any class, it is your responsibility to obtain class material for that day. Attendance at *every* class is important and will be noted.

### Active Participation

Active Participation will be expected of each of you. Discussion of textbook chapters will be an important part of class participation. You should read all material for each class ahead of time in preparation for constructive participation. Participation figures importantly in borderline final grades. (Attend & Partic: 30 points)

### Film Reflections, Class Activities, and Online Reflections

To enhance your learning and experience at BC, the class will participate in online learning discussions, in-class activities, and film reflections. These will vary in format; some will require you to read a designated article (available on CANVAS) before responding and others will require your response to questions about an in-class film. You are expected to provide thoughtful, respectful comments that are based on your educated opinion from course materials (115 points total).

### Test Reviews

To enhance your learning and experience at BC, the class will participate in team reviews of instructional materials immediately before each exam, from 8:30 – 9:00 am. Participation in each team review is worth up to 10 points. In order to productively contribute to your team, you must come on time and be prepared (e.g., knowledge of textbook material, comprehension of lecture notes, etc.). (30 points)

### Tests

A major part of your course grade will be derived from three tests. The first two tests are each worth 100 points and the final exam is worth 150 points (total = 350 points). The Final Exam will be cumulative. Please show up prepared and on time. Questions are derived from assigned readings, class lectures, videos, overheads, exercises, handouts, discussions, and any other instructional material presented in class. Cheating and plagiarism will not be tolerated (see below). Conduct during tests will comply with the College policy for academic honesty. (350 points).

### Diversity Project

You will each conduct and interview of a person who participates in a culture, organization, or identifies with some group that you do not. At the end of the quarter you will write a paper and present to the class an analysis of the data you collected during this interview. Please see the project assignment sheet for more details. (125 points).

## Grading

Class Requirement	Value
Attendance and Partic.	30 points
Film Reflections, Online Discussions, Activities	115 points
Diversity Project	125 points
Team Test Reviews	30 points
Tests	350 points
<b>TOTAL POINTS</b>	<b>650 points</b>

Final Grade	Point Value
A = 95-100%	614-650 (points)
A- = 90-94%	582-613 (points)
B+ = 87-89%	562-581 (points)
B = 83-86%	536-561 (points)
B- = 80-82%	517-535 (points)
C+ = 76-79%	491-516 (points)
C = 73-75%	471-490 (points)
C- = 70-72%	452-470 (points)
D+ = 65-69%	419-451 (points)
D = 50-64%	320-418 (points)
F = <50%	<320 (points)

### TENTATIVE Course Calendar

\*The instructor reserves the right to modify any part of the course or syllabus as the classroom situation demands. PLEASE SEE ANTH& 100 CANVAS Website for the **Reading Assignment Calendar**.

<b>FALL 2012 QUARTER: SURVEY OF ANTH (ANTH&amp; 100)- *SUBJECT TO CHANGES*</b>	
<b>MONDAY</b>	<b>WEDNESDAY</b>
<b>SEPT</b>	19
	Welcome to Anth& 100!
(Disc. 1 Due) 24 Four-Fields of Anth& Scientific Method	26
	The Culture Concept
<b>OCT</b> (Disc. 2 Due) 1 Communication and Language	3
	Biological Evolution
8 Living Primates	(Disc. 3 Due) 10 Living Primates/ Human Evolution
15 Human Evolution	17
	<b>Test Review / TEST 1</b>
(Disc. 4 Due) 22 Neolithic Revolution	24
	Cities and States
(Disc. 5 Due) 29 Subsistence and Pol. Org	31
	Kinship and Family
<b>NOV</b> 5 Descent and Marriage	7
	Sex and Gender
12 <b>HOLIDAY</b>	14
	Sex and Gender (Activity: TBA)
<b>Test Review / TEST 2</b> 19	21
	Ritual, Spirituality, and Religion
26 Race and Racism	28
	Anthropology Today
<b>DEC</b> 3 <b>PRESENTATIONS</b>	5
	<b>FINAL EXAM 7:30-9:20am</b>

### **Snow Days or other non-scheduled class cancelations:**

The possibility is always there that class will be cancelled unexpectedly. In the case that class is cancelled, I will post information on Canvas. This will include lecture material, assignments and handouts. It is your responsibility to check this in a timely manner and before the next class session.

