HOUSTON COMMUNITY COLLEGE

Division of Earth, Life & Natural Sciences
Biology Department
https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/biology/

BIOL 1306: General Biology | Lecture | #11075

Spring 2020 | 12 Weeks (8.26.2019-12.15.2019)
In-Person | CE-HUB 304 | TR 4:00 p.m.-5:50 p.m.
3 Credit Hours | 48 hours per semester

Instructor Contact Information

Instructor: Nissi Abraham, Ph.D. Office Phone:

Office Hours: By appointment - before or after the class/ Webex office hrs

HCC Email: within Canvas Course for anything related to class

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

You may contact me via e-mail through the HCCS e-mail system and/or EagleOnline/Canvas e-mail system. I will respond to emails within 24-48 hours Monday through Friday. I will reply to weekend messages during the following week.

What's Exciting About This Course

Biology is an endless adventure with constant new developments. Biology is the study of life. Perhaps, the first thing that comes to mind when you think about life on earth is humans and familiar animals. In this course, you will also learn about bacteria, fungi, plants and other life forms on earth. This course introduces students to the nature of life, including the chemical foundation of life; plants, animal, humans and bacterial cell structure and function; DNA, genetics and evolution. You will learn about the various techniques used to study biology; gene cloning, gene editing and the exciting field of Genetic Engineering.

My Personal Welcome

Welcome to General Biology I—I'm delighted that you have chosen this course! One of my passions is to know as much as I can about human behavior, and I can hardly wait to pass that on. I will present the information in the most exciting way I know, so that you can grasp the concepts and apply them now and hopefully 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. The best way to really discuss issues is in person and I'm available during posted office hours to tackle the questions. My goal is for you to walk out of the course with a better understanding of yourself and of human behavior. So please visit me or contact me by email whenever you have a question.

Prerequisites and/or Co-Requisites

Recommended prerequisite: MATH 1314 or 1414 Successful completion of College Algebra or concurrent enrollment in higher-level mathematics is recommended.

Recommended co-requisite: BIOL 1106 Biology for Science Majors I (lab)
Please carefully read the repeater policy in the HCCS Student Handbook.

Note: You are spending a good deal of time, energy and money on this course – please, make the most of your investment! It takes approximately 2-3 hours of study time for each hour of class time to master the material. This class will have over 96 contact hours (4 hr. credit) compared to 48 contact hours that comprise the normal class (3 hr. credit)

The class and study time necessary to succeed in this class will be close to 300 hours (20 hours per week)!

Canvas Learning Management System

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

Open Lab Locations

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

Other Materials and resources:
Biology Lab Review Pages: http://ctle.hccs.edu/biologylabs/index.html
You will get access to digital images, animations, and labeling
exercises to review models, slides, and experiments that we cover in lab.
STEM Website for students: www.hccs.edu/district/students/stem
Great information on science clubs, seminars, symposium, research opportunities that are available to HCC students. Check back often -updated regularly.
Tutoring: https://hccs.upswing.io/ Get expert one-on-one help, Online or In Campus, specifically for HCC students

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.

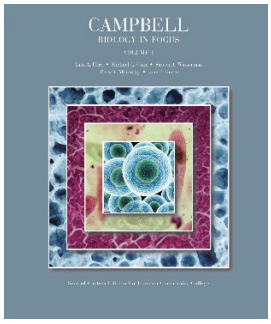
Scoring Rubrics, Sample Assignments, etc.

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

The textbook listed below is ***required*** for this course.



"Campbell Biology in Focus", Volume I with Modified Mastering Biology Package for Houston Community College" ISBN: 1323751432 //9781323751435

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.

Suggested Resources

HCCS Biology Lab Study Pages

Click here to access Biology lab study pages online.

Other Instructional Resources

Tutoring

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

In BIOL 1306 (General Biology I), fundamental principles of living organisms will be studied, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of cytology, reproduction, genetics, and scientific reasoning are included.

Core Curriculum Objectives (CCOs)

BIOL 1306 is a course that covers fundamental principles of living organisms, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of cytology, reproduction, genetics, and scientific reasoning are included.

- ***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 explore the scientific research methods that are used in the study of biology. They will learn to interpret numerical data in charts, graphs, and tables that are in their textbooks and other resources. Students should be able to carry out basic mathematical operations including calculating percentages and frequencies. In addition, students will complete textbook reading assignments and answer questions on quizzes and exams that pertain to Course Student Learning Outcome #2
- ***Social Responsibility***: Students will demonstrate the ability to engage effectively in class activities and discussions, complete textbook reading assignments, and answer questions on quizzes and exams that pertain to Course Student Learning Outcome #10 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) for the Biology Discipline

Upon completion of BIOL 1306, the student will be able to:

1. Describe the characteristics of life.
2. Explain the methods of inquiry used by scientists.

3. Identify the basic requirements of life and the properties of the major molecules needed for life.
4. Compare and contrast the structures, reproduction, and characteristics of viruses, prokaryotic cells, and eukaryotic cells.
5. Describe the structure of cell membranes and the movement of molecules across a membrane.
6. Identify the substrates, products, and important chemical pathways in metabolism.
7. Identify the principles of inheritance and solve classical genetic problems.
8. Identify the chemical structures, synthesis, and regulation of nucleic acids and proteins.
9. Describe the unity and diversity of life and the evidence for evolution through natural selection.
10. Develop critical thinking skills and habits of active collaborative learning.

