

Bellevue College, Fall 2019

ANTH&100 Syllabus FALL 2019 Item#5042

Welcome to ANTH& 100

I hope this syllabus will help you get off to a good start in the class. It provides important information about this course as well as general information about Bellevue College policies and resources. Please read it over carefully.

Although this is a long document, it cannot cover every possible contingency. Please check with me if you have any questions.

Contacting your instructor

Instructor: Katharine Hunt

E-mail: Please use the mail (INBOX) tool in Canvas.

Only if Canvas is unavailable, use the following: katharine.hunt@bellevuecollege.edu

Phone: (425) 564-4189

Office: D200D

On campus office hours: Tuesdays and Thursdays 9:00 – 10:00 in my shared campus office, D200D. You can come by the office or call me during those hours.

Online Office Hours (tentative times): Wednesday: 8:00 – 9:00 pm or by appointment. We can talk via Canvas chat/conferences or Skype.

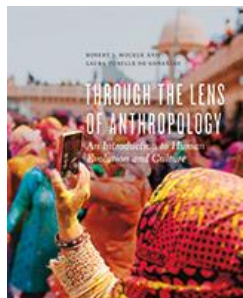
Course Materials

Readings

Readings are an essential part of this course. There will be a mix of readings from the textbook (available for free through EBSCO – details below) and other articles available online.

TEXTBOOK:

I chose the following textbook because you can get free online access.



Through the Lens of Anthropology, Muckle, Robert J. and Laura Tubelle de González. University of Toronto Press, 2015.
ISBN 9781442608634.

If you want to have a paper copy of the textbook, it is available through the Bellevue College Bookstore.

However, you can access it online at no cost through one of the BC library databases. If you are logged into your BC account, you will be able to access the textbook at the following link:

https://sbctc-bellevuecollege.primo.exlibrisgroup.com/discovery/fulldisplay?docid=alma991025328102803&context=L&vid=01STATEWA_BELCC:BELLEVUE&search_scope=MyInst_and_CI&tab=Everything&lang=en

Notes about accessing the textbook:

- You can read it online; you can download 100 pages; you can create an account and download the full text for a period of 3 days at a time.
- More details are on the “Accessing the textbook” page in the Getting Started module.

Software

All assignments must be submitted in either .doc/.docx or .pdf format. As a student, you can download Microsoft Office for free on your home computer –contact the Help Desk for assistance.

Web browser

You must use a Web browser supported by Canvas. Information about supported browsers is here: <https://guides.instructure.com/m/67952/l/720329-which-browsers-does-canvas-support>

Help with Canvas

Students can find help with Canvas by following the link here: [Student Canvas Help](#)

Course Description

ANTH& 100 is an introductory course on the cultures and biology of humans, from scientific and humanistic perspectives. It explores all four fields of anthropology: archaeology (ancient cultures), cultural anthropology (contemporary cultures and cultural diversity), biological anthropology (primates, genetics, evolution, and human biological diversity), and linguistics (language and communication).

Course Outcomes

After completing this class, you should be able to:

- Articulate an understanding of the breadth of anthropology, its main fields (archaeology, biological anthropology, cultural anthropology, linguistics) and their ties to the sciences and humanities.
- Recognize, identify, and employ the scientific method in anthropology, and distinguish coherent arguments based on such principles from other claims.
- Identify critical components in anthropological thought, especially in regard to ethnocentrism and cultural relativism.
- Demonstrate knowledge of the range of human cultural and biological variation in the past and present from an evolutionary perspective.
- Convey the importance of language in culture and society.
- Explain the relevance of the anthropological perspective to global issues and cultural diversity.

How Outcomes will be met:

- You will learn through readings, videos, discussions and assignments.
- Outcomes will be assessed through quizzes, exams, graded discussions and assignments

Course Structure and Use of Canvas

- All work will be completed online, using Canvas. You will not need to come to campus at all to complete this course.
- The course is divided into weekly modules on the Canvas site.
- Each module starts with an overview of the work you need to complete that week and the due dates.
- A schedule of topics, textbook readings and exam dates is included later in the syllabus.
- Each week you should expect to spend about 12 hours reading, working on assignments and studying.

