



**Division of Earth, Life & Natural Sciences
Biology Department**

<https://www.hccs.edu/programs/areas-of-study/science-technology-engineering-math/biology/>

UPDATED COVID-19 COURSE SYLLABUS

BIOL 2302: Anatomy & Physiology 2 | Lecture | CRN 13161

Spring 2020 | 16 Weeks (Jan/21/2020 – May/17/2019)

In-Person | Alief-Hayes Campus Room TBA | TuTh 11:00AM-12:20PM

3 Credit Hours | 48 hours per semester

****NOTE: Class is now ONLINE due to COVID-19****

Instructor Contact Information

Instructor: Margarita Bracamonte, Ph.D.	Office Phone: 713-718-0000
Office: Alief Campus, Room C304	Office Hours: By appointment at Webex
HCC Email: m.bracamonte@hccs.edu	Office Location: 3rd floor, Alief Main Building (faculty not in her office due to COVID-19)

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear the concerns and just to discuss course topics.

Instructor's Preferred Method of Contact

Preferred method of contact: Canvas Inbox and HCC email at m.bracamonte@hccs.edu

I will respond to emails within 24-48 hours Monday through Friday; I will reply to weekend messages during the following week. Emails sent during holidays will be responded by the next business day.

What's Exciting About This Course

You will learn so much about your life and living organisms. Do you know how the heart works? Are you male or female? What makes you male or female? How does your blood flow? How do you breathe? How do your kidneys eliminate waste? The course will look at how and why the body works the way it does. What happens? Anatomy and physiology is the study of life and living organisms. But what exactly does being ALIVE mean? What qualities make one a living

organism? How do we stay alive? What processes help us stay alive? We will understand that Anatomy and Physiology are the opposite sides of the same biological coin.

Anatomy, provides a map of how a body is put together, human or animals.

Physiology is the instruction manual that explains how this miraculous machine works!

The information in this course will enable you to understand the life and living plus diseases and effects, as well as develop new habits to increase your personal success. You will use what you learn in this course; your knowledge will come in handy later in the course of your professional career.

My Personal Welcome

Welcome to Anatomy & Physiology 2 — One of my passions is to know as much as I can about the human body, including how organ structures and their functions are interconnected and how all organ systems interact in our body so that our internal environment stays within healthy physiological ranges. I will present the information in the most exciting way I know, so that you can grasp the concepts and apply them now and throughout your life.

As you read and wrestle with new ideas and facts that may challenge you, I am available to support you. The fastest way to reach me is by my HCC email (m.bracamonte@hccs.edu) I'm available during posted office hours to discuss questions or issues that you may have during the course. So please visit me or contact me by email whenever you have a question! You can also talk with me after lectures!

Prerequisites and/or Co-Requisites

BIOL. 2302 requires Anatomy and Physiology I (Biol. 2301)

If you have enrolled in this course having satisfied this prerequisite, you have a higher chance of success than students who have not done so. Please carefully read the repeater policy in the [HCCS Student Handbook](#).

Canvas Learning Management System

All Biology sections utilize [Canvas](https://eagleonline.hccs.edu) (<https://eagleonline.hccs.edu>) to supplement in-class assignments, exams, and activities.

Open Lab Locations (NOTE: ALL HCC Campuses closed due to COVID-19)

[HCCS Open Computer Lab locations](#) may be used to access the Internet and Canvas. **USE FIREFOX OR CHROME AS THE INTERNET BROWSER.**

HCC Online Information and Policies

For online/hybrid students. As an online /hybrid student, you are responsible for all information/requirements provided by the online college. Here is the link to information about HCC Online classes <http://www.hccs.edu/online/>. This includes the mandatory online course prior to start of class.

Scoring Rubrics, Sample Assignments, etc.

