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 1106: General Biology | Laboratory | 22623

Fall 2020 | 16 Weeks (08.24.2020 - 12.13.2020)

Cisco WebEx | Central | Tuesday 11:00 a.m. - 1:50 p.m.

1 Credit Hours | 48 hours per semester

This course will start in a virtual classroom with plans to resume in face instruction Oct. 5th
(subject to change by HCC administration)

Instructor: Terri Blackmon, Ph.D.

Office Phone: Canvas Email Inbox

HCC Email: Canvas Email Inbox

Office Hours: By Prior Appointment via WebEx

Office Location: Stafford Campus
Learning Hub
Faculty Suite 303
Cubicle 3.10

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 your concerns and discuss course topics.

Instructor's Preferred Method of Contact

Please use the "Inbox" feature in Canvas to send emails to me regarding anything related to your course. I do not respond to emails from personal accounts such as Gmail, Hotmail, AOL, etc. 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

You will learn Biology through hands on laboratory experiments. You may even enjoy the lab component more than the lecture because it is hands on and will help in the understanding of key topics in Biology. Like scientists in research labs all over the world, you will follow the scientific method, design experiments and work as a team. You will learn to record your observations in the written lab reports. How useful is the microscope in viewing cells? Why do we need to stain cells? How are plant cells different from animal cells? How do cells divide and why? You will learn methods to find biological molecules in different foods, separate pigments from plants, isolate and separate DNA. In this lab course you will also learn how we inherit traits from our parents and will be able to do various genetics problems.

My Personal Welcome

Welcome to General Biology I Lab —I am delighted that you have chosen this course! One of my passions is to know as much as I can about the natural sciences, 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 am 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.

Course Modality

Lab-Based Courses – We will continue to offer our skills-based, hands-on lab courses but with smaller section sizes to enable social distancing. We have added additional lab sections to the schedule to make up for the smaller sizes."

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 pre or co-requisite: BIOL 1306 Biology for Science Majors I (lecture)

Please carefully read the repeater policy in the HCCS Student Handbook.

Canvas Learning Management System and Computer System Requirements

HCC uses the Canvas learning management system (LMS), which we call Eagle Online. To access Eagle Online, you will need a PC (Windows 7 sp1 or better), or Mac (OS X 10.8 or better) with a broadband connection to the Internet. Use FIREFOX or CHROME as the internet browser.

All biology sections utilize Canvas (https://eagleonline.hccs.edu) to supplement in class assignments, exams, and activities. The biology department requires a computer or iPad with the ability to download the Respondus Lockdown Browser (LDB) software and a webcam for online assessments. **Chromebooks and smartphones cannot be used for graded assessments for which the instructor requires LDB and webcam monitoring.** If you do not have the capabilities for LDB with webcam you are advised to withdraw from this course and re-enroll in another course that does not require LDB and webcam monitoring.

Type	Minimum	Recommended
PC Users	Windows Vista	Windows 10 (10 S mode is not supported)
Mac Users	OS X 10.5 or higher	OS X 10.13 High Sierra
Webcam	640×480 resolution	1280×720 resolution
Internet Download Speed	.768 Mbps	1.5 Mbps

Canvas Browser Requirements:

- Canvas recommends the use of the latest version of any web browser. It is important to update your web browser regularly.
- Pop-ups must be enabled. Disable your pop-up blockers.
- JavaScript must be enabled

- Cookies must be enabled
- Install the most used internet plugins and keep them updated

Canvas help and information will be found in the "Start Here" module of your canvas course shell

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.

Instructional Materials Required for the Course

1. Lab Manual

Inclusive Access

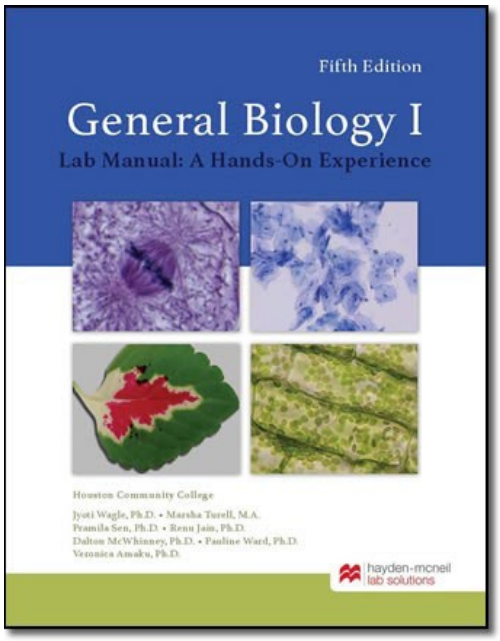
Do not purchase a Lab Manual or Access Code for this course. You have already paid for your course materials through the registration process. The cost of digital course materials for this class were included in your student bill and are guaranteed to be the lowest cost available to purchase your required materials. Your course materials for this class will be accessed digitally through this Canvas site. NO other purchase is necessary. For students who wish to have a printed copy of the text, an optional low-cost print copy is available for purchase at the Houston Community College Bookstore.

