



ANTH& 206: Cultural Anthropology

Tue.-Thu. 08:30am-10:20am; Fri. Online

Room D101

Fall Quarter 2010 - Syllabus

Instructor: Madeleine Aguilar, MA
E-mail: madeleine.aguilar@bellevuecollege.edu
Mailbox: D110 in the Social Science Division Office
Phone: (425) 564-4189
Office location: D200D, across from our classroom, beside the fountain, upstairs
Office Hours: Tuesdays 10:30am-11:20am or by appointment

WELCOME TO CULTURAL ANTHROPOLOGY!

How do people around the world live? How does knowledge of various cultural practices assist us personally and professionally? How do you learn your culture? What type of family is the most common worldwide? What are the various ways in which humans make a living? How does being a member of a state-level society impact you? What do politics reveal about society? If these questions interest you, then this class is for you. Come to class, increase your cultural competence, and become a global citizen!

Course Description and Objectives

ANTH& 206 HYA is a 5-credit course (Item 5073) that introduces you to the subdiscipline of Cultural Anthropology. Anthropology is a social science of the comparative study of humans and our ancestors, in all times and places. Cultural Anthropologists study the lifeways of people who are alive today. Unlike sociologists who primarily focus on Western industrialized societies, we travel all over the world to document, understand, and explain the variation in human cultures. This travel means that we study people in remote villages in Tibet as well as in super-urban areas, like Mexico City. We will look at many different cultures from around the globe that exhibit a variety of solutions to universal problems. We will look at patterns of marriage and family types, political leadership, economics, language, and gender in both complex and simply-organized societies. Cultural similarities and differences will become apparent. As a comparative science, anthropologists also study their own cultures, making the strange familiar and the familiar strange, and providing you with a broader perspective of your own culture. You will understand how difficult and rewarding it is to study and live in a foreign culture. Not everyone makes a good anthropologist as you will find out.

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 is required and will be taken at every class. If you are absent for any class, it is your responsibility to obtain class materials for that day. Attendance at every class is important and will be noted. You must be present at the time roll is taken. ON FRIDAYS: Attendance will be taken via participation in MyBC discussion threads!

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 materials for each class ahead of time in preparation for constructive participation. Participation figures importantly in borderline final grades.

In-Class Fieldwork Exercises: You will have four in-class opportunities to try your hand at ethnographic fieldwork. Each assignment will be worth 50 points (total = 200 points). You must be present in class on the days that these exercises are scheduled in order to participate. ***There are NO make-ups for this portion of the class.***

On-line Reading Discussions: To enhance your learning and experience at BCC, the class will participate in online learning discussions. These discussion threads will be available on MyBC each week. In lieu of class you will read the designated article or assignment (also available on MyBC) and then provide thoughtful, respectful comments. Your contributions should be based on your educated opinion from both the textbook and the particular article we will be reading.

Quizzes: A major part of your course grade will be derived from four quizzes, each worth 50 points (total = 200 points). Please show up prepared and on time. It is disruptive to enter the classroom once the testing period has begun. 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 quizzes will comply with the College policy for academic honesty. If you are caught cheating, you will be prosecuted.

American Indian Film Festival Fall 2010: We will join the college community by attending the BC American Indian Film Festival, Tuesday, Nov 9th in room N201. Attendance will be taken. Time to meet will be announced closer to the time of the event.

Grading

Class Requirement	Value
Attendance	50 points
MyBC Discussion Participation	100 points
In-class Discussion Participation	100 points
4 Exercises	200 points
4 Quizzes	200 points
TOTAL POINTS	650 points

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

Books and Materials Required

- ***Mirror for Humanity: A Concise Introduction to Cultural Anthropology* (Seventh Edition) [MH]**
Author: Conrad Phillip Kottak Publisher: McGraw-Hill ISBN: 978-0-07-353104-5
- **Additional Articles will be assigned throughout the quarter! Look for them on MyBC.**

Bellevue College E-mail and access to MyBC

- For this course you will need access to MyBC 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 MyBC. To create your account, go to: <https://bellevuecollege.edu/sam> .We will utilize MYBC as a means of online communication for this course.

Learning Outcomes for Cultural Anthropology and General Education Ratings

Upon completion of this course, 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, religious, and others.
6. Explain the relevance of the anthropological perspective to global issues and cultural diversity.

