



GREAT DISCOVERIES in ARCHAEOLOGY

Anthropology 106

(Previously ANTH 104)

Bellevue Community College – Fall 2008

M / W 10:30 a.m. – 12:20 pm

and Fridays 10:30 – 11:20 am

Room D101

SYLLABUS



WELCOME TO GREAT DISCOVERIES IN ARCHAEOLOGY!!!

A long time ago, we humans roamed the Earth as foragers, hunting and gathering the necessary foods to nourish ourselves. The Earth changed as the glaciers receded and our populations grew. In some parts of the world, it became necessary to produce our own food and to develop complex cultural institutions to solve universal problems. As pyramids rose and fell, people came and went. Left behind is a remarkable record of what has been. This class offers a journey of discovery, but one that must take into account the forces of colonialism, racism, and sexism. Join us as we travel through time and uncover the past together. One of the greatest discoveries that you will make is that the past is multi-vocal and contested. Not all is set in stone!

WHAT IS THIS COURSE ABOUT AND WHAT ARE ITS OBJECTIVES?

Great Discoveries (ANTH 106) is a 5-credit course that focuses on the past by providing the student with a scientific interpretation of the most spectacular remains through the lens of anthropological archaeology. The course is organized around case histories of key archaeological finds. The politics of discovery in science, who is credited with such finds, and their interpretation will also be discussed. This course will emphasize a critical analysis of famous sites, their discovery, and theoretical interpretations. Archaeological methods (survey, excavation, chronology, etc.) will be incorporated so that students may understand how archaeologists piece together fragmentary remains in order to reconstruct the past within an evolutionary framework. Students will enhance their appreciation of ancient cultural diversity. (For more on archaeology, enroll in ANTH& 204 offered in winter quarter.)

WHO IS TEACHING THIS COURSE?

Your instructor is Dr. Nancy Gonlin, who has a Ph.D. in anthropology from Penn State and has been trained in all four subfields. Dr. Gonlin has taught for 21 years; 11 at BCC, including Eastern Washington @ BCC. She has conducted fieldwork in Latin America since the 1980s, and has traveled extensively around the globe. Hablo Español. As a registered professional Mesoamerican archaeologist, she is an expert on the Classic Maya civilization and has focused her research on households, gender and class, ritual and ideology, tropical adaptations, and cultural ecology. Some of her publications are in BCC's library.

WHERE CAN YOU FIND YOUR INSTRUCTOR?

OFFICE PHONE: 425-564-2347

OFFICE: D100E, across from our classroom, beside the fountain (please knock on door)

OFFICE HOURS: Mon. / Wed. 9:30 - 10:30 am and 2:40 - 3:10 pm; Tuesdays 10:30 am - 12:30 pm

E-MAIL: ngonlin@bellevuecollege.edu

MAILBOX: D110 in the Social Science Division Office

WHAT TEXT ARE WE USING?

REQUIRED TEXT

Fagan, Brian M. (editor)

2007 *Discovery!* Thames & Hudson, Ltd., London. ISBN: 978-0-500-05149-8

LIBRARY RESERVE MATERIALS are from

Price, T. Douglas and Gary M. Feinman

2008 *Images of the Past*, 5th ed. McGraw-Hill, New York. (Chapters 1, 6, 7)

ONLINE WEBSITE: *Images of the Past* (Price & Feinman) <http://www.mhhe.com/priceip5>

WHAT ARE THE REQUIREMENTS FOR THIS COURSE?

A variety of instructional methods and learning opportunities exists for you to master class content.

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.

Quizzes: A major part of your course grade will be derived from five quizzes. Each quiz is worth 100 points. Questions are derived from assigned readings, class lectures, videos, overheads, slides, handouts, discussions, activities, and any other instructional material presented in class. You will need to bring a No. 2 pencil, an eraser, and a Scantron computer answer sheet to each quiz so that you may take it. Please show up prepared and on time. You will not be allowed to enter the classroom once the testing period has begun. You will have 60 minutes to complete each quiz, from 11:00 a.m. - 12:00 p.m.

Total = 500 points.

