

Anthropology& 206: Cultural Anthropology Online

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Welcome to Cultural Anthropology!!! Cultural Anthropologists are social scientists who study living peoples around the world. Knowledge and understanding about the diversity of cultures is obtained through first-hand observation, or fieldwork, where anthropologists live among the people whom they study. Every aspect of being human is of interest to anthropologists, including how we make a living, how we feed ourselves, marriage and family, kinship, gender and sexuality, political organization and social control, spiritual beliefs, art, and much more. The evolving world is examined through the processes of globalization and culture change.

WHAT IS THIS COURSE ABOUT AND WHAT ARE ITS OBJECTIVES?

Anthropology 206 is a 5-credit course that introduces you to the sub-discipline of cultural anthropology. You are exposed to the basic underlying principles, theories, and methods of the field through lectures, textbook readings, discussions, activities, and quizzes. Numerous contemporary cultures, as studied by the ethnologist, will be discussed in a comparative fashion. We will also discuss how cultural anthropologists as ethnographers go about collecting their data, and the rewards and challenges of conducting fieldwork in anthropology.

COURSE CATALOG DESCRIPTION

Cultural anthropologists are social scientists who learn first-hand about other cultures by living with the people under study. Topics may include social organization, economics, power and politics, race and ethnicity, language and communication, technology, religion and ritual, and sex and gender. Wide geographic coverage provides a basis for global comparisons of cultural similarities and differences between human groups.

WHAT IS THE RHYTHM OF THIS COURSE?

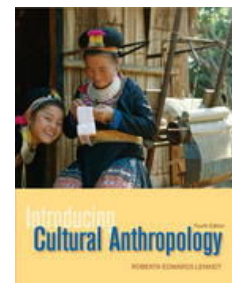
READ THIS SECTION VERY CAREFULLY. IF YOU CANNOT ADJUST YOUR SCHEDULE TO THE RHYTHM OF THE COURSE, YOU WILL HAVE A VERY DIFFICULT TIME SUCCEEDING IN THIS CLASS.

The on-line class has a very different rhythm from on-campus classes, and each on-line course is different from other on-line courses. In this class, the first day of the 'on-line week' begins on a Tuesday morning at 8:00 AM and runs until a Monday evening at 5:00 PM when all work for that week must be completed.

REQUIRED TEXTBOOK & MATERIALS

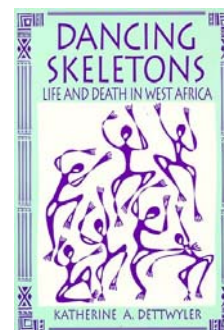
1. REQUIRED TEXTBOOK (hard copy or e-copy)

Lenkeit, Roberta Edwards
2009 *Introducing Cultural Anthropology*, 4th edition.
McGraw-Hill Higher Education, Boston.
ISBN: 978-007-353-1021
(You MUST use the 4th edition. Do NOT use earlier or newer editions.)
This textbook is ideally suited for a 10-week introductory course because it is student-friendly, well written, easily understandable, concise, and offers a free student companion website.



2. EQUIRED ETHNOGRAPHIC CASE STUDY (hard copy)

Dettwyler, Catherine
1994 *Dancing Skeletons*
Waveland Press, Inc.
978-008-813-37488



3. REQUIRED STUDY GUIDE/ONLINE BOOK COMPANION WEBSITE

<http://www.mhhe.com/lenkeit4>

This URL will bring up the companion site; choose 'Student Edition' then you can select the chapters from the dropdown menu. There are quizzes and resources to enhance your learning. These activities are for your benefit.

4. 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 by attachment. Documents submitted in any other format cannot be read by Word and will not be accepted.

5. WEB BROWSER

You must use a Web browser supported by Blackboard 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/)

WHAT ARE THE REQUIREMENTS FOR THIS COURSE?

The Syllabus and Course Materials: You are required to review this syllabus, course materials, and the 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. By the end of the first week of the course, you should submit the Syllabus Agreement to your professor; see Week 1 for this document.

Reading: It is absolutely essential that you read the textbook and assigned articles. You are responsible for your own learning and should take a vested interest in doing the best you can.

'Attending' PowerPoint lectures: Additional course information is available in a series of lectures and tutorials that you can view on-line or download as you wish. These lectures are very similar to those provided on campus. They are not narrated.

Dancing Skeletons - Ethnographic Reading: This quarter you will be reading the ethnography "Dancing Skeletons: Life and Death in West Africa." This book deals with many of the topic we will be covering throughout the quarter in a real-life setting. It is an enjoyable read but also very telling of the life of an Anthropologist in the field. Each quiz will contain several questions from the chapter covered in the section prior to the each quiz. At the end of the quarter there will be a summary activity that will apply much of what we learned in this class and the material in Dancing Skeletons.

