



## Anthropology & Geography Department

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### ANTH 2301 - Physical Anthropology

CRN 12832 – Fall 2018

HCC Online Course

3-hour lecture course / 48 hours per semester/ 16 weeks

#### **Instructor: Professor L. Ayers**

**Instructor Contact Information:** Please contact me by Canvas inbox or by email at [laura.ayers@hccs.edu](mailto:laura.ayers@hccs.edu). You must use your HCC student email when contacting me, per school policy.

**Department Contact Information:** The department phone number is 713-718-5625. Secretary: Tomi Middleton ([tomi.middleton@hccs.edu](mailto:tomi.middleton@hccs.edu)). Chair: Bryant Evans ([bryant.evans@hccs.edu](mailto:bryant.evans@hccs.edu)).

#### **Office location and hours**

*Please feel free to contact me concerning any problems that you are experiencing in this course. You do not need to wait until you have received a poor grade before asking for my assistance. Your performance in my class is very important to me. I am available to hear your concerns and just to discuss course topics. Feel free to come by my office or contact me online anytime during these hours. I will always be by a computer during these hours, so any emails or requests to chat (in person or online) will be promptly answered during these hours.*

Office Location: Spring Branch: Room AD5 (In Faculty Office Hall)

Office Phone: 713-718-5879

Office Hours: In person or Virtual.

Monday: 11:30am-12:30pm, 2-5 pm. Wednesday: 11:30am-12:30 pm.

Other times by appointment, please email for an appointment.

Online Tutoring Service is available through HCC (Upswing), there is also an HCC Anthropology Facebook page.

#### **Course Goal**

To provide students with reliable knowledge about human cultural and biological evolution and variation with an anthropological approach and understanding of how that knowledge was gained.

#### **Prerequisites**

- a) Reading: Placement in co-requisite GUST 0342;
- b) Writing: Placement into ENGL 0310/0349

#### **Course Description**

**ANTH2301** Physical Anthropology provides an overview of human origins and bio-cultural adaptations. Also introduces methods and theory in the excavation and interpretation of material remains of past cultures. (ACGM)

**ANTH2301** Physical Anthropology explores the relationship between culture and biology through the methods, theory and research of biological anthropology. Students learn about basic mechanisms of genetic change in populations and the relationships between humans and the other primates. The appearance of humans and their bipedal ancestors approximately six million years ago and their culture history through the Paleolithic age are examined in detail. Students learn about biological variation and adaptation in human populations, responses to the environment, race, and other issues and their applications. Core Curriculum Course. (HCC Course Catalog).

### Course Student Learning Outcomes

- Apply the scientific method to empirical data and evaluate hypotheses
- Evaluate contrasting scientific viewpoints regarding the process of evolution.
- Explain the basic terms and processes of Mendelian genetics.
- Describe the structure of DNA and the process of mutation.
- Identify and define the forces of evolution.
- Describe at least one human biological variation that represents an adaptation to environmental factors.
- Distinguish between the major categories of the living primates.
- Describe variation in primate social behaviors and the reasons for that variation.
- Identify major trends in early primate evolution.
- Compare and contrast various Australopithecine and early *Homo* fossils and sites.
- Describe the skeletal characteristics and culture of *Homo erectus*.
- Compare early *Homo sapiens*, skeletally and culturally, to both *Homo erectus* and later *Homo sapiens*.
- Evaluate different theories, based on both skeletal and genetic evidence, regarding the origins of anatomically modern humans.

### Learning Objectives

Upon successful completion of this course, students will:

1. Describe key concepts and theories of physical anthropology.
2. Explain the principles and processes of human evolution.
3. Describe how the scientific method is used in physical anthropology.

### Core Competency Objectives

- **Critical Thinking** – There will be one or more assignments in which students will have to demonstrate their ability to analyze and synthesize information involving scientific topics (e.g. genetics, human adaptation, human variation, human origins, primatology) and how they apply to hypothetical situations.
- **Communication Skills** – There will be one or more exercises in which students will have to demonstrate their competency in written and/or verbal communication skills with respect to lab topics (e.g. genetics, human adaptation, human variation, human origins, primatology).
- **Empirical and Quantitative** – There will be one or more exercises in which students will have to demonstrate their understanding of the scientific method, render observations into data, and perform basic computations using basic linear algebra, common and natural logarithms, and other college-level math.
- **Teamwork** – There will be one or more exercise where students will have to work together in small groups to analyze and evaluate data and research. Students will work in collaborative teams for all labs and will turn in a single assignment for each. They will be required to discuss differences in data that they observe and will need to account for observer bias. Students will be evaluated on the ability to work together, self-management, and cooperation.

