



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

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

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**BIOL 1306: General Biology | Lecture | #11064**

Spring 2020 | 16 Weeks (1.20.2020-4.16.2020)

In-Person | Central Learning Hub Room #403 Mon/Wed 11:00am-12:20pm | 48 hours

**REVISIONS due to conversion to online instruction**

**Instructor Contact Information**

Instructor:	Stephen Henry	Office Phone:	713-718-6861
Office:	SJAC, Room 215 (222.11)	Office Hours:	by appointment
HCC Email:	stephen.henry@hccs.edu	Office Location:	Central campus (SJAC)

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**

**Please message me through your 1306 CANVAS learning management system in your Eagle online, rather than my Microsoft Outlook email of stephen.henry@hccs.edu.**

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 Biology for Majors Part 1.

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 **CANVAS email in your CANVAS 1306 course** or shortly before/after class.

## 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](#).

## 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 Materials

### Required Resources

The adopted textbook is [Biology 2e from OpenStax \(Links to an external site.\)](#). It is available online in web view and **PDF for free**. A print version can be purchased at a very low cost on [iBooks \(Links to an external site.\)](#) or a print version via the campus bookstore or from OpenStax on Amazon.com. If you buy on Amazon, make sure you use [the link on your book page on openstax.org \(Links to an external site.\)](#) so you get the official OpenStax print version. *(Simple printouts sold by third parties on Amazon are not verifiable and not as high-quality.)* Individual chapters have been downloaded and included in this course. They can be accessed from the modules or files (Faculty only).

You can use whichever format(s) you want. Web view is recommended -- the responsive design works seamlessly on any device.

### Textbook Information:

Biology 2e from OpenStax,  
Print ISBN 1947172514,  
Digital ISBN 1947172522,  
[www.openstax.org/details/books/biology-2e](http://www.openstax.org/details/books/biology-2e)

### Suggested Resources



#### HCCS Biology Lab Study Pages

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

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

In BIOL 1306, 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 satisfies the Natural 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 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)

Can be found at:

<http://www.hccs.edu/programs/areas-of-study/social--behavioral-sciences/psychology/>

### Course Student Learning Outcomes (CSLOs)

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

### Exams

The course is divided into 5 modules covering several chapters. Therefore, there are FIVE lecture exams. All lecture exams are closed book. The lowest exam will be dropped from the total course grade or the lowest exam of the 5 exams. If you take all five exams, your lowest grade automatically becomes your drop grade. If you miss an exam, it automatically becomes your dropped exam. Some of the exams are taken during class time, while others will be taken online at a computer with a lockdown browser/camcorder camera.

**NO MAKEUP or RETAKES** will be given for lecture exams.

Topics and concepts covered during lecture or included in the assigned reading will be included in exams. Exams will be multiple choice. The exam are typically 50 to 70 questions. Lecture exams make up a total of 65% of the final grade in this course.

### **Revisions due to Covid-19 quarantine and conversion to online instruction.**

Exam#3 will be supported with cellular phones and will be timed. Exams #4, Exam#5, and the Departmental Final must be taken on electronic devices that support Respondus lockdown browser and Respondus monitor **to ensure exam security**. If students do not have adequate technological resources, then students will be offered an Incomplete until those technological resources become readily available and will not be WITHDRAWN by the Instructor. If a student chose to withdraw from the course, instead of receiving an Incomplete, then the withdrawal date is **May 10, 2020**.

### Final Exam

All students will be required to take a comprehensive departmental final exam consisting of 50 multiple-choice questions. The Departmental FINAL exam must be taken with Respondus lockdown browser and Respondus webcam monitoring. Cellular phones and Chromebook do not support Respondus Lockdown browser and Respondus webcam monitoring.

All the information students need to prepare for the exam is in the [Final Exam Handbook](#).

Students who are absent from the final exam without discussing their absence with the instructor in advance or within 24 hours afterward will receive a course grade of Incomplete. Any student who does not take a makeup exam by the end of the following long semester will receive a final exam grade of zero and a course grade of F.

### Grading Formula

**Lecture exams:** The course is divided into 5 modules. Each module covers multiple chapters in your textbook. An exam is given at the end of each module. Therefore, we have 5 total assessments worth **65%** of your total grade. Your lowest assessment grade is dropped. **Only one** of the 5 major exams are dropped, therefore each of the remaining 4 exams is worth **16.25% of your total grade**.



No makeup for lecture exams. If you are absent for a lecture exam that is your drop.

**Online homework:** Homework assignments are due a few days prior to the 5 lecture exams. Online homework is 25% of your total grade.

**Final exam:** Every 1306 student in the HCC district must take the cumulative final. The final is worth 10% of your total grade.

Final exams are **REQUIRED** by the department, for accreditation purposes and Biology Department policies. If you do not take the Final Exam, then you will be given an **INCOMPLETE** for the semester.