General Education Ratings for Anth

Cultural Anthropology (ANTH& 206) has the following General Education Ratings:

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

Please consult BC's Course Catalog for more information on General Education Ratings.

Other Anthropology Courses Offered at Bellevue College

WHAT COURSES IN ANTHROPOLOGY ARE OFFERED AT BC?

Please visit the BC Anthropology website at your convenience: <http://bellevuecollege.edu/socsci/anthro/> .There is a general introductory class (Survey of Anthropology) which highlights all four subdisciplines 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.

WHAT COURSES ARE WE OFFERING FOR THE WINTER 2011? (Tentative Schedule)

TIME / DAY	MONDAY/WEDNESDAY	TUESDAY/THURSDAY
8:30 – 10:20 am	ANTH& 206: Cultural Anthropology Hybrid	ANTH& 100: Survey of Anthropology Hybrid
10:30 – 12:20 pm	ANTH& 196: Incas & Their Ancestors Hybrid	ANTH& 208: Language, Culture & Society Hybrid
12:30 – 2:40 pm	ANTH& 235: Cross-cultural Medicine	ANTH& 215: Biological Anthropology with Lab
		ANTH&204: Archaeology
3:00 – 5:10 pm		ANTH& 100: Survey of Anthropology
5:30 – 7:40 pm	ANTH& 234: Religion & Culture	
7:50 – 10:00 pm		ANTH 180: American Life & Culture

On-Line

ANTH& 100: Survey of Anthropology
ANTH 180: American Life and Culture
ANTH& 215: Biological Anthropology with Lab
ANTH& 208: Language, Culture & Society
ANTH& 234: Religion & Culture

Concentration 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. By next academic year, all of them will be offered 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 (5 credit of Lab Science)

Join other Anthropology Students – WEIRD Anthropology Club!

Anthropologists can and do study just about anything. In this class you will learn about some of the usual topics...Join the club and find out about the other stuff. The Weird Anthropology Club's mission is to explore topics that other groups do not cover. You can expect to discuss topics from Bigfoot to indigenous hunting techniques and everything in between. Please contact Anthropology Prof. Tony Tessandori, club advisor, → (tony.tessandori@bellevuecollege.edu) if you are interested in joining other weird anthropologists in their pursuit of understanding humanity. Want to know how great you would look as a cave woman or cave man? Go to: www.humanorigins.si.edu/resources/multimedia/mobile-apps



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.

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 and pagers are to be turned OFF while in a classroom.** Laptop computers serve to enhance note-taking but they may also be used to engage in other activities during class time. These activities are disruptive to the learning environment for all students. **If you have a medical need to use a laptop computer for note-taking, please see me immediately.**

Classroom Learning Atmosphere: Cheating and Plagiarism

Cheating and plagiarism are concerns on every college campus. All work handed in must be your own. Cheating or plagiarism is legitimate grounds for failing the course and dismissal from class. Cheating behavior on quizzes includes, but is not limited to, looking at someone else's quiz, 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. All quizzes are closed book and closed notes. For writing assignments, 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 Colleges 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>

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. We will observe the following guidelines for discussion:

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.

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 quizzes are closed book and closed note. You may not use any sources when taking a quiz, 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. If you do so, you will have terminated your quiz. 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, the timings of which are clearly marked on the schedule.

Classroom Learning Atmosphere: Instructor's Expectation

HOW CAN YOU SUCCEED IN THIS CLASS?

1. **ATTEND** class. Students who come to class get a better understanding of anthropology, a better education and better grades. There will be material covered in class that is not available elsewhere so attendance at every class is important.
2. **NOTE-TAKING** is an important part of college learning. Taking effective notes from lectures will enhance your understanding of the subject. 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. 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. Most important: read to learn! This is a college course and the reading load is fast-paced. Do not get behind as this will impair your ability to fully understand the material, to participate in class, and to do well on quizzes. It is helpful to make up a schedule which includes all of your classes and other obligations so that you know on a weekly basis how heavy your workload will be.
4. **PARTICIPATE** during class discussions of textbook material. 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. Constructive participation is expected and it is to your advantage. Offer to answer questions or contribute insights of your own. If you need suggestions on how to more fully participate, I will be glad to advise you.
5. **STUDY FOR QUIZZES**. Prepare for exams by reading the text ahead of time and reviewing class notes. Create an optimum learning environment at home or college where you will not be distracted, so that you can enhance your comprehension. Test yourself on key concepts and terminology.
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. **ABSENCE**: If you know you will be absent for in-class assignments or quizzes, let the instructor know well in advance via EMAIL. If you suddenly become ill or cannot make it to class for other reasons, email or call the instructor, and leave a message with a phone number where you can be reached. Consideration for make-up assignments will be given only if you have informed the instructor *ahead of time*.
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." Please let me know if I may assist you in any way; I'll be glad to help you.
10. 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.
11. If you are struggling with personal issues and need crisis intervention, please call 206-461-3222 immediately. For on-campus situations that require intervention, call Public Safety (425-564-2400).