PowerPoint Presentation on an Archaeological Issue: You will have the opportunity to enthrall the class with your newfound knowledge of archaeology. Each team of 2 students will conduct an inquiry into an archaeological issue and discuss your findings to the 'scientific community,' composed of your fellow students and the instructor. There are numerous deadlines associated with this project, the details of which will be distributed separately. Training for research will be provided on Friday, September 26 in class.

Total = 150 points

Attendance is required and will be taken at every class. You must be present at the time attendance is recorded in order to receive credit.

Total = 20 points.

American Indian Film Festival Activity and Paper: We will attend one of the activities of BCC's American Indian Film Festival (AIFF) in lieu of class on Wednesday, November 5th. A two-page reflective paper will be due on Monday, November 10th in class. More information will be distributed closer to the date.

Total = 30 points.

Team Quiz Reviews: To enhance your learning and experience at BCC, the class will participate in team reviews of instructional materials immediately before each quiz, from 10:30 - 11:00 am. Participation in each team review is worth up to 10 points. In order to productively contribute to your group, you must come on time and be prepared (e.g., knowledge of book articles, comprehension of lecture notes, etc.).

Total = 50 points.

Team Peer Grades: At the end of the quarter, team members will have the opportunity to grade each other's performance and contributions. The average of your team members' grades for you will be the team grade that you receive for your participation and contributions to the team, as perceived by your team-mates.

Total = 50 points

WHAT MATERIAL IS COVERED ON EACH QUIZ?

QUIZ	DATE	READING ASSIGNMENTS	VISUAL MATERIALS (videos, overheads, handouts, etc.)
#1	Monday, September 29	Syllabus, Reserve Chapter 1, In-class notes	yes
#2	Wednesday, October 8	Fagan: 1,2,3,4,5,25,42,54,55 Reserve Chapter 6 In-class notes	yes
#3	Monday, October 20	Fagan: 12,13,29,39,58; 8,9,10,11,15,26,28,37, 48,49,53,56,57 In-class notes	yes
#4	Monday, November 3	Fagan: 17,35,38,51,59; 6,7,14,16,18,24,27,31, 32,33,40,43,44,45,50 In-class notes	yes
#5	Wednesday, November 19	Fagan: 41,52; 21,30,46,60,62; 19,20,22,23,34,36,47,61 Reserve Chapter 7 In-class notes	yes

WHAT WILL YOU ACHIEVE BY TAKING THIS COURSE?

Learning Outcomes for Great Discoveries in Archaeology:

- Apply the scientific method and theory to research problems within the social sciences
- Identify issues of the nature and politics of discovery in science
- Develop an appreciation of the course of human prehistory
- Explain key research problems on which current understanding of human prehistory have been based
- Assess the nature of the archaeological record
- Evaluate methods used by archaeologists to solve research problems
- Employ theories and methods of other sciences (i.e., physics, chemistry, biology, geology) to archaeological data
- Scrutinize well-known archaeological case studies to explain how archaeological data are obtained, recorded, analyzed, and manipulated to solve research problems provoked by the studies
- Process theories of cultural evolution and major transformative processes experienced by the human species
- Increased awareness of cultural diversity through the study of remains of various ancient cultures
- Increased awareness of legal responsibilities facing world citizens and their collective past
- Critical evaluation of current findings within an archaeological framework

WHAT ARE THE GENERAL EDUCATION RATINGS FOR ANTH 106?

Great Discoveries in Archaeology (ANTH 106) has the following General Education Ratings:

	REASONING			COMMUNICATION				
	Critical Thinking, Creativity, Problem-Solving	Quantitative/ Logical	Research/ Information Literacy	Reading	Writing	Listening, Speaking	Visual	Computer Literacy
ANTH 106	2	1	0	1	1	1	1	0

	RESPONSIBILITY				CULTURAL TRADITIONS			SCIENCE & ENVIRONMENT		
	Self-Assessment/ Life Goals	Group Processes	Ethics	Lifelong Learning	Historical & Intellectual Perspectives	Aesthetic Awareness	Cultural Diversity	Nature of Science	Science & the Natural World	Technology & Society
ANTH 106	0	0	0	0	3	0	3	2	0	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 BCC's Course Catalog for more information on General Education Ratings.

WHAT OTHER COURSES IN ANTHROPOLOGY ARE OFFERED AT BCC?

