Manchester Community College

Faculty Handbook
2009-2010

Office of the Dean of Academic Affairs
August 2009
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## Appendices (back of handbook):

- **Appendix A:** Board Policy on Student Conduct
- **Appendix B:** Disruptive Student Behavior Referral Report (Faculty/Staff)
- **Appendix C:** Faculty Complaint Interview Form
- **Appendix D:** Email Instructions: Outlook Web Access
Academic Affairs Directory  
2009-2010

**Academic Affairs Administrative Office**  
Joanne Russell, Dean of Academic Affairs  512-2603  L-287
Karyn Case, Administrative Assistant  512-2603  L-287
Sharon Mills, Administrative Assistant  512-2605  L-282

**Division Directors**  
Joseph Fairchild, Center for Business & Technologies (interim)  512-2623  A-242
Christopher Paulin, Social Science & Hospitality (Interim)  512-2753  T-303
Vacant, Liberal Arts  512-2603  L-287

**Department Chairs**  
Accounting/Business./Marketing/Paralegal  Georgia Buckles  512-2649  A-248
Communications/Humanities (languages, philosophy)  Robert Kagan  512-2687  A-215
Information Systems & Office Technology  Russell Sabadosa  512-2629  A-236
Economics/Geography/History  Valerie Kier  512-2760  T-406
Guocun Yang  512-2782  T-402
Engineering Science & Technology  Catherine Seaver  512-2634  A-209
English  Kathy Bottaro  512-2668  T-312
Rae Strickland  512-2677  L-250

Academic Discipline ESL Coordinator  Diana Hossain  512-2678  T-409
Hospitality  Jayne Pearson  512-2785  A-256
Mathematics  Michael Robillard  512-2723  T-407
Kate Lombardi  512-2737  D-230

Psychology/Anthropology  Jean Wynn  512-2784  D-222
Science (astronomy, biology, chemistry, earth science, environmental science, physics)  C.K. Pai  512-2778  A-210
Negussie Tirfessa  512-2731  C-130

Sociology/Social Science/Political Science  Tim Woods  512-2761  T-308

**Program Coordinators**  
Criminal Justice  Donna Nicholson  512-2756  A-236
Culinary Arts  Jayne Pearson  512-2785  A-256
DARC  Barbara Fox  512-2769  T-306
Disability Specialist  Eileen Furey  512-2792  T-405
Early Childhood Education  Beth Reichert  512-2793  T-305
General Studies/Liberal Arts  Heather Ricker-Gilbert  512-2686  A-212
Gerontology/Therapeutic Recreation  Joan Jakiela  512-2705  A-228
Multimedia and Graphic Arts  Ed Hogan  512-2672  A-257
Music  Deborah Simmons  512-2674  D-235
Occupational Therapy Assistant  Martha Nieman  512-2717  A-234
Paralegal  Nancy Kriscenski  512-2642  A-205
Respiratory Care  Nancy LaRoche-Shovak  512-2714  A-235
Social Service  Diane Freeman  512-2781  T-511
Sport & Exercise Studies  Andrew Paterna  512-2708  A-232
Surgical Technology  Richard Clark  512-2715  A-230
Visual Fine Arts  Tim Kussow  512-2679  D-134
**Manchester Community College**

**Academic Calendar**

**2009-2010**

**FALL SEMESTER 2009**

<table>
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<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 26, 27</td>
<td>Professional Days</td>
</tr>
<tr>
<td>August 31</td>
<td>Classes begin</td>
</tr>
<tr>
<td>September 7</td>
<td>Labor Day (College closed)</td>
</tr>
<tr>
<td>October 12</td>
<td>Columbus Day (College closed)</td>
</tr>
<tr>
<td>November 3</td>
<td>Election Day (no classes)*</td>
</tr>
<tr>
<td>November 4</td>
<td>Last day to make up incompletes</td>
</tr>
<tr>
<td>November 4</td>
<td>Last day to drop without penalty</td>
</tr>
<tr>
<td>November 25</td>
<td>Thanksgiving recess begins (no classes)*</td>
</tr>
<tr>
<td>November 26</td>
<td>Thanksgiving Day (College closed)</td>
</tr>
<tr>
<td>November 30</td>
<td>College closed</td>
</tr>
<tr>
<td>September 7</td>
<td>Classes resume</td>
</tr>
<tr>
<td>December 14</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>December 15</td>
<td>Final Exams begin</td>
</tr>
<tr>
<td>December 21</td>
<td>Final exams end</td>
</tr>
<tr>
<td>December 24</td>
<td>Final grades due (by 12:00PM)</td>
</tr>
<tr>
<td>December 24</td>
<td>Fall semester ends</td>
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**SPRING SEMESTER 2010**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>January 18</td>
<td>Martin Luther King Day (College closed)</td>
</tr>
<tr>
<td>January 19, 20</td>
<td>Professional Days</td>
</tr>
<tr>
<td>January 21</td>
<td>Classes begin</td>
</tr>
<tr>
<td>February 15</td>
<td>President’s Day (College closed)</td>
</tr>
<tr>
<td>March 15</td>
<td>Spring recess begins (no classes)*</td>
</tr>
<tr>
<td>March 22</td>
<td>Classes resume</td>
</tr>
<tr>
<td>April 1</td>
<td>No classes/College closed</td>
</tr>
<tr>
<td>April 2</td>
<td>College closed</td>
</tr>
<tr>
<td>April 5</td>
<td>Classes resume</td>
</tr>
<tr>
<td>April 7</td>
<td>Last day to make up incompletes</td>
</tr>
<tr>
<td>April 7</td>
<td>Last day to drop classes without penalty</td>
</tr>
<tr>
<td>April 16</td>
<td>Professional Day (classes will be held)</td>
</tr>
<tr>
<td>May 10</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>May 11</td>
<td>Final exams begin</td>
</tr>
<tr>
<td>May 17</td>
<td>Final exams end</td>
</tr>
<tr>
<td>May 20</td>
<td>Final grades due (by 12:00PM)</td>
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<td>May 27</td>
<td>Commencement, Class of 2010</td>
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<tr>
<td>June 1</td>
<td>Spring semester ends</td>
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* Administrative offices open.

The term “College closed” means that no classes will be held and no College services will be available. The “no classes” dates do not apply to Continuing Education classes. Please note: start and end dates vary for Continuing Education credit and non-credit courses. Please check Continuing Education course catalogues. Faculties teaching on professional day are encouraged to attend activities as their schedule permits.