### **A Note About Course Content**

**Since anthropologists examine just about every aspect of the social world, we talk about provocative material. Please be advised that we will likely explore controversial topics, they will always be framed within an academic context. When we find ourselves in a space outside of our comfort zone, it provides a great example of our own cultural constructs and is a powerful opportunity for learning. You will be responsible for any course material you miss if you choose not to participate. If you have any questions or concerns about content or climate, feel free to speak with me about it right away.**

### **Bellevue College E-mail and access to CANVAS**

- For this course you will need access to CANVAS and your BC email. Your student network account can be used to access your student e-mail, log in to computers in labs and classrooms, connect to the BC wireless network and log in to CANVAS. Bc.instructure.com
- We will utilize CANVAS as a means of online communication for this course.

### **Learning Outcomes for Survey of Anthropology**

Upon completion of this course, students will be able to:

1. Articulate an understanding of the breadth of anthropology, its main fields (archaeology, biological anthropology, cultural anthropology, linguistics) and their ties to the sciences and humanities.
2. Recognize, identify, and employ the scientific method in anthropology, and to distinguish coherent arguments based on such principles from other claims.
3. Identify critical components in anthropological thought, especially in regard to ethnocentrism and cultural relativism.
4. Demonstrate knowledge of the range of human cultural and biological variation in the past and present from an evolutionary perspective.
5. Convey the importance of language in culture and society.
6. Explain the relevance of the anthropological perspective to global issues and cultural diversity.

### **Classroom Learning Atmosphere: General Class Conduct**

It is important to make sure that the classroom environment is as conducive to scholarship as possible. You are encouraged to participate in discussions of the theories and concepts that will be presented to the class, as long as they pertain to class material. You are also encouraged to learn the names of your fellow students and to be respectful of them. [However, side comments directed to fellow students contribute to distractions, not to learning, and will not be tolerated.](#) Please review BC's policy in the Student Handbook as well as the policies for this class. All infractions of policies will be reported to the Dean of Student Services, with the recommendation that the Dean take further action.

### General Education Ratings for Anth& 100: Survey of Anthropology

Survey of Anthropology (ANTH& 100) has the following General Education Ratings:

Critical Thinking, Creativity, and Problem Solving = 3

Cultural Diversity = 3

Quantitative/Logical Reasoning = 2

Nature of Science = 3

Research/Information Literacy = 2

Reading = 2

Historical & Intellectual Perspectives = 3

Listening, Speaking = 2

#### What do general education ratings mean?

0 = Course does not include instruction and assessment of this area.

1 = Course includes instruction and practice of the gen-ed area, and performance/knowledge of this area is assessed

2 = Course includes instruction and practice in two or more of the outcomes of this gen-ed area, performance/knowledge is assessed, and 20% or more of the course focuses on it.

3 = Course includes instruction and practice in at least half of the outcomes of this gen-ed area, performance/knowledge is assessed, and 1/3 or more of the course focuses on it.

### Classroom Learning Atmosphere: Attendance and Punctuality

This class is based on the assumption that you will be attending regularly, participate fully, and support the learning environment for your fellow students. I will take attendance once at every class session at the beginning of the class. If you are absent, **you** are responsible for obtaining lecture notes from fellow students and to gain information regarding announcements or changes to the schedule that you may have missed. Studies have shown that the students who attend class regularly also achieve better grades and a greater comprehension of course content. Please **be on time** for class. If circumstances prevent you from arriving on time, please take a seat **closest to the door** to reduce the number of students who are distracted by your late arrival. Students sometimes encounter circumstances in which they have to leave before the end of class. Once again, this creates a distraction for others. If you should have to leave early, **please arrange to sit close to the door, inform the instructor of your need to leave early, and do not re-enter the room once you have left.**

