

BIOL. 2302: Human Anatomy and Physiology II | Lecture CRN#15175

Spring 2020 | 16 Weeks (01/21/2020-05/17/2020)

In-Person | Missouri City Campus | Tu-Th 8 a.m.-9:20 a.m.

3 Credit Hours | 48 hours per semester

Instructor: Sheeba Zaidi, M.D.

Office: Missouri City Campus

Phone# 713 718-2900

Office Hours: By appointment

Room # 202

HCC Email: sheeba.zaidi@hccs.edu

Due to the CORONA VIRUS situation I am going to continue the rest of the semester to go ONLINE. I will inform all the situation in timely manner through CANVAS according to the decision made by the department.

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

HCC Email: sheeba.zaidi@hccs.edu. HCC Office phone 713-718-6050. I will respond to emails within 24-48 hours Monday through Friday; I will also reply on weekend messages.

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 and Physiology—I'm delighted that you have chosen this course! I am very passionate about the human body and how it works, and I can hardly wait to pass that knowledge and passion 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 the subject matter and its relationship to illnesses and health. So please visit me or contact me by email whenever you have a question.

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

[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>

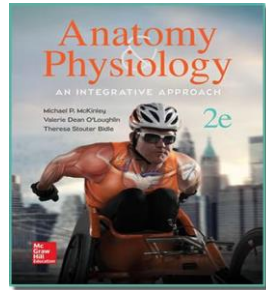
Instructional Material

TEXTBOOK: Title: McKinley, Anatomy & Physiology An Integrated Approach, 2ed: Custom Package for "McKinley Anatomy & Physiology with Connect" bundle.

Full Text bundle: With 360 day Connect code

ISBN-13 9781307058468

ISBN-10 1307058469



"Connect" is an online material that contains an interactive "e" book with multimedia content as well as graded activities that are required as part of the completion of your course.

Valid Printed Access Codes are included with the purchase of a new textbook bundle.

Following is the URL which will be used to gain access to the course and registration

<https://connect.mheducation.com/class/15175>

Here are the two course URL's that to allow you to gain access to the course and register. Useful Link for Mc Graw Hill Connect is:

<http://connect.mheducation.com>

Syllabus posted on the Learning web found at the following link:

<http://learning.hccs.edu/faculty/Course>

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.](#)

OER???

Additional faculty suggested resource(s).

For example: Other text titles for reference, Professor's PPTs,

handouts, etc.

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

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)

Anatomy and Physiology I is the first part of a two-course sequence. It is a study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis.

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.

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

Exams

Exams will test materials covered in the classroom and the textbook. The following guidelines will govern all exams:

1. You will have 4 lecture exams during the semester
2. If you take all 4 lecture exams, one exam with the lowest score will be dropped at the end of the semester
3. Each lecture exam based on material covered in class including your text book.
4. Each Lecture exam is worth 110 points (22%) each on your grade
5. All exams will be timed. Students arriving late will not be given extra time to complete an exam.
6. If, for whatever reason, you miss one exam, that exam will automatically become your drop exam.
7. Students will not use electronic devices, dictionaries or other aids during the exam.

Final Exam

All students will be required to take a comprehensive departmental final exam consisting of 50 multiple-choice questions. Students bring their own Scantron forms (FORM NUMBER 882-E-LOVAS).

1. Department Final is comprehensive and MANDATORY
2. Exam will be timed. Students arriving late will not be given extra time to complete an exam. There will be no make-up for final exam for any reason.
3. Students may not use electronic devices, dictionaries or other aids during the exam.
4. Department Final Exam is worth 10% (50 points) of your grade

Connect Online Assignments

1. Submit all Connect Online assignments before the due date and time.
2. There will be no make ups for homework assignments.
3. Late submissions will not be accepted.
4. Check Canvas for the submission dates and time in each case.
5. Do not wait for the last minute to complete the assignments.
6. Online assignments are worth 24% (120 points) of your grade

Grading Formula

4 Exams, 110 points each	= 440 points
Drop 1 Exam of Lowest Grade	= -110 points
	= 330 points (66%)
Online Connect HW	= 60 points (12%)
Online Connect Quizzes	= 60 points (12%)
Final Department Exam	= 50 points (10%)
Total	= 500 points (100%)

Grading Scale:

90 ---	100% = A
80 ---	89% = B
70 ---	79% = C

- 60 ---- 69% = D
- Below 60% = F
- FX Failure due to nonattendance.
- W Withdraw.
- IP is in progress.
- I Incomplete.

Incomplete Policy:

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 co

- 1.You have earned at least 85% of the available points by the date that the “I” grade is requested.
- 2.You can provide documentation showing why you should earn an incomplete, such as a doctor's note, etc.
3. You must be passing with a grade of “C” or better.
- 4.You must request the incomplete in writing BEFORE SPECIFY DATE
5. 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

WEEKs	CHAPTER	LECTURE TOPICS
WEEK 1	1/21 123	Orientation for Syllabus and semester program Chapter 17 Endocrine System