**Academic Integrity and Plagiarism**
It is MCC college policy that each faculty member has the right to set his or her own policy for how a case of cheating or plagiarism will be handled; this policy should be clearly stated on the syllabus for the course, so that each student knows ahead of time what the consequences will be. If a faculty member determines that a student has cheated or plagiarized another's work, it is within the faculty member's rights to exercise one of the options identified below. The faculty member should discuss the intended course of action with their division director. Examples of options include:

1) The student can be assigned an "F" for the assignment/exam.
2) The student can be required to redo the assignment/exam.
3) The student can be required to complete an alternate assignment or examination.
4) The student can be failed for the course.
5) An alternate resolution deemed appropriate.

The faculty member is also encouraged to contact the Dean of Students who maintains records of student violations of the code of conduct. If this behavior has occurred previously, additional sanctions, initiated by the Dean of Students (see Student Discipline Procedure p. 23) may be warranted.

The following statements are in the MCC college catalog, under “Student Responsibilities”:

**Academic Integrity**
Manchester Community College is committed to academic integrity. An academically honest student submits for evaluation only such work, including tests, papers, reports, presentations or ideas that have been written, performed or created solely by that student. On those occasions when the stated rules of a course permit collaborative efforts, the contributions of other individuals and sources should be appropriately acknowledged. It is, at all times, the responsibility of the student to maintain conduct consistent with the concept and definition of academic integrity, including not only the avoidance of plagiarism, but also other actions further outlined under College Policies in the Student Handbook.

**Plagiarism**
Plagiarism is defined by Webster’s New Universal Unabridged Dictionary as the act of taking someone else's idea, writing or work, and passing it off as one’s own. If you fail to give credit to the source of the material, whether directly quoted or put in your own words, this lack of credit constitutes plagiarism. Whether you take, buy or receive material from the Internet, from a book, from another student or from any other source, and you fail to give credit, you are stealing ideas; you are engaged in plagiarizing. Plagiarism is a serious violation of academic standards and has serious academic consequences for the student. At the discretion of the instructor, plagiarism may result in failure of the submitted work or failure for the course and as an act of academic dishonesty, may result in additional disciplinary action by the College, as indicated in the Student Handbook, College Policies, under the heading “Student Discipline,” section 2, number 9: Academic Dishonesty.

**Academic Technology Service – Information Technology**

As a general rule, please contact the Technology Help Desk at x3456 or ma-helpdesk@mcc.commnet.edu for technology related questions or problems.

**Adjunct Faculty Pay Periods**
Contract payments will begin when the payroll office receives a signed copy of the contract. Payroll schedule is posted outside the payroll office.

The college must maintain a record of faculty attendance during the semester. Posted in each division are time sheets which are used to record the attendance for each week during the Fall/Spring Semester. You are responsible for filling out and initializing the timesheet. Place an R, A, or WG in the appropriate space and column next to the day(s) your class(es) have met. Each pay period begins on a Friday and ends on a Thursday of the following week.

It is imperative that new part-time faculty complete payroll forms in the Payroll Office as early as possible. Failure to do so will result in a substantial delay in payment. If you would like these forms mailed to you, call 512-3624 and we will be happy to do so.

Adjunct Offices

There are three offices set aside for adjunct faculty. One is an enclosed, private, multiple-station office (in the LRC, B-212) and two which provide multiple open carrels (on the fourth and fifth floors of the AST Tower). All adjuncts are welcome to use ANY of these offices. The enclosed offices in the LRC and Lowe Building have a punch-button code lock; your Division Director can tell you the code. All adjuncts have access to phones, computers, printers, and a place to meet with students, through these offices.

Absence Procedures for Faculty

Full time faculty and adjunct faculty are expected to meet ALL of their classes at the time and in the place assigned by the administration. However, if they will be unable to meet with a class, they are expected to discuss the matter with their Division Director/Department Chair/Program Coordinator and make one of the following alternate arrangements:

(1) With the Division Director/Department Chair/Program Coordinator approval, arrange for a qualified replacement.
(2) Provide an alternate assignment approved in advance by the Division Director/Department Chair/Program Coordinator as a substantial replacement for the lost time.

Audit

This status allows students to participate in class activities without being required to meet the examination requirements of the course. A student who wishes to change from credit to audit status must request this from the Registrar’s Office within the first four weeks of the course. Full tuition and fees are charged for courses audited. [Financial aid does NOT COVER AUDITED CLASSES.]

Cancellation of Classes
Notification of Absence
If the class meets between 9:00 a.m. and 4:00 p.m., notify the division secretary of the class cancellation by giving the name and number of the course, the room in which it meets, time of class, and any special instructions to be delivered to the students. If the class meets before 9:00 a.m. and after 4:00 p.m., notify the MCC Police at 512-3680 and the Division Office giving the same information noted above. MCC Police will post a notice on the classroom door. If MCC Police notice an unattended class or students standing outside a classroom, the Office of the Dean of Academic Affairs will be notified.

Off Campus and Weekend Classes
Faculty should notify the Continuing Education Office at 512-2803 for courses offered through Continuing Education. Where feasible, students will be notified by phone otherwise, contact your division.

Cancellation of Classes Because of Weather
The College administration is responsible for canceling classes because of weather conditions. Faculty should check the MCC Website at www.mcc.commnet.edu or voice mail for cancellations. Students may call 512-3016 for recorded announcements re: cancellations. In addition, notice of class cancellation is given by local radio stations and TV in their “no school” announcements (WTIC-AM & FM, WRCH, WZMX, WVIT-Channel 30/TV, WTNH-Channel 8/TV, WFSB-Channel 3/TV).

Center for Teaching
The Center for Teaching Committee addresses the needs of faculty both as teacher and as professional. A primary activity of the committee is to create informal and formal opportunities on campus for discussing issues of teaching and learning. It promotes interaction of faculty—both full-time and part-time—among the divisions. These professional development opportunities are coordinated by the college’s Teaching and Learning Consultant (TLC) Leonard Dupille.