### HCC Core Curriculum

All students seeking an Associate in Arts (AA), Associate in Science (AS), or Associate of Arts in Teaching (AAT) degree are required to complete the core curriculum or a state-approved field of study curriculum. (See guidelines, *HCC 2011 College Catalogue.*)

#### *Evaluation for CORE Competencies*

*Reading* - Text, research for assignments, quizzes, exams.

*Writing* - Essays on exams, weekly discussion responses, writing assignments.

*Listening* - Film assignment; lecture on the Internet, and observation at zoo.

*Critical Thinking* - Quizzes, exams, written assignments, discussions, problem solving in exams/assignments, science news updates.

*Computer Literacy* - Internet competence in performing essential tasks of course.

*Speaking* - In class assignment.

### **HCC Grading Scale**

A = 100 – 90;	4 points per semester hour
B = 89 – 80:	3 points per semester hour
C = 79 – 70:	2 points per semester hour
D = 69 – 60:	1 point per semester hour
59 and below = F	0 points per semester hour
IP (In Progress)	0 points per semester hour
W(Withdrawn)	0 points per semester hour
I (Incomplete)	0 points per semester hour
AUD (Audit)	0 points per semester hour

### Grade Composition:

<i>Item</i>	<i>Notes</i>	<i>Percentage</i>
Two Online Exams	Higher Score is 15%, Lower Score is 10%	25%
Comprehensive Final	Will be taken on computer in proctored facility (Division Policy)	20%
Midterm Exam	(Exam 2). Will be taken on computer in proctored facility (Division Policy)	15%
Assignments	Averaged. Two lowest dropped.	14%
“Big Idea” Assignments	Three at 4% each Grading Rubric provided in Instructions	12%
Quizzes	Averaged. Two lowest dropped.	10%
Discussions	Averaged.	4%

- *\*\*Extra credit opportunities will become available throughout the course. I strongly encourage you to take advantage of each and every one--the worst feeling at the end of the semester is to be borderline between two letter grades, and that extra credit could have been the boost you needed to achieve that higher grade! Requests for Extra Credit after the deadline or Grade Rounding will not be granted.\*\**

## Textbooks and Required Materials

“**Biological Anthropology: Concepts and Connections, 3<sup>rd</sup> edition**”, Fuentes; McGraw-Hill Publishers. ISBN: 978-1-260-64962-8

Textbooks may be purchased at any HCC bookstore. Call ahead to ensure that your text is in stock. Textbook rentals are an alternative to purchase – inquire at the bookstore. **NOTE:** A student of this institution is not under any obligation to purchase a textbook from a college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

## Instructional Activities

- **Exams:** Exams will be in a multiple-choice, true/false, or matching format and will cover material detailed in the Exam Review. ***For proctored exams, students must attend HCC Online proctored testing locations. If you do not sign in upon arrival to the testing location, your exam grade will not be accepted and will be a zero.***
- **Comprehension Quizzes:** For each week there will be a short (~5 questions) quiz. This is to let you know what kind of questions will be asked on the exam about the previous week’s materials, as well as test your knowledge of the material. Each quiz has a time limit of 6-7 minutes.
- **Movie Worksheets:** You are required to watch the movie (15-60 minutes) and fill in the corresponding worksheet. Every student is expected to do their own work. **Sharing worksheets is not allowed and will result in a failing grade on the assignment for any students involved.**
- **“Big Idea” Assignments:** There will be “big” assignments (1-2 pages) required. Instructions for each will be announced in class and posted on Eagle Canvas as they arise. Please check the rubric in the instructions before submitting. ***Plagiarism (including no in-text citation) on any paper will result in an automatic failing grade on the paper.***
- **Discussions:** Occasionally you are required to participate in online discussions. Discussion posts always require a minimum of three posts: one original post answering the questions, and a minimum of two thoughtful replies to a classmate’s post. The exception is the Primate Wiki comments, which does not have questions but requires students to comment on five classmate’s Wiki entries.