You have the right to opt-out and purchase your own course materials if you desire, prior to the official day of record, which is September 8, 2020, for Fall I 2020. It is NOT recommended that you Opt-Out, as these materials are required to complete the course. *You can choose to Opt-Out on the first day of class, but you will be responsible for purchasing your course materials at the full retail price and access to your materials may be suspended.*

Student Video: How to access eBook Course Materials in Canvas 1111
https://vimeo.com/304674236

Course Materials:

Biology 1106 Lab Manual: Used at Central or Southeast college campus locations
General Biology I Lab Manual: A Hands-On Experience, 5th Edition, 2020, Editors Dr. Jyoti Wagle, Dr. Pauline Ward, Hayden-McNeil Publishers, ISBN (see below for print or e-book).



Publisher	Lab Manual	Author	Edition	ISBN
a) Macmillan	General Biology 1 Lab Manual - print	Wagle	5	9781533918857
b) Macmillan	General Biology 1 Lab Manual eBook	Wagle	5	9781533933126

2. Laptop

You will need access to laptop with built-in webcam or external webcam every class, every class. required on exam days.

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

BIOL 1106 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 also 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 be able 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: be able to use Hardy and Weinberg equations, calculate percentages, frequencies, complete textbook reading assignments and answer questions on quizzes and exams that pertain to Course Student Learning Outcome #7.
- **Social Responsibility**: Students will demonstrate the ability to engage effectively in class activities and discussion, complete textbook reading assignments, and answer questions on quizzes and exams that pertain to Course Student Learning Outcome #9 below.

Program Student Learning Outcomes (PSLOs)

Program Student Learning Outcomes (PSLOs) for the Biology Discipline:

- PSLO#1 - Students will display an understanding of biological systems and evolutionary processes spanning all ranges of biological complexity, including atoms, molecules, genes, cells, and organisms.

- PSLO#2 -Students will demonstrate the ability to think critically and to 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.
- PSLO#3 - Will demonstrate proficiency and safe practices in the use of laboratory equipment and basic laboratory techniques.
- PSLO#4 - Will apply principles of the scientific method to problems in biology in the collection, recording, quantitative measurement, analysis and reporting of scientific data.

Additional information can be found at: https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/biology/

Course Student Learning Outcomes (CSLOs)

Upon successful completion of BIOL 1106, students will:

1. Apply scientific reasoning to investigate questions and utilize scientific tools such as microscopes and laboratory equipment to collect and analyze data.
2. Use critical thinking and scientific problem-solving to make informed decisions in the laboratory. Effectively communicate the results of scientific investigations.
3. Explain the methods of inquiry used by scientist.
4. Identify the basic properties of substances needed for life.
5. Compare and contrast the structures, reproduction, and characteristics of prokaryotic cells, and eukaryotic cells.
6. Describe the structure of cell membranes and the movement of molecules across a membrane. 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.

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

Pre-Labs

Intended to prepare you for the lab and therefore should be written in your lab manual before you come to the lab. **You will not be allowed entry into the lab unless completed in its entirety.**

Labs

Labs covering subject matter will be conducted daily. Purpose of the activities is to help you review material you have already studied in class or have read in your text. Some of the material will extend your knowledge beyond your classwork or textbook reading.

Lab Practicals

A lab practical is just a lab test. Instead of a scantron type format you will have to identify biological molecules, cells, actual tissues etc. using models, slides, etc. that you see in lab.

Three lab practicals will be given. **No laboratory practical will be dropped.** If you miss a laboratory practical, it will count as a 0.

There will be 30 stations and you will be allowed 1 min at each station.

All extra credit points will be available to all students. No extra credit assignments will be given on an individual student basis. The maximum allowable extra credit from all sources combined may not exceed 10% of the course total.