At the local level, the Center for Teaching Committee sponsors several activities. The Teaching Teas are jointly sponsored by Academic Affairs, the Center for Teaching, and Education Technology & Distance Learning. Each month the committee additionally sponsors a workshop or discussion. Throughout the year it coordinates two ongoing projects: the Teachers Bureau and Narrative Teaching. The former acts as a registry for faculty—full-time and part-time—interested in visiting the classroom of a colleague. The latter is a program in which journaling is used to explore one’s teaching and to identify areas for growth. Each spring the committee sponsors a Luncheon with a featured speaker of interest to both faculty and staff. MCC faculty are also eligible to participate in several system-wide programs: the Barnes Seminar, the New Faculty Program, the Schwab Institute for Academic Leadership, and the Spirit of Teaching. Within the last three years, the Center for Teaching has begun to offer Instructional Skills Workshops (ISW), intensive teaching workshops in which participants learn the basics of constructing an effective lesson, developing for each class a plan integrating a Bridge, Objectives, Pre-Assessment, Participatory Learning, Post-Assessment, and Closure (the BOPPPS model). They also participate in workshops on issues such as learning styles, assessment, and general best-practices.

For more information, please contact Leonard Dupille ldupille@mcc.commnet.edu. Please also look for the committee’s newsletter which is distributed by e-mail and the system-wide CFT website, information about which will be forthcoming.

Change of Grade
Purpose
To officially notify the Registrar’s Office that a student’s recorded grade has been changed.

Policy
It is the policy of the college to keep accurate records of student grades.

Background
Recorded grades may be changed by completing a Grade Change Form and submitting it to the Division Director for approval. Approved grade changes are forwarded to the Registrar’s Office for change on the student’s official transcript.

Approval is given for:
* Changing “I” grade to letter grades “A” through “F.”
* Changing incorrectly recorded grades.

Procedure:

a. Faculty Member
   (a) Completes Grade Change Form.
   (b) Submits it to Division Director for approval.
   (c) Notifies student of grade changes not approved.
   (d) If in disagreement with Division Director’s decision, may appeal to Dean of Academic Affairs.

b. Division Director
   (a) Approves or disapproves of grade change and requests in accordance with college policy.
   (b) Approved requests forwarded to Registrar.
   (c) Disapproved requests returned to the faculty member with appropriate explanation.

c. Registrar
   (a) Records approved grade change on student transcript.
   (b) Files original grade changes by semester.
   (c) Sends two copies of completed grade change to appropriate division office for distribution by the Division.
   (d) Sends update grade report to student reflecting grade change and grade point average.

Process for Ordering and Procuring Hardware and Software for Faculty and Academic Staff

Purchases of Office Hardware and Software

The purchase of hardware and software for offices involves collaboration between IT and the individual departments needing the equipment.

I. Routine Office Computers (faculty or staff)

The process for purchasing a routine office computer, for standard typical office uses such as word processing, accessing student information, and using e-mail and the Internet:

IT maintains an updated inventory list of all office computers. Computers are replaced on a rotating basis according to the purchase date. The quantity of office computers to be replaced depends on the funds available in the current year's budget. For IT to replace a computer sooner, it would need to have a hardware failure that could not be
easily repaired and would also need to be past the warranty period, which is typically four years. However, individual departments can still purchase computers using funds from their individual budgets.

The purchase of replacement computers typically happens during the fall semester. The Help Desk will contact those scheduled to get new computers to conduct a purchasing interview. This information will help IT to select appropriate computers for faculty and staff. The new computers are generally installed by the start of the spring semester. All data and current applications will get transferred to the new computers. The old computers will be returned to IT.

IT purchases standard hardware and software for the college. However, IT will vary from the standards if they determine it will better meet the needs of the job function.

II. Other Office Hardware or Software

For any other hardware or software needs, approval by the Director (Budget Manager) needs to be obtained before the faculty or staff contacts the Help Desk. The Help Desk will conduct a purchasing interview, review system requirements, and will verify that appropriate items are purchased. The Help Desk will then obtain a price quote, notify the budget manager of the price, and get final approval once the actual price is known. IT will then create the Purchase Requisition for the budget manager to sign. Once the Purchase Requisition is returned to IT, it will be signed and delivered to the Business Office.

IT will follow-up with the Business Office, the vendor, and the shipper as needed. After the hardware or software is delivered to MCC, it will be installed based on a prioritized list that considers both individual needs and those of the college overall.

Purchases of Classroom Hardware and Software

The hardware in Academic computer labs are upgraded on a planned, rotating basis, coordinated by the Dean of Academic Affairs, Director for Center for Business and Technologies, and the Division of Administrative Affairs. Decisions on upgrading hardware for labs are part of the College’s annual strategic planning/budget decisions. The Academic Technology Advisory Committee is the forum for faculty discussion of proposals to upgrade computer labs; the Committee makes recommendations to the Dean of Academic Affairs.

All classroom software must be requested by a Division Director. IT maintains a list of software used in every classroom that gets updated each time a new request is made. Faculty should submit their requests for classroom software to their Division Directors. Whenever possible, requests should be made one semester ahead of time. Division Directors meet with IT about halfway through the current semester. The purpose of this meeting is to provide a list of classroom software needed (and no longer needed) for the upcoming semester. After these meetings have been completed, IT will begin the purchasing process so that the software can be included on computer images in time for the start of the next semester. As with office purchases, IT will obtain price quotes, prepare purchase requisitions, and work with the Business Office, vendors, and shippers.
Copy Center

The Copy Center located in A-251 is open from 7:00 am until 10:00 pm and is staffed from 12:30 pm to 4:30 pm Monday through Friday. When the Center is not staffed two Canon copiers are available for faculty and staff use. When the Center is staffed there are occasions when only one copier is available for self-service use. Door code to the copy center can be obtained through the division offices. Faculty members should contact the appropriate division secretary: Joan Butler, 512-2623 (Center for Business and Technologies), Brenda St. Peter, 512-2663 (Liberal Arts), Lolita Wynter, 512-2703 (Mathematics, Science & Health Careers), Beverly Ferrigno, 512-2753 (Social Science & Hospitality).

Course Outline/Syllabus

Purpose
To help full- and part-time faculty members prepare complete, correct course outlines.

Policy
As per the Collective Bargaining Agreement, Article X, Section 2, Number A7, teaching faculty must distribute “to students during the first week of classes, subject to subsequent modification, with copies to the academic dean, a course outline or overview, information as to course objectives, topics and assigned time-frames, reading and attendance requirements, and an indication of evaluative and grading mechanisms to be utilized.”

Background
In the past few years, the number of students (sometimes represented by legal counsel) seeking to contest a given grade has escalated. In most cases, the instructor’s course outline was not specific enough regarding policy. This procedure is an attempt to help instructors write guidelines that are clear to their students and not easily challenged.

