

**CULTURAL ANTHROPOLOGY (ANTH 202A-5236) Spring Quarter 2008 Bellevue Community College
Tuesdays & Thursdays 10:30 am - 12:20 pm & Fridays 11:30 am – 12:20 pm SYLLABUS**

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 does religion 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!

WHO IS TEACHING THIS COURSE?

Hi, I'm Dr. Nancy Gonlin, the chair of BCC's Anthropology Department. I have a Ph.D. in anthropology from Penn State and have been trained in all four subdisciplines of anthropology: archaeology, cultural anthropology, physical anthropology, and linguistics. My fieldwork has focused primarily on Latin America since the 1980s, but I have traveled extensively around the globe. Hablo Español. I've got lots of teaching experience: 11 years at BCC and 21 years in total. My area of expertise is the Classic Maya civilization of Mexico and Central America. Theoretically, my research examines households, gender and class, ritual, tropical rainforest biomes, and human-environment relations. If you are interested in the exciting field of anthropology, come & talk with me!

WHERE CAN YOU FIND YOUR INSTRUCTOR?

OFFICE: D100E, across from our classroom	OFFICE PHONE: 425-564-2347	E-MAIL: ngonlin@bcc.ctc.edu	MAILBOX: D110 in Social Science Division Office	OFFICE HOURS: 9:30 – 10:30 am; 2:40 – 3:10 pm
				M/W T/Th and by appointment.

WHAT IS CULTURAL ANTHROPOLOGY?

Cultural Anthropology is a subdiscipline of Anthropology. Anthropology is 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. Other subdisciplines of Anthropology are Archaeology (a study of past peoples), Physical Anthropology (a study of biological characteristics of humans, monkeys, and apes), & Linguistics (a study of communication).

WHAT ARE WE GOING TO STUDY IN THIS COURSE?

Anthropology 202A is a 5-credit course that introduces you to the subdiscipline of Cultural Anthropology (Item 5236). 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, religion, language, the arts, and gender and race 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.

HOW WILL YOU ACCOMPLISH THE GOALS OF THIS COURSE?

You are exposed to the basic underlying principles, theories, and methods of Cultural Anthropology through a variety of instructional methods: lecture, textbook readings, visual materials, class discussions, and quizzes. In terms of your formal education here at BCC, you will have accomplished several general and specific educational outcomes which are listed under "Learning Outcomes" at the end of this syllabus.

WHAT OTHER COURSES IN ANTHROPOLOGY ARE OFFERED AT BCC?

BCC offers in-depth courses in Anthropology which I encourage you to take: archaeology (Introduction; Great Discoveries; Indians of North America), physical anthropology (Introduction; Introduction to Forensics; Cross-cultural Medicine), cultural anthropology (Anthropology of American Life; Comparative Religion; Humans: the Sexual Primate) and linguistics (Language, Culture, & Society). There is also a general survey class (Introduction to Anthropology) which highlights all four subdisciplines. Check BCC's Course Catalogue for a full description of each

course. There are no prerequisites for any of these courses and they fulfill degree requirements. Stop by and visit the Social Science Advisor, Deanne Eschbach, in Room D110, for free professional planning and advising.

WHAT BOOK ARE WE USING and WHY HAS THIS TEXT BEEN SELECTED?

REQUIRED TEXTBOOK Nanda, Serena and Richard L. Warms 2007 *Cultural Anthropology*, 9th ed. Thomson Wadsworth, Belmont

This text incorporates a broad global perspective of anthropology and provides outstanding ethnographic information. The key message of this text is that “the study of anthropology is important because it builds cultural awareness and understanding that help develop informed citizens.” The concepts of race, class, and gender are explicitly explored in several chapters. For each chapter there is an outline which organizes important concepts, a summary highlighting critical content, online study resources, and key terms that are defined on the same page of their first usage. A glossary can be found at the end of the text. There is an Online study guide, or a more extensive printed version, both cited below.

REQUIRED CASE STUDY Anderson, Barbara Gallatin 2000 *Around the World in 30 Years: Life as a Cultural Anthropologist*. Waveland Press, Inc., Prospect Heights.

This case study has long been a favorite of students for its interesting essays on fieldwork. The case study provides first hand information on several cultures, and aptly describes the rewards and challenges of studying our fellow human beings.

REQUIRED STUDY GUIDE/BOOK COMPANION WEBSITE for the TEXTBOOK

<http://anthropology.wadsworth.com>

2007 This study guide is free of charge and provides the student with additional tools for mastering course content and testing comprehension. Type in the web address given above and provide the name of your textbook authors to access the book’s companion website. Students who use this tool learn significantly more than those who do not.