When applicable, look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. <https://eagleonline.hccs.edu/login/ldap>

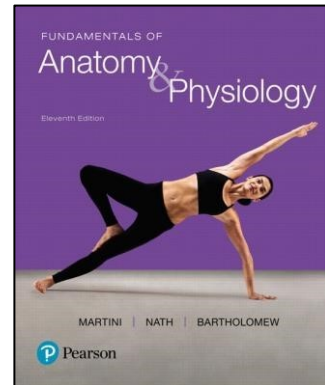
Instructional Materials

Required Resources

Required Course Textbook:

1. Fundamentals of Anatomy & Physiology

By F. H. Martini, J. L. Nath, and E. F. Bartholomew
11th Edition, 2017, Pearson



The book is included in a package that contains the text as well as an access code and are found at the [HCC Bookstore](#). You may either use a hard copy of the book, or rent the e-book from Pearson. Order your book here: [HCC Bookstore](#)

YOU COULD ALSO USE the following textbook to get extra help:

1. Openstax Anatomy and Physiology

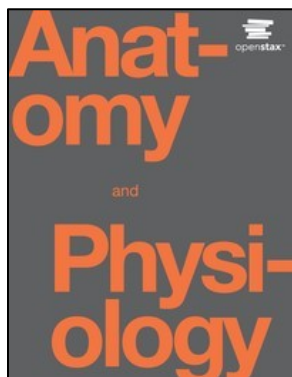
-FREE OER textbook

-Download the FREE PDF textbook at this site:

<http://openstaxcollege.org/textbooks/anatomy-and-physiology>

-You can access the e-version (online) of the textbook at the same site
(click at "View Online")

-Or you can also purchase the hardbound textbook from the same site through Amazon (click at "Order a print copy"; about \$52)



Suggested Resources



HCCS Biology Lab Study Pages

[Click here to access Biology lab study pages online.](#)

Other Instructional Resources

Tutoring (NOTE: ALL HCC Campuses closed as COVID-19)

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](#) website for services provided.

Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <http://library.hccs.edu>.

Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

Course Overview

BIOL. 2302 is a Continuation of BIOL 2301 including the study of circulatory, respiratory, digestive, excretory, reproductive and endocrine systems. It is a Core Curriculum Course. This course is intended for students majoring in one of the physical sciences or life sciences, engineering, or for students who are pursuing pre-professional programs in medicine, dentistry, pharmacy, veterinary medicine, or other health programs. The course is also beneficial to students who are preparing themselves for higher-level science courses in their respective curricula.

Core Curriculum Objectives (CCOs)

BIOL. 2302 satisfies the Life science requirement in the HCCS core curriculum. The HCCS Biology Discipline Committee has specified that the course address the following core objectives:

- **Critical Thinking:** Students will demonstrate the ability to engage in inquiry and analysis, evaluation and synthesis of information, and creative thinking by completing a written assignment such as a book report, research paper, or essay.
- **Communication Skills:** Students will demonstrate effective development, interpretation and expression of ideas through written, oral, and visual communication by completing a written assignment such as a book report, research paper, or essay.
- **Quantitative and Empirical Literacy:** Students will demonstrate the ability to draw conclusions based on the systematic analysis of topics using observation, experiment, and/or numerical skills by completing textbook reading assignments, completing assignments, and answering questions on quizzes and exams that pertain to Course Student Learning Outcome #2 below.
- **Social Responsibility:** Students will demonstrate cultural self-awareness, intercultural competency, civil knowledge, and the ability to engage effectively in regional, national, and global communities by completing textbook reading assignments, completing assignments, and answering questions on quizzes and exams that pertain to Course Student Learning Outcome #4 below.

Program Student Learning Outcomes (PSLOs)

1. Will display an understanding of biological systems and evolutionary processes spanning all ranges of biological complexity, including atoms, molecules, genes, cells, and organisms. 2. Will integrate factual and conceptual information into an understanding of scientific data by written, oral and/or visual communication. (This may include successful completion of a course-specific research project or a case study module).
3. Will demonstrate proficiency and safe practices in the use of laboratory equipment and basic laboratory techniques.
4. Will apply principles of the scientific method to problems in biology in the collection, recording, quantitative measurement, analysis and reporting of scientific data.

Course Student Learning Outcomes (CSLOs)

Completion of the specific course Student Learning Outcomes listed below does NOT and will NOT guarantee the student any specific final course grade at the end of the semester!

- Use anatomical terminology to identify and describe locations of major organs of each system covered.
- Explain interrelationships among molecular, cellular, tissue, and organ functions in each system.
- Describe the interdependency and interactions of the systems.
- Explain contributions of organs and systems to the maintenance of homeostasis.
- Identify causes and effects of homeostatic imbalances.
- Describe modern technology and tools used to study anatomy and physiology.

