

# Anthropology & 234: Religion and Culture

Winter 2016

Instructor: Madeleine Aguilar

Office:	D200D (second floor in the tower next to the water fountain)
Office Hours:	Online or by appointment
Telephone:	(425) 564-4189
Email:	Madeleine.aguilar@bellevuecollege.edu

NOTE: JUST BECAUSE THIS SYLLABUS DOESN'T EXPLICITLY SAY YOU CAN'T DO SOMETHING... DOESN'T MEAN YOU CAN.

## Course Overview:

A global introduction to the religions of the world from a broad comparative perspective. Students examine the development and aspects of various religions (indigenous, Islam, Judaism, Buddhism, Hinduism, Christianity, and others). The relationship between religion and the social and cultural context are explored, especially in relation to nationalism, politics, and globalization.

## Course Outcomes:

After completing this class, students should be able to:

- Evaluate religion using academic methods, such as those used in anthropology, comparative religion, and/or religious studies.
- Describe and compare the doctrine, institutional structures, and ethical systems of a sample of the religions (e.g., indigenous religions, Hinduism, Islam, Judaism, Christianity, Buddhism, Jainism, Sikhism, Confucianism, Taoism, Zoroastrianism, and/or others) while emphasizing the development of World Religions and their subdivisions.
- Analyze the various media (e.g., texts, music, ritual, symbolism, architecture, etc.) through which religious knowledge and belief are expressed.
- Explore the interplay between religious belief systems and religious practice.
- Evaluate relationships between religion and the social/cultural context, especially in relation to nationalism, politics, and globalization.

**General Education Rating:**

Gen Ed Rating	Connections	Communication
	3	3

**Student Responsibilities:**

To make the most out of the educational opportunities in this class, you need to take an active and energetic role in your own learning process. Success can best be achieved by completing the following student responsibilities.

- 1. ATTEND CLASS (Log in):** Attending class helps you gain a better education and better grades. Log in at least 4 days a week and make it a habit to check the announcements first (this is the principal way that your instructor communicates updates and changes to the course).
  - 2. TAKE NOTES:** As you read and review the material for this course, take notes. The notes should highlight what the instructor has emphasized in the lecture slides or what the author of our textbook and articles emphasize.. Also take notes on the films. Take notes that you can understand and use. Review to reinforce learning.
  - 3. READ:** Familiarize yourself with the syllabus for this class as it will lay out the expectations. Read all assigned chapters in the textbook or assigned articles (keep up with the reading). You are responsible for your own reading and comprehension of material. I recommend that you read each assigned chapter at least twice. Complete all reading assignments before the due dates.
  - 4. PARTICIPATE:** Be prepared by reading the assignment overview at the beginning of a unit opening. Read the assigned textbook chapters as early as possible in the unit. This preparation will help you to more fully comprehend material presented in this course and feel more confident participating in discussions and activities. We cannot reproduce a classroom level discussion. No makeup discussions or activities are available. In this sense - failure to submit your work prior to due dates will have a negative impact on your grade.
  - 5. STUDY FOR TESTS.** Prepare for exams by reading the text ahead of time, reviewing class notes and online lectures, films or any other assigned material.
  - 6. COMPLETE ALL ASSIGNMENTS:** Be prepared for your assignments. Plan a set time each week to work on your assignments and schedule it on your calendar. Make sure to contact your instructor prior to working on your assignment if you have questions or need clarification.
- All materials **MUST** be turned in by the due dates unless otherwise pre-arranged with your instructor. No work will be accepted after the end of the final exam period.

**7. APPROPRIATE BEHAVIOR:** Obtain a copy of the BC Student Handbook to familiarize yourself with policies and behaviors that are appropriate to the college environment by visiting the following link: [https://s.bellevuecollege.edu/wp/sites/198/2015/09/BC\\_StudentHandbook\\_2015-16.pdf](https://s.bellevuecollege.edu/wp/sites/198/2015/09/BC_StudentHandbook_2015-16.pdf). Lewd, abusive, disruptive, or harassing behavior will not be tolerated. Online communications and postings are expected to be respectful.