BCC offers a general survey course that covers the four subdisciplines of anthropology (Survey of Anthropology) as well as in-depth courses in Anthropology which I encourage you to take: archaeology (Archaeology; Great Discoveries in Archaeology; Indians of North America), physical anthropology (Physical Anthropology; Introduction to Forensics; Cross-Cultural Medicine), cultural anthropology (Cultural Anthropology; Anthropology of American Life; Comparative Religion; Humans, the Sexual Primate), and linguistics (Language, Culture, & Society). There are no prerequisites for any of these courses and they fulfill degree requirements. To fit flexible schedules, most anthropology classes are taught both on-campus and on-line. Stop by and visit the Social Science Advisor, Ms. Deanne Eschbach, in Room D110, for free professional planning and advising. If you are interested in majoring in anthropology or would like to know how anthropology courses can enhance your education and marketability, you are encouraged to discuss your goals with the instructor.

WHAT IS THE CLASS SCHEDULE FOR GREAT DISCOVERIES IN ARCHAEOLOGY FALL 2008*?

MONDAY	Tues.	WEDNESDAY	Thurs.	FRIDAY
September 22 Welcome to Great Discoveries in Archaeology! TOPIC: Archaeology as Anthropology	23	24 TOPIC: Science & Digging RESERVE: Chapter 1-P & F	25	26 Presentation Work Session #1
29 DUE: Group Members for Presentation Team Review - QUIZ #1	30	October 1 TOPIC: Great Discoveries from the Ice Age FAGAN: 1,2,3,4,5,25	2	3 Presentation Work Session #2
6 DUE: Preliminary Presentation Topic TOPIC: Great Discoveries on the Origins of Agriculture FAGAN: 42,54,55 RESERVE: Chapter 6-P & F	7	8 Team Review - QUIZ #2	9	10 Presentation Work Session #3
13 DUE: Preliminary Outline for Presentation TOPIC: Great Discoveries from SW Asia FAGAN: 12,13,29,39,58	14	15 TOPIC: Great Discoveries from Africa FAGAN: 8,9,10,11,15,26,28,37,48,49,53,56,57	16	17 Presentation Work Session #4
20 DUE: Preliminary References for Presentation Team Review - QUIZ #3	21	22 TOPIC: Great Discoveries from Asia FAGAN: 17,35,38,51,59	23	24 Presentation Work Session #5
27 TOPIC: Great Discoveries from Europe FAGAN: 6,7,14,16,18,24,27,31,32,33,40,43,44,45,50	28	29 No Classes	30	31 Presentation Work Session #6
November 3 DUE: Revised Topic, Outline, & References for Presentation Team Review - QUIZ #4	4	5 American Indian Film Festival Activity	6	7 Last Day to Withdraw Presentation Work Session #7
10 DUE: AIFF Paper DUE: Preliminary PowerPoint of Presentation TOPIC: Great Discoveries from North America FAGAN: 41,52 RESERVE: Chapter 7-P & F	11 No Classes	12 TOPIC: Great Discoveries from Mesoamerica FAGAN: 21,30,46,60,62	13	14 Presentation Work Session #8
17 DUE: Final PowerPoint of Presentation TOPIC: Great Discoveries from South America FAGAN: 19,20,22,23,34,36,47,61	18	19 Team Review - QUIZ #5	20	21 Presentations
24 Presentations	25	26 Presentations	27 No Classes	28 No Classes
December 1 Presentations	2	3 Presentations	4	5 Presentations
8 No Anthropology Class	9	10 Final Assessment	11 No Classes	12 No Classes

***Class Website:** Every class at BCC has a website. Go to MyBCC and click on your classes. Assignments will be posted here, as well as updates and announcements. The above class schedule is subject to modification as the quarter progresses. If class is cancelled by the college due to inclement weather or for any other reason, assignments will be due or quizzes will be given on the very next class meeting. These announcements will be posted on the class website. Please check this information periodically.

HOW WILL YOU KNOW ABOUT YOUR PERFORMANCE IN THIS COURSE?

About half way through the quarter in this class, each student will be informed of his/her class standing in terms of points accumulated so far. At this point in the quarter about half of one's grade will have been determined. This progress report will allow the student to evaluate his/her performance and make adjustments, if necessary, for the remainder of the quarter. The last day to withdraw from classes in person is Friday, November 7. Please feel free to ask me at any point during the quarter how to calculate your class performance. You should keep all of your quizzes and any other assignments to ensure that you have a record of your performance. If there is any discrepancy, you will have the necessary materials to resolve it.