- Most due dates are on Mondays – I suggest that you put a reminder in your phone so that you do not forget!
- The last exam is due on a Thursday – December 5.

Grading and Assessment

General grading information:

- Quizzes and exams consist of multiple choice questions.
- Discussions and assignments will be graded using a rubric.
- I do not plan to assign extra credit in this course, except for completing course evaluations. Focus on the work which counts for regular credit.
- There will be one make-up assignment in the last week of the quarter.
- My guidelines about late work are provided later in the syllabus. After the special work completed in the Getting Started module, assessed work in this class will consist of discussions, exams, reading quizzes and assignments. Here is some information about each of these.

i. Discussions:

The reading discussions are designed as forums where you can deepen your knowledge of the course material by sharing your understanding of the course topics with other students, and by reading the responses of other students.

You need to participate in three discussions. Each time you participate, you will be required to post an initial response to the topics and then reply to other students.

You will be graded on the quality of your posting and your engagement in the discussion. Guidelines about my expectations will be provided in the discussion prompt. Each discussion will contain specific questions for you to answer.

In general, you should organize your posting into sections according to the questions posted in the discussion prompt. Include a word count at the end of your posting. Where possible or relevant, you will refer to the readings and use technical terminology from the course content.

ii. Reading Quizzes

All quizzes in this online course are open-book and multiple choice.

These quizzes count for very few points each, but overall contribute 10% of your grade. They are designed to help you assess your understanding of the readings. These quizzes can be taken twice (highest score is saved) and you can also use them to review for the exams – as long as you complete them by the due date.

iii. Exams

All exams in this online course will be available on Canvas. Exams are open-book and multiple choice. You will have only one attempt at each exam. You must work on the exam alone. You will have one hour to complete each exam. Exams are **due by 11:59 p.m.** on the due date and will lock at that time. Make sure you leave plenty of time before midnight to complete these.

iv. Assignments

Assignments represent individual work which you turn in to me (online), to show your ability to apply and think critically about what you have learned.

Grade distribution

Grades will be weighted as follows:

Type of work	Percentage of your final grade
Getting Started assignments/quizzes	5%
Major discussions and assignments	40%
Key concept discussions	5%
Exams	40%
Reading quizzes	10%
	100%

Grading scale

Final grades will be calculated based on the following grading scale:

Percentage range	Letter grade
95-100%	A
90-94%	A-
87-89%	B+
83-86%	B
80-82%	B-
76-79%	C+
65-75%	C
60-64%	C-
55-59%	D+
50-54%	D
below 50%	F

Details of the Bellevue College grading policy can be found at:

<https://www.bellevuecollege.edu/policies/id-3000/>

Read the descriptions there carefully.

Here is the description of an A student, taken from that site:

“A” grades indicate “outstanding” achievement

The “A” student:

- demonstrates consistent mastery of learning outcomes for the course;
- demonstrates ability to interpret, integrate, and apply learning outcomes beyond the context of the course through application of critical and creative thinking skills;
- completes work assignments that consistently **exceed requirements** and that interpret and apply objectives in new, unique, or creative ways;
- demonstrates consistent leadership in class-participation activities.

General grading rubric for written work

Here is my general rubric for written work of different grade levels:

A grade characteristics:

- Consistent use of critical thinking
- Original ideas
- Relevant evidence to support any claims
- Ideas are connected in interesting and creative ways
- Response shows deep understanding of readings, and technical terms are used appropriately
- Thoughtful and insightful response to questions
- Meets or exceeds word count, use of technical terms, etc.
- Ideas are very clearly expressed
- Assignment instructions are followed

B grade characteristics:

- Some use of critical thinking
- Some original ideas
- Relevant evidence to support most claims
- Ideas are connected, but in more obvious ways
- Response shows general understanding of readings, and most technical terms are used appropriately
- Thoughtful response to questions posed
- Meets requirements for word count, use of technical terms, etc.
- Ideas are clearly expressed
- Assignment instructions are followed