**8. ABSENCES:** If you know you will be absent without internet connection - email me in advance to make arrangements.

**9. 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.**

**10. 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, 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 Email: [drc@bellevuecollege.edu](mailto:drc@bellevuecollege.edu)

**11. 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. Email me and let me know how I can help you. <http://www.bellevuecollege.edu/asc/>

**12. Explore the LMC!** The Library Media Center is at your fingertips! I *strongly* encourage you to visit the LMC, but you can also access it via the web. Talk to a Reference Librarian at the Library (D-126), by calling (425) 564-6161, or by email: [reference@bellevuecollege.edu](mailto:reference@bellevuecollege.edu).

- **Main Library Media Center:** <http://bellevuecollege.edu/lmc/>
- **For the LMC online catalog:** <http://bellevuecollege.edu/lmc/catalogs.html>
- **For article databases:** <http://bellevuecollege.edu/lmc/periodicals.html>
- **For films on Demand:** [Films on Demand Login Link](#)

**13.** Communicate with your instructor. I expect you to contact me prior to any due dates of assignments that you have conflicts with to make alternate arrangements. It makes a huge difference whether you contact me prior to due dates or past a due date as far as me being able to be flexible and accommodate these conflicts.

## THE FLOW OF THE CLASS

**READ THIS SECTION VERY CAREFULLY. IF YOU CANNOT ADJUST YOUR SCHEDULE TO THE RHYTHM OF THE CLASS, YOU WILL HAVE A VERY DIFFICULT TIME SUCCEEDING IN THIS COURSE.**

The online class has a very different rhythm from on-campus classes, and each online course is different from other online courses. In this class, units will open on given Tuesday mornings at 8:00 AM. All assignments for that unit will be due on given Mondays at 11:59 p.m. (midnight) with one exception: Discussion commentaries are due on a Wednesday prior to the end of a unit to allow time for replies to be submitted before the closing of a unit.

There are five major components to the course: Each one of these will be discussed further down in the syllabus. 1) Reading the textbook; 2) PowerPoint lectures and/or additional resources such as websites and articles; 3) Discussions; 4) Projects; 5) Documentaries; 6) Exams; and 7) Attendance.

If you find it difficult the first week or weeks to complete the assignments by due dates - please visit the following enrollment calendar for withdrawal information and dates. <http://www.bellevuecollege.edu/enrollment/deadlines/>

### **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. If you have any questions or concerns about content or climate, feel free to speak with me about it right away.

### **Course Structure**

This class is designed into a Start Here Week 1, then four units and a Final's Week. You are welcome to complete **MOST** of the materials for each unit at your own pace, as long as you get it done prior to the closing of the unit (with the exception of the due dates for discussion commentaries which are due on Wednesdays before the closing of a unit). Not all Units are the same length (as it works out this winter quarter, Unit 2 and 3 are two weeks long and Unit 1 and 4 are three weeks long). It is your responsibility to keep track of the opening and closing dates for each Unit. I recommend that you schedule out the activities for each unit so that you fit it into your schedule. Please stay on top of the material, as it would be very difficult to catch up at the last minute.

### **Course Site Layout**

This course is both module and page based. This means that some documents or assignments are available via a module and some documents and files are linked to a page dedicated to the unit. Everything is accessed from the links on the home page. You will never need to go anywhere else on the course site to access course assignments and information with the exception of your grade, which is accessed via the left side column on the home page

## Software

Word Processor: Microsoft Word is the only word processor supported at the college. You must use Microsoft Word to prepare any documents to be submitted. Documents submitted in any other format will not be accepted.

## Web browser

You must use a Web browser supported by Canvas and it must be properly “tuned.” Information about supported browsers and how to tune them is posted on the Distance Education Website ([www.bellevuecollege.edu/distance/](http://www.bellevuecollege.edu/distance/)).

## Required Textbook and readings

*THE ANTHROPOLOGY OF RELIGION, MAGIC AND WITCHCRAFT THIRD EDITION*

By Rebecca L. Stein and Philip L. Stein

Routledge Taylor & Francis Group New York 2016

ISBN: 9780205718115

Articles will be assigned throughout the quarter in addition to our textbook.

## Evaluation

Student evaluation centers upon successful mastery of the course content. Final grades will be based upon the following set of assignments and point distributions for a total of **650 points**.