SAMPLE COURSE OUTLINE

Manchester Community College
Course Number and Name, Semester And Year
Days and Time of Course, CRN Number

Instructor: Joan Doe
Telephone/Voice Mail: (860) 512-2000
Email: jdoe@mcc.commnet.edu NOTE: use MCC voice mail and e-mail addresses
Office Hours: M,W 4:00-5:20 pm
Office: Tower 416

Course Overview/Course Objectives: This section can be taken from the college catalog and the sample syllabus given to you by the department chair or program coordinator.

Evaluation and Grading:

• Be as explicit as possible. Be sure to include a clear statement of the areas that the instructor will include in determining the student’s grade (e.g., quizzes, final exam, attendance, participation, etc.) and the weight that will be given to each in relation to calculating the final course grade. Be sure to include such things as class participation, working in groups, etc. Since there is variation among instructors, it is strongly recommended that you include the numerical/letter equivalents you plan to use.
• **Incompletes** – An incomplete is a temporary grade assigned by the faculty member when a small amount of coursework is missing and the student agrees to complete the requirements. For example, an Incomplete might be assigned when there are extenuating circumstances such as illness that prevent the student from completing the coursework on time. A student may request an Incomplete but a faculty member is not required to honor the request. When a faculty member agrees to an Incomplete, s/he must complete an “Assignment of Incomplete Form” that is available from the Division office or online from the Registrar’s Office at http://www.mcc.commnet.edu/admissions/registrar.php. The form must be signed by both the student and the instructor. Students may have until the end of the 10th week of the next standard semester to complete the course work. Please consult page 19 of the 2009 - 2010 MCC catalog for additional information in relation to Incompletes.

**Required Texts**

**Course Topics, Reading and Other Assignments and Time Frames**: This section should include the dates or week of class, the topic and the associated assignments, such as readings required or work to be done in preparation for that particular topic or class. Be sure to include the date and time of the final exam.

**Attendance Policy and Makeup Work**: The catalog (page 21) provides a broad statement about regular class attendance, but goes on to note that specific requirements will be set by each instructor. It is important to list your makeup policy on the syllabus. Some faculty require a written medical/legal excuse before providing a make up exam. Others give a number of exams and drop the lowest, thus a missed exam that was recorded as a zero would be dropped. Some faculty allow make up of work within a specified time frame. Regardless of your policy, the important thing is that you state it on your course outline.

Note: a student whose name is on the roster but who has never attended should be marked “N” (an administrative notation meaning “no basis for grade” at the end of the semester.

A statement about the importance of attendance and class participation helps. SAMPLE: Attendance and participation in every class is expected and essential to your learning as well as the learning of others in the class. Your learning in this experience-oriented class requires your involvement. **Personal and educational experience cannot be made up!** The active engagement of everyone in the class is central to create a learning atmosphere that is significant to your success.

**Withdrawal Policy**: Students who withdraw from a course during the first two-thirds of the semester do so officially by obtaining a withdrawal form from the Registrar’s office, and returning the completed form to the Registrar’s Office by the deadline in the semester schedule booklet in order to withdraw without academic penalty. It is also recommended that you include this date in your course outline. The Registrar’s office will enter a “W” which will appear on the class roster, and the student will have officially withdrawn. **NOTE**: A student is not required to obtain an instructor’s signature in order to withdraw from a course during the first two thirds of the semester.

If a student stops attending at any time after that, the instructor may enter a “W,” “F,” or any other grade, as appropriate, when entering the final grades for the course at the end of the semester, in line with what the syllabus states as far as evaluation and percentage of grade awarded for various categories of work and participation.

**Class Cancellation Policy** If the class meets between 9:00 a.m. and 4:00 p.m., notify the division secretary of the class cancellation by giving the name and number of the course, the room in which it meets, time of class, and any special instructions to be delivered to the students. If the class meets before 9:00 a.m. and after 4:00 p.m., notify the MCC Police at 512-3680 and the Division Office giving the same information noted above. MCC Police will post a notice on the classroom.
If MCC Police notice an unattended class or students standing outside a classroom, the Office of the Dean of Academic Affairs will be notified.

SAMPLE: On the rare occasions when class meetings must be cancelled, students will be so informed by means of a professionally-printed, standard form which is signed by the Division Director and on which the College logo is imprinted. This form will be posted on each entry door of the scheduled classroom. Information about class cancellation due to the weather can be found on the MCC homepage [http://www.mcc.commnet.edu](http://www.mcc.commnet.edu) or by calling 512-3004.

**Academic Integrity and Plagiarism:** The MCC catalog (page 21) gives a broad consideration to cheating, plagiarism etc. However, the consequences for a student who fails to maintain academic integrity is determined by the individual instructor and must be clearly stated on his/her course outline. Policies vary among faculty. Some assign a grade of zero or “F” for the particular assignment or exam involved; others assign an “F” for the entire course. The important thing is that your course outline clearly states your policy.

SAMPLE: Plagiarism and other forms of academic dishonesty will not be tolerated and will result in an automatic failing (F) grade for the course.

**Students with Disabilities:** Your course outline should contain a statement encouraging students with disabilities to contact Joseph Navarra (3332) or Gail Hammond (3325) who coordinate services for students with special needs. These individuals will evaluate the student’s needs and advise you about any recommended accommodations. You should not make special accommodations based only on a student’s request.

SAMPLE: If you have a disability or learning style which might impede your progress, or which requires accommodations, please contact the Center for Student Development, 512-3325/3332.

**Use of Support Services:** Please remind your students of the support services available to them through the Academic Support Center (ASC). These services include:

- Tutoring
- Writing Center
- Online Tutoring (eTutoring).

We recommend that you include general information about the services on your syllabus and follow up with the hours for these services which will be distributed at the start of the semester. It is also possible to have an ASC staff member visit your class at the beginning of the semester to explain the services. If you are teaching a class where most of the students are new to MCC, you might even walk your students over to the ASC in Lowe 282 (formerly the Deanery). Many instructors recommend or require students to use such services. With the availability of eTutoring online, students really have no excuse not to use some form of academic support services. All services provided by the ASC are free to currently registered students.

Information about Tutoring can be obtained from:
- Brian Cleary, Director, Academic Support Center (bcleary@mcc.commnet.edu)
- English - Donna McCormac-Condon ([dmccormac-condon@mcc.commnet.edu](mailto:dmccormac-condon@mcc.commnet.edu))
- Writing - James Gentile ([jgentile@mcc.commnet.edu](mailto:jgentile@mcc.commnet.edu))

**Laboratory Safety:** Laboratory science instructors must include standard laboratory safety information in their course outlines. This includes information relative to the No Food, No Beverage Policy; appropriate lab attire; use of goggles, lab coats, etc as appropriate; and, use of lockers (biology labs). The course outline should also specify the consequences/penalty for a student who violates any of these policies. Laboratory instructors are responsible for complying with and enforcing all such policies.
Course Withdrawal

Purpose
To allow students to withdraw from a course under certain circumstances without receiving a punitive grade (F) when it is impossible or impractical to continue the course.

