

Anthropology 236: Forensic Anthropology Online

Winter 2020

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Course Overview:

Anthropology is the holistic study of humans. We combine methods, theories, and data from natural sciences, social sciences and humanities to examine human experience in the broadest framework possible. Anthropology courses explore human biology, origins, prehistory, cultural diversity, and religious experience. Students in anthropology courses acquire basic skills in critical thinking, oral and written communication, quantitative reasoning, group interaction, and cultural diversity.

Content for Anthropology&236: Forensic Anthropology

Introduces the basic procedures employed by forensic anthropologists during the recovery and analysis of human remains and associated materials of legal interest. Explores how biological anthropologists apply expertise in osteology, skeletal variation and plasticity, skeletal pathology, archaeological recovery of evidence, and body decomposition to medical/legal investigations. Class is heavily based on lab style learning. You will be required to think critically and outside the box. You will be given data and the methods to form conclusions. It will be your job to figure out how.

At the conclusion of Anthropology 236 you will be able to:

- Identify elements of human skeletal and dental anatomy.
- Identify characteristics that differentiate the manner of death (natural causes, homicide, suicide or accident) and the principles used for estimation of time of death.
- Describe techniques used for biological profiling (age, sex, race, height) from skeletal remains.
- Describe characteristics of evidence at crime scenes, including methods of collection, preservation, analysis, class differentiation and comparison, and report preparation.
- Demonstrate the methods of evidence collection and evidence analysis that forensic anthropologists use in legal settings.

General Education Rating: Creative and Critical Thinking

Student Responsibilities

To make the most out of the educational opportunities in this class, you need to take an active and energetic role in your own learning process. Success can best be achieved by completing the following student responsibilities.

- Complete all reading assignments before class on the day assigned.
- Participate actively in each discussion activity. We cannot reproduce a classroom level discussion. No makeup discussions are available. In this sense absences will have a negative impact on your grade.
- No late work will be accepted after the end of the final exam unless arrangements with the professor have been made.
- Take advantage of extra credit opportunities.
- Use the instructor's office hours for questions.

THE FLOW OF THE CLASS

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

The online class has a very different rhythm from on-campus classes, and each online course is different from other online courses. In this class, the first day of the 'online week' begins on a **Tuesday morning at 8:00 AM and runs until Monday night at 5:00 PM** when all work for that week must be completed. There are seven major components to the course: 1) reading the textbook; 2) PowerPoint lectures (some narrated); 3) discussions; 4) text book review questions; 5) labs and activities; 5) exams; and 6) attendance.

This class is designed in four units. You are welcome to complete **MOST** of the materials for each unit at your own pace, as long as you complete and submit all assignments prior to the closing of the unit. The exceptions to this are the discussions and the exams. Not all units are the same length of time. Be sure to keep track of when each Unit opens and closes. I will try to remind you as due dates and major class events approach but please do not rely on this. This course moves very quickly due to the nature of this course and the quarter system, giving us only 11 weeks. Please stay on top of the material, as it would be very difficult to catch up at the last minute.

Text book chapters are assigned for each unit. These chapters will provide you with a much more detailed view of Forensic Anthropology. The information from the text book will be helpful as you complete the lab activities and is also testable materials.

Discussion and some labs require you to participate at specific times. These require student input and contribution to complete the task at hand. There will be assigned days for specific steps for each discussion and some labs. These dates will be laid out in the unit overviews and in the assignments themselves.

There are also specific time deadlines for the exams. Date and time for exams can be found in the course schedule and on the unit overviews. Each exam must be completed during the given exam time. Late exams will not count.

If there is a discrepancy between due dates on different documents, the date on the overview will be the correct one.

***DEADLINES ARE NOT FLEXIBLE.
PLEASE PLAN ACCORDINGLY***

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.

If you have specific questions about an announcement, assignment or grade please email me through the canvas email system or BC email. Replies and comments sent in other way (comments on announcements, assignment or grades) do not come to me directly. And if I don't know its there, I will not see it unless I look for it. It is most effective to use an email to start and continue a conversation.

COURSE SITE LAYOUT

This course is page based as opposed to module based. This means that all documents and files are linked to a page dedicated to the unit. **Everything will be found on the home page.** You will never need to go anywhere else on the course site to access course information. If you do this, you may come across older or inaccurate documents.

REMEMBER YOU ONLY NEED TO WORK DIRECTLY FROM THE HOME PAGE. IF YOU SUBMIT OR REVIEW A DOCUMENT THAT IS NOT LINKED TO THE HOME PAGE, IT IS YOUR RESPONSIBILITY TO RESUBMIT THE PROPER DOCUMENT. ASSIGNMENTS SUBMITTED THAT ARE NOT LINKED TO THE HOME PAGE WILL BE WORTH 0 POINTS.