PRINTED STUDY GUIDE for the TEXTBOOK (Optional, not ordered at BCC Bookstore) Daar, Karen L. and Richard L. Warms 2007 *Study Guide for Nanda and Warms’s Cultural Anthropology*, 9th ed. Thomson Wadsworth, Belmont.

If you prefer to work offline, you may purchase this printed study guide from your favorite book dealer.

WHAT ARE THE REQUIREMENTS FOR THIS COURSE? **Attendance** is required and will be taken at every class. If you are absent for any class, it is your responsibility to obtain class material for that day. Attendance at *every* class is important and will be noted. You must be present at the time roll is taken. If you enter the classroom late, your presence will not be noted for that day. **Participation** will be expected of each of you. Discussion of textbook chapters will be an important part of class participation. You should read all material for each class ahead of time in preparation for constructive participation. Students will be called on at random to discuss reading assignments. Participation figures importantly in borderline final grades. **Cooperative Learning:** There will be ten classroom discussions based on the case study that will require you to work in small groups, so you must be present to participate. Each discussion is worth up to 10 points (total = 100 points). **Fieldwork Exercises:** You will have two in-class opportunities to try your hand at ethnographic fieldwork. Each assignment will be worth 50 points (total = 100 points). You must be present in class on the days that these exercises are done (April 17 and May 15). **Earth Week Event:** Earth Week is celebrated on BCC’s campus. We will attend two of the events as a class on April 22. **Initial Paper & Final Paper:** On the first day of class, you will be asked to write about what you know about anthropology. You will be asked to do the same on the last day of class in order to assess and reflect upon what you have learned. Each of these short papers is worth 10 points and will be written during class time. **Classroom Learning Communities:** To enhance your learning and experience at BCC, the class will participate in learning communities immediately before each quiz, from 10:30 – 11:05 am. Participation in each learning community is worth up to 10 points (total = 60 points). In order to productively contribute to your group, you must come prepared (e.g., read ahead of time the textbook chapters, discussion chapters, lecture notes, etc.). **Quizzes:** A major part of your course grade will be derived from six quizzes (total = 300 points). Each quiz is worth 50 points and is comprised of discussion questions/exercises. Please show up prepared and on time. It is disruptive to enter the classroom once the testing period has begun. You will have 60 minutes to complete each quiz, from 11:15 a.m. to 12:15 p.m. Questions are derived from assigned readings, class lectures, videos, overheads, slides, 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.

A NOTE ABOUT PLAGIARISM AND CHEATING

Cheating and plagiarism are concerns on every college campus. All work handed in must be your own. If you quote from sources, you must acknowledge those sources; otherwise you will fail this course. Please read over the Social Science Division Policy Statement which is attached to this syllabus. All course work, except cooperative learning, is to be performed by you without the aid of others. If you are unfamiliar with what constitutes plagiarism, please check out the following web-site: <http://www.bcc.ctc.edu/writinglab/Plagiarism.html>. The policy statement at the end of this syllabus clarifies what behaviors are considered to be cheating. Cheating is legitimate grounds for failing the course and dismissal from class.

HOW CAN YOU CONTACT THE INSTRUCTOR?

If you cannot make it to class for lecture, to take a quiz, or to participate in classroom activities, you should immediately contact Dr. Gonlin in one of two ways stated below. Without taking the first step, you will not be entitled to due consideration for completing missed work.

1 Call Dr. Gonlin’s office (425-564-2347) and leave a message stating the nature of your absence. Provide a phone number where

you can be reached or where a message can be left so that arrangements can be made to make up assignments if applicable.

2 Send Dr. Gonlin an e-mail message (ngonlin@bcc.ctc.edu) stating the nature of your absence. Be sure to put the class name in the subject line, and make sure the return e-mail address is one to which you have regular access and is secure.

WHAT IS THE QUIZ & ASSIGNMENT POLICY?

All quizzes are closed book. You may not use any sources when taking a quiz, including pocket dictionaries or electronic devices. You may not listen to any device (e.g., iPod) while testing is in session or during class meetings. If you leave the classroom during a quiz, this indicates that you have finished testing, unless you ask permission from the instructor ahead of time. If you arrive late, you may not take the quiz if the first person has already exited the classroom. 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 these 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, discussions, exercises, 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 or assignment, be prepared to provide a legitimate written record of your absence.

WHAT MATERIAL IS COVERED ON EACH QUIZ?