Policy
The withdrawal policy is a system-wide policy and is published in the college catalog:

Background
Withdrawal before Two-Thirds of the semester: A student who withdraws from any course(s) must obtain a withdrawal form from the Registrar’s Office, and return the completed form to the Registrar. Grades for courses from which a student withdraws during the first two-thirds of the semester will be recorded as “W” at the end of the semester.

Withdrawal after Two-Thirds of the semester: Instructors will record a “W”, “F” or other grade as appropriate in accordance with their written course outlines for students who discontinue regular class attendance.

The “W”, “F” or other grade will be recorded by the instructor at the end of the semester.

Directory of Information on Confidentiality

The College will consider the following information confidential in its directory of information: name, address, dates of attendance (including date of graduation), major field of study, and student status (full-time or part-time). Exception: information can be released to parents without student permission if the student is listed as a dependent on the parent’s tax return.

In addition, the College may release information regarding athletics, extra-curricular activities and honors. This information will be released upon request. Any student who does not want the above information released may so request in writing at the Registrar’s Office during the first week of each semester. Students with a question concerning their records are invited to contact the Office of the Registrar for further information concerning the maintenance of their records.

This information is provided to comply with the rules of the 1974 Privacy Rights of Parents and Students Act.

Educational Technology

The department of Educational Technology and Distance Learning provides services to faculty who wish to use technology in the curriculum. Assistance is provided with a range of technology applications, from a small, specific use to a completely online course.

Consulting and course design assistance for faculty is available upon request. Contact sandbox@mcc.commnet.edu for assistance.

The Faculty/Staff Technology Sandbox, in LRC B130, provides a space where faculty may use specialized software and equipment, experiment with technology and techniques, work on technology projects, and receive assistance. Appointments can be arranged at sandbox@mcc.commnet.edu.
Open Computer Labs are located on the second floor of the LRC and provide computing space for students who need to do class work. PC & MAC computers are available. Since lab hours do vary, please refer to this website for detailed information: [http://www.mcc.commnet.edu/students/resources/computer.php](http://www.mcc.commnet.edu/students/resources/computer.php). For more information, contact the ETDL department at sandbox@mcc.commnet.edu or visit the department website.

Training

Many training workshops for faculty and staff are scheduled at MCC and at other Connecticut Community Colleges. Sessions scheduled at MCC include the following topics:

- Blackboard Vista
- Microsoft Office Applications
- Specialized Instructor Station & Classroom Applications
- Other technology such as Web 2.0 tools, Camtasia, tablet PCs, wikis and podcasting.

Registration is required for all faculty and staff sessions. For detailed descriptions of courses, please visit the [IITT Course Cart](https://www.commnet.edu/academics/iitt/coursecart.asp). The IITT Course Cart can also be accessed through the Training channel on myCommNet.

Teaching Online

Faculty who plan to teach hybrid or fully online courses are strongly urged to attend introductory Blackboard Vista training, enroll in [iTeach](https://www.commnet.edu/academics/iitt/coursecart.asp), the Connecticut Community College System's fully online, 9-week faculty training workshop, and set up a consultation with the MCC course designer at sandbox@mcc.commnet.edu.

E-mail

The MAIN way in which you will be communicated with by (President, Dean of Academic Affairs, Division Director, Department Chair, or Program Coordinator) for both official and unofficial communications is by MCC campus e-mail (if you are not sure of your e-mail address or how to use it, ask at your division office or contact the MCC Helpdesk via phone (512-3456) or email [helpdesk@mcc.commnet.edu](mailto:helpdesk@mcc.commnet.edu)). See Appendix C for log on instructions.

We do this for three reasons:
A. It is easier for adjuncts to view e-mail (which they can see from anywhere) than to physically get to campus to check their on-ground mailbox (though of course, you should continue to check that also, since you are likely to get messages from students there, or occasional bulky mail). Email can be accessed off campus through Outlook Web Access: [www.mail.commnet.edu](http://www.mail.commnet.edu)

B. It allows us to make sure that adjuncts receive the important messages which are sent to distribution lists such as this one, to adjunct faculty; or the “All Points” one; or a division list.

C. It allows us to adhere to the governor’s mandate that all state business which can be done electronically, should be done electronically, to avoid the additional expenses of paper and mailing costs. Following this practice also allows the college to remain faithful to the Strategic Plan initiative to implement “green practices” wherever possible.
Evaluation of Adjunct Faculty

The system process is as follows:

1. Adjunct faculty are to be evaluated in accordance with the following guideline:
   - First semester or course
   - Every third semester or course thereafter

2. The evaluation consists of the following:
   - Faculty Development Review Plan (FDRP) summary student evaluation
   - FDRP instructional observation form
   - Overall performance rating to be completed by the Dean or designee

To explain what this means here at Manchester Community College:

1. You will be evaluated the first semester you teach here, and every third semester after that.

2. The process includes the Faculty Development Review Plan (FDRP) instructional observation form. In most cases your class will be observed by the Program Coordinator or Department Chair who hired you, or by an appropriate faculty member. Our full-time faculty are all also observed, using the same form, by their supervisor, the Division Director.

3. The process also includes consideration of the student evaluations of faculty which are currently done each semester (also used with full-time faculty). As with the observation forms, there are slightly different versions for classroom, lab, studio, and clinical settings. (See Appendix J).

4. The third part of the evaluation of adjunct faculty includes consideration of “other” factors. This part is most likely to be used if there are unusual factors which would not show up in either the classroom observation or the student evaluations; in most cases, the overall performance rating will be based on the classroom observation and the summary student evaluation.

The Process at MCC

1. The Department Chair or Program Coordinator will discuss the adjunct faculty member to be evaluated, with the Division Director, in order to go over previous student evaluations of the faculty member’s work, and any other items of significance (if, for example, there had been student complaints in addition to the student evaluations; or if the faculty member has contributed substantially to curriculum development). Other issues taken into account are the use of MCC email and voicemail, submission of syllabus to division secretary, missed classes for example.

2. The Department Chair, Program Coordinator, or appropriate faculty member will observe the faculty member’s class (after appropriate discussion with the faculty member).