Learning Objectives

- 1) Consistently able to demonstrate part to function relationship and the interaction of the circulatory, lymphatic and immune systems without the instructor's help.
- 2) Consistently able to demonstrate understanding and application of hormonal control on homeostasis without the instructor's help.
- 3) Consistently able to demonstrate part to function relationship and the interaction of the respiratory/urinary systems with the cardiovascular system without the instructor's help.
- 4) Consistently able to demonstrate part to function relationship involving the digestive system and its correlation with metabolism without the instructor's help.
- 5) Consistently able to demonstrate interactions of parts to functions involving the reproductive system without the instructor's help.
- 6) Consistently prepared and always able to demonstrate skills using the body system models and laboratory techniques at the classroom standard.
- 7) Consistently uses online tools to prepare for class, always ready for classroom discussions and instructor's Q&A sessions, completes all online quizzes prior to due dates.

Learning Objectives for each CSLO can be found at [Learning Objectives for PSYC 2301](#)

Student Success

Academic standards require a minimum of 3 study hours for every contact hour; meaning for a class that meets 3 hours per week, you need to budget and set aside a minimum of 9 hours each week to study and prep for your course success. Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Timely completion of assignments
- Participating in class activities
- Successful exam performance, including the mandatory final

There is no short cut for success in this course; it requires reading and studying the material using the course objectives as a guide.

Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived. In addition, the instructor will keep the student's grade in the course current. **Your current grade in the Course can be seen at any time by checking the **Grades** tab in Canvas.**
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments

- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required
- The instructor does not withdraw students taking this course. You must withdraw the course on your own before the withdraw deadline (see Course Syllabus).

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me. **Study at least three (3) hours PER credit per week working with the course material, completing reading assignments, and other course assignments. NOTE: This is a fast paced course. You must keep up with the information assigned each week in the course.**
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem: you can attend the SI sessions and/or contact your professor so that your concerns with the course content can be addressed
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- **Complete the review questions at the end of each chapter in the textbook and at the end of the "Incomplete Flipped Notes" without using any help from books/notes/etc.** Use these questions to test your knowledge in each chapter before a quiz and/or exam. They are for you to review and practice your knowledge for each chapter.
- Attain a raw score of at least 50% on the departmental final exam
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook

Assignments, Exams, and Activities

Chapter Quizzes

There will be 12 quizzes for a total 120 points. Each quiz is worth 10 pts. The lowest 2 quiz scores will be dropped. Quizzes will be in the classroom or online (in Canvas). Each quiz in Canvas will be timed. Once the time expires, quizzes will close automatically and any questions not answered will be scored as zero (0) points. Quizzes will have mainly multiple choice questions. There are no make-ups for missed quizzes. Scantrons are not needed for quizzes.

Lecture Exams

There will be 5 lecture exams. All lecture exams are closed books and notes and taken in the classroom. Questions in lecture exams will be mainly multiple choice, with some true/false, matching, picture identification, and short answer questions. A scantron is needed for each lecture exam.

BIOL Department Final Exams

There will be a mandatory BIOL Dept. Final Exam: worth 100 pts, comprehensive (questions from ALL chapters studied in class), closed books & notes. More information about this exam will be provided later in the Course.

In-Class Activities

Lecture: For some chapters (or parts of chapters) you can take lecture notes by using the "Incomplete Lecture Notes" that you print on your own from Canvas and bring them to lecture. **But other chapters (or parts of some chapters) in the course are FLIPPED: this means that you acquire the lecture content by completing the flipped lecture notes on your own time before coming to class. Then, during lecture time, you will DO assignments and review activities to master the concepts from the flipped chapters.**

The "Incomplete" and "Flipped" Lecture Notes are posted in Canvas under the "Lecture Notes" Module. Your completed chapter notes will be the "study guides" to guide you on what you need to READ in the textbook and study for each chapter before an exam.

Power Point Slides: The Power Point slides used by the instructor during lectures or flipped lectures are also available in Canvas under the "Power Point Slides" Module.