## Instructional Approach

For a student to successfully complete this course they must log-in to class, read the assigned materials each week, participate in discussions as available, and actively engage with the material. Students are expected to read the material. The textbook is a guide and support for lecture and discussion. The topics and material in biological anthropology can be difficult. Physical anthropology is influenced by a number of disciplines including, biology, environmental studies, anatomy, geology, nutrition, zoology, and cultural studies, therefore it is necessary to cover the material adequately on your own. You are responsible for all assigned readings and additional materials as they are introduced. **Please do not stop completing your class work or drop the class without first talking with me.** Dropping a course should be your last step. Be aware that dropping may impact your grade point average, financial aid, and health insurance policies (some require you to be a full-time 12-hour student). As an experienced instructor, there may be options that I can point out that have not occurred to you. I am here to help you, but you must be willing to help yourself. **Do not wait until the end of the semester to ask for advice. When you are successful as my student, I am successful as your instructor!**

To successfully complete this course, the student must be able to learn the material without the benefit of a lecture and laboratory session. Students are responsible for setting their own study pace for the course, but must comply with due dates for the exams and assignments (see below). **Just because this course is online and self-paced DOES NOT mean it is easier or less time consuming than other classes**, but it permits the student flexibility in arranging their study and testing schedule. The course may be completed at a faster or slower pace (within limits), depending on your individual schedules and needs. Any student who does not complete the assignments by their due dates and times will receive zeros for the assignments, unless they use their **one-time Spiderman Pass (see below)**. There will be no extensions for exams past the due dates except in cases of extreme emergency (e.g. military service, illness requiring hospitalization of self or dependent, etc.) which are up to the instructor's discretion, and will require documentation of the circumstances.

### Drop/Late/Make-Up Policies

- Even if your computer or internet crashes, you are still responsible for meeting the course deadlines. Each campus has computer labs available for students. Houston Community College is comprised of 6 regions with several campus locations per region. Each campus provides computer labs for education support. Computer labs are generally located at each campus library.
- Make-up exams, quizzes or assignments WILL NOT be given or accepted unless the absence can be demonstrated, in writing, to be excused according to instructor policy. Students must ask for a make-up and provide documentation of excused absence in a timely manner. It is also advised that the student inform the instructor ahead of time of the absence if possible, in person or by email.
  - **Excused absences are defined as followed: military service (with orders), documented illness of self/dependent, and funerals (with paperwork).**
  - Transportation issues or work conflicts **typically do not count** as excused absences, as they cannot usually be documented. The instructor will use their discretion in special circumstances.
- If you must miss an exam, please notify instructor and provide documentation. All make-up exams will be administered through a testing center during the last week of class. Student must make arrangements with instructor and testing center prior to **Dec 3**.
- Every student will get one **“Spiderman Pass: Life Happens”** extension card. This will allow you to submit **any unit module up to 24 hours** late. You can submit one entire Unit module (assignments, quiz, etc) within the 24-hour period. While HCC Online may allow you to turn in additional work after the due date, any late work turned in outside of this one-time extension will not be accepted for a grade. Extension cannot be used on Exams or Extra Credit.
- After the date of record (Sept 10) dropping a class is YOUR responsibility. Student must email instructor to request to be dropped at any point before the deadline. Failure to turn in work will not result in a drop.
- **For this Class: Last day for administrative withdrawal is November 2 by 4:30 p.m.**
- An Incomplete grade for the semester will only be given in a narrow range of emergent situations and will require documentation of said emergency.