3. The Department Chair or Program Coordinator will discuss the evaluation with the Division Director and make a preliminary recommendation of a rating (“satisfactory” or “unsatisfactory”) for the Division Director and Dean to approve.

4. The Department Chair or Program Coordinator will meet with the adjunct faculty member to discuss the classroom observation; student evaluations; and overall evaluation. At that time, the faculty member being evaluated will have the opportunity to clarify or add any additional information.
5. The Department Chair or Program Coordinator will submit the evaluation to the Division Director and Dean for final approval. (The overall performance review form is attached).

As always, any adjunct faculty member (whether during an evaluation semester or not) should feel free to discuss any issues with the Department Chair, Program Coordinator, or Division Director.

The evaluation process, both for part-time and for full-time faculty, is one of the best ways we all have to sit down and talk with each other about teaching. The shared conversation often leads both the evaluator and the faculty member being evaluated to have the opportunity to experience new ideas and methods and to become energized and renewed in thinking about how best to teach.

**Food**

There are two food service areas at the College:

**COUGAR CAFE:** the main cafeteria for MCC, Cougar Cafe (on the first floor of the Lowe Building) offers a wide range of low-cost food choices, including salad bar, deli bar, hot meal, burgers, and pizza, with Green Mountain coffee.

**TOWER CAFE:** the more upscale (and slightly more expensive) food area, Tower Cafe (on the first floor of the AST Tower) offers Starbucks coffee and a range of light offerings such as soups, salads, and Boar’s Head deli.

**Grants**

For information regarding grants contact Dean Lillian Ortiz at 512-2902 or by e-mail at lortiz@mcc.commnet.edu or Audrey Thompson at 512-2909, or by email at athompson1@mcc.commnet.edu.

**Harassment**

Manchester Community College reaffirms that it does not tolerate any form of harassment directed towards any person or group within its community: students, employees, or visitors. Everyone associated with the College is obligated to refrain from actions that could intimidate, humiliate or demean persons or groups, or that undermine their sense of security or self-esteem.

Harassment consists of abusive behavior directed toward an individual or group because of race, ethnicity, ancestry, national origin, religion, gender, sexual preference, age, physical or mental disabilities. The College (a) strictly prohibits making submission to harassment either explicitly or implicitly, a term or condition of an individual’s employment, performance appraisal or evaluation of academic performance; and (b) forbids harassment that has the effect of interfering with an individual’s performance or creating an intimidating, hostile or offensive environment. Behaviors that denigrate others because of their race, ethnicity, ancestry, national origin, religion, gender, sexual preference, age, physical or mental disabilities, are likewise prohibited. The use of derogatory names inappropriately directed laughter, inconsiderate jokes, anonymous notes or telephone calls, and conspicuous exclusions from conversations and/or classroom discussions are examples of harassing behaviors that are prohibited.

Most importantly, all members of Manchester Community College community are responsible for the maintenance of a positive environment in which everyone feels comfortable working and learning. The failure of managers and supervisors at any level to report harassment violates this policy as seriously as the original discriminatory act.

Sexual harassment is defined as any unsolicited and unwanted sexual advances, or any other conduct of a sexual nature whereby (a) submission to these actions is made, either explicitly or implicitly a term or condition of an individual’s employment, performance appraisal or evaluation of academic performance; or (b) these actions have the effect of interfering with an individual’s performance or creating an intimidating, hostile, or offensive environment.
All forms of sexual harassment and discrimination are considered serious offenses by the College. Examples of sexual harassment are all activities that attempt to extort sexual favors; suggestive comments; public display of pornographic or suggestive calendars, posters or signs; and inappropriate touching. These actions are particularly offensive when power relationships are involved.

Any person who believes that he/she is being harassed or otherwise subjected to discrimination because of race, ethnicity, ancestry, national origin, religion, gender, sexual orientation, age, physical or mental disabilities, or similar characteristics is encouraged to consult the Affirmative Action Office, Deborah Colucci (Lowe L-202a, 512-3107) or Deborah Wilson (Lowe L202b, 512-3612). Places to receive any support and help if you think you are being harassed are: the dean’s office, the Director of Human Resources, the Office of the President.

**Incomplete**

1. **An Incomplete is a temporary grade assigned by the faculty member when coursework is missing and the student agrees to complete the requirements.** Although a student may request an Incomplete, the faculty member is not required to honor the request. The faculty member should assign an Incomplete when there are extenuating circumstances such as illness that prevent a student from completing the assigned work on time and the student has completed most of the course requirements and, in the judgment of the faculty member, the student can complete the remaining work within the time limit established by system policy.

2. **A faculty member who assigns an Incomplete shall file a system report form that includes:**
   - (a) a brief description of the requirements to be completed;
   - (b) the date by which the coursework must be submitted to the faculty member, which is the end of the tenth week of the next standard semester;
   - (c) a statement that the Incomplete will change to a specified letter grade if the work is not completed by the end of the tenth week of the next standard semester. If no grade has been listed, the Registrar will use the default grade of “F”.

   The faculty member shall keep the original signed form, with copies to the student, the registrar, and such other appropriate parties as the college may identify. The form shall be standard for all colleges. *See Appendix A in the back of the handbook for a copy of the Incomplete form.*

3. **All Incompletes must convert to a letter grade by the end of the following semester.** If a student submits the required work on time, the faculty member shall calculate a grade to replace the Incomplete and submit it on a Change of Grade Form to the Division Director for approval. (This form can be obtained in the division offices.) If a student fails to complete the required work or fails to submit the work by the specified time, or if the faculty member fails to submit a replacement grade, the registrar shall convert the Incomplete to the letter grade specified in the report form, and that letter grade shall be entered on the student transcript.

4. **Students with an Incomplete are temporarily ineligible for semester or graduation honors.** Upon conversion of the Incomplete to a letter grade, students may retroactively receive semester or graduation honors, and such recognition shall appear on the transcript, provided that the student has earned the required grade point average.
The Manchester Community College Library, a state-of-the-art facility, occupies nearly 35,000 square feet in the Learning Resource Center Building. The library is open for 70.5 hours a week Monday through Sunday.