### Classroom Learning Atmosphere: Technology in the Classroom

Electronic devices (cell phones, pagers, laptops, etc.) are a convenience, not a right. They create a distraction for your fellow students. **Cell phones are to be turned OFF while in a classroom. If you have a need to use a laptop computer for note-taking, please see me immediately.**

### Classroom Learning Atmosphere: Quiz-Taking and Testing Expectations

Once the testing period has begun, you may not converse with your fellow students. Cheating and plagiarism will not be tolerated, per the regulations of this syllabus and the Social Science Division. All tests are closed book and closed notes. You may not use any sources when taking a test, including pocket dictionaries or electronic devices. You may not listen to any electronic device (e.g., iPod) while taking a quiz or while in attendance of any class. Once the testing period has begun, you may not leave the classroom. Prior approval to miss a quiz or other class assignments is necessary. Vacation, work, attendance at social activities, sleeping in, picking up someone from the airport, etc. are not valid excuses for missing class work and you will not be able to make up class assignments for those reasons. *Make-up quizzes are given at the discretion of the instructor.* Just because you missed a quiz or class assignment does not automatically entitle you to make it up. It is in your best interest to appear for all quizzes and class meetings.

## Classroom Learning Atmosphere: Cheating and Plagiarism

Cheating and plagiarism are concerns on every college campus. Cheating or plagiarism is legitimate grounds for failing the course and dismissal from class. Cheating behavior on tests includes, but is not limited to, looking at someone else's test, asking another student for answers, assisting another student with cheating, passing notes, writing on the desk, talking during the testing period or otherwise being disruptive, using sources for information, etc. If you quote from sources, you must acknowledge those sources; otherwise you will fail this course. If you are unfamiliar with what constitutes plagiarism, please inquire. All course work, except team reviews, is to be performed by you without the assistance of others. Cheating or plagiarism will result in failure of the course. Information about Bellevue College's copyright guidelines can be found at: <http://bellevuecollege.edu/lmc/links/copyright.html>. A good resource for Plagiarism is the Writing Lab: <http://bellevuecollege.edu/writinglab/Plagiarism.html>

**For all of your written work:** Submit proofread work **only**. Work not proofread will be returned **once** for a rewrite, expected to be handed in within 48 hours. If you need help with your writing, please make use of the following student support services:

- Academic Success Center: <http://bellevuecollege.edu/academicsuccess/>
- Academic Tutoring Center: <http://bellevuecollege.edu/tutoring/>
- TRiO Student Support Services: <http://bellevuecollege.edu/TRiO/>
- Writing Lab @ BCC: <http://bellevuecollege.edu/writinglab/>

**Preventing Plagiarism:** Plagiarism is a form of academic dishonesty occurring when students use information or material from outside sources and do not properly cite those sources. This is grounds for disciplinary action. It is your responsibility to understand plagiarism and its consequences. Plagiarism occurs if:

- a. You do not cite quotations and/or attribute borrowed ideas.
- b. You fail to enclose borrowed language in quotation marks.
- c. You do not write summaries and paraphrases in his/her own words and/or doesn't document his/her source.
- d. You turn in work created by another person.
- e. You submit or use your own prior work for a current or past course, or work from one current course in another course *without express permission* from your professors. This may also be considered academic dishonesty.
- f. Consequences: If it is determined that you have plagiarized or engaged in other forms of academic dishonesty, you will likely fail the assignment and possibly the course, despite points earned through other work. Acts of academic dishonesty are reviewed for disciplinary action.