Activities: Anthropologists are known for obtaining first-hand knowledge of humans. You will have the opportunity to do so as well through a series of activities. There are four activities that provide you the opportunity of conducting fieldwork in cultural anthropology.

Quizzes: A major part of your course grade will be derived from four quizzes. Questions are derived from assigned readings, class 'lectures', handouts, discussions, activities, and any other instructional material presented in class. It is in your best interest to be prepared and to complete each quiz in the allotted time and by each deadline. No late quizzes are accepted.

WHAT GENERAL EDUCATION REQUIREMENTS ARE FULFILLED BY THIS COURSE?

Critical Thinking/Creativity/Problem Solving = 2 Cultural Diversity = 3 Technology and Society = 2
Nature of Science = 2 Historical & Intellectual Perspectives = 2 Quantitative/Logical Reasoning = 2

WHAT ARE THE LEARNING OUTCOMES FOR CULTURAL ANTHROPOLOGY?

If all components of this course are successfully completed, students will be able to:

1. Articulate an understanding of the breadth of cultural anthropology and its ties to the sciences and humanities.
2. Recognize, identify, and employ the scientific method in cultural 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 contemporary human cultural variation.
5. Identify and analyze various subsystems of culture, such as subsistence, political organization, kinship, religion, etc.
6. Explain the relevance of the anthropological perspective to global issues and cultural diversity.

WHAT ACCOMMODATIONS FOR DISABILITY DOES THE COLLEGE HAVE?

If you require accommodations based on a documented disability, have emergency medical information to share, or need assistance, please let me know by Vista mail as soon as possible. I will require a notification from the

Disability Resource Center in order to provide you with appropriate accommodation. If you would like to inquire about becoming a DRC student, please call 425-564-2498, or visit the DRC office in B132. Please let me know how I can help you; I'll be glad to do so.

HOW MANY POINTS MAKE UP YOUR GRADE?

Assessment	Quantity	Value
Quizzes	4 at 100 points each	400
Discussions	2 at 25 points each	50
Field Activities	2 at 50 points each	100
Dancing Skeletons	Summary Activities	50
Attendance	Log on to Blackboard 5 times/week	50
TOTAL		650

Grading Scale

Your final grade will be based upon the accumulation of points using the table below.

Grade & Percentage	Point Value
A = 92-100%	(598-650 pts)
A- = 90-91%	(585-597 pts)
B+ = 88-89%	(572-584 pts)
B = 82-87%	(533-571 pts)
B- = 80-81%	(520-532 pts)
C+ = 78-79%	(507-519 pts)

C = 72-77%	(468-506 pts)
C- = 70-71%	(455-467 pts)
D+ = 68-69%	(442-454 pts)
D = 50%-67%	(325-441 pts)
F = <50%	(<325 pts)

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 repossess. 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 due dates for assignments and associated tutorials and readings.

Week	Reading	Lectures	Tutorials	Labs/Assessments
Week 1 4/2 – 4/9	Text Ch. 1 and 2 D.S. Ch. 1 & 2	<ul style="list-style-type: none"> A Survey of Anthropology Key Concepts Science & Humanities in Anthropology A Brief History of American Anthropology Culture Race & Ethnicity 	<p>What is Anthropology? (http://anthro.palomar.edu/intro2/default.htm)</p> <p>Human Culture (http://anthro.palomar.edu/culture/default.htm)</p> <p>Ethnicity & Race (http://anthro.palomar.edu/ethnicity/default.htm)</p>	Practice Quiz
Week 2 4/10 – 4/16	Text Ch. 3 and 14 D.S. Ch. 3 & 4	<ul style="list-style-type: none"> Fieldwork: Methods & Ethics Applied Anthropology: Working with Anthropology 	<p>Methods for Learning About Culture http://anthro.palomar.edu/culture/culture_3.htm</p> <p>Medical Anthropology http://anthro.palomar.edu/medical/default.htm</p>	<p>Activity #1 – Observation</p> <p>Quiz #1</p>