Library Resources

- The book collection currently consists of approximately 60,000 items.
- The periodical collection contains approximately 400 titles, and 14,000 back issues of periodicals.
- Through our online databases, faculty, staff, and students have access to over 40,000 full text articles.
- The Library houses over 40 computer workstations and three print stations located throughout the facility. In addition, the Library Instruction Room has 25 computers that are used for Library Instruction classes.
- Electronic resources via the Internet represent a rapidly expanding portion of the collection.
- The Library continues to build a strong audiovisual collection that includes books on CD, DVDs, and CDs.
- Over fifty percent of the library budget for resources may be used by faculty to suggest purchase of materials, which support their academic programs.
- An online catalog gives easy access to the collection, both on-site and remotely.
- The Library subscribes to an online 24X7 reference service that allows students to ask questions in real-time chat to a professional librarian. For more in-depth reference questions, please consult with an MCC reference librarian.

The College is committed to resource sharing within and beyond its community. Manchester Community College Library belongs to Online Computer Library Center, Inc (OCLC), a national online network; OCLC provides interlibrary loans of books and periodicals from over 10,000 member libraries. In addition, MCC belongs to Libris. Libris uses the latest technology to unite all 12 Community College Libraries in serving students, faculty, and the public.

Instruction in Library Research

The Library instruction program strives to teach our students effective research skills enabling them to search electronic and printed resources to locate needed information. Through the library instruction program, the library teaching staff also educates students to be critical thinkers so that they can evaluate the merit and validity of any information identified in the course of the research process. Library instruction classes are given at the request of a faculty member and the class is taught by one of the reference librarians. The length and content of the library research lectures are tailored to the needs of each class. In addition, another service provided is research sessions where an assigned reference librarian meets with the class in the electronic classroom A142. There is no formal lecture but the librarian is available to assist individuals with their research. Yet another important service is the one-on-one research appointments. Students can make appointments with a reference librarian to get in-depth assistance with their assignments.

Please contact Pat Ronalter, Library Instruction Coordinator, at 512-2876 if you wish to schedule a Library instruction or a research session. You can also visit the Library web site at www.mcc.commnet.edu/Library to complete an online request form. It would be most appreciated if you would give at least two weeks notice. Also let your students know about the one-on-one research appointments. The staff looks forward to seeing you and your classes in the library.

For assistance in connecting to the MCC Library homepage or in searching Libris or the full-text databases, please stop by the Reference Desk or call 512-2883. You may also contact one of the reference librarians:

Paula Cook  Evelyn Angry-Smith  Patricia Ronalter
E-Mail: pcook1@mcc.commnet.edu  E-Mail: eangry-smith@mcc.commnet.edu  Email: pronalter@mcc.commnet.edu
Phone Number: (860) 512-2877  Phone Number: (860)512-2874  Phone Number: (860) 512-2876
MCC Police Department

Location: Lowe Building L-174

Mission
The mission of the MCC Police Department is to ensure and preserve peace and order on campus and to provide for the safety of students, faculty, staff, and visitors.

Emergencies
The MCC Police should be notified immediately of any emergency or of any situation that might jeopardize the safety of persons or property on campus. An emergency is defined as any event that places the students of Manchester Community College, its employees, guests, or property in direct physical jeopardy.

Emergency Phone Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCC/Police Department Emergency Number</td>
<td>ext: 3111</td>
</tr>
<tr>
<td>Fire/Medical Emergency (MCC/PD not on duty)</td>
<td>911</td>
</tr>
<tr>
<td>MCC/Police Department (routine calls)</td>
<td>ext: 3680</td>
</tr>
<tr>
<td>MCC/Police Department (routine calls) from outside line</td>
<td>512-3680</td>
</tr>
</tbody>
</table>

Emergency Phones
There are Blue-light Emergency Phones located throughout the campus and Red-light emergency phones on the walls in the Lowe Building. These phones dial directly to the MCC/Police Department emergency number at ext. 3111. If the MCC Police are unavailable, the calls are automatically directed to the Manchester Police Department's 911.

Emergency Fire Alarm
Emergency fire alarms are located in all campus buildings.

- When an alarm is given to evacuate the building, leave the building immediately by the nearest marked exit and alert others to do the same.
- Keep calm; do not shout during any emergency.
- Do not question whether an alarm or warning is false or actual, simply evacuate.
- Do not utilize the phone system – except to sound the alarm or report the location of mobility challenged individuals or casualties.
- Do not use the elevator.
- Any individuals with limited mobility should be assisted in exiting the building or in getting to an enclosed stairwell.
- ALL enclosed stairwells at Manchester Community College may be used as Areas of Refuge as they are constructed so as to maintain integrity against fire and smoke.
- All stairwells will be checked by emergency personnel during an evacuation.
- Remain at that location until the All Clear or until assistance arrives.
- Do not enter or return to an evacuated building unless told to do so by emergency personnel. Do not assume that because an audible alarm has been silenced, it means you can return to an evacuated building.
Major Emergencies and Disaster Response Manual

MCC has adopted an Emergency Manual which provides: (1) guidelines for Manchester Community College administrators, faculty, staff, and students and (2) a framework for decision-making, notification criteria, and incident-specific response guidelines. The manual is based on a realistic approach to the problems likely to be encountered on campus during a major emergency or disaster. Since an emergency may be sudden and without warning, these procedures are designed to be flexible. A copy of the Manual may be obtained from the MCC Police Department.

Buildings

College building entrance doors are unlocked:

- Monday: 6:30 a.m. to 10:30 p.m.
- Tuesday: 6:30 a.m. to 10:30 p.m.
- Wednesday: 6:30 a.m. to 10:30 p.m.
- Thursday: 6:30 a.m. to 10:30 p.m.
- Friday: 6:30 a.m. to 9:00 p.m.
- Saturday: 7:15 a.m. to 5:00 p.m.
- Sunday: 9:00 a.m. to 5:00 p.m.

Traffic

All State motor vehicle laws are applicable on campus property and will be strictly enforced.

Speed Limits: The speed limits on all campus roads and in parking areas are posted and are enforced.

Traffic Accidents: Any motor vehicle or pedestrian accident, no matter how minor, should be reported to the MCC Police Department. Failing to report an accident which causes physical injury or property damage could result in a charge of Evading Responsibility (C.G.S. 14-224(b)).

Lost and Found

Lost and Found is located at the MCC Police Department (Lowe, L-174). Any found item should be turned in at L-124. If an item has been lost, its loss should be reported with enough descriptive information that it can be returned to its owner if found.

Emergency Notifications

MCC/PD cannot deliver messages to students except in the case of an extreme emergency. If it is an immediate emergency, the MCC Police will attempt to locate a student in class. Students should provide family and friends with their exact schedule and locations on campus so they could be readily contacted if necessary.

Police Reports

The Uniform Campus Crime Report is available upon request at the MCC/PD Communications Office.