C grade characteristics:

- Limited evidence of critical thinking
- Few original ideas
- Limited or superficial evidence to support claims
- Few connections between ideas
- Some misunderstandings of readings or concepts are shown and some technical terms may be misused
- Somewhat superficial responses to questions
- May not meet requirements for word count, use of technical terms, etc.
- Some ideas are not clearly expressed
- Most assignment instructions are followed

D or F grade characteristics

- Very limited or no evidence of critical thinking
- Very limited or no original ideas
- Very limited or no evidence for claims
- Very limited or no connections between ideas
- Multiple misunderstandings of readings and concepts, so that it is unclear that student has completed or understood the readings; technical terms are not used or are misused
- Responses to questions are weak or absent, so that it is unclear whether the student read or understood the questions
- Does not meet requirements for word count or technical terms
- Ideas are difficult for the reader to understand
- Assignment instructions are not followed

TENTATIVE Course Calendar

- The table below is a tentative course calendar, showing chapter readings and exam dates.
- Additional readings will be announced in the week when they are assigned.
- Additional minor assignments will be described in the weekly modules.
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Week	Dates	Textbook Chapters	Topics	Major Assignments
0.	9/16		Getting Started	Getting Started Assignments
1.	9/17 – 9/23	<i>Chapter 1</i>	Introduction to Anthropology	Discussion 1
2.	9/24 – 9/30	<i>Chapter 2</i> <i>Chapter 3</i>	Primates Evolution	Assignment 1
3.	10/1 – 10/7	<i>Chapter 4</i>	Human Evolution	EXAM 1: Due Monday, October 7
4.	10/8 – 10/14	<i>Chapter 5</i> <i>Chapter 6</i>	Cultural Evolution i Cultural Evolution ii	Discussion 2
5.	10/15 – 10/21	<i>Chapter 7</i>	Archaeology	Assignment 2
6.	10/22 – 10/28	<i>Chapter 8</i>	Culture	EXAM 2: Due Monday, October 28
7.	10/29 – 11/4	<i>Chapter 9</i>	Language	Discussion 3
8.	11/5 – 11/11	<i>Chapter 10</i>	Food-getting and Economics	Assignment 3
9.	11/12 – 11/18	<i>Chapter 11</i>	Marriage, Family and Gender	EXAM 3: Due Monday, November 18
10.	11/19 – 11/25	<i>Chapter 12</i> <i>Chapter 13</i>	Politics Supernaturalism	Optional Assignment
11.	11/26 – 12/2	<i>Chapter 14</i>	Sustainability	
12.	Finals Week			EXAM 4 Due Thursday, December 5

What should you do to succeed in this class?

Since this is a survey course, we will be covering a lot of material. In order to be successful in the course, you will need to be sure you are keeping up with the readings and assignments. The following advice may help you be more successful.

Look at the weekly overview each week

At the start of each module, I post an overview of what you need to complete that week. Be sure to check this at the start of the module, so that you know what work is assigned/due each week.

Check the course site daily.

Make a habit of logging on to the course site every day, so that you see any announcements or messages, and are regularly reminded of what work needs to be done each week.

Contact me if you have any questions or concerns.

I welcome your messages and questions at any time. Often a problem can be easily solved if it is addressed immediately. If you wait until right before an assignment or exam is due, it may be too late to solve the problem.

Participate in class

Participating actively in class will help you learn and make the class more enjoyable. Be a regular participant in the online discussions.

Keep up with the reading

Reading is a very important part of learning in this course. If you find that you are having trouble understanding or completing the assigned readings, I suggest you try the following:

- i. Look at the textbook [website](#) for quizzes, flashcards and summaries for each chapter. Use the glossary at the back of the textbook to help you understand any technical terminology.
- ii. For readings which are not from the textbook, look at the reading guide I provide for each reading. The questions in the reading guide will help you focus on the important aspects of the readings.
- iii. Look over the "Tips for doing readings" document posted in "Getting Started".
- iv. Email me or post on the discussion boards to ask questions about anything you do not understand in the readings.
- v. Complete the reading quizzes and redo them until you get 100%.