Attendance	100
Discussions – 4 x 25	100
Documentary Analysis – 4 x 25	100
Projects – 4 x 25	100
Exams – 4 x 50	200
Final Exam – 50	50
	= 650

## **Attendance**

You are expected to log on to Canvas **at least four different days per week**, more would be favorable. **Every time you log on – immediately check announcements. This will be the primary way that I will communicate with the class.** This can be for lectures, discussions, activities or other postings, or to check for announcements or emails. This means that every Tuesday the count of your online logins starts again. It is important that you check frequently as new information or directions may be posted at any time. As the instructor, I can see what course elements you are looking at and approximately how much time you spend on them. These points are an all or nothing case per week. **If you log in four times during a week (Tuesday through Monday) you will get the points, if not, you will not get the points. These points will not appear in the grade book until the end of the quarter.**

## **Documentary Analysis**

There are 4 assigned films for this class with a focus on topics covered in this course. You will compose a film write-up on these films. The details will be provided in the assignments.. You are required to watch all four films, as they are testable material. The write up consists of a brief summary, tying concepts from the textbook to the film and giving your personal critique of the film.

## **Projects (4)**

A hallmark of Anthropology is fieldwork. There are a total of 4 projects that when possible with entail some fieldwork or research for this course. These projects are designed to reinforce key concepts from the course, enhance your knowledge of course material, and provide you with a hands-on learning experience or a chance to delve further into a topic by completing research.

## **Discussions**

In order to delve further into course content, this course will involve discussions with your classmates. For each discussion, you have questions to research, writing to complete, postings to read, and a minimum of two replies to contribute. Posting of your initial commentary, reading others' commentaries, and responding to others are critical for furthering your knowledge, engaging in the class, and for excelling on tests.

Discussions require you to participate within a specific period of time. These require a commentary contribution and responses to two other student's input. There will be assigned days for specific steps for each of 4 discussions. These dates will be laid out in the unit overviews and in the assignments themselves. This portion of the class is dependent on specific due dates and must be adhered to in order to earn credit for discussion posts.

**If you miss a discussion, you cannot make it up since the moment will have passed (a discussion cannot be re-created). Late discussions are not accepted for any reason.**

**There are 4 steps to the discussion:**

1. **Research:** A bit of research will be involved in the form of either reading an article, a passage in the textbook or searching the internet. When there is an article that is the focus of the discussion, read it first, think about the material, and relate it to the textbook or lecture slides if applicable. When the discussion involves internet research, be sure to adhere to best practices in choosing websites or articles for information. [Choosing Websites](#)
2. **Writing:** Each student will write an initial commentary (i.e., your informed scientific analysis about the material in response to the questions provided). This step should occur BEFORE replies to others' commentaries are completed. Each initial commentary should be well written, proofread for grammatical and spelling errors, and substantive in content. **An initial commentary of about 200 - 300 words is expected. Points will be taken off for not meeting this word count.** All sources must be cited, whether from the textbook, assigned article, internet website, fellow student, lecture, etc. Please use the APA citation style: <http://www.apastyle.org/>. **You will not be able to view other students' postings until you first post your own commentary. Be sure to thoroughly answer each part of the discussion to earn full credit. Please do not type in a short response just to access other students work to later post your own. You will receive a grade of 0 for your assignment. I encourage you to use examples from the assigned material to support your comments. If you do, you must cite your sources as references cited at the bottom of your commentary and cite your sources in text. NO Wikipedia ever. All postings should be thoughtful, informed, respectful, substantive, and constructive.**
3. **Peer Reading:** It is informative to see how your classmates have responded to the discussion questions. You are required to read at least ten of the initial commentaries of others. The number of commentaries may vary from discussion to discussion, but if you read at least 10 commentaries, you'll complete the requirements for this part. As the instructor, it is possible for me to see how many postings each student has viewed. You should read your peers' commentaries BEFORE posting substantive thoughtful replies.
4. **Replies:** Each student will comment on the initial posting of at least 2 other students. This step of the discussion should begin after you have posted your commentary and read at least 10 commentaries. **Each reply should be about 100 words. Points will be taken off for not meeting this word count.** Responses such as "I agree" or "Terrific job", while encouraging to your peers, do not count for credit. **I encourage you to use examples from the assigned material to support your comments. If you do, you must cite your sources as references cited at the bottom of your commentary and cite your sources in text. NO Wikipedia ever. All postings should be thoughtful, informed, respectful, substantive, and constructive. Each reply should be at least several sentences in length to count for full credit.**

There will be four non-cumulative exams. Each will cover material from the specific unit. Each will be made of 50 multiple-choice and true/false questions. Each exam will be opened for 5 days. The time limits for exams will vary depending on the exam, but is usually available for 60 minutes.