## Classroom Policies

- If something in the course is missing or not working correctly, please notify your instructor as soon as possible.
  - If something is wrong with your computer or login, your instructor cannot help with basic technological support.
  - HCC Online Tech Support can be found at: <http://www.hccs.edu/online/technical-support/>
- Adult content, including discussions of sex and reproduction, is part of the course scope.
- Adult behavior is expected. Disruptive behavior/activities that interfere with teaching and/or learning will not be tolerated and may result in an administrative withdrawal without refund.
- Any student who receives below a 70% on an exam must meet with the instructor in office hours, virtually or in person, or by appointment within one week of the exam.
- Any student who uses their Canvas or HCC account to email the instructor the correct number of humans killed by hippos per year by Wednesday Aug 29 at noon will receive a perfect score on the Syllabus Quiz.
- As with any course, all of the work submitted in this course must be that of each individual student. Students **ARE NOT** permitted to collaborate in the completion of assignments by sharing answers or worksheets, nor are they permitted to assist each other by sharing questions or answers from the examinations. Any violation of this policy will be treated as cheating, will result in a failing grade on the assignment in question, and will be referred to HCC's office of student academic honesty for investigation and disciplinary action.
- All assignments must be submitted electronically on through Eagle Canvas.
  - Your file must be attached and open to be accepted. Files that are not attached or do not open correctly will not be accepted. The same policy for late files applies if your file does not open correctly or is not attached.
  - If Eagle Online-Canvas is not working, student can email assignment to [laura.ayers@hccs.edu](mailto:laura.ayers@hccs.edu) from their HCC email address. Emails from non-HCC email addresses will not be opened or received.
  - Ask your instructor about Open Office if you do not have Microsoft Word capabilities. Students receive a free Microsoft Office package with student email.
  - If an assignment is received late or not received, the student must demonstrate it was turned in. **When in doubt: take a screenshot!**
  - There will be no individual extensions to any assignment or module beyond the Spiderman Pass. Therefore, it is highly recommended that students complete assignments BEFORE the day they are due, to have time to find solutions if personal computer problems or Canvas issues arise.
  - All assignments will be returned to the student electronically in Eagle Canvas, with grade and comments as necessary.

## Semester Outline of Content/Timeline

**\*Remember:** You can always work AHEAD of schedule (until the midterm or final exam), but cannot fall behind.

**You are now a college student. It is your responsibility to keep up with due dates; do not expect reminders. Ignorance of the syllabus is no excuse.**

\*\*This is a tentative schedule for the semester, and is subject to change at the instructor's discretion. You will be alerted in Canvas and/or by email of any changes to this schedule.\*\*

**\*\* Online Assignments are due by 11:59 pm for your convenience, but your instructor is not available to answer emails or provide help after 5 pm. Plan accordingly! \*\***

You will have access to the course to begin work at **12:01 am on Monday, August 27<sup>th</sup>**. While you might be able to look around the course orientation features earlier, assignments cannot be accessed or turned in until this date.

**Aug 27-31**

<u>Lecture Material</u>	<b>Due Friday at 11:59 pm:</b> <b>Per school policy, Unit 1 needs to be completed to not be dropped from the course for non-attendance!</b>
Course Introduction and Navigation	<i>Assignments:</i>
	Class Agreement
<b>ADVICE:</b> <i>There is a lot of work in the first week to orient you- Do not wait until the last day to try to complete!</i>	Course Scavenger Hunt
	<i>Discussion:</i>
	Introductions-Animals Ice-Breaker
	<i>Quiz:</i>
	Syllabus Quiz

**Sept 3-7** Unit 1: Class introduction. What is anthropology? What makes us human? Read Chapter: 1.  
Unit 2: The Biological Basis of Life. Read Chapters: 2 and 3.

	<b>Due TUESDAY at 11:59 pm:</b>
What is Anthropology? What makes us human?	<i>Assignments:</i>
	Mendelian Survey
	<i>Quiz:</i>
	Quiz 1
<u>Lecture Material</u>	<b>Due Friday at 11:59 pm:</b>
Explaining DNA, Genes, Inheritance	<i>Discussion:</i>
Mendelian Genetics and Beyond	Mendelian Genetics Discussion
	<i>Quiz:</i>
	Quiz 2

**Sept 10-14** Unit 3: Topic: The Scientific Method and Anthropology. Read Chapters: 5 and 6.

<u>Lecture Material</u>	<b>Due Friday at 11:59 pm:</b>
What is Science? Darwin's Influences	<i>Assignments:</i>
Who was Darwin? Explaining Natural Selection	Film WS: "A War on Science"
	<i>Discussion:</i>
	Natural Selection Discussion
	<i>Quiz:</i>
	Quiz 3

**Sept 17-21 EXAM 1.**

	<b>Due Friday at 11:59 pm:</b>
If you wish, you can attend Exam 1 Review Games at one of the following times/locations <b>Mon Sept 17:</b>	
9:30 am: Alief-Hayes C405	Exam 1

12:30 pm: Spring Branch 702	
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**Sept 24-28** Unit 4: Topic: Mechanisms of Evolution. Read Chapter: 4.