Set aside weekly times to complete your work and allow enough time.

In an online class, it can be easy to get behind if you do not make a priority of completing the work. Schedule regular blocks of time when you plan to complete your work for this class. Allow at least 12 hours per week. The weekly deadlines in the course are designed to help you stay up to date.

Have a technology plan

- i. Plan now for what you will do in case of problems with your computer or internet service. (E.g. a friend's house, Starbucks, library, campus, etc.)
- ii. Set your computer to back up your work regularly to a flash drive and/or the cloud
- iii. Never write postings or assignments directly in Canvas, as it is easy to lose work. Compose offline and then upload.

Class Expectations

Review Syllabus and Social Science Division Guidelines and Procedures

You are required to review this syllabus and the Social Science Division Procedures and Guidelines (at the end of the syllabus), which apply to students in this class. Enrollment in the course constitutes an agreement to abide by the procedures and guidelines set forth in these two items. If you have any questions about the meaning of any of this material, please ask.

What you can expect from me

- Respectful responses to questions
- Responses within 24 hours to email. I will warn you ahead of time if this will not be possible for any reason. If you do not hear back from me, please email again after 24 hours, to be sure that I saw your message. I will not be annoyed by a repeat message!
- Work usually graded within a week. Again, I will warn you if I cannot meet this goal. Project grading is time-consuming, and may take longer than a week.

My expectations of students

- Be respectful towards other students
- Exhibit academic honesty (see below)
- Read instructions carefully and contact me whenever you have questions
- Follow instructions for assignments
- Turn work in on time
- Do not wait until the last minute to ask for help

Academic Honesty

- Students are expected to show academic honesty. This includes not cheating and not plagiarizing.
- Work you submit, including exams and assignments, must be your own work completed without assistance from any other person, and should not contain plagiarized content. (More details about plagiarism are below.)
- If you violate the norms of academic honesty, there are serious consequences determined by the college administration. (See the [Student Code](#) for details.)

Avoiding Plagiarism

- Plagiarism is “the uncredited use (both intentional and unintentional) of somebody else's words or ideas.” (<http://owl.english.purdue.edu/owl/resource/589/01/>) It is considered a serious academic offense in the United States. You can avoid plagiarism by taking care in how you cite or paraphrase the sources you use in researching projects or papers.
- The form of plagiarism I most frequently see in student assignments is the copying and pasting of material from the web. Please do not be tempted to do this. All the work you submit will be checked through plagiarism detection software. If plagiarism is found, your case will be referred to the Dean for investigation.
- Here are some excellent sources you can use to help you learn how to avoid plagiarism:
 1. [Avoiding Plagiarism](#) (from Indiana University)
 2. [What is Plagiarism?](#) (from the University of Southern Mississippi)
 3. [A Bellevue College handout about avoiding plagiarism and citing your sources correctly.](#)You will also complete an assignment about plagiarism in the Getting Started module of the course.

Behavioral Expectations for Discussions

- Remember that you need to treat your classmates with respect. The classroom must be safe and open for all students regardless of their age, sexual orientation, race, ethnicity, religion, gender, disability, or perspective. Even if you disagree with a classmate, you still need to treat that person with respect.
- Please abide by the following discussion guidelines:
 1. Treat your classmates with respect.
 2. Any opinions or arguments you express should be supported by evidence.
 3. If you disagree with a classmate, question the evidence or the claim, not the person.
 4. 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.

Late work

I have different policies for different assignment types:

Assignments and Discussions

- Assignments and discussion are due at 11:59 p.m. on the due date. However, you have **TWO late days** you can use just for **assignments or discussions** during the quarter for any reason with no penalty. You need to contact me when you want to use these late days, so that I can extend the due date for you. These late days can be used separately or together.