Week	Reading	Lectures	Tutorials	Labs/Assessments
Week 3 4/17 – 4/23	Text Ch. 5 and 6 D.S. Ch. 5 & 6	<ul style="list-style-type: none"> Economics Subsistence 	<p>Economic Systems http://anthro.palomar.edu/economy/default.htm</p> <p>Patterns of Subsistence http://anthro.palomar.edu/subsistence/default.htm</p>	
Week 4 4/24 – 4/30	Text Ch. 10 D.S. Ch. 7 & 8	<ul style="list-style-type: none"> Politics & Power 	<p>Political Organization http://anthro.palomar.edu/political/default.htm</p> <p>Social Control http://anthro.palomar.edu/control/default.htm</p>	Quiz #2
Week 5 5/1 – 5/7	Text Ch. 7 D.S. Ch. 9 & 10	<ul style="list-style-type: none"> Charting Kinship Sex, Marriage, & Family 	<p>Social Organization http://anthro.palomar.edu/status/default.htm</p> <p>Sex and Marriage http://anthro.palomar.edu/marriage/default.htm</p>	Discussion #1
Week 6 5/8 – 5/14	Text Ch. 8 D.S. Ch. 11 & 12	<ul style="list-style-type: none"> Charting Kinship (Review) Kinship & Other Methods of Grouping 	<p>Kinship http://anthro.palomar.edu/kinship/default.htm</p>	Field Activity #2
Week 7 5/15 – 5/21	Ch.9 D.S. Ch. 13 & 14	<ul style="list-style-type: none"> Gender & Personality 	<p>Process of Socialization http://anthro.palomar.edu/social/default.htm</p>	Quiz #3
Week 8 5/22 – 5/28	Ch. 4	<ul style="list-style-type: none"> Methods & Ethics in Linguistics Communication & Language Descriptive Linguistics History of Languages Lifecycle of Languages Language & Culture Language & Society Nonverbal Communication 	<p>Language and Culture http://anthro.palomar.edu/language/default.htm</p>	Discussion #2
Week 9 5/29 & 6/4	Ch. 11 and 12	<ul style="list-style-type: none"> Spirituality & Religion Art & Creative Expression Art in the Ice Age 	<p>Anthropology of Religion http://anthro.palomar.edu/religion/default.htm</p>	
Week 10 6/5 – 6/11	Ch. 13	<ul style="list-style-type: none"> Globalization 	<p>Culture Change http://anthro.palomar.edu/change/default.htm</p>	Dancing Skeleton Summary Activity
<p align="center">Quiz #4 Opens on June 10th at 8:00am and closes on June 14th at 5:00pm</p>				

WHAT MATERIALS ARE COVERED ON QUIZZES AND WHEN IS EACH DUE?

ASSESSMENT	*DATES AVAILABLE	MATERIALS COVERED ON QUIZ
QUIZ #1 (1 hour)	Opens on Thursday, April 12th at 8:00am and closes on Monday, April 16th at 5:00pm	All Lectures & Tutorials in Weeks 1 and 2 Textbook Chapters 1, 2, 3, 14 Dancing Skeletons Chapters 1 – 4 Syllabus & other Course Materials Any assigned articles Activity #1
QUIZ #2 (1 hour)	Opens on Thursday, April 26th at 8:00am and closes on Monday, April 30th at 5:00pm	All Lectures & Tutorials in Weeks 3 and 4 Textbook Chapters 5, 6, 10 Dancing Skeletons Chapters 5 – 8 Any assigned articles
QUIZ #3 (1 hour)	Opens on Thursday, May, 17th at 8:00am and closes on Monday, May 21st at 5:00pm	All Lectures & Tutorials in Weeks 5, 6, and 7 Textbook Chapters 7, 8, 9 Dancing Skeletons Chapters 9 – 13 Any assigned articles Activity #2 – Cult Anth
QUIZ #4 (1 hour)	Opens on June 10th at 8:00am and closes on June 14th at 5:00pm	All Lectures & Tutorials in Weeks 8, 9, and 10 Textbook Chapters 4, 11, 12, 13 Any assigned articles

***Quiz and final exam dates are NON-NEGOTIABLE.**

MY SCHEDULE

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
10:00 AM					
10:30 AM					
11:00 AM	Anth&215 A	Anth&236	Anth&215 A	Anth&236	Anth&215A
11:30 AM	10:30 - 12:20	10:30 - 12:20	10:30 - 12:20	10:30 - 12:20	10:30 - 12:20
12:00 PM	B120	B120	B120	B120	B120
12:30 PM					
1:00 PM	Office Hours	Office Hours	Office Hours	Office Hours	Office Hours
1:30 PM	12:30 - 1:30	12:30 - 1:30	12:30 - 1:30	12:30 - 1:30	12:30 - 1:30
2:00 PM					

