

Anthropology& 215 A: Biological Anthropology with Lab
Spring 2020 Online
Instructor: Anthony Tessandori

Office:	D110H
Office Hours:	Online
Telephone:	(425)564 – 4188
Email:	Primary email communications will be through the Canvas Email System. Secondary communication may occur using my BC email account, replies may be delayed. Tony.tessandori@bellevuecollege.edu I reserve the right to not reply to emails received evening after 7:30pm and on the weekends until the next regular business hours.

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, and cultural diversity.

Content for Anthropology& 215: Biological Anthropology with lab

In “Biological Anthropology” we employ the scientific perspective of biological anthropology to examine our earliest ancestors and relatives as well as the diversity of modern humans. Topics include theory of evolution, genetics, primate anatomy, fossil record, biological adaptation, human physical variation and reproductive ecology.

Course Outcomes:

At the conclusion of Anthropology& 215 you should be able to:

1. To demonstrate an understanding of the historical contexts and consequences of natural science and social science concepts developed for and directed at a holistic and comparative approach to human behavior.
2. To recognize, identify and use the scientific method, in particular the principles of biocultural evolution, and to distinguish coherent arguments based on such principles from other claims.
3. To show knowledge of the general elementary principles of molecular, Mendelian and population genetics and their synthesis with evolutionary explanation.
4. To apply contemporary concepts in human biocultural variation, and distinguish such approaches from older paradigmatic formulations.
5. To recognize behaviors found throughout the primate order with particular attention to the social ecology of primate behavior.
6. To compare the gross anatomy of modern hominin and non-human primates and gain knowledge of their taxonomic classification.
7. To demonstrate detailed paleo-anthropological knowledge of fossil hominoids and hominids, enabling the contrast, comparison and construction of hypothetical phylogenetic interpretations of hominin lineages and the selective evaluation of competing theories of hominization.

General Education Rating:

Big 3	General Ed Requirement	Rating
Creative and Critical Thinking	Critical Thinking/ Problem Solving - Scientific Inquiry (Nature of Science)	3

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.

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.

This course will be different from other quarters and online classes you have had. Because of special circumstances of the Corona quarter and the mixture of students, (some desiring an online asynchronous and some desiring the synchronous on-ground experience) I will as best I can provide the best parts of both classes into some form of hybrid. This class will mostly be structured like a traditional online class with open assignment with longer periods of time to do work and process materials. I will also provide live lectures via ZOOM during schedule on-ground class times (10:30 am – 12:20pm Monday, Wednesday and Friday). Videos of these lectures will be posted for students how cannot attend to view at a later time. I will also post the PowerPoints I use during lecture to aid in your studying and preparation for assessments. On Fridays (starting on April 17th) I will provide a brief introduction to the lab associated with the material being covered that week. These too will be posted for later viewing.

I have arranged the material into three “Units.” Each unit will be several weeks long and will allow you to work on some materials when is convenient for you. Other materials (lectures, discussion and exams) will follow a more structured schedule.

Units will start on given Tuesday mornings at 8:00 AM and runs until the last Monday of the Unit at 5:00 PM when all “final” work for that Unit must be completed. ***DUE DATES ARE NOT FLEXIBLE.***

In each Unit the lectures are meant to be covered first as they will provide context and foundational information for the labs and discussions. Each Unit will have an exam that will open near the end of the unit. Not all Units are the same length of time. Be sure to keep track of when each Unit opens and closes. We will be moving very quickly due to the nature of this course. Please stay on top of the material, as it is very difficult to catch up at the last minute and you ***will not*** be allowed to submit materials once a Unit closes.

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.

Dates and times for exams can be found in the course schedule, Unit overviews and numerous announcements. Each exam must be completed during the given exam times. Late exams will not count._

IF THERE IS A DISCREPANCY BETWEEN DUE DATES, THE DATE ON THE OVERVIEW WILL BE THE CORRECT

Course Site Layout

This course is UNIT and page based. Each Unit will be linked to the home page. Everything you need 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, you may end up accessing assignments you don't need. Unassigned submitted assignments will not be graded or given credit.

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 will submit a comment that you submitted in an unaccepted format. If you fail to resubmit your assignment, your final recorded grade will be a 0.**

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/ (Links to an external site.)).

Textbook

ESSENTIALS OF PHYSICAL ANTHROPOLOGY – 10th Edition

Jurmain, Kilgore, Travathan and Bartelink

ISBN-13: 9781305633810

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 for a total of 750 points.