The Final Exam will be cumulative and will be based on the assigned material throughout the quarter.

**No makeup exams will be available without written documentation of a legitimate excuse (death, accident, hospitalization, illness, etc.). Just saying you were sick is not enough, nor is a note from a parent. A doctor's note specifying the dates will be accepted as well as accident report, certificate of death etc.**

### **Late Work Submission**

**Is NOT permitted after the closing of a unit.** Written assignments that are submitted after the closing of the assignment (usually correspond with the closing of a unit) is not permitted. Commentaries have a due date on Wednesdays prior to the closing of a unit.

For extenuating circumstances - please contact your instructor and provide appropriate documentation. You will be required to provide *appropriate documentation* to support the circumstances **once an assignment due date has passed. A valid reason for missing an assignment due date are extenuating circumstances only - such as death of a loved one, accidents, and a diagnosis of a debilitating illness. All of these circumstances must be supported by documentation. If you think your situation falls within these categories - please consult your instructor.**

**Make-up tests (including any quizzes and the final)** are only offered at the discretion of the instructor and must be arranged **at least one week before the originally scheduled test date.**

If you are requesting a make-up test or quiz because you know in advance that you will not be able to complete the test during the allocated time, you must give a legitimate reason. You will need to e-mail *ahead of time* explaining why you need to miss the assessment, and you will be required to provide *appropriate documentation* to explain your absence. Vacation, attendance at social activities, sleeping in, work, picking up someone from the airport, forgetting etc. are not valid excuses for missing exams and you will not be able to make up exams for these reasons. Consideration for make-up exams is provided **ONLY** if you have contacted me **BEFORE** your absence and **IF** you have provided appropriate documentation. A make-up exam may be composed of essay questions under strict time constraints and must be taken as soon as possible. If you are ill during the time of a test you must notify your instructor immediately by email and attach appropriate documentation such as a dated doctor's note - to discuss the possibility of a make-up.



## **Extra Credit**

Extra Credit is offered the first week of this course by completing the Syllabus Quiz, Discussion Guidelines Quiz and the Course Agreement. The only other extra credit offered for this course will be the course evaluation that will open 4 weeks before the end of this class. An announcement will be made at the time of the opening for the course evaluation. Due to these extra credit opportunities, final grades will be completed offline as extra credit quizzes cannot be set to 0.

## **Grading Scale**

Your final grade will be based upon the accumulation of points using the table below. Final grades will be processed offline at the end of the quarter.

<b>Grade &amp; Percentage</b>	<b>Point Value</b>		
		C+ = 78 – 79%	(507 -519 pts)
A = 92-100%	(598-650 pts)	C = 72-77%	(468-506 pts)
A- = 90-91%	(585-597 pts)	C- = 70-71%	(455-467 pts)
B+ = 88-89%	(572-584 pts)	D+ = 68-69%	(442-454 pts)
B = 82-87%	(533-571 pts)	D = 50%-67%	(325-441 pts)
B- = 80-81%	(520-532 pts)	F = <50%	(<325 pts)Bottom of Form

## Academic Integrity and Safe Zone

Cheating and plagiarism will not be accepted. Proper citation of ideas, concepts and quotes that are not your own is required. Cheating and plagiarism will result in a zero score on that assignment and will be reported to BC administration. This class is designed to explore and discuss controversial issues. Sometimes these issues evoke emotional or personal responses. It is important for students to be able to speak their minds without worrying about ridicule, demeaning remarks, or hurtful statements. Any occurrences of such comments will be dealt with immediately.

**Schedule:** The schedule below indicates a general overview with due dates for assignments and readings. This overview is subject to change. Additional materials may be added at the discretion of the instructor.