## Classroom Learning Atmosphere: In-Class and On-line Discussions

Class discussions and team work, while enriching, can also be challenging and disturbing. You may find that your fellow students hold beliefs and opinions that conflict with your own. This is an opportunity to exercise your listening skills, perfect your critical reasoning skills, and learn to examine claims based on supporting evidence. **It is imperative that this learning environment be safe and open for all students regardless of age, sexual orientation, race, ethnicity, religion, gender, disability, or perspective.** Students who do not adhere to this code of conduct will be asked to leave the class. This behavior will be reported to the Dean of Student Services. Discussion guidelines:

1. We are not here to persuade others to our point of view; rather to examine the merits of each position, based on evidence.
2. We can respect the person even if we don't share his/her opinions.
3. We will give each participant his/her time to express their views without interruption, argumentation, or disrespectful gestures, laughter, or facial expressions, etc.
4. We will question the evidence or the claim; not the person.
5. We will remain open to corrective feedback as to our views and/or the impact of our communication style.
6. We will remain aware of the time and seek to not dominate the discussion. (No more than two comments/questions before yielding the time to others.)
7. We will avoid phrases such as: "People like that..." "That's a stupid question....idea....etc." "They always..."
8. No one should be understood to be 'representing' the **entire** racial/ethnic, gender, class, etc. group to which he or she belongs. You speak only for yourself.

### HOW CAN YOU SUCCEED IN THIS CLASS?

1. **ATTEND CLASS:** Attending class helps you gain a better education and better grades.
2. **TAKE NOTES:** Notes will highlight what the instructor has emphasized. Take notes that you can understand and use. Review your notes right after class and before the next class meeting to reinforce learning.
3. **READ:** all assigned chapters in the textbook (keep up with the reading). Material that is not covered in class, but is found in the reading assignments, is fair game for testing. You are responsible for your own reading and comprehension of material.
4. **PARTICIPATE:** Be prepared for every class by reading the assignments *ahead of time*. This preparation will help you to more fully comprehend material presented in class and feel more confident participating in class discussions.
5. **STUDY FOR TESTS.** Prepare for exams by reading the text ahead of time and reviewing class notes.
6. **APPROPRIATE BEHAVIOR:** Obtain a copy of the BC Student Handbook to familiarize yourself with policies and behaviors that are appropriate to the college environment. Lewd, abusive, disruptive, or harassing behavior will not be tolerated. Turn off all electronic devices before entering the classroom. Arrive to class on time.
7. **ABSENCES:** If you know you will be absent for in-class assignments or quizzes, email me in advance.
8. **COMPREHENSION:** If you are not understanding course material, come and see me right away. I want you to do well in this course, but I cannot help you if I don't know you need help or want help. Student success is important to me, but you must be serious and an active participant in your own learning.
9. **ACCOMMODATION:** "If you need course adaptations or special accommodations because of a disability, or if you have medical information that needs to be shared with me in the event that the building needs to be evacuated, please contact me during the first week of the quarter. If you require accommodations due to a diagnosed disability, please contact the Disability Resource Center office in B132. Phone: 425-564-2498 (Voice) TTY: 425-564-4110." I will be glad to help you.
10. **TUTORING:** If you are struggling with this class or any other class, there is help available on campus and on-line. You may contact the tutoring service on campus. Come and talk with me about how I can help you.

## Other Anthropology Courses Offered at Bellevue College

BC offers in-depth courses in Anthropology which I encourage you to take: archaeology (Great Discoveries in Archaeology; Archaeology; Ancient North America; Incas & Their Ancestors; Aztecs, Mayas, & Their Ancestors), biological anthropology (Biological Anthropology; Bioanthropology with Lab; Cross-cultural Medicine; Forensic Anthropology), cultural anthropology (Food, Drink, & Culture; American Life & Culture; Cultural Anthropology; Sex, Gender, & Culture; Environment & Culture; REEL Culture; Religion & Culture) and linguistics (Language, Culture, & Society). Check BC's Course Catalogue for a full description of each course. We will also be offering several special topics courses spanning the discipline. Topics may include Primatology, Experimental Archaeology, Anthropology of Immigration and Scandinavian Culture. There are no prerequisites for any of these courses and they fulfill degree requirements. Different formats (on campus, on-line, hybrid) are offered. Stop by and visit the Social Science Advisor, Deanne Eschbach, in Room D110, for free professional planning and advising, or contact Anthropology Prof. Tony Tessandori ([tony.tessandori@bellevuecollege.edu](mailto:tony.tessandori@bellevuecollege.edu)) to learn more about majoring in anthropology.