**NO MAKEUP EXAMS if you miss an exam that is your dropped exam.**

Your grade will be determined by the following	Details	Number	Percent
Lecture Exam	Drop lowest one	5 Exams	65%
Online homework	Due prior to lecture exams	4 Modules	25%
Final Department-Cumulative	During Finals week- mandatory	1 Final	10%
Total:			100%

### Letter Grade Assignment:

Letter Grade	Final Average in Percent
<b>A Excellent Performance</b>	89.50 - 100 <b>(A)</b>
<b>B Good Performance</b>	79.50– 89.49 <b>(B)</b>
<b>C Acceptable Performance</b>	69.50 – 79.49 <b>(C)</b>
<b>D Probably Will Not Transfer to Other Colleges</b>	59.50 – 69.49 <b>(D)</b>
<b>F Failing</b>	59.49 and below <b>(F)</b>

++++ Note: HCC does not give plus or minus letter grades ('+' or '-')

Please aspire to an A plus, but it won't appear on your transcript :-]

**IMPORTANT DATE-** Last day for Withdrawal for this course is May 10, 2020

**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.
- ✓ 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	LECTURE	Homework
1.	<b>Chapter 1</b> The Study of Life <b>Chapter 2</b> The Chemical Foundation of Life	
2.3	<b>Chapter 2</b> The Chemical Foundation of Life <b>Chapter 3</b> Biological Macromolecules	
4	<b>LECTURE EXAM #1 (Chaps 1-3) Monday, February 10 IN CLASS</b> <b>Chapter 4</b> Cell Structure	<b>Homework</b> Ch 1-3 due <b>Sat, Feb 8</b>
5	<b>Chapter 5 Structure</b> and Function of Plasma Membranes <b>Chapter 9</b> Cell communication	
6.	<b>Chapter 6</b> An Introduction to Metabolism <b>LECTURE EXAM #2 (Chaps 4-6,9) Online February 28-Mar 1</b> <b>Required with respondus lockdown and monitor</b>	<b>Homework</b> Ch 4-6 due <b>Wed, Feb 26</b>
7.	<b>Chapter 7</b> Cellular Respiration <b>Chapter 8</b> Photosynthesis	
8.	Photosynthesis continued <b>Chapter 10</b> Cell Reproduction	
9.	<b>Spring Break</b>	
10	<b>Chapter 11</b> Meiosis and Sexual Reproduction <b>LECTURE EXAM #3 (Chaps 7,8,10) Online Apr 3- Apr 5</b> <b>No respondus required, can be taken with cell phone</b>	<b>Homework</b> Ch 7-10
11	<b>Chapter 12</b> Mendel's Experiments and Heredity <b>Chapter 13:</b> Modern Understandings of Inheritance	
12	<b>Chapter 14</b> DNA Structure and Function	
13.	<b>Chapter 15</b> Genes and Proteins <b>LECTURE EXAM #4 (Chaps 11-14) Online April 28-May 1</b> <b>Required with respondus lockdown and monitor</b>	<b>Homework</b> Ch 11-14 due <b>Apr 24</b>
14	<b>Chapter 16</b> Regulation of Gene Expression	
15	<b>Chapter 21</b> Viruses	
16	<b>Chapter 17</b> Biotechnology and Genomics <b>LECTURE EXAM #5 (Chaps 15,16,17,21) Online May 8-May 10</b> <b>Required with Respondus lockdown and monitor</b>	<b>Homework</b> Ch 15-18 due <b>Wed, May 6</b>
17.	<b>Final exam (mandatory) Wednesday, May 13 (ONLINE)</b> <b>Required with Respondus lockdown and monitor</b>	

**\*\*\*\* Last day for Withdrawal for this course is May 10, 2020**

## 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

- The makeup of a missed exams must be accompanied with proper medical documentation and must be arranged with instructor several days prior to the exam, unless it is a medical emergency. No other excuses will be accepted for missing a test or assignment. A grade of ZERO will be awarded for any missed work or test without proper documentation of a health emergency. A make-up is NOT a retake of the same exam. There is no repeating of examinations or "dropping" of lowest grade/s. The Instructor must be given advance notice of absence.
- There will be NO reopening of missed quizzes, discussions and NO redo for missed clinical questions. If you miss any of these, you will get a ZERO!
- **The Instructor DOES NOT have to announce/tell you of upcoming assignments in person.** This is a college course and you must 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.
- **Instructor's Incomplete Policy:** The only circumstances under which you can get an I (incomplete) is if you are too ill to take the final. Once you receive an I, in order to get a grade for the course, you will have to complete the material by the end of the next full semester. If you do not, the I will convert to an F.

### 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 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 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; however, I do not do that.** I will mark missed assignments and exams as "0's" and calculate the total scores for final grades. 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 4 credit-hour lecture class meeting 8 hours per week (48 hours of instruction), you can be dropped after 8 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.

## 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 standardized exams that are required for entry into future medical/health programs.

When you access the Canvas course, please always check the **Professor Announcements** forum link – the most up-to-date info will be posted there, and you are responsible for it. We will communicate through the Professor Announcements on the Canvas course system, and by using the “Inbox” email feature found there. Email inquiries will be checked and answered once daily or maximum within 48 hours of the email; however, **I do not check email on Saturdays or Sundays – any emails generated on the weekend have no guarantee that they will be checked before Monday.**

It might be normal that I only answer emails once daily – so, please be patient. If your email has a question that pertains to the entire class, the reply will be sent as an announcement through canvas for the whole class to benefit from the answer.

**NOTE: In every email sent to me, please include your CRN number!!!**

### Helpful Tips

**Success in this course depends solely on the individual student!**

The following are strongly recommended for each student:

- Read and understand all elements of the Syllabus, Distance Education and Student handbooks.
- Give your professor both day / evening phone numbers and e-mail address.
- Read and comprehend the required chapters in the textbook prior to the exams.
- Successfully complete all requirements of this course as outlined in this document.
- Contact your professor if you have any questions regarding any element of the course you do not understand.
- HINT: Work hard from the beginning of the semester rather than playing a "catch-up game during the second half of the semester.
- Student web sites of the publisher are excellent sources to review course content.
- Plan to attend review sessions to clarify your concerns about the course content.

### 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

### **EGLS<sup>3</sup>**

The EGLS<sup>3</sup> ([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<sup>3</sup> 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](mailto: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](mailto:daejan.grigsby@hccs.edu)

Phone: 713-718-7775