<u>Lecture Material</u>	<b>Due Friday at 11:59 pm:</b>
Population Genetics: The Four Mechanisms of Evolution	<b>Big Assignment:</b>
Kinship and Sexual Selection	Evolution Example
	<b>Quiz:</b>
	Quiz 4

**Oct 1-5** Unit 5: Topic: Primate Characteristics and Taxonomy. Read Chapter: 9.

<u>In-Class</u>	<b>Due Friday at 11:59 pm:</b>
Macroevolution, Taxonomy. What makes a Primate?	<b>Assignments:</b>
Primate Social Strategies	Film WS: "Life of Mammals Part 1"
Primate Chart Fill-In Part 1 (Chart will not be finished)	<b>Quiz:</b>
	Verification of viewing Video Tutorial: How to Complete the Primate Wiki Assignment
	Quiz 5

**Oct 8-12** Unit 6: Topic: Primate Taxonomy and Behavior. Read Chapters: 7 and 8.

<u>Lecture Material</u>	<b>Due Friday at 11:59 pm:</b>
Primate Taxonomy Chart Fill-In Part 2	<b>Assignments:</b>
Primate Behavior Case Studies	Film WS: "Life of Mammals Part 2"
	<b>Big Assignment:</b>
	Primate Wiki Entry
	<b>Quiz:</b>
	Quiz 6
	Midterm Location RSVP

**Oct 15-19** Topic: Finish Up/Exam Review, **MIDTERM (EXAM 2)**.

	<b>Due Tuesday: (11:59 pm):</b>
If you wish, you can attend Exam 2 Review Games at one of the following times/locations <b>Mon Oct 15:</b>	<b>Discussion:</b>
9:30 am: Alief-Hayes C405	Comments for other's Primate Wiki Entries
12:30 pm: Spring Branch 702	
	<b>Taken In Person at Testing Center Locations,</b>
	<b>Thurs-Sat</b>
	<b>Midterm (Exam 2)</b>

**Oct 22-26** Unit 7: Topic: Fossilization and Paleo-Primates. Read Chapters: 11 and 12.

<u>Lecture Material</u>	<b>Due Friday at 11:59 pm:</b>
Fossilization Processes	<b>Assignments:</b>
Paleo-Primate Species	Film WS: "First Primates"
	<b>Quiz:</b>
	Quiz 7

**Oct 29- Nov 2** Unit 8: Topic: Hominid Origins. Read Chapter: 13.

<u>Lecture Material</u>	<b>Due Friday at 11:59 pm:</b>
Understanding Anatomy, Pre-Australopithecines	<b>Assignments:</b>
Species in the genus <i>Australopithecus</i>	Film WS: "Becoming Human Part 1"



	<i>Quiz:</i>
	Quiz 8

**Nov 5-9** Unit 9: Topic: Human Ancestors in the Genus *Homo*. Read Chapter: 14.

<u>Lecture Material</u>	<b>Due Friday at 11:59 pm:</b>
Species in Early <i>Homo</i>	<i>Assignments:</i>
Species in Late <i>Homo</i>	Film WS: "Becoming Human Part 2"
	<i>Quiz:</i>
	Quiz 9

**Nov 12-16** Unit 10: Topic: Origin and Dispersal of Modern Humans. Read Chapter: 15.

<u>Lecture Material</u>	<b>Due Friday at 11:59 pm:</b>
The Great Leap Forward, part 1.	<i>Assignments:</i>
The Great Leap Forward, part 2.	Film WS: "Becoming Human Part 3"
	<i>Quiz:</i>
	Quiz 10

**Nov 19-23** Topic: Finish Up/Exam Review, **EXAM 3**.

	<b>Due Friday at 11:59 pm:</b>
If you wish, you can attend Exam 3 Review Games at one of the following times/locations <b>Mon Nov 19:</b>	
9:30 am: Alief-Hayes C405	<i>Big Assignment:</i>
12:30 pm: Spring Branch 702	Movie Evaluation
	<b>Due Sunday: (11:59 pm):</b>
	Exam 3