## Anthropology Course Schedule for Winter 2013

### WHAT COURSES ARE WE OFFERING FOR THE Winter 2013 (Tentative Schedule)

		On Campus	Online
ANTH&100	Survey of Anthropology	X	X
ANTH 106	Great Discoveries in Archaeology	X	
ANTH 180	American Life and Culture	X	X
ANTH& 204	Archaeology		X
ANTH& 205	Biological Anthropology		X
ANTH& 206	Cultural Anthropology	X	X
ANTH 208	Language, Culture and ,Society	X	X
ANTH&215	BioAnthropology	X	X
ANTH& 234	Religion & Culture		X
ANTH& 236	Forensic Anthropology		X
ANTH& 235	Cross-Cultural Medicine	X	
ANTH 296	Special Topic: Sociolinguistics	X	

## Concentration in Anthropology

In addition to earning an AAS degree, you can take 20 credits of required courses to earn a concentration in Anthropology. These four courses provide the basic foundation of Anthropology and represent the 4-field approach of American Anthropology.

ANTH& 204 – Archaeology (5 credits)

ANTH 208 – Language, Culture, & Society (5 credits)

ANTH& 206 – Cultural Anthropology (5 credits) ANTH& 215 – Bioanthropology with Lab (5 credits)

## WOULD YOU LIKE TO JOIN THE WEIRD ANTHROPOLOGY CLUB?

Anthropologists can and do study just about anything. In our classes, you will learn about some of the usual topics...Join the club and find out about the other stuff. The missionThe Weird Anthropologyis to explore topics that other groups do not cover. You can expect to investigate topics from Bigfoot to indigenous hunting techniques and everything else in between. We also continually contribute to a Heifer International Fund.

Please contact Anthropology Professor Tony Tessandori, club advisor, if you are interested in joining other budding anthropologists in their pursuit of understanding humanity. ([tony.tessandori@bellevuecollege.edu](mailto:tony.tessandori@bellevuecollege.edu)).

ALSO see our Facebook page [Society of Student Anthropologists at BC](#).



## **Affirmation of Inclusion**

Bellevue College is committed to maintaining an environment in which every member of the campus community feels welcome to participate in the life of the college, free from harassment and discrimination. We value our different backgrounds at Bellevue College, and students, faculty, staff members, and administrators are to treat one another with dignity and respect.

<http://bellevuecollege.edu/about/goals/inclusion.asp>

## **Academic Calendar**

- Enrollment Calendar - <http://bellevuecollege.edu/enrollment/calendar/deadlines/>
- College Calendar - <http://bellevuecollege.edu/enrollment/calendar/holidays/0910.asp>

## **Disability Resource Center (DRC)**

The Disability Resource Center serves students with a wide array of learning challenges and disabilities. If you are a student who has a disability or learning challenge for which you have documentation or have seen someone for treatment and if you feel you may need accommodations in order to be successful in college, please contact the DRC as soon as possible. If you are a person who requires assistance in case of an emergency situation, such as a fire, earthquake, etc, please meet with your individual instructors to develop a safety plan within the first week of the quarter. The DRC office is located in B 132. (425) 564-2498 Deaf students can reach them by video phone at (425) 440-2025 or by TTY at (425) 564-4110. Please visit the website for application information into the DRC program and other helpful links at [www.bellevuecollege.edu/drc](http://www.bellevuecollege.edu/drc)

## **Student Code of Conduct**

“Cheating, stealing and plagiarizing (using the ideas or words of another as one’s own without crediting the source) and inappropriate/disruptive classroom behavior are violations of the Student Code of Conduct at Bellevue College. Examples of unacceptable behavior include, but are not limited to: talking out of turn, arriving late or leaving early without a valid reason, allowing cell phones/pagers to ring, and inappropriate behavior toward the instructor or classmates. The instructor can refer any violation of the Student Code of Conduct to the Vice President of Student Services for possible probation or suspension from Bellevue College. Specific student rights, responsibilities and appeal procedures are listed in the Student Code of Conduct, available in the office of the Vice President of Student Services.” The Student Code, Policy 2050, in its entirety is located at:

[http://bellevuecollege.edu/policies/2/2050\\_Student\\_Code.asp](http://bellevuecollege.edu/policies/2/2050_Student_Code.asp)

## PROCEDURES AND GUIDELINES OF THE SOCIAL SCIENCE DIVISION (FALL 2012)

### Cheating, Stealing and Plagiarizing\*

Cheating, stealing and plagiarizing (using the ideas or words of another as one's own without crediting the source) and inappropriate/disruptive classroom behavior are violations of the Student Code of Conduct at Bellevue College. Examples of unacceptable behavior include, but are not limited to: talking out of turn, arriving late or leaving early without a valid reason, allowing cell phones/pagers to ring, and inappropriate behavior toward the instructor or classmates. The instructor can refer any violation of the Student Code of Conduct to the Dean of Student Services for possible probation or suspension from Bellevue College. Specific student rights, responsibilities and appeal procedures are listed in the Student Code of Conduct, available in the office of the Dean of Student Services and at [http://bellevuecollege.edu/policies/2/2050P\\_Student\\_Code\\_\(Procedures\).asp](http://bellevuecollege.edu/policies/2/2050P_Student_Code_(Procedures).asp)

Email Communication with instructors must be done through student email accounts only. Instructors cannot communicate with students about their course work or grades through student's personal email accounts.

### Incomplete

If a student fails to complete all the required work for a course, an instructor may assign the grade of Incomplete ("I"). The student must complete the coursework by the end of the next quarter, or receive the assigned letter grade (usually an "F").

### F Grade

Students who fail a course will receive a letter grade of "F."

### Final Examination Schedule

The Social Science Division will adhere to the final examination schedule as stated in the BC Schedule. Final examinations will be held at the end of each quarter at fixed times. Instructors will not give examinations in advance of the regular schedule. A student who is absent from any examination held at any time during the quarter may forfeit the right to make up the examination. If, for illness or some other circumstance beyond the student's control, the student is unable to be present at any scheduled examination and has contacted the instructor on a timely basis, the student may be permitted to take such examination at a time designated by the instructor.

### Withdrawal From Class

College policy states that students must formally withdraw from a class by the end of the seventh week of the quarter (Registration Office, B125). If a student has not withdrawn by that date, an appropriate letter grade will be assigned for the course.

### Hardship Withdrawal

Instructors may assign the grade of "HW" (hardship withdrawal) at their discretion in the event that a student cannot complete the coursework due to extreme and exceptional circumstances. Students may also contact the Enrollment Services office BEFORE grades are assigned in cases of hardship.

### Students Who Require Disability Accommodations:

Students with disabilities who have accommodation needs are encouraged to meet with the Disability Resource Centre (DRC) office located in B132 (telephone 425.564.2498 or TTY 425.564.4110), to establish their eligibility for accommodation. The DRC office will provide each eligible student with an accommodation letter. Students who require accommodation in class should review the DRC accommodation letter with each instructor during the first week of the quarter.

Students with mobility challenges who may need assistance in case of an emergency situation or evacuation should register with Disability Resource Centre, and review those needs with the instructor as well.

### Distribution of Grades

Grades will not be posted in the Social Science Division or in faculty offices, and program assistants or coordinators will not give out grades. Students should access their grades through the BC Web site.

### Return of Papers and Tests

Paper and/or Scantron score sheet returns will be arranged in the following ways ONLY: by mail, if student supplies the instructor with stamped, self-addressed envelope (with appropriate postage); or by the instructor designating a time and place whereby the student may retrieve his/her papers. Unclaimed papers and/or Scantron score sheets must be kept by the instructor for a minimum of sixty (60) instructional days following the end of the quarter.

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*\*If you are accused of cheating, stealing exams and/or plagiarism, there is a Bellevue College Student Discipline and Appeals Procedure (the right to due process) which you may pursue. Contact the office of Division Chair (D110), the Dean of Student Services (B231A) or the Associated Student Body (C212) for information regarding the appeals process.*