Quizzes

- Quizzes must be completed by 11:59 p.m. on the due date. They are worth very few points, and I will not grant extensions for these.
- Keeping up with the quizzes helps ensure that you keep up with the course readings. It is to your benefit to complete quizzes on time because then you can use them to review for the unit exams. If you have not completed them by the due date, you will not be able to review the quiz questions.

Exams

- Exams must be completed by 11:59 p.m. on the due date.
- Extensions or make-up exams are allowed **ONLY** in cases of serious illness, accident, or other emergencies.
- If such unfortunate events occur, contact me as soon as possible. In your message you should explain what has happened and provide any evidence you can to support your claim. I will consider these requests on a case by case basis.
- Reasons such as vacations, being busy, attending weddings, work or assignment due dates in other classes, etc. are not a valid reason to ask for an extension or late submission.
- To avoid last-minute emergencies, try to complete exams well before the deadline. Some students like to mark deadlines on their calendars a day earlier than the actual due date, so that they will always have some extra time if a last-minute emergency arises.
- I always send out reminders about exam due dates, so make sure you set up your Canvas notifications so that you get announcements and messages promptly – e.g. via text message.

Submission times

- All course work must be submitted/posted/completed by 11:59 p.m. on the due date. Assignments, exams and discussions will lock at that time, so it is in your interests to submit work early rather than at the last minute in case of computer problems.
- If you have a problem with Canvas as you are submitting an assignment and the file upload will not work before the deadline, please immediately submit your work to me by email

(Khunt@bellevuecollege.edu) as evidence that the work was completed on time. Include a note explaining what happened. Note that work will not be graded unless it is submitted to Canvas, so be sure to stay in communication with me until the submission problem is solved.

Communication

- According to Bellevue College policy, I am only allowed to communicate with students over official BC emails systems (Bellevue College Email or Canvas). If you email me from your personal email I may not respond. I am also subject to FERPA law which states that I am not allowed to communicate with any person outside Bellevue College about your academic issues without documented consent.

Students with Disabilities

The following is a message from the Disability Resource Center:

The Disability Resource Center serves students with disabilities. Common disabilities include physical, neurological (e.g. Autism, ADD/ADHD), and mental health (e.g. depression, anxiety). If you are a student who has a disability or if you think you may need accommodations in order to have equal access in your classes, programs, activities, and any other services, please contact the DRC.

If you require assistance in an emergency, please meet with your individual instructors to develop a safety plan for while in class and contact the DRC to develop a safety plan for while you are elsewhere on campus.

The DRC office is located in building B Room 132. You can contact the DRC by stopping by the office at B132, calling our front desk phone number (425) 564-2498, emailing drc@bellevuecollege.edu. Deaf students can reach us by calling TTY: (425) 564-4110, or by Skype (account name **DRCatBC**). For more information about the services we offer, including our Initial Access Application, visit our website at [Disability Resource Center \(Links to an external site.\)](http://www.bellevuecollege.edu/drc) (<http://www.bellevuecollege.edu/drc>).

Service Animals are allowed in the classroom. Emotional Support Animals need to be approved through the DRC. All other animals will be asked to leave. If you believe you need your animal with you, please connect with the DRC and refrain from bringing your animal until a decision has been made.

Accessibility

All elements of this course are intended to be welcoming to, accessible to, and usable by everyone, including students who are English-language learners, have a variety of learning styles, have disabilities, or are new to the college classroom or online course sites. Be sure to let me know immediately if you encounter a required element or resource in the course that is not accessible to you. Also, let me know of changes I can make to the course so that it is more welcoming to, accessible to, or usable by students who take this course in the future.

Student Code

Any act of academic dishonesty, including cheating, plagiarism (using the ideas or words of another as one's own without crediting the source), and fabrication 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 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 Success for investigation. Specific student rights, responsibilities, and appeal procedures are listed in the Student Code of Conduct at: [Student Code](#)

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.