Finals Schedule

Daily, M/W, M/W/F ONLY:	Exam Day	Exam Time
7:30	Fri, 6/15	7:30-9:20
7:50 or 8:30	Wed, 6/13	7:30-9:20
9:30	Fri, 6/15	9:30-11:20
10:10 or 10:30	Wed, 6/13	9:30-11:20
11:30	Fri, 6/15	11:30 -1:20
12:30	Wed, 6/13	11:30 -1:20
1:30	Fri, 6/15	1:30-3:20
2:30 or 3:00	Wed, 6/13	1:30-3:20
3:30	Fri, 6/15	3:30-5:20
4:30	Wed, 6/13	3:30-5:20

T/Th or T/Th/F ONLY at:	Exam Day	Exam Time
7:30, 7:50 or 8:30	Thrs, 6/14	7:30-9:20
9:30, 10:10 or 10:30	Thrs, 6/14	9:30-11:20
11:30 or 12:30	Thrs, 6/14	11:30 -1:20
1:30 or 2:30	Thrs, 6/14	1:30-3:20
3:00, 3:30 or 4:30	Thrs, 6/14	3:30-5:20

SNOW DAYS or other non-schedule class cancellations

The possibility is always there that class will be cancelled unexpectedly. In the case that class is cancelled, I will post information on MyBC. This will include lecture material, assignments and handouts. It is your responsibility to check this in a timely manner before the next class session. Material provided in this way will be covered as a review in class but may not be lectured on in detail.

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 Anthropology Prof. Tony Tessandori (tony.tessandori@bellevuecollege.edu) to learn more about majoring in anthropology.

Tentative Summer and Fall

		Summer		Fall	
		On campus	Online	On campus	Online
ANTH& 100	Survey of Anthropology	X	X	X	X
ANTH 180	American Life and Culture		X	X	X
ANTH 197	Ancient Egypt: Temples, Tombs and Tut			X	
ANTH& 204	Archaeology*		X		X
ANTH& 205	Biological Anthropology+	X	X		X
ANTH& 206	Cultural Anthropology*		X	X	X
ANTH 208	Language, Culture and Society*		X	X	X
ANTH 212	Aztecs, Mayas & Their Ancestors			X	
ANTH& 215	Biological Anthropology w Lab+			X	X
ANTH& 234	Religion & Culture		X	X	X
ANTH 220	Sex, Gender and Culture			X	
ANTH& 236	Forensic Anthropology			X	

(* denotes required courses for the Academic Concentration in Anthropology)

(+ denotes a choice between two courses for the Academic Concentration in Anthropology)

WOULD YOU LIKE TO JOIN THE SOCIETY of STUDENT ANTHROPOLOGISTS at BELLEVUE COLLEGE?

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 SOCIETY of STUDENT ANTHROPOLOGISTS at BELLEVUE COLLEGE mission is 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) ALSO see our Facebook page [Society of Student Anthropologists at BC](#).

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 be 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)

Message from the chair

The Anthropology Department consists of a group of dedicated educators. We all want our students to learn and grow as they progress through their educations. We all are passionate about our fields of study and believe that what we have to say is important. We all feel that it is important that you come to class and take part in the learning process. We also know that life happens outside of our classrooms and missing class is sometime unavoidable. In order for all of us to work together an open dialog between students and instructors is key. Most often an understanding can be reached when outside situation arise. If at any time during the quarter you find that you are having concerns with the way a situation is being handled there are some steps to be followed. First you should talk direct to the instructor ask for clarification or further explanation. If you feel you are not getting the results you require, contact me (Anthony Tessandori, Department Chair) at tony.tessandori@bellevuecollege.edu. I will do what I can to help resolve any issues. If I am unable to help alleviate your concerns, you should contact the Interim Dean of Social Science (Virginia Bridwell) at Virginia.bridwell@bellevuecollege.edu

I look forward to the coming quarter and I hope to speak to each of you about the possibilities anthropology has to offer.

Have a great quarter

Tony Tessandori

Anthropology Paper Usage Policy

In an attempt to conserve resources the Anthropology Department has implemented a paper use reduction policy. We will use MyBC to post materials required for class (i.e. readings, activities, the complete syllabus...). When necessary we will make copies for class, but this will be when posting is not an option. You are not expected to print all materials. When we think it would be beneficial to print materials we will inform you of this. but will not require it. We know that it is not always convenient and understand that we all must make changes to attain a sustainable life style.

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.

- **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/>

The MyBC website for this class: got to www.bellevuecollege.edu.

Click on MyBC link at the top of the page. Sign in and click on Class website link. There you will find course documents – which is where you will find the needed materials for this class.

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.

PROCEDURES AND GUIDELINES OF THE SOCIAL SCIENCE DIVISION Spring 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.

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 secretaries 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.*