QUIZ	DATE	READING ASSIGNMENTS	VISUAL MATERIALS (videos, overheads, handouts, etc.)
#1	April 10, Thursday	Textbook Chapters 1, 4, 16 Discussion Prologue & Chapter 1	yes
#2	April 29, Tuesday	Textbook Chapters 3 & 5 Discussion Chapters 2, 3, 4	yes
#3	May 13, Tuesday	Textbook Chapters 6 & 7 Discussion Chapters 5 & 6	yes
#4	May 22, Thursday	Textbook Chapters 8 & 9 Discussion Chapter 7	yes
#5	June 3, Tuesday	Textbook Chapters 10 & 11 Discussion Chapter 9	yes
#6	June 12, Thursday 9:30 – 11:20 am	Textbook Chapters 14 & 15 Discussion Chapter 10 & Epilogue	yes

HOW AM I DOING IN THIS COURSE?

About half way through the quarter in this class, you will be informed of your 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 you to evaluate your performance and make adjustments, if necessary, for the remainder of the quarter. The last day to withdraw from classes is Friday, May 16. 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 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 MY GRADE? WHAT IS THE GRADING SCALE?

QUIZ #1 50 points + 10 for CLCs A = 92 – 100% (552-600 points) QUIZ #2 50 points + 10 for CLCs A- = 90 – 91% (540-551 points) QUIZ #3 50 points + 10 for CLCs B+ = 88 – 89% (528-539 points) QUIZ #4 50 points + 10 for CLCs B = 82 – 87% (492-527 points) QUIZ #5 50 points + 10 for CLCs B- = 80 – 81% (480-491 points) QUIZ #6 50 points + 10 for CLCs C+ = 78 – 79% (468-479 points) Exercises 100 points C = 72 – 77% (432-467 points) Earth Week 20 points C- = 70 – 71% (420-431 points) Discussions 100 points D+ = 68 – 69% (408-419 points) Two Papers 20 points D = 57 – 67% (342-407 points) TOTAL 600 points F = < 57% (341 points or less)

WHEN AND WHERE CAN I GET MY FINAL GRADE?

“Official grades are available about 1 week after the quarter ends. There are several ways to learn your grades:

1 BCC website: www.bcc.ctc.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 number
- 4 In person at the Student Service Center.”

HOW CAN I SUCCEED IN THIS CLASS? (You are required to review this syllabus and the attached Social Science Division Policy Statement. Enrollment in the course constitutes an agreement to abide by the policies set forth in these items.)

- 1 **ACCOMMODATION:** "If you have medical information to share with me in the event of an emergency, please contact me via e-mail or come to see me during office hours. Emergency preparedness is important! If you need course modifications / adaptations because of a disability, I can refer you to our Disability Resource Center (DRC). If you prefer, you may contact them directly by going to B132 or by calling 425.564.2498 or TTY 425.564.4110. Information is also available on their website at <http://bellevuecollege.edu/drc/> Please let me know how I may assist you; I'll be glad to help.
- 2 **ATTEND** class. Students who come to class get a better comprehension 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.
- 3 **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.
- 4 **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!
- 5 **PARTICIPATE** during lectures 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.
- 6 **KEEP APACE OF READING ASSIGNMENTS.** 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 so that you know on a weekly basis how heavy your workload will be.
- 7 **STUDY FOR QUIZZES.** There is an on-line study guide for the textbook: <http://academic.cengage.com>. Students who have used study guides in the past have done significantly better than those who have not. Additionally, you may use the outline of chapter contents at the beginning of each chapter, the key concepts, and the chapter summary as guides for understanding text material. Create an optimum learning environment at home or college where you will not be distracted, so that you can enhance your comprehension. Prepare for quizzes by reading textbook chapters ahead of time and reviewing class notes. Test yourself on key concepts and terminology.
- 8 **IN-CLASS DISCUSSIONS:** Come prepared to discuss topics by reading the material ahead of time. Be willing to work with others and to listen to their viewpoints.
- 9 **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. If you must leave early, let the instructor know ahead of time so that you are not disruptive to the class. The handbook is available from the Student Union Building or Student Services Building.
- 10 **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.
- 11 **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, but you must be serious and an active participant in your own learning.
- 12 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. One internet source that offers study tips (and from which some of the above information is derived) is <http://www.ablongman.com/textbooktips> .
- 13 If you are struggling with personal issues and need crisis intervention, please call 206-461-3222 immediately.
- 14 For on-campus situations that require intervention, please call 425-564-2400 for BCC's Public Safety.

This classroom is a Safe Space.