Religious Holidays

Students who expect to miss classes, examinations, or any other assignments as a consequence of their religious observance should be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious holidays on which they will be absent, preferably at the beginning of the term. Students who are absent on days of examinations or class assignments should be offered an opportunity to make up the work without penalty (if they have previously arranged to be absent), unless it can be demonstrated that a makeup opportunity would constitute an unreasonable burden on a member of the faculty. Should disagreement arise over what constitutes an unreasonable burden or any element of this policy, parties involved should consult the department chair, or Dean.

[Policy 2950 Accommodations for Reasons of Faith or Conscience](#)

College Anti-Discrimination Statement

Bellevue College does not discriminate on the basis of race or ethnicity; creed; color; national origin; sex; marital status; sexual orientation; age; religion; genetic information; the presence of any sensory, mental, or physical disability; or veteran status in educational programs and activities which it operates. Bellevue College is prohibited from discriminating in such a manner by college policy and by state and federal law. All college personnel and persons, vendors, and organizations with whom the college does business are required to comply with applicable federal and state statutes and regulations designed to promote affirmative action and equal opportunity: [Equal Opportunity](#) For further information about Title IX, please consult the [Title IX page](#).

Confidentiality and Mandatory Reporting

As an instructor, one of my responsibilities is to help create a safe learning environment on our campus. It is my goal that you feel able to share information related to your life experiences in classroom discussions, in your written work, and in our one-on-one meetings. I will seek to keep information you share private to the greatest extent possible. However, I am required to share with the Title IX Coordinator any information regarding sexual assault and other forms of sexual misconduct (e.g. dating violence, domestic violence, stalking) that may have occurred on campus or that impacts someone on campus. Students may speak to someone confidentially by contacting the BC Counseling Center at (425) 564-2212.

The Title IX Office can be contacted at 425-564-2641 and more information can be found at [Title IX](#).

- If you have any concerns, you may report to: [Report Concerns](#).

Safe Space

This class is a Safe Space for all students, regardless of sexual orientation or gender identity.

Public Safety

Public Safety is located in the D building (D171) and can be reached at **425-564-2400** (easy to remember because it's the only office on campus open 24 hours a day—2400). Among other things, Public Safety serves as our Parking Permits, Lost and Found, and Emergency Notification center. Please ensure you are signed up to receive BC emergency alerts through our campus system by registering at [BC Alerts](#)

If you come to campus, the following information may be useful to you:

If you work late and are uneasy about going to your car, Public Safety will escort you to your vehicle. To coordinate this, please phone ahead and let Public Safety know when and where you will need an escort.

Familiarize yourself with the emergency postings by the door of every classroom and know where to go in the event of an evacuation. Your instructor will be asked if anyone might still be in the building, so check in before you do anything else. Emergency responders will search for anyone unaccounted for.

If a major emergency occurs, please follow these three rules:

1) Take directions from those in charge of the response. We all need to be working together.

2) Do not get in your car and leave campus (unless directed to). Doing so will clog streets and prevent emergency vehicles from entering the scene. Instead, follow directions from those in charge.

3) In an emergency, call 911 first, then Public Safety.

Please do not hesitate to call Public Safety if you have safety questions or concerns at any time. You may also visit the [Public Safety](#) web page for answers to your questions.

Bellevue College E-mail and access to MyBC

All students registered for classes at Bellevue College are entitled to a network and e-mail account. 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: [Create Email](#)

BC offers a wide variety of computer and learning labs to enhance learning and student success. Find current campus locations for all student labs by visiting the [Technology Help Desk](#)

Academic Calendar

The Bellevue College Academic Calendar is separated into two calendars. They provide information about holidays, closures and important enrollment dates such as the finals schedule.

- [Enrollment Calendar](#) On this calendar you will find admissions and registration dates and important dates for withdrawing and receiving tuition refunds.
- [College Calendar](#) This calendar gives you the year at a glance and includes college holidays, scheduled closures, quarter end and start dates, and final exam dates.