Learning Objectives

Learning Objectives for each CSLO can be found at Learning Objectives for BIOL 1306

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
- 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

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
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- 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

Instruction Methods:
Lecture format may include use of whiteboard, PowerPoint outlines, videos, film clips, photos, or animations. Assigned textbook chapters should be read **prior to class.** Lecture material will correspond to the topics covered in the required textbook. Topics and concepts covered during lecture or included in the assigned reading will be included in homework exams.

Online Homework Assignments:
There will be mandatory online homework assignment on the Mastering Biology site (www.pearsonmastering.com). Each student is responsible for registering on the mastering biology website using an access code. Students are required to read assigned chapters before lecture and laboratory exercises are scheduled. Students are to complete the online Mastering Biology homework before the due date / time. **There are no extensions!**

Student Assessments:
Students will be assessed via lecture and laboratory examinations, chapter homework, lab book completion, comprehensive final lecture and lab examinations.

Exams

There will be 5 lecture exams and a district comprehensive final exam. Lecture exams will consist of multiple-choice questions. They will cover material we cover in class, important concepts and discussion from the textbook as well as figures from the textbook. You will get one class period to complete your lecture exam. The lecture exams will follow lectures and final exam will cover all the chapters. There will be a departmental final that all students are expected to take. **No cell phones are allowed in use at any time in the classroom as it disturbs the class. Audible cell phone ringing may result in your removal from class that day. Cell phone use during examination will be considered cheating and will result in course failure.**
There will be **no make-up exams** and final exams are mandatory. Please note: All students are required to take the final exam. Failure to take the final exam will result in a "0" grade for the final.
HCC does not provide students with Scantron forms. They are sold in campus bookstores.

In-Class Activities

We will have activities in the class in the form of worksheets or various assignments. This will be determined by your active participation. The **10% (100 points)** of your grade will be calculated from the worksheets that you will complete in class.

Daily Evaluation
It will comprise of the students' participation in the class, late-coming, absenteeism and moreover classroom ethics and his interest during lectures and worth ***100*** points. Daily evaluation average is obtained by averaging the grades on all daily reports. *Attendance will be taken daily*.

Final Exam

All students will be required to take a comprehensive departmental final exam consisting of 100 multiple- choice questions. Students must provide their own Scantron forms (FORM NUMBER 882-E-LOVAS). All the information students need to prepare for the exam is in the *Final Exam Handbook*.

Grading Formula

Lecture Exam 1	200 points(20%)
Lecture Exam 2	200 points(20%)
Lecture Exam 3	200 points(20%)
Lecture Exam 4	200 points(20%)
Pearson Online Mastering Homework	100 points (10%)
In class Activities	100 points (10%)
Quizzes online	100 points(10%)
Departmental Final Exam	100 points(10%)
TOTAL POINTS	**1000 points**
3 out of 4 exams; 20 % each for a total of **600 points**	

Grade	Total Points	Total %
A	900+	90-100%
B	800-899	89-80%
C	700-799	79-70%
D	600-699	69-60%
F	<600	59 and bellow

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
- ✓ 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/

Course Calendar

Week	Week of	Tuesday (Chapter Number)	Thursday (Chapter Number)
1.	Feb 17	Introduction/Syllabus/ Learning Web/CANVAS/Mastering homework	(1) Introduction: Evolution and the Foundations of Biology
2.	Feb 24	(2) The Chemical Context of Life & Water and Life	(3) Carbon and the Molecular Diversity of Life
3.	Mar 2	(4) A Tour of the Cell **Mastering HW Chap 1-4 due Wed Mar 4, 10 pm**	**Lecture Exam 1= Chapters 1-4 (100 pts)**
4.	Mar 9	(5) Membrane Structure and Function	(6) An Introduction to the Metabolism
5.	Mar 16	**SPRING BREAK: NO CLASS**	**SPRING BREAK: NO CLASS**
6.	Mar 30	(7) Cellular Respiration and Fermentation	Chapter 8: Photosynthesis
7.	Apr 6	**Mastering HW Chap 5-8 due Monday April 4, 11:59pm** **Lecture Exam 2 = Chapters 5-8 (100 pts)** **Respondus LockDown Browser + Webcam**	Chapter 9: The Cell Cycle Chapter 10: Meiosis and Sexual Life Cycles
8.	Apr 13	Chapter 11: Mendel and the Gene Idea	Chapter 12: The Chromosomal Basis of Inheritance
9.	Apr 20	**Mastering HW Chap 9-12 due Wed April 19, 11:59pm** **Lecture Exam 3= Chapters 9-12(100 pts)** **Respondus LockDown Browser + Webcam**	Chapter 13: The Molecular Basis of Inheritance Chapter 14: Gene Expression: From Gene to Protein
10.	Apr 27	Chapter 15: Regulation of Gene Expression	Chapter 16: Development, Stem Cells and Cancer
11.	May 4	Chapter 17: Viruses Chapter18: Genomes and their Evolution	**Mastering HW Chap 13-17 due Tue May 3, 11:59pm** **Lecture exam 4= Chapters 13-18 (100 pts)** **Respondus LockDown Browser + Webcam**
12.	May 11	Review/ No class	**05/14/20 – Thursday 4:00 pm** Mandatory Departmental Final Comprehensive Exam- **Respondus LockDown Browser + Webcam**