UPDATED Grading Formula: BIOL 2302 Course Grade Assignment

The final grade for BIOL 2302 will be determined by adding the **POINTS** earned from exams, quizzes and assignments. Points earned in the course are converted into letter grade according to the following scale:

Lecture Exam 1	150 pts
Lecture Exam 2	150 pts
Lecture Exam 3	150 pts
Lecture Exam 4	100 pts
Lecture Exam 5	100 pts
BIOL Dept. Final Exam (Comprehensive: Ch 18-29)	100 pts
Chapter Quizzes (12 quizzes, 10 pts. each. The lowest 2 quiz scores will be dropped)	100 pts
3D Printing Human Organ Presentation: Group Work	25 pts
Assignments from (each one is 10 pts.): Ch 18, Ch 19, Ch, 20, Ch 21, Ch 22, Ch 23, Ch 24, Ch 26, Ch 28, and Ch 29 NOTE: late assignments will lose 3 pts for every lecture day late.	100 pts
Final Total Points	975 pts (100%)

BIOL 2302 Final Grading Scale:	A = 877-975 pts = 90-100%
	B = 780-876 pts = 80-89%
	C = 682-779 pts = 70-79%
	D = 585-681 pts = 60-69%
	F = 0-584 pts = 59% & Lower

HINT: Work hard from the beginning of the semester rather than playing a "catch-up" game during the second half of the semester.

Incomplete Policy:

In this course, the purposes of the "I" (incomplete) grade is for students who are caught up and passing at the student withdrawal deadline, and then have a medical or other problem that prevents them from completing the course. If you are not passing at the student withdrawal deadline, you should drop yourself from the course, or you will likely earn an "F." An incomplete "I" grade will be given only if all of the following conditions are met:

You have earned at least 85% of the available points by the date that the "I" grade is requested.

You can provide documentation showing why you should earn an incomplete, such as a doctor's note, etc.

You must be passing with a grade of "C" or better.

You must request the incomplete in writing BEFORE **the withdrawal deadline**

In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

HCC Grading Scale can be found on this site under Academic Information:
<http://www.hccs.edu/resources-for/current-students/student-handbook/>

Week	Dates	Topic / Assignments Due
13	Week of Apr 21	Ch 28 The Reproductive Systems – Male and Female
14.	Week of Apr 28	Ch 29 Development and Inheritance
15	Week of May 5	Lecture Ex 5 (100 pts, need a scantron): on Ch 28 and Ch 29
16	Tuesday May 12 11:00 am	BIOL Dept. Final Exam: -100 pts. (50 questions = 2 pts. each) -Comprehensive (Ch 18-29) -In Lecture Room -Need a scantron

Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

Instructor's Practices and Procedures

Missed Assignments

Exam-Make Up Policies:

Failure to take an exam will result in "zero" or "F" for the missed exam. Make up exams will be given only in case of DOCUMENTED work, family, health emergency, etc, and at the discretion of the instructor. Exam make-ups must be taken within one week of the missed exam.

There is no repeating of lecture exams and final exam to improve an exam grade or "dropping" the lowest lecture exam or the BIOL Dept. Final exam grade.

Academic Integrity

This instructor is committed to a high standard of academic integrity in the academic community. In becoming a part of the academic community, students are responsible for honesty and independent effort. Failure to uphold these standards includes, but is not limited to, the following: plagiarizing written work or projects, cheating on exams or assignments, collusion on an exam or project, and misrepresentation of credentials or prerequisites when registering for a course. Cheating includes looking at or copying from another student's exam, orally communicating or receiving answers during an exam, having another person take an exam or complete a project or assignment, using unauthorized notes, texts, or other materials for an exam, and obtaining or distributing an unauthorized copy of an exam or any part of an exam. Plagiarism means passing off as his/her own the ideas or writings of another (that is, without giving proper credit by documenting sources). Plagiarism includes submitting a paper, report, or project that someone else has prepared, in whole or in part. Collusion is inappropriately collaborating on assignments designed to be completed independently. These definitions are not exhaustive. When there is clear evidence of cheating, plagiarism, collusion, or misrepresentation, disciplinary action may include but is not limited to requiring you to

retake or resubmit an exam or assignment, assigning a grade of zero or "F" for an exam or assignment; or assigning a grade of "F" for the course. Additional sanctions including being withdrawn from the course, program or expelled from school may be imposed on a students who violate the standards of academic integrity.

Scholastic Dishonesty will result in a referral to the Dean of Student Services. See the link below for details.