PROCEDURES AND GUIDELINES OF THE SOCIAL SCIENCE DIVISION

Fall 2019

Cheating, Stealing and Plagiarizing*

Cheating, stealing and plagiarizing (using the ideas or words of another as one's own without crediting the source) and inappropriate/disruptive classroom behavior are violations of the Student Code of Conduct at Bellevue College. Examples of unacceptable behavior include, but are not limited to: talking out of turn, arriving late or leaving early without a valid reason, allowing cell phones/pagers to ring, and inappropriate behavior toward the instructor or classmates. The instructor can refer any violation of the Student Code of Conduct to the Dean of Student Services for possible probation or suspension from Bellevue College. Specific student rights, responsibilities and appeal procedures are listed in the Student Code of Conduct, available in the office of the Dean of Student Services and at

[http://bellevuecollege.edu/policies/2/2050P_Student_Code_\(Procedures\).asp](http://bellevuecollege.edu/policies/2/2050P_Student_Code_(Procedures).asp)

Email Communication with instructors must be done through student email accounts only. Instructors cannot communicate with students about their course work or grades through student's personal email accounts.

Incomplete

The following conditions must be met for an incomplete (I) grade to be issued:

- Students must request an incomplete grade
- However, agreeing to issue an incomplete grade is at the discretion of the instructor
- Students must have completed 85% of the required coursework by the time the quarter ends
- Students must have earned at least a C average for all other completed coursework

F Grade

Students who fail a course will receive a letter grade of "F."

Hardship Withdrawal (HW) Option Eliminated:

- Faculty should assign the grade earned
- Students with extenuating circumstances may submit an appeal to Student Central to ask that a failing or poor grade be changed to an official withdrawal (W)
- Students with a medical situation may also qualify for a refund of tuition and fees

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.

The Disability Resource Center:

The DRC serves students with a wide array of learning challenges and disabilities. If you are a student who has a disability or learning challenge for which you have documentation or have seen someone for treatment and if you feel you may need accommodations in order to be successful in college, please contact us as soon as possible. If you are a person who requires assistance in case of an emergency situation, such as a fire, earthquake, etc, please meet with your individual instructors to develop a safety plan within the first week of the quarter. If you are a student with a documented autism spectrum disorder, there is an additional access program available to you. Contact asn@bellevuecollege.edu or (425) 564-2764. ASN is located in the Library Media Center in D125.

www.bellevuecollege.edu/autismspectrumnavigators/. The DRC office is located in B 132 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/.

Religious Accommodations

Reasonable Accommodations for Reasons of Faith and Conscience: Students who will be absent from course activities due to reasons of faith or conscience may seek reasonable accommodations so that grades are not impacted. Such requests must be made within the first two weeks of the course to the office of the Associate Vice President of Student Affairs (see Bellevue College [Policy 2950](#)). In the event you feel you are being discriminated against based on faith or conscience, you may refer to the procedures outlined in the college's Discrimination, Harassment and Retaliation Policy ([1440P](#)).

Students will apply for accommodations through Office of the Associate Vice President of Student Affairs during the first two weeks of the quarter. (If a student asks you in the first week of class about missing days for faith and conscience, please refer them to this [Request Form](#) to document their request.)

In a manner similar to the DRC, the Student Affairs AVP will approve the accommodation and inform, support and work with the faculty member to accommodate the requested days. That may include an alternate test day, or extended deadlines/alternate assignments for work completed during class time. (Test make-ups can be scheduled in the testing center at no charge to the student.)

Distribution of Grades:

Grades will not be posted in the Social Science Division or in faculty offices, and program assistants or coordinators will not give out grades. Students should access their grades through the BC Web site.

Return of Papers and Tests:

Paper and/or Scantron score sheet returns will be arranged in the following ways ONLY: by mail, if student supplies the instructor with stamped, self-addressed envelope (with appropriate postage); or by the instructor designating a time and place whereby the student may retrieve his/her papers. Unclaimed papers and/or Scantron score sheets must be kept by the instructor for a minimum of sixty (60) instructional days following the end of the quarter.

College Grievance Policy

Procedure regarding grievances for discrimination, harassment and retaliation) can be found at <https://www.bellevuecollege.edu/policies/id-1440p/>

**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.*