- **Participation 50 points**
- **Lab activities, write ups and participation labs: 300 pts (Varying points dependent on the activity)**
- **Discussion: 100 points (1 at 10 pts (Introduction post), 3 at 30 pts (formal discussions))**
- **Exams: 300 points**

Participation:

You will not be graded on your attendance to live lectures; however, you are expected to log on to Canvas at least **four different days per week**, more is 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.

On occasion, the mobile canvas app has been shown to not record when students log on. It would be wise to log on to with a normal computer as regularly as possible. This will also aid in viewing the course materials. Lectures and lab instructions are designed to be view in a large format not a cell phone.

Lab Activities

There are several labs/activities per Unit. These labs are designed to provide you with experimentation and research experience, reinforce key concepts in the course, enhance your knowledge of course material, and provide you with a hands-on learning experience. These are **labs** so they will require you to collect and analyze data, not just follow step to complete an activity. Due dates for labs will be given in the overview, on the lab assignment, and the submission page.

In order to complete these labs, you will need a lab kit. I am trying to figure out the best way to get them to you. This will happen during the second week of class.

LATE SUBMISSIONS WILL BE SUBJECT TO 10% PER DAY REDUCTION IN POINTS INCLUDING CLASS AND NON-CLASS DAYS. AFTER ONE WEEK, THESE ASSIGNMENT WILL BE WORTH 0 POINTS. BEYOND THIS NO LATE WORK WILL BE ACCEPTED WITHOUT PRIOR APPROVAL BY THE PROFESSOR.

Discussions

A major part of the learning in this class comes from the exchange of ideas with other students. There are four discussions total, counting the introductory discussion. This dialogue will occur in the form of four major discussions about relevant topics. The discussion topic will be provided to you and there will usually be a reading to tie in the discussion to the week's material.

YOU DO NOT HAVE TO REPLY MAKE REPLIES TO THE INTRODUCTORY DISCUSSION

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 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 Thursdays 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 comment on the initial posting of 2 other students. This step of the discussion will begin at 12:01 pm on Thursday. 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.
4. Each response posting should be about 100 words. Responses such as "I agree" or "Terrific job" do not count for credit. If you use any source at all, you must cite it. NO Wikipedia. Period.

All postings need to 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 MONDAY AT 5:00PM.

Exams

A major portion of your grade will be derived from 4 exams. An exam may consist of multiple choice and true/false questions and a problem set of questions. More details about the exams will be distributed closer to the date of each. Each exam will cover the material from its Unit. These exams are assessments of your knowledge of the materials, not your ability to look stuff up. There are strict time limits and rules for these exams, so please plan according.

To take the exam, you will need to be familiar with Canvas. Be sure you know how to successfully submit your answers when completed. Exam questions are derived from assigned readings, discussions, labs, internet links, lectures, labs, and any other instructional material presented in class. Exams will open on the last Thursday of the Unit at 8:00am and will close the following Monday at 5:00pm.

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		

Schedule: Anth&215: BioAnthropology with Lab Winter 2019

Non-italicized lectures are synchronous *Italicized underlined lectures are asynchronous*