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/studentprocedures/>

Attendance Procedures

Attendance is mandated by the state. You are expected to attend the entirety of the scheduled lecture and lab classes. You are also responsible for materials covered during your absences. Instructors may be willing to consult with you for make-up assignments, but it is your responsibility to contact the instructor. Class attendance is monitored daily. Although it is your responsibility to drop a course for nonattendance, the instructor has the authority to drop you for excessive absences. You may be dropped from a course after accumulating absences in excess of 12.5 percent of the total hours of instruction. For example:

- For a 3 credit-hour lecture class meeting 3 hours per week (48 hours of instruction), you can be dropped after 6 hours of absence.
- Departments and programs governed by accreditation or certification standards may have different attendance policies. Administrative drops are at the discretion of the instructor. Failure to withdraw officially can result in a grade of "F" or "FX" in the course.
- Students who stopped attending class: The Department of Education now requires that we make a distinction between an "earned" grade of "F" (i.e. for poor performance) and a grade of "F" due to a lack of attendance. To make that distinction, we have created a new grade, "FX" for failure due to lack of attendance. Faculty will not be allowed the option of submitting a grade change form changing the grade of FX (or F) to W, if the student stopped attending class. Failure to alert instructor of missed exams and lack of attendance will result in this grade option.

Student Conduct

Students are expected to conduct themselves as adults. This includes courteous and respectful behavior towards instructor and classmates. Disruptive behavior or any behavior that interferes with any educational activity being performed by the instructor will not be allowed. Additionally, no student may interfere with his/her fellow students' right to pursue their academic goals to the fullest in an atmosphere appropriate to a community of scholars. Disruptive behavior may result in removal from the class.

Use of Cell Phones, Camera and/or Recording Devices

It is your responsibility to be respectful of the learning atmosphere in your classroom. To show respect of your fellow students and instructor, you will turn off your phone and other electronic devices, and will not use them in the classroom unless you receive permission. Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or

testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations.

HCC Course Withdrawal Policy

To help you avoid having to drop/withdraw from any class, contact your professor regarding your academic performance. You may also want to contact your counselor to learn about helpful HCC resources (e.g. online tutoring, financial aid, job placement, etc.).

Withdrawal from the course after the official day of record (see current catalog) will result in a final grade of "W" on the student transcript and no credit will be awarded. It is the student's responsibility to withdraw from any course. Abandoning the course or failing to formally drop, will result in a grade based on the work completed for the entire course(including missed exams). Beginning in fall 2007, the Texas Legislature passed a law limiting first time entering freshmen to no more than SIX total course withdrawals throughout their educational career in obtaining a certificate and/or degree.

Receiving a "W" in a course may affect the status of your student Visa. Once a W is given for the course, it will not be changed to an F because of the visa consideration. Please contact the International Student Office you have any questions about your visa status and other transfer issues.

HOW TO WITHDRAW a course and get a "W":

If a student decides to withdraw from a class upon careful review of other options, the student can drop online prior to the deadline through their HCC Student Center.

Please see the "BIOL 2301 Course Syllabus" for the deadline to withdraw a course.

Biology Program Information

The Biology area of study here at HCC covers the smallest and simplest organisms (microbiology) to the largest and most complex organisms (human anatomy and physiology, zoology, botany).

AWARD TYPES: Associate in Science

AREA OF STUDY: Science, Technology, Engineering & Math

Please visit link: <https://www.hccs.edu/programs/areas-of-study/science-technologyengineering--math/biology/>

HCC Policies

Here's the link to the HCC Student Handbook <http://www.hccs.edu/resources-for/currentstudents/student-handbook/> In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal

- Career Planning and Job Search
- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

EGLS³

The EGLS³ (Evaluation for Greater Learning Student Survey System) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS³ surveys are only available for the Fall and Spring semesters. -EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>

Campus Carry Link

Here's the link to the HCC information about Campus Carry:

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

HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID](#) and activate it now. You may also use Canvas Inbox to communicate.

Housing and Food Assistance for Students

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

Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<http://www.hccs.edu/departments/institutional-equity/>)

disAbility Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, 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/supportservices/disability-services/>

Title IX

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
<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/studentcomplaints/speak-with-the-dean-of-students/>

Department Chair Contact Information

Dr. DaeJan Grigsby

Email: daejan.grigsby@hccs.edu

Phone: 713-718-7775