WHAT IS THE CLASS SCHEDULE FOR CULTURAL ANTHROPOLOGY SPRING 2008?*

MON.	TUESDAY (10:30 am–12:20 pm)	WED.	THURSDAY (10:30 am–12:20 pm)	FRI (11:30 am–12:20 pm)
March 31	April 1 Welcome! Initial Paper: What do you know about anthropology? Anthropology & Human Diversity READ for today's class: textbook Chapter 1	2	3 The Idea of Culture READ for today's class: textbook Chapter 4	4 Disc #1 READ for today's class: Anderson – Prologue & Ch. 1
7	8 Culture Change & Modern World READ for today's class: textbook Chapter 16	9	10 Classroom Learning Communities Quiz #1	11 Disc #2 READ for today's class: Anderson – Ch. 2
14	15 Doing Cultural Anthropology READ for today's class: textbook Chapter 3	16	17 Doing Cultural Anthropology: In-class Fieldwork Exercise #1	18 Disc #3 READ for today's class: Anderson – Ch. 3
21	22 Earth Week Event Earth Week Talks in Room C130 10:30 am – Maya Collapse 11:30 am – Trashed!	23	24 DUE: Fieldwork Exercise #1 Language READ for today's class: textbook Chapter 5	25 Disc #4 READ for today's class: Anderson – Ch. 4
28	29 Classroom Learning Communities Quiz #2	30	May 1 Making a Living READ for today's class: textbook Chapter 6	2 Disc #5 READ for today's class: Anderson – Ch. 5
5	6 No Classes	7	8 Economics READ for today's class: textbook Chapter 7	9 Disc #6 READ for today's class: Anderson – Ch. 6
12	13 Classroom Learning Communities Quiz #3	14	15 Marriage, Family, & Domestic Groups READ for today's class: textbook Chapter 8 Doing Cultural Anthropology: In-class Fieldwork Exercise #2	16 Disc #7 READ for today's class: Anderson – Ch. 7 Last Day to Withdraw
19	20 Kinship READ for today's class: textbook Chapter 9	21	22 Classroom Learning Communities Quiz #4 DUE: Fieldwork Exercise #2	23 Disc #8 READ for today's class: Anderson – Ch. 8
26 <i>Mem. Day</i>	27 Political Organization READ for today's class: textbook Chapter 11	28	29 Gender READ for today's class: textbook Chapter 10	30 Disc #9 READ for today's class: Anderson – Ch. 9
June 2	3 Classroom Learning Communities Quiz #5	4	5 Religion READ for today's class: textbook Chapter 14	6 Disc #10 READ for today's class: Anderson–Ch. 10 & Epilogue
9	10 Creative Expression READ for today's class: textbook Chapter 15 Final Paper: What do you know about anthropology?	11	12 Classroom Learning Communities Quiz #6 9:30 am – 11:20 am	13

***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.

Learning Outcomes for Cultural Anthropology

By the end of this course, students will be able to:

I. Introduction

- A. To recognize and use the basic principles of logic and scientific method, and apply them to cultural anthropology.

II. General Information about Culture and Society

- A. To define both culture and society and show why they are not the same thing.
- B. To explain what culture traits are, and be able to explain the differences between material culture and non-material culture.
- C. To be able to define enculturation and be able to explain how it works and what it has to do with culture traits.
- D. To define ethnocentrism and cultural relativism.
- E. To explain the connections between ethnocentrism & human behavior.

III. Kinds of Culture and Societies

- A. To explain the differences between simple and complex socio-cultural systems.
- B. To be able to give a general account of the changes in socio-cultural systems from simple to complex.

IV. Hunting and Gathering Societies

- A. To be able to define "hunting and gathering."
- B. To be able to define "reciprocity" and what it has to do with the distribution of goods and services.

V. Social Organization

- A. To define the concepts of nuclear family and extended family.
- B. To explain how nuclear families are formed, how they are dissolved, and their connection with the sexual division of labor.
- C. To be able to explain why cultures and societies are systems.

VI. Families and Kinship

- A. To explain the difference between nuclear and extended families.
- B. To recognize the incest taboo and be able to explain how it works in different societies.
- C. To explain and diagram the differences between patrilineal, matrilineal, and bilateral extended kin groups.
- D. To explain the connections between kin groups and property.
- E. To explain why arranged marriages have been so important in so many societies.

VII. Chiefdoms

- A. To recognize what rank is and be able to explain how it works in chiefdoms.
- B. To explain connections between rank and redistribution.

VIII. State-level Societies

- A. To define what constitutes the state and its typical cultural features.
- B. To understand the concepts of race, ethnicity, class, and caste, and how they perpetuate inequality in states.

General Education Ratings

Cultural Anthropology (ANTH 202) 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 202	2	2	0	1	1	0	0	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 202	0	0	0	0	2	0	3	2	0	2

What do these 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.

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.*