HOW MANY POINTS MAKE UP YOUR GRADE? WHAT IS THE SCALE FOR FINAL GRADE CALCULATIONS?

Class Requirement	Value
Quizzes	500 points
PowerPoint Presentation	150 points
Attendance	20 points
AIFF	30 points
Team Quiz Reviews	50 points
Team Peer Grades	50 points
TOTAL POINTS	800 points

Final Grade & Corresponding Percentage	Corresponding Point Value
A = 92-100%	(736-800 points)
A- = 90-91%	(720-735 points)
B+ = 88-89%	(704-719 points)
B = 82-87%	(656-703 points)
B- = 80-81%	(640-655 points)
C+ = 78-79%	(624-639 points)
C = 72-77%	(576-623 points)
C- = 70-71%	(560-575 points)
D+ = 68-69%	(544-559 points)
D = 50%-67%	(400-543 points)
F = <50%	(<400 points)

WHEN AND WHERE CAN YOU GET YOUR FINAL GRADE?

Students must complete all course requirements within the quarter in which the student enrolled before a final course grade will be issued. "Official grades are available about 1 week after the quarter ends. Several ways to obtain your grades are:

1. BCC website: www.bellevuecollege.edu
2. Kiosk in the Student Services Building or the Campus Information Center
3. Mail: leave a self-addressed stamped envelope at the Student Service Center, with your Student ID #.
4. In person at the Student Service Center."

WHAT ARE THE CLASS POLICIES FOR THIS COURSE?

Please review BCC's policy in the Student Handbook as well as the policies for this class. All infractions of policies will be reported to the Dean of Student Services, with the recommendation that the Dean take further action.

General Comment on Class Conduct:

As each of you has paid dearly for the information that you need from this course, 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. Once the distracting student comes to my attention, we will all observe a moment of silence while we listen in on the conversation. **If students persist in distracting from the lecture they will be asked to remove themselves from the classroom.**

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. Late arrivals result in loss of important information and distract from students' opportunity to hear announcements and clarify information from previous class discussions and readings. 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.

Once class has commenced, **do not leave before the end of the session.** 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.**

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. Students who neglect to turn off this technology before class will be excused from class for the day if their phones or pagers ring during class time. The only person who answers a cell phone or pager in this class is your instructor. Do not use iPods or other electronic devices in class.**

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.** All students who must use a laptop will be seated in the front of the room.

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.

In-Class Discussions and Team Work Expectations:

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 racial/ethnic, gender, class, etc. group to which he or she belongs. You speak only for yourself.

Quiz-Taking Expectations:

Team reviews of materials before each quiz will take place. Once the testing period has begun, you may not converse with your fellow students. If you enter late, you may not take the quiz once the testing period has begun. 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. All absences must be accompanied with appropriate documentation (i.e., medical or legal papers). 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. Failure to turn in the make-up quiz at the agreed upon time will result in 0 points. 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. Quizzes can be made up only if the student has proper documentation for an absence. If you miss a quiz, assignment, or activity, be prepared to provide a legitimate written record of your absence.

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 lecture will enhance your understanding of the subject. Notes will highlight what the instructor has emphasized. Take notes that you can understand and use, and that are in your own words. 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. A standard ratio of 1 to 2 is usual for college courses, meaning that for every hour in class, you can expect to prepare 2 hours outside of class. *Figure in extra study time for 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. Visit the on-line website for an archaeology textbook: <http://www.mhhe.com/priceip5>. Students who have used study guides in the past have done significantly better than those who have not. 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 BCC 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 on time when class begins.
7. **ABSENCE:** If you know you will be absent for in-class assignments or quizzes, let the instructor know well in advance. If you suddenly become ill or cannot make it to class for other reasons, call the instructor (425-564-2347) 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* and if your request is accompanied by the proper written verifiable documentation.
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).

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

PROCEDURES AND GUIDELINES OF THE SOCIAL SCIENCE DIVISION
Revised Spring 2008

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 Community 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 Community 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 BCC 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 BCC 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 Community 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.*