WEEK 2	1/28	Chapter 17 - Continue Endocrine system
	1/30	Chapter 18 Cardiovascular System -Blood
Week 3	2/4	Chapter 19 The Cardiovascular System –Heart
	2/6	Chapter 19 Continue
WEEK 4	2/11	Connect Assignment HW & Quizzes chap. 17,18,19 (Feb 10-11.55pm) Lecture exam 1-Chap.17,18, 19
	2/13	Chapter 20-The Cardiovascular System –Vessels & Circulation
Week 5	2/18	Chapter 20-The Cardiovascular System –Vessels & Circulation
	2/20	Chapter 21 Lymphatic System
WEEK 6	2/25	Chapter 22 Immune System & Body's Defense
	2/27	Chapter 22 Immune System & Body's Defense
Week 7	3/3	Chapter 23 Respiratory System
	3/5	Chapter 23 Respiratory System
Week8	3/10	Connect Assignment HW & Quizzes chap. 20,21,22,23 (March 9th11.55pm).
	3/12	Lecture exam 2. (Chap. 20,21,22, 23). Chapter 24 Urinary System
		Spring Break March 16 to 22nd
Week 9	3/24	Chapter 24 Urinary System
	3/26	Chapter 24 Urinary System
Week 10	3/31	Chapter 25 Fluids & Electrolytes
	4/2	Chapter 26 Digestive System
WEEK 11	4/7	Chapter 26 Digestive System
	4/9	Chapter 26 Digestive System
Week 12	4/14	Connect Assignment HW & Quizzes chap. 24,25,26 (April 13, 11.55pm) Lecture exam 3 (Chap 24,25,26).
	4/16	Chapter 27 Nutrition & Metabolism
WEEK 13	4/21	Continue Chapter 27
	4/23	Chapter 28 Reproductive System
WEEK 14	4/28	Continue Reproductive System

	4/30	Chapter 29 Development, Pregnancy & Heredity
Week 15	5/5	Chapter 29 Development, Pregnancy & Heredity Connect Assignment chap. 27, 28, 29 (May 12, 11.55pm)
	5/7	Lecture Exam 4. (chap 27, 28, 29)
Week 16	5/13	Final Comprehensive Exam Mandatory 17 to 29 At 8 am

Important Dates

January 22 nd	Semester begin
February 3 rd	Official Day of Record
April 6 th	Last Day of Withdraw
May 10 th	Last Day of Instruction
May 17 th	Last Day of Semester

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 Policies and Procedures

Missed Assignments

There will be no retakes or make ups for any of the quizzes under any circumstances. One Lecture Exam with the lowest grade will be dropped. Make-upon exams are allowed only in case of an emergency. You must bring a proof of emergency (eg. doctor's note). Make-up exams not a retake. That is, make-up exams are allowed only for missed exams. There will be no retake on exams under no circumstances. Lowest grade on

the exam will be dropped. You are responsible for attending the make-up at the scheduled time. There will be no rescheduling of makeup exams

The Instructor DOES NOT have to announce/tell you of upcoming assignments in person. This is a college course and you have to keep yourself informed by keeping up with your canvas. All assignments and quizzes will be posted with dates and the dates will be updated as the semester goes on. It is your responsibility to keep up.

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Academic Integrity

Cheating will not be tolerated. The first time a student is caught cheating on an exam or an assignment he/she will receive a zero (0) for that exam or assignment. For a second offense, the student will receive a grade of F for the course. A zero will be assigned to any work that is plagiarized. Cheating is defined as giving or receiving, offering or soliciting information or using prepared material without permission or proper documentation. Please review the System's policy on cheating in the Student Handbook

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/student-procedures/>

Attendance Procedure

Class attendance is mandated by the state. You must come to class in time. Attendance is taken on daily basis and will be given only if you attend full class period. Coming late to the class or leaving early for whatever reason, is considered as disruption and no attendance will be given for that day. You are responsible for everything covered or announced during your absence. Your attendance begins on the first day of the semester. More than four absences may result in an administrative withdrawal. If you stop attending the course or do not participate in the assessment, you are still responsible for withdrawing from the course before the withdrawal deadline. Failing to do so can result into an F or FX grade at the end of semester.

- 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

Read and understand all elements of the Syllabus, and Student handbooks.

1. Pre-view the required chapters in the textbook prior to coming to the classes.
2. Successfully complete all requirements of this course as outlined in this document.
3. Contact your professor if you have any questions regarding any element of the course you do not understand.
4. The student web site accompanying the textbook and student web site of the publisher are excellent sources to review course content version
5. Work hard from the beginning of the semester.
6. Treat other students and faculty with respect and promote an environment of team work and collaboration

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.

Instructor's Course-Specific Information (As Needed)

I will teach you to the best of my ability and I will push you to get to that point where you will be more knowledgeable and able to perform at- and above par with students from other institutions. I promise to teach you in a way that you will be prepared to handle questions on your future medical/health programs.

Lecture tests will be reviewed immediately after the test and exam results will be returned by the next class period.

Grades will not be curved, and Grades will not be posted at any time during the semester. You will receive your final grades at the end of the semester from the Biology Department or via the Internet by logging on to

<http://www.hccs.edu>.

Proper identification is required to receive the final grade.

The transcripts will be mailed by the HCCS office only if requested by the student. Children or anybody who is not officially enrolled in this class are not allowed in the classroom.

Electronic Devices

Absolutely no phone or other personal electronic devices are to be used during class. This includes making or taking a call, reviewing messages, texting, playing games, checking email, surfing the web, anything that involves a phone or other personal electronic device. If your work or family situation requires that you be available via phone, your phone can be on vibrate mode and you can take the call during our regular scheduled breaks or you can exit the class to review the call. Notify your friends, family, employers, and anyone else who regularly contacts you that you will be in class and that you should be contacted only when necessary. The taking of calls during class is not only disruptive but it is also discourteous to classmates and the instructor. **STUDENTS ARE NOT PERMITTED TO HANDLE CALLS DURING EXAMS.** Phones will be placed in front of the class during each exam

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

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

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**](mailto:Institutional.Equity@hccs.edu)

[**http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/**](http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/)

Department Chair Contact Information

Dr. DaeJan Grigsby

Email: daejan.grigsby@hccs.edu

Phone: 713-718-7775