Unit	Text	Lectures and Materials	Activities	Discussions
Unit #1 4/8 – 4/27	Ch.1 – 4	<ol style="list-style-type: none"> 1. Start Here (4/8) 2. Introduction (4/8) 3. <u>History of variation studies</u> 4. History of Evolutionary Thought (4/10 -15) 5. Natural selection (4/17 – 4/24) 6. <u>Heredity & evolution</u> 7. <u>Genetics</u> 	<ul style="list-style-type: none"> • START HERE ASSIGNMENTS • Natural Selection 30 <ul style="list-style-type: none"> ○ After #5 • Genetics Casino 40 <ul style="list-style-type: none"> ○ After #6 ○ <u>Data due Dates TBD</u> ○ <u>Final report 4/27th</u> • DNA lab 30 <ul style="list-style-type: none"> ○ After #7 • Exam 1 Opens 4/23 – Closes 4/27 at 5:00pm 	<p>Stem Cell</p> <ul style="list-style-type: none"> • <u>Commentaries</u> Start on 4/8 at 8:00am and end on 4/22 at 12:00pm. • <u>Replies</u> Start on 4/22 at 12:01pm and close on 4/27 at 5:00pm
Unit #2 4/28 – 5/25	Ch. 5 - 7	<ol style="list-style-type: none"> 1. Macroevolution 2. Speciation 3. Forces of evolution 4. Living primates 5. <u>Geologic time</u> 6. <u>Dating methods</u> 7. <u>Fossil Primates</u> 	<ul style="list-style-type: none"> • Primate Adaptations solitaire 30 • Primate Observation 40 • Primate Anatomy 30 • Exam 2 Opens 5/21 – Closes 5/25 at 5:00pm 	<p>Bush meat</p> <ul style="list-style-type: none"> • <u>Commentaries</u> Start on 4/28 at 8:00am and end on 5/22 at 12:00pm. • <u>Replies</u> Start on 5/22 at 12:01pm and close on 5/25 at 5:00pm
Unit #3 5/26 – 6/19	Ch. 8 – 11	<ol style="list-style-type: none"> 1. Bipedalism 2. Early hominin record 3. Middle hominin record 4. Late hominin record 5. Modern humans 6. Human adaptation 	<ul style="list-style-type: none"> • Bipedalism 40 • Stone vs. Steel 25 • Human adaptations 35 • Exam 3 Opens 6/11 – Closes 6/19 at 5:00pm 	<p>Malaria and culture</p> <ul style="list-style-type: none"> • <u>Commentaries</u> Start on 5/26 at 8:00am and end on 6/10 at 12:00pm. • <u>Replies</u> Start on 6/10 at 12:01pm and close on 6/19 at 5:00pm

MY SCHEDULE

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 AM					
9:30 AM	Office Hours 9:30 - 10:30		Office Hours 9:30 - 10:30	Office Hours 9:30 - 10:30	Office Hours 9:30 - 10:30
10:00 AM					
10:30 AM	Anth& 215 10:30 - 12:20	Anth&236 10:30 - 12:20	Anth& 215 10:30 - 12:20	Anth&236 10:30 - 12:20	Anth& 215 10:30 - 12:20
11:00 AM					
11:30 AM					
12:00 PM					
12:30 PM		Office Hours 12:30 - 1:30			
1:00 PM					
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					

Tentative Anthropology Offerings Summer and Fall 2020

NUMBER	COURSE NAME	Summer		Fall	
		campus	online	campus	online
ANTH&100	Survey of Anthropology	X	X	X	X
ANTH 101	Intro to North American Archaeology			X	
ANTH&125	Human Variation		X		
ANTH 180/CES 180	American Life & Culture		X	X	X
ANTH&204	Archaeology*		X		
ANTH&205	Biological Anthropology+		X	X	
ANTH&206	Cultural Anthropology*	X	X	X	X
ANTH 208	Language, Culture and Society*		X	X	X
ANTH&215	BioAnthropology w/lab+			X	
ANTH 220	Culture, Sex and Gender				X
ANTH 222	Film and Culture				X
ANTH&235	Cross-Cultural Medicine			X	
ANTH&236	Forensic Anthropology				X
ANTH& 234	Religion & Culture		X		

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

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

Academic Integrity and Safe Zone

Cheating and plagiarism will not be accepted. Proper citation of ideas, concepts and quotes that are not your own is required. Cheating and plagiarism will result in a zero score on that assignment and will be reported to BC administration. This class is designed to explore and discuss controversial issues. Sometimes these issues evoke emotional or personal repossess. It is important for students to be able to speak their minds without worrying about ridicule, demeaning remarks, or hurtful statements. Any occurrences of such comments will be dealt with immediately.

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.

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; Incas & Their Ancestors; Aztecs, Mayas, & Their Ancestors), Biological anthropology (Biological Anthropology; Bioanthropology with Lab; Cross-cultural Medicine; Forensic Anthropology), Cultural anthropology (Food, Drink, & Culture; American Life & Culture; Cultural Anthropology; Sex, Gender, & Culture; Environment & Culture; Film & 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 at tony.tessandori@bellevuecollege.edu to learn more about majoring in anthropology.

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

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

SNOW DAYS or other non-schedule class cancelations

The possibility is always there that class will be cancelled unexpectedly. In the case that class is cancelled, I will post information on Canvas as an announcement. This will include lecture material, assignments and handouts. It is your responsibility to check this in a timely manner before the next class session. Material provided in this way will be covered as a review in class but may not be lectured on in detail.

What courses in anthropology are offered at BC?

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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, non-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

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/>

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.

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.*