Software

Word Processor: Microsoft Word is the only word processor supported at the college. You must use Microsoft Word to prepare any documents to be submitted. Documents submitted in any other format will not be accepted. I may ask for a resubmission in word doc format. **I do not accept and cannot open documents in “PAGES” format.** Please keep this in mind.

Web browser

You must use a Web browser supported by Canvas and it must be properly “tuned.” Information about supported browsers and how to tune them is posted on the Distance Education Website (www.bellevuecollege.edu/distance/) I find that Google Chrome and Firefox work the best. IE and Safari have trouble from time to time. If you are having problems, your first step should be to try a different browser.

Textbook Requirements

- Forensic Anthropology © 2017 by Natalie R. Langley, CRC Press, ISBN: 9781315300023
It is of the up most importance that you keep up with the topics covered in the book. There are some topics that will not be covered in the course lectures that you will be responsible for on the final exam (legal aspects of forensics).
- Human Osteology: Laboratory and Field Manual © 2005, by William Bas, ISBN: 9780943414966 (Optional)
This book is optional; however, it is highly recommended. This is a very commonly used handbook when learning the human skeleton. If you choose to purchase it, it will be a great help to you in this class.

Evaluation

Student evaluation centers upon successful mastery of the course content. Final grades will be based upon the following set of assignments and point distributions.

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|---|--|
| • Attendance: 50 pts | • Lab Assignments (8 x 25 pts): 200 pts. |
| • Chapter questions: (10pts x 10 chapters): 100 | • Exams (3 x 50 pts): 150 pts. |
| • Discussion (Intro 10 pts) + (2 x 20 pts.): 50 pts | • Practical Exam: 200 pts |

Attendance:

You are expected to log on to Canvas at least **four different days per week**, more would be favorable. This can be for lectures, discussions, activities or other postings, or to check for announcements or emails. It is important that you check frequently as new information or directions may be posted at any time. As the instructors I can see what course elements you are looking at and how long you are looking at them. These points are an all or nothing case per week. If you log in four times during a week you will get the points, if not, you will not get the points. These points will not appear in the grade book until the end of the quarter.

Chapter Review Questions:

Throughout this quarter, you will be reading most of the chapters from the text book “Forensic Anthropology.” All the information covered in the text book, like all other course materials, is testable material. To further encourage you to learn the materials, you will be answering chapter review questions on several of the chapters. These questions are taken from the end of each chapter but will be submitted through a “quiz” like assignment.

The questions will be given, and you will type your answers into the appropriate answer box. The chapters that have associated questions, will be denoted in the course schedule, and the overviews as **bolded text**.

Discussions:

A major part of the learning in this class comes from the exchange of ideas with other students. There are three discussions total. The first discussion will be the class introduction during Unit 1. The other two discussions will introduce relevant topics to the field of Forensic Anthropology. The discussion topic will be provided to you, along with research guidelines or documents to read.

There are 3 steps to the discussion:

1. When there is an article that is the focus of the discussion, read it first and think about the material. If there is online research is required, read the guidelines which will lay out the lines of research required.
2. Each student is to post an initial commentary (i.e., your informed analysis about the article in response to the question provided). This step must occur BEFORE Wednesday at 12:00 noon. Each initial commentary should be well written, proofread for grammatical and spelling errors, and substantive in content. About 200-300 words is an estimate of what is expected for an initial commentary. If you use any source at all, you must cite it. NO Wikipedia.
3. Each student will compose replies to two other students' commentaries. The reply step of the discussion will begin at 12:01 pm on Wednesday. Points will not be given if you comment on others' posts before this time or after the discussion has closed on Monday at 5:00pm.

Each response posting should be about 75 words. Responses such as "I agree" or "Terrific job" do not count for credit.

All postings should be thoughtful, informed, respectful, substantive, and constructive.

IF YOU MISS A DISCUSSION, YOU CANNOT MAKE IT UP SINCE THE MOMENT WILL HAVE PASSED. THE DISCUSSION CLOSSES AT THE END OF THE WEEK ON SUNDAY AT 5:00PM.

Lab Activities

There are eight lab activities in this course (in unit 2, 3, and 4). Each lab set will consist of multiple labs. Each lab is designed to reinforce key concepts in the course, enhance your knowledge of course material, and provide you with a more rounded learning experience. Some of these labs will be focused on learning the bones of the body, other will require you to apply that knowledge and will require you to collect and analyze data, not just follow step to complete an activity. Due dates for labs will be given on the weekly overview, along with the lab assignment, and the submission page.