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/1011.asp>

PLEASE see ANTH& 206 MyBC Website for the **Reading Assignment Calendar** and class schedule.

Disability Resource Center (DRC)

The Disability Resource Center serves students with a wide array of learning challenges and disabilities. Please visit the DRC if you have any questions about classroom accommodations whether you are a student or a faculty member. If you are a student who has a disability or a 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 staff as soon as possible.

The DRC office is located in B132 or you can call our reception desk at 425-564-2498. Deaf students can reach us by video phone at 425-440-2025 or by TTY at 425-564-4110. Please visit our website for application information into our program and other helpful links at www.bellevuecollege.edu/drc

Remember if you are someone who has either an apparent or non apparent disability and 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.

Student Code

“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

Helpful Tips for Success at BC

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/>

EXPLORE THE LMC! The Library Media Center is at your fingertips! I *strongly* encourage you to visit the LMC at least once a week, 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>

Public Safety

The Bellevue College (BC) Public Safety Department’s well trained and courteous non-commissioned staff provides personal safety, security, crime prevention, preliminary investigations, and other services to the campus community, 24 hours per day, 7 days per week. Their phone number is 425.564.2400. The Public Safety website is your one-stop resource for campus emergency preparedness information, campus closure announcements and critical information in

the event of an emergency. Public Safety is located in K100 and on the web at: <http://bellevuecollege.edu/publicsafety/>

*The instructor reserves the right to modify any part of the course or syllabus as the classroom situation demands.

TENTATIVE Course Calendar – Fall 2010

FALL QUARTER 2010: CULTURAL ANTHROPOLOGY (ANTH& 206)- *SUBJECT TO CHANGES*		
TUE	THU	FRI ONLINE READINGS
SEP 21 Intro. To Anthropology & Syllabus MH: 1-22	23 Culture MH: 23-45	24 "Body Ritual Among the Nacirema"
28 Ethics and Methods MH: 46-63	30 FIELDWORK EXERCISE 1	OCT 01 "Death without Weeping"
OCT 5 CLASS EX. 1 DUE! Quiz 1 Review QUIZ 1	7 Language MH: 64-88	8 "I Can't Even Open My Mouth"
12 Making a Living MH: 89-113	14 IN CLASS EXERCISE 2	15 "Eating Christmas in the Kalahari"
19 CLASS EX. 2 DUE! Political Systems MH 114-139	21 Quiz 2 Review QUIZ 2	22 "A Mother's Work"
26 Families, Kinship, and Marriage MH: 140-166	28 IN CLASS EXERCISE 3	29 "When Brothers Share a Wife"
NOV 2 CLASS EX. 3 DUE! Gender MH: 167-189	4 Religion MH: 190-210	5 TBA
9 8:30 a.m. 'Buffer Class' American Indian Film Festival 9:30 a.m. Meet at Room N201	11 Veteran's Day Holiday No Class	12 "Baseball Magic"
16 Quiz 3 Review! QUIZ 3	18 IN CLASS EXERCISE 4 Movie: Discussion	19 TBA
23 Ethnicity and Race MH: 234-258 Movie: RACE	25 Thanksgiving Holiday No Class	26 Thanksgiving Holiday No Reading Assignment
30 CLASS EX. 4 DUE! Applying Anthropology MH: 259-280	Dec 2 The World System and Colonialism MH: 211-233 Global Issues Today MH: 281-302	3 "Eliasa and the Kwacha Video Coach"
DEC 7 Final Exam Week Quiz 4 Review QUIZ 4 7:30am-9:20am		

**PROCEDURES AND GUIDELINES OF THE SOCIAL SCIENCE DIVISION
Fall 2010**

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.*