Testing Procedures

1. Be sure to arrive early for your examinations. There are time limits for exams. You will not be given extended time for testing if you arrive late.
2. **Entering and exiting the lab room is not permitted once exams have begun.**
3. All personal items must be placed at the front of the room, including your phone off and in your bag along with smartwatches etc.
4. Do not forget a pencil!

Grading Formula

Lab Practicals.....50%
Lab Reports.....25%
Pre-Labs.....5%
Quizzes 10%
Discussions.....10%
Total.....100%

The grading scale will be the HCCS standard:

90-100%	A: 4 points per semester hour
80-89%	B: 3 points per semester hour
70-79%	C: 2 points per semester hour
60-69%	D: 1 point per semester hour
0-59%	F: 0 points per semester hour
FX	Earned by excessive absences

Withdrawals and incompletes earn 0 points per semester hour

*** An 89.5 (B) will be recorded as is and not rounded to a 90 (A), this rule will apply to all letter grades. I understand this may seem a little harsh, however I offer multiple opportunities throughout the semester to be successful in my course. It your responsibility to hasten to the opportunities.**

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses. To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.

HCC Grading Scale can be found on this site under Academic Information:

http://www.hccs.edu/resources-for/current-students/student-handbook/

Incomplete Policy:

In this course, the purpose 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 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 **Oct 30, 2020**
- ✓ In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

Fall 2020 Tentative Instructional Outline

subject to change

Week	Dates	Lab Exercise	Pre-Labs/Lab Report Due Dates
1	Aug 25	Course Introduction Preface – 1. Lab Safety & Procedures 2. Scientific Method	
2	Sept 1	3. Scientific Measurement	1.Lab Safety & Procedures 2. Scientific Method.
3	Sept 8	4. Basic Chemistry 5. Water & Its Properties	3. Scientific Measurement
4	Sept 15	6. Biomolecules	4. Basic Chemistry 5. Water & Its Properties
5	Sept 22	**Lab Practical I (Labs 1 – 6)**	6. Biomolecules
6	Sept 29	7. Microscope 8. Cell Structure & Function	7. Microscope
7	Oct 6	9. Diffusion & Osmosis 10. Enzymes: Catalysts of Life	8. Cell Structure & Function
8	Oct 13	11. Cellular Respiration and Fermentation	9. Diffusion & Osmosis 10. Enzymes: Catalysts of Life
9	Oct 20	12. Photosynthesis	12. Photosynthesis
10	Oct 27	**Lab Practical III (Labs 7 – 12)**	
11	Nov 3	13. Cell Division: Mitosis 14 Cell Division: Meiosis	13. Cell Division: Mitosis 14 Cell Division: Meiosis
12	Nov 10	15. Mendelian Genetics	15. Mendelian Genetics
13	Nov 17	16. Non- Mendelian Genetics	16. Non- Mendelian Genetics
14	Nov 24	17. DNA Extraction, Structure & Replication	17. DNA Extraction, Structure & Replication
15	Dec 1	18. Gel Electrophoresis 19. Protein Synthesis	
16	Dec 8	**Lab Practical III (Labs 13 – 19)**	18. Gel Electrophoresis 19. Protein Synthesis

Refer to Canvas Calendar for Discussion and Quiz Due Dates

Important Academic Dates

Sept 08 – Official Day of Record

TBA – Last Day for 100% Refund

TBA – Last Day for 70% Refund

TBA – Last Day for 25% Refund

Oct 30 – Last Day to Withdraw

TBA – Last Day of Instruction

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

No Make-up on Lab Practicals
No Make-up on graded assessments

It takes discipline and diligence to succeed in an intensive course such as Biology. DO NOT wait until last minute before you do your assignments. Procrastination is a thief of progress. Don't allow it to steal your grades.

It is your responsibility to contact me if you are ill, having technical difficulty etc. Same day notices when the assignment is due will not be accepted.

**In some extreme instances (e.g., medically excused absence, death in immediate family with documented proof) a make-up lab exam will be administered and may take either oral or written essay format. All make-up examinations will have a maximum score of 90% (reduced by 10%) regardless of whether there was a valid reason for missing the scheduled examination. Remember, typically, there will be no make-up exams.

Laboratory Safety

Lab safety will be reviewed on the first day of lab. Experiments will be performed in groups. Each student should arrive at the lab on time, with his or her lab manual. Each student is responsible for completing the lab reports at the end of each lab.