MAKE SURE YOU READ THE LAB INSTRUCTION CAREFULLY. BECAUSE THESE ARE ONLINE LABS THEY ARE DESIGNED VERY SPECIFICALLY, AND MAY NOT FOLLOW A DESIGN YOU EXPECT. (THE BONE LABS ARE DIFFERENT, READ CAREFULLY)

LATE SUBMISSIONS WILL BE SUBJECT TO 10% PER DAY REDUCTION IN POINTS INCLUDING CLASS AND NON-CLASS DAYS.

AFTER ONE WEEK, THESE ASSIGNMENTS WILL BE WORTH 0 POINTS. BEYOND THIS NO LATE WORK WILL BE ACCEPTED WITHOUT PRIOR APPROVAL BY THE PROFESSOR.

Exams

This quarter there will be three exams (one in each of the first three units). Each will cover materials for the units in which that occur. The exams may consist of multiple choice, true/false and fill in the blank. Exams will open on the last Thursday of the unit at 8:00am and will close on the follow Monday at 5:00pm which is the end of the unit. The amount of time allowed for each exam will vary depending on the materials covered. Exams will cover all materials from this course (**lecture, textbook chapters, labs, discussions and**

supplemental materials). You are allowed to use notes, books etc. I will warn you, you will have less than one minute to for each question. This means that you will need to know the material well before you start. **THIS IS AN ASSESSMENT OF YOUR KNOWLEDGE, NOT YOUR ABILITIES TO LOOK STUFF UP.**

Questions answered after the time has expired will not count. If you have technical difficulties (i.e. internet crashes, lockouts, unexplainably the window your quiz was in closes...etc.) inform me ASAP. I may reset your quiz. This is up to my discretion. **I will not reset quizzes once it closes, please plan accordingly.**

Practical Exam

There will be a cumulative practical examination that will be held during the last week of the quarter. This examination will draw on all of the materials covered over the quarter and will be more focused on your ability to apply the knowledge you've acquired. The format of this exam will be a simulated forensic case. You will use the methods you've learned to collect data, help identify a crime victim and determine cause of death. This exam will contain information covered in the lectures, labs, other course materials and the text book. There will be two portions to this exam. The data collection portion which will be open for a set number of days and the analysis portion which will be timed so you will have to be prepared. You will not have to memorize any of the formulas for the identification methods, these will be given to you.

THIS IS NOT A GROUP EXAM. ANY EVIDENCE OF COLLABORATION OR COOPERATION WILL BE VIEWED AS CHEATING AND WILL BE SUBJECT TO ESTABLISHED COLLEGE'S STANDARDS OF CHEATING, STEALING AND PLAGIARIZING.

PART 1 OF THE FINAL EXAM WILL BE OPEN ON March 9th AND PART 2 WILL OPEN ON March 16th AT 8:00AM. THE FINAL EXAM WILL CLOSE ON March 20th AT 5:00PM.

NO LATE SUBMISSION WILL BE ACCEPTED.

NO MAKEUP ON DISCUSSION OR EXAMS WILL BE AVAILABLE WITHOUT WRITTEN DOCUMENTATION OF A LEGITIMATE EXCUSE (DEATH, ACCIDENT, HOSPITALIZATION, ILLNESS, ETC.). JUST SAYING YOU WERE SICK IS NOT ENOUGH, NOR IS A NOTE FROM YOUR MOTHER.

JUST BECAUSE THIS SYLLABUS DOESN'T EXPLICITLY SAY YOU CAN'T DO SOMETHING... IT DOESN'T MEAN YOU CAN DO IT.

Grading Scale

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

Grade	Point Value	Grade	Point Value	Grade	Point Value	Grade	Point Value
A	750 – 697	B	651 – 622	C	576 – 547	D	494 – 450
A-	696 – 675	B-	621 – 600	C-	546 – 525	F	449 and below
B+	674 – 652	C+	599 – 577	D+	524 – 495		

A NOTE ON GRADES POSTED TO CANVAS: I WILL POST INDIVIDUAL ASSIGNMENT GRADES TO CANVAS, SO YOU CAN TRACK YOUR GRADES AS THE QUARTER PROGRESSES. HOWEVER, THE TOTALS COLUMNS DO NOT AND WILL NOT ACCURATELY REPRESENT YOUR FINAL GRADE IN THIS CLASS. FINAL GRADING WILL BE DONE OFFLINE.