Unit	Text book	Assignments/ activities	Power-Points as Review for Chapters
START HERE WEEK 1 1/4 - 1/11	Ch 1 You will not be tested on Ch 1 until Unit 1	Read all the documents in the Start Here Module Complete your introduction Complete the Syllabus Quiz Complete the Discussion Quiz Complete the Course Agreement You can read ahead Ch 1 for Unit 1.	<ul style="list-style-type: none"> <li>The Anthropological Study of Religion</li> </ul>
Unit 1 1/12 - 2/1 3 WEEKS	Ch. 1 – 4	Discussion 1 Project 1 Exam 1 Film 1	<ul style="list-style-type: none"> <li>(review) The Anthropological Study of Religion</li> <li>Mythology</li> <li>Religious Symbols</li> <li>Rituals</li> </ul>
Unit #2 2/2 - 2/15 2 WEEKS	Ch. 5 – 6	Film 2 Discussion 2 Project 2 Exam 2	<ul style="list-style-type: none"> <li>Altered States of Consciousness</li> <li>Religious Specialists</li> </ul>
Unit #3 2/16 - 2/29 2 WEEKS	Ch. 7 - 8	Film 3 Discussion 3 Project 3 Exam 3	<ul style="list-style-type: none"> <li>Magic and Divination</li> <li>Souls, Ghosts, and Death</li> </ul>
Unit #4 3/1 - 3/20 3 WEEKS	Ch. 9 - 11	Film 4 Discussion 4 Project 4 Exam 4	<ul style="list-style-type: none"> <li>Gods and Spirits</li> <li>Witchcraft</li> <li>The Search for New Meaning</li> </ul>
FINAL'S WEEK	ALL	CUMULATIVE EXAM	<ul style="list-style-type: none"> <li>ALL</li> </ul>

Unit	Text book	Assignments/ activities	Power-Points as Review for Chapters
3/21 - 3/23			

Materials covered on each exam. *This outline is subject to change at the instructors discretion. Additional materials may be added.*

Assessment					
Exam 1	Materials from Unit 1	Film 1	Text Ch. 1 – 4	Discussion 1	Project 1
Exam 2	Materials from Unit 2	Film 2	Text Ch. 5 – 6	Discussion 2	Project 2
Exam 3	Materials from Unit 3	Film 3	Text Ch. 7– 8	Discussion 3	Project 3
Exam 4	Materials from Unit 4	Film 4	Text Ch. 9 –11	Discussion 4	Project 4

#### WHAT COURSES IN ANTHROPOLOGY ARE OFFERED AT BC?

There is a general introductory class (Survey of Anthropology) which highlights all four sub-disciplines of anthropology. 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 the Anthropology Chair and Prof. Anthony Tessandori at [tony.tessandori@bellevuecollege.edu](mailto:tony.tessandori@bellevuecollege.edu) to learn more about majoring in anthropology.

#### ARE YOU INTERESTED IN EARNING A CONCENTRATION IN ANTHROPOLOGY, ALONG WITH YOUR DEGREE?

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. All of them are offered on campus and on-line.

ANTH& 204 – Archaeology (5 credits of Social Science)

ANTH 208 – Language, Culture, & Society (5 credits of Humanities or Social Science)

ANTH& 206 – Cultural Anthropology (5 credits of Social Science)

ANTH& 215 – BioAnthropology with Lab (6 credit of Lab Science) **or** ANTH& 205 – Biological Anthropology (5 credit of natural science)

**Explore the LMC!** The Library Media Center is at your fingertips! I *strongly* encourage you to visit the LMC at least this quarter, but you can also access it via the web. Talk to a Reference Librarian at the Library (D-126), by calling (425) 564-6161, or by email: [reference@bellevuecollege.edu](mailto:reference@bellevuecollege.edu).

- **Main Library Media Center:** <http://bellevuecollege.edu/lmc/>
- **For the LMC online catalog:** <http://bellevuecollege.edu/lmc/catalogs.html>
- **For article databases:** <http://bellevuecollege.edu/lmc/periodicals.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 your own words and/or don't document your 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.

### **The 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 us 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 or you can call the reception desk at (425) 564-2498. Deaf students can reach the DRC by video phone at (425) 440-2025 or by TTY at (425) 564-4110.

Please visit their website for application information into our program and other helpful links at [www.bellevuecollege.edu/drc/](http://www.bellevuecollege.edu/drc/).

### **PROCEDURES AND GUIDELINES OF THE SOCIAL SCIENCE DIVISION Winter 2016**

#### 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.

*\*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.*