Electronic Devices

Cell phones must be turned off during the lecture. Cell phones are disruptive and should be silenced and placed out of view before class begins. Texting/conversing on cell phones are not allowed during class. After one warning, there will be a penalty of 5 points for each time this rule is disregarded. The instructor will ask the student who disregards this rule to leave the classroom if this rule is disregarded after 3 times.

If there are too many distractions, I will require that all cell phones be turned in at the start of each lecture and returned after class.

Additional Support and Encouragement

Please make sure that if you have any questions or problems at any time, that you first contact me as soon as possible. The worst thing you can do is wait to contact me or to not take advantage of the resources available to you. By taking an active part in your education, you will make your academic experience much more rewarding and exciting!!

- **Withdrawing:** I urge any student who is contemplating withdrawing from the class to see me first! You may be doing better than you think. Either way, I want to be accessible and

supportive. I do not believe in "weed out" classes, and I consider you to be much more than just a name or number! If you need assistance, I am here to help.

It is the student's responsibility to withdraw from the class before the last day of withdrawal. The instructor cannot give a "W" after the withdrawal date. Abandoning the course or failing to formally drop, will result in a grade being given based on the work completed for the entire course (including missed exams).

To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor will "alert" you that you might fail a class because of excessive absences and/or poor academic performance. The counselors with work with you to learn about what, if any, HCC interventions might be available to assist you – online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

Studying: How should you study for this course?

- ✓ Go over your lecture notes after each lecture/lab, while the material is still fresh on your mind.

- ✓ Although some memorization is invariably necessary when learning a new "language", the goal of learning is to understand the information, not to simply memorize a bunch of disconnected "facts". A major purpose of studying is to discover what you do not understand so that you can do something about it.

- ✓ Do not just passively read the notes, think about them, and ask yourself questions about them. Do you understand what was said? Does it make sense and why? Compare and contrast the new information with things that you have already learned.

- ✓ Form study groups, these are very helpful for the learning process.

- ✓ Keep up regularly. You cannot cram all the information into your brain the night before an exam, and we may not be available to answer your questions at the last minute. For this upper division lecture and laboratory course – you should plan to **spend at least 6 hours per week OUTSIDE of class studying for this course.**

Taking notes:

- ✓ Attending class regularly and keeping good notes is essential for success in this course. Good notetaking is an acquired skill. Do not try to write full sentences – you will be so busy writing that you may miss the next point and your notes will be harder to study.

- ✓ Instead of writing down every word during lecture, write down key phrases and use short abbreviations.

- ✓ Cornell Notes are a valuable proven to take notes and learn from your notes. Please see the following video on how to correctly take Cornell Notes: https://www.teachertube.com/video/cornell-notes-for-students-avid-302936

Academic Integrity

Academic dishonesty: Academic dishonesty will result in disciplinary action, including dismissal. If cheating is discovered during assessments an "F" with zero points will be administered for the exam/quiz/homework/lab grade. If this should become a persistent problem, the student will receive an "F" for the course. Please be aware that it is VERY difficult to pass the course with a zero-point exam score. Please see page 78 of the Student Handbook for more details.

https://www.hccs.edu/resources-for/current-students/student-handbook/#d.en.293830

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 will be recorded at the beginning of each class period. Students are responsible for information missed due to absence, including information gathered from laboratory exercises.

Absence from lab is strongly discouraged. Absence from class does not excuse a student from class work or exams missed. A student who misses four or more classes is subject to administrative withdrawal. Absences are excused in cases of illness verified by a physician, the death of an immediate family member or a problem verified by a police report or court order. Make-up labs are not available. Students who miss lab exercises may consult with other students regarding information missed but will NOT receive credit for lab reports.

Student Conduct

Appropriate student conduct is always expected. Disruptive behavior will result in Security. Please see page 78 of the Student Handbook for more details.

https://www.hccs.edu/resources-for/current-students/student-handbook/#d.en.293830

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

Below is the link to the HCC Student Handbook where you can find information on the topics listed:

http://www.hccs.edu/resources-for/current- students/student-handbook/

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search

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

EGLS3

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

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

Campus Carry Link

Here's the link to the HCC information about Campus Carry:
http://www.hccs.edu/departments/police/campus-carry/

HCC Email Policy

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

Housing and Food Assistance for Students

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

Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement:

http://www.hccs.edu/departments/institutional-equity/

Disability services

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

http://www.hccs.edu/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 Information

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