Schedule: The schedule below indicates due dates for assignments and associated tutorials and readings.

Unit Dates	Text Reading Bold indicates Chapter Reviews questions	Lecture	Laboratory	Exam	Discussion
Unit 1 1/2– 1/20	Chapter 1 – 4	<ul style="list-style-type: none"> • Introduction • Forensic Context and Recovery • Taphonomy • Body Orientation • Bone Structure 		Exam 1 Opens on 1/16 Closes 1/20 at 5:00pm	Introduce yourself to the class
Unit 2 1/21 – 2/10	Chapter 6 & 7	<ul style="list-style-type: none"> • The Skull • Dentition Axial Skeleton • Upper Appendicular Skeleton • Lower Appendicular Skeleton 	<ul style="list-style-type: none"> • Bones of the Skull and teeth • Bones of the Axial Skeleton • Bones of the upper limbs • Bones of the lower limbs 	Exam 2 Opens on 2/6 Closes 2/10 at 5:00pm	Discussion 1: Kennewick Man Commentaries: Start on 1/21 and are due on 2/5 12:00pm Replies: Start on 2/5 12:01pm and are due on 2/10 at 5:00pm
Unit 3 2/11 – 3/2	Chapter 12, 13 & 14	<ul style="list-style-type: none"> • Sex Determination • Age Determination • Metric and Non-Metric Variation • Pathology 	<ul style="list-style-type: none"> • Age Estimates • sex determination 	Exam 3 Opens on 2/27 Closes 3/2 at 5:00pm	Discussion 2: Bones T.V. Commentaries: Start 2/11 and are due on 2/26 12:00pm Replies: Start on 2/26 12:01pm and are due on 3/2 at 5:00pm
Unit 4 3/3 - 3/20	Chapter 15, 16, 17, 18	<ul style="list-style-type: none"> • Stature Estimation • Racial Determination • Traumas • Cause and Manner of Death 	<ul style="list-style-type: none"> • Stature Estimates • Racial determination 		

PART 1 OF THE FINAL EXAM WILL BE OPEN ON March 9th AND PART 2 WILL OPEN ON March 16th AT 8:00AM. THE FINAL EXAM WILL CLOSE ON March 20th AT 5:00PM.

MY SCHEDULE

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 AM					
9:30 AM	Office Hours		Office Hours		
10:00 AM	9:30 - 10:30		9:30 - 10:30		
10:30 AM	Anth&215	Anth&206	Anth&215	Anth&206	Anth&215
11:00 AM	B120	D103	B120	D103	B120
11:30 AM	10:30 - 12:20	10:30 - 12:20	10:30 - 12:20	10:30 - 12:20	10:30 - 12:20
12:00 PM					
12:30 PM		Office Hours		Office Hours	Office Hours
1:00 PM		12:30 - 1:30		12:30 - 1:30	12:30 - 1:30
1:30 PM					
2:00 PM					
2:30 PM					Anth&235 B120 2:30 - 4:20
3:00 PM					
3:30 PM					
4:00 PM					

ARE YOU INTERESTED IN EARNING A CONCENTRATION IN ANTHROPOLOGY, ALONG WITH YOUR DEGREE?

In addition to earning an AAS degree, you can take 20 credits of required courses to earn a concentration in Anthropology. These four courses provide the basic foundation of Anthropology and represent the 4-field approach of American Anthropology. All of them are be offered on campus and on-line.

ANTH& 204 – Archaeology (5 credits of Social Science)

ANTH 208 – Language, Culture, & Society (5 credits of Humanities or Social Science)

ANTH& 206 – Cultural Anthropology (5 credits of Social Science)

ANTH& 215 – BioAnthropology with Lab (6 credit of Lab Science) **or** ANTH& 205 – Biological Anthropology (5 credit of natural science)

Tentative Anthropology Spring 2020

Courses tentatively offered Spring 2020	On Ground	Online
ANTH&100 Survey of Anthropology	X	X
ANTH 108 Food, Drink and Culture	X	
ANTH 180/CES 180 American Life & Culture		X
ANTH& 205 Biological Anthropology		X
ANTH&204 Archaeology	X	
ANTH&206 Cultural Anthropology	X	X
ANTH 208 Language, Culture, & Society	X	X
ANTH&215 BioAnthropology w/lab	X	X
ANTH 235 Cross Cultural Medicine	X	
ANTH&236 Forensic Anthropology	X	

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

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

WHAT COURSES IN ANTHROPOLOGY ARE OFFERED AT BC?