**Nov 26-30** Unit 11: Topic: Modern Human Variation. Read Chapters: 16 and 17.

<u>Lecture Material</u>	<b>Due Friday at 11:59 pm:</b>
Modern Human Variation/Dispersal	<i>Assignments:</i>
Introduction for Forensic Anthropology	Film WS: "Race The Power of an Illusion Part 1"
	<i>Discussion:</i>
	Learning about Race Discussion
	<i>Quiz:</i>
	Quiz 11: Skin Deep Reading Quiz
	Final Exam Location RSVP

**Dec 3-7** Topic: **FINAL EXAM.**

If you wish, you can attend Final Exam Review Games at one of the following times/locations <b>Wed Dec 5:</b>	<b>Due Wednesday (11:59 pm):</b> <i>Extra Assignments</i>
9:30 am: Alief-Hayes C405	Extra Credit
12:30 pm: Spring Branch 702	Class Evaluation
	<b>Taken In Person at Testing Center Locations,</b>
	<b>Thurs-Sat</b>
	<b>Comprehensive Final Exam</b>

**Midterm and Comprehensive Final** must be completed on computer, in person at one of the HCC Online testing locations.

You will need to bring a photo ID to the testing location.

You must sign in upon arrival for your exam grade to be accepted. If you do not appear on the course sign in sheet, your exam grade will be counted as a zero.

For Midterm and Final Exam Testing Weeks, you can attend **at any time within the testing hours:**

Thursdays, 10am -9pm; last admit time 6:50pm

Fridays, 10am - 9pm; last admit time 6:50pm

Saturdays, 10am - 3pm; last admit time 12:50pm

**Location:** 3100 Main Street, Basement. You will be giving a parking garage validation ticket after exam.

**Location NOTE:** Occasionally Friday and Saturday testing will be at Central Campus, San Jacinto Building.

*I will inform you of finalized locations the week of the exam by Canvas message.*

Look for signs upon entering building for which room to go to for ANTH testing.

Please start planning **immediately** to attend one of these times/locations or to find another certified proctor location to take the exam. It takes a minimum of 3 weeks before exam date to arrange a certified proctor.

## HCC POLICIES

### **Houston Community College Mission Statement**

The Houston Community College is an open-admission, public institution of higher education offering associate degrees, certificates, academic preparation, workforce training, and lifelong learning opportunities that prepare individuals in our diverse communities for life and work in an increasingly international and technological society. HCC will provide affordable and accessible education, university transfer and general education, workforce development, customized training, continuing education, adult literacy and developmental programs, personal enrichment opportunities, comprehensive student support services, and an environment conducive to learning.

#### **HCC Policy**

##### **Statement:**

ADA, Academic  
Honesty, Student  
attendance, 3-peater,  
Withdrawal Deadline

Access Student Services Policies on their Web site:

<http://www.hccs.edu/district/students/student-handbook/>

#### **HCC Policy**

##### **Statement:**

Accommodations due  
to a Qualified  
Disability

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to

<http://www.hccs.edu/district/students/disability-services/>

#### **HCC Policy**

##### **Statement:**

Basic Needs

Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact the Dean of Student Success for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable us to provide any resources that HCC may possess.

#### **HCC Policy**

**Statement:** Campus  
Carry

At HCC, the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at

<http://www.hccs.edu/district/departments/police/campus-carry/>

#### **HCC Policy**

##### **Statement:**

Sexual Misconduct

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status-in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross

Director EEO/Compliance

Office of Institutional Equity & Diversity

3100 Main

(713) 718-8271

Houston, TX 77266-7517 or [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu)

**HCC Online and/or  
Continuing  
Education Policies**

Access HCC Online Policies on their Web site:

*All students are responsible for reading and understanding the HCC Online Student Handbook, which contains policies, information about conduct, and other important information. For the HCC Online Student Handbook, click on the link below or go to the HCC Online page on the HCC website.*

The HCC Online Student Handbook contains policies and procedures unique to the online student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student's responsibility to be familiar with the handbook's contents. The handbook contains valuable information, answers, and resources, such as HCC Online contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Refer to the HCC Online Student Handbook by visiting this link:

<http://www.hccs.edu/media/houston-community-college/distance-education/student-services/HCC-Online-Student-Handbook.pdf>