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

There will be **no make-up exams** without documentation and departmental comprehensive exams are mandatory. **No extensions on deadlines for quizzes or assignments**

Academic Integrity

HCC Policy Statement - Academic Honesty / 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 student who violate the standards of academic integrity

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/student-procedures/

Attendance Procedures

Attendance is mandated by the state. You are expected to attend the entirety of the scheduled 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. It is **your responsibility to drop a course** for nonattendance, even though 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 (lecture and lab). 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.
- For 4 credit-hour lecture/lab course meeting 6 hours per week (96 hours of instruction), you can be dropped after 12 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.

The last day to withdraw during Spring 2020 is April 16

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 and submission of a BITAT and/or Maxient form.

Instructor's Course-Specific Information (As Needed)

Instructor Requirements:

1. Students should be on time for class and be prepared (having read and studied the assignments) with required materials including lab manual. Breaks will be given; any abuse of break time will be noted.
2. No eating or drinking in labs or classrooms. Water bottles are permitted in lecture rooms **ONLY,** not labs.
3. No electronic devices are permitted to be on and in use. If family/personal situations require you to be available via phone, place it on vibrate and wait until break to respond or quietly exit to outside. Taking calls, texting, etc. during class is disruptive and discourteous to instructor and classmates.
4. All scantrons are to be returned to the instructor after reviewing the result. Exams are not to be photocopied / photographed.
5. If you have a condition which will affect performance of a lab or assignment, please inform the instructor. We will be handling infectious, living pathogens.
6. **All rules of the college apply.** Know the safety rules as applied to the lab component of this course. Repeat violations of safety rules endanger the entire class and will result in a deduction of points from your grade and/or possible removal from class.
7. The 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.
8. Students who do not comply with classroom / lab and HCC discipline policies will have a BITAT form submitted for the disciplinary action.
9. You will need to purchase a box of coloring pencils for preparing your lab reports.
10. Testing procedures:
    a. Come prepared to take the test. You will need a #2 pencil, and a smudge-proof eraser.
    b. Be sure to arrive early for your examinations. There are time limits for exams and if you arrive late, you will not be given additional time. Once the exam has begun you will not be allowed to leave the room, so take care of restroom needs before we begin.
    c. Do not plan to leave after a test or schedule appointments, as we will continue with class or lab.
    d. The instructor reserves the right to move students and check exam papers during the exam to monitor for cheating.
    e. Pagers, cell phones, iPods, MP3 and Android (all mobile devices) **MUST be turned off and stored during examinations.**
    f. All hats are to be removed. No sunglasses. No earphones / ear buds.
    g. If a student (or students) is caught cheating during an exam or quiz, the exam / quiz paper will be removed from the student and submitted as evidence to the department chair. The student will receive a '0' for the assignment and any other disciplinary action as given by the department chair.
11. Students who do not comply with classroom / lab and HCC discipline guidelines will have a Maxient form submitted for the disciplinary action, such as: decline in grades and academic performance, behavior that

interferes with effective classroom management; poor personal hygiene; disjointed thoughts; bizarre behavior that is inappropriate for the situation; preoccupation with weapons and violence; references to harming others, hopelessness or suicidal thoughts; express violent and suicidal thoughts in writings.

Electronic Devices

No electronic devices are permitted to be on and in use. If family/personal situations require you to be available via phone, place it on vibrate and wait until break to respond or quietly exit to outside. Taking calls, texting, etc. during class is disruptive and discourteous to instructor and classmates.

The 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.

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-technology-engineering--math/biology/

HCC Policies

Here's the link to the HCC Student Handbook http://www.hccs.edu/resources-for/current-students/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

EGLS^3

The EGLS^3 (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. EGLS^3 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/support-services/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/student-complaints/speak-with-the-dean-of-students/

Department Chair Contact Information

Dr. DaeJan Grigsby

Email: daejan.grigsby@hccs.edu

Phone: 713-718-7775