There is a general introductory class (Survey of Anthropology) which highlights all four sub-disciplines of anthropology. BC offers in-depth courses in Anthropology which I encourage you to take: archaeology (Great Discoveries in Archaeology; Archaeology; Ancient North America; Aztecs, Mayas, & Their Ancestors), biological anthropology (Biological Anthropology; Bioanthropology with Lab; Cross-cultural Medicine; Forensic Anthropology), cultural anthropology (Food, Drink, & Culture; American Life & Culture; Cultural Anthropology; Sex, Gender, & Culture; Environment & Culture; Film and Culture; Religion & Culture) and linguistics (Language, Culture, & Society). Check BC's Course Catalogue for a full description of each course. We will also be offering several special topics courses spanning the discipline. Topics may include Primatology, Experimental Archaeology, Anthropology of Immigration and Scandinavian Culture. There are no prerequisites for any of these courses and they fulfill degree requirements. Different formats (on campus, on-line, hybrid) are offered. Stop by and visit the Social Science Advisor, Deanne Eschbach, in Room D110, for free professional planning and advising, or contact Anthropology Prof. Anthony Tessandori (tony.tessandori@bellevuecollege.edu) to learn more about majoring in anthropology.

COMMUNICATION

According to Bellevue College policy, I am only allowed to communicate with students over official BC emails systems (Bellevue 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 other person outside this institution about your academic issues without given and documented consent (this includes parents, none BC teachers or instructors)

Message from the chair

The Anthropology Department consists of a group of dedicated educators. We all want our students to learn and grow as they progress through their educations. We all are passionate about our fields of study and believe that what we have to say is important. We all feel that it is important that you come to class and take part in the learning process. We also

know that life happens outside of our classrooms and missing class is sometime unavoidable. In order for all of us to work together an open dialog between students and instructors is key. Most often an understanding can be reached when outside situation arises. If at any time during the quarter, you find that you are having concerns with the way a situation is being handled there are some steps to be followed. First you should talk direct to the instructor ask for clarification or further explanation. If you feel you are not getting the results you require, contact me (Anthony Tessandori, Department Chair) at tony.tessandori@bellevuecollege.edu. I will do what I can to help resolve any issues. If I am unable to help alleviate your concerns, you should contact the Interim Dean of Social Science (Virginia Bridwell) at Chris.bell@bellevuecollege.edu

I look forward to the coming quarter and I hope to speak to each of you about the possibilities anthropology has to offer.
Have a great quarter ~ Tony Tessandori

Anthropology Paper Usage Policy

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

Explore the LMC!

The Library Media Center is at your fingertips! I *strongly* encourage you to visit the LMC at least this quarter, but you can also access it via the web. Talk to a Reference Librarian at the Library (D-126), by calling (425) 564-6161, or by email: reference@bellevuecollege.edu.

- **Main Library Media Center:** <http://bellevuecollege.edu/lmc/>
- **For the LMC online catalog:** <http://bellevuecollege.edu/lmc/catalogs.html>
- **For article databases:** <http://bellevuecollege.edu/lmc/periodicals.html>

For all of your written work:

Submit proofread work **only**. Work not proofread will be returned **once** for a rewrite, expected to be handed in within 48 hours. If you need help with your writing, please make use of the following student support services:

- Academic Success Center: <http://bellevuecollege.edu/academicsuccess/>
- Academic Tutoring Center: <http://bellevuecollege.edu/tutoring/>
- TRiO Student Support Services: <http://bellevuecollege.edu/TRiO/>
- Writing Lab @ BC: <http://bellevuecollege.edu/writinglab/>

Preventing Plagiarism

Plagiarism is a form of academic dishonesty occurring when students use information or material from outside sources and do not properly cite those sources. This is grounds for disciplinary action. It is your responsibility to understand plagiarism and its consequences. Plagiarism occurs if:

- a. You do not cite quotations and/or attribute borrowed ideas.
- b. You fail to enclose borrowed language in quotation marks.
- c. You do not write summaries and paraphrases in his/her own words and/or doesn't document his/her source.
- d. You turn in work created by another person.
- e. You submit or use your own prior work for a current or past course, or work from one current course in another course *without express permission* from your professors. This may also be considered academic dishonesty.
- f. Consequences: If it is determined that you have plagiarized or engaged in other forms of academic dishonesty, you will likely fail the assignment and possibly the course, despite points earned through other work. Acts of academic dishonesty are reviewed for disciplinary action.

PROCEDURES AND GUIDELINES OF THE SOCIAL SCIENCE DIVISION

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.

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.

The Disability Resource Center: 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 D 125. 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.*