Other Police Services

MCC Police do not provide vehicle unlocks. The MCC police will contact a towing service which does provide the service at a cost to the motorist.

MCC Police do not jumpstart vehicle batteries. They do provide a Power Pak for a motorist to use.

Pets

With the exception of guide or assistance dogs, pets are not permitted in college buildings.
Smoking
MCC is a smoke-free campus. Smoking is prohibited inside all campus buildings. Smoking is permitted ONLY in the parking lots. Appropriate containers for disposing of smoking materials are provided in the parking lots and everyone is asked to use them.

Weapons
All weapons (any weapon, whether loaded or unloaded, from which a shot may be discharged; BB gun; switchblade knife; dirk knife; gravity knife; any knife having an automatic spring release by which a blade is released from the handle with a blade over one and ½ inches’ stiletto; billy club; blackjack; bludgeon; police baton or nightstick, metal or brass knuckles; martial arts weapon as defined in C.G.S 53a-30; and any other dangerous or deadly weapons or instruments), ammunition, explosives, and fireworks are prohibited from College property.

Any person required to carry a firearm because of employment with a local, state, or federal law enforcement agency must present a letter from the Chief of Police or Director of the authorizing agency stating such a requirement. All such letters must be addressed to: Director of Public Safety, Manchester Community College, Great Path, P.O. Box 1046, Manchester, CT 06045-1046.

Alcoholic Beverages
The consumption of alcoholic beverages on campus is prohibited and is subject to College disciplinary action.

The only time alcoholic beverages may be served on campus is during a College-sponsored program with prior approval of the College President or his/her expressly designated agent. All State laws pertaining to the sale and consumption of alcohol will be strictly enforced.

The unlicensed sale of alcoholic beverages on campus is prohibited by State law. Therefore, no financial arrangements between the sponsor of an event and guests are permitted whenever alcohol is to be served (i.e. no admission fees can be charged, donations accepted, nor tickets sold).

Drugs
The use, sale, or possession of any controlled substance, narcotic substance, or drug paraphernalia, as defined by C.G.S. section 21a), is prohibited by applicable state and federal laws.

Parking Regulations

Parking is permitted in designated areas only. Regulations will be posted and strictly enforced. Parking in Faculty/Staff parking lots are by permit only. Permits are obtained at the MCC Police Department’s Communications Office located in the Lowe Building (L-174).

State of Connecticut handicapped parking permits are required in handicapped-designated parking areas.

Parked vehicles presenting a hazard, impeding vehicular or pedestrian traffic, interfering with the operation of emergency vehicles, or in a restricted area will be tagged and towed, without notice, at the owner’s expense. Owners are responsible for costs for towing, impounding, and storing their vehicles.

MCC Parking Violation Tickets may be issued for parking violations on campus.
The Fine Schedule for college tickets is as follows:

<table>
<thead>
<tr>
<th>Violation</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improper parking</td>
<td>$10.00</td>
</tr>
<tr>
<td>Not displaying parking permit</td>
<td>$10.00</td>
</tr>
<tr>
<td>Parking on campus roads/sidewalks</td>
<td>$10.00</td>
</tr>
<tr>
<td>Overnight parking</td>
<td>$10.00</td>
</tr>
<tr>
<td>Parking in a fire lane</td>
<td>$25.00</td>
</tr>
<tr>
<td>Parking in restricted area</td>
<td>$25.00</td>
</tr>
<tr>
<td>Other</td>
<td>$25.00</td>
</tr>
<tr>
<td>Tow Zone</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

Payment of MCC parking fines: Fines must be paid within six days or the fine will double. Fines may be paid at the Cashier’s Office, Monday-Friday, 9:30 a.m. – 4:30 p.m. or by mail: MCC, P.O. Box 1046, Great Path, Manchester, CT 06045-1046, Attn: Cashier’s Office, Traffic Fine.

DO NOT MAIL CASH. Make checks payable to the MCC Scholarship Fund. Students who do not pay their fines will not be allowed to register for the next semester or to graduate until the fines are paid.

Professional Development

Purpose
To provide opportunities for faculty and staff to participate in courses (credit or non-credit), workshops, seminars, conferences, etc. which are job related or provide opportunities for retraining and are related to the mission goals of the College.

The amount of $750.00 ($800.00 if presenting) is made available on a first come, first serve basis for full-time faculty and $350.00 is made available on a first come, first serve basis for part-time faculty. Other free professional development training is also available through the Center for Teaching – please refer to that section in the faculty handbook.

Promotion – Deadlines and Procedures

Procedure for Promotion - Faculty and Community College Professionals

Eligibility – Article XII, Section 3 of the collective bargaining agreement provides that “the normal expectation for promotion is after three (3) years of service. Prior service on full-time special appointments which the employer determines are similar, shall be credited.” There will be no waivers of time in rank or classification.

*October 1, 2009
President’s Office will publish a list of those persons within the college who will have three (3) years of service since their previous promotion or original appointment to the college.

October 1, 2009
Human Resources Offices will provide promotion applications for eligible staff.

December 15, 2009
Evaluations of individuals scheduled for evaluation and applying for promotion to be received in the Human Resources Office.

*January 5, 2010
Applications due in President’s Office.

*March 1, 2010
Promotion Committee recommendations due in President’s Office. Promotion Committee must inform each applicant, in writing, of the recommendation made.

March 15, 2010
Supervising Dean’s recommendations due in President’s Office. Dean must inform each applicant, in writing, of the recommendation made.
Late-March, 2010  President meets with Promotion Committee to discuss intended selection of promotion recipients.

*April 15, 2010  Each applicant is informed of the President’s decision.

*Contract Dates
*When contract or board established deadline dates fall on a holiday or weekend, the deadline should be considered the close of business of the first business day following the deadline.*

Room Scheduling

If you need to change your classroom discuss this with your Division Director.

To reserve a room for events other than your regular classroom instruction, you will need to fill out any one of the following forms:

1. “Conference Room/Classroom Request” to reserve any conference room or classroom.
2. “Large or Open Space Facility Reservation Form” for spaces such as the Fireside Commons, the auditorium, the Cheney DR or any other non-conference room or non-classroom space.
3. “Special Services Form” which must accompany the Large or Open Space Facility Reservation Form.
4. “Kitchen/Cheney Dining Room Reservation Form” which must accompany all request for the Cheney DR.
5. The “Activity Request Form for Clubs and Organizations” for student organization reservations.

These forms are available on-line. For quicker processing, complete on-line and return as an attachment to facilityscheduling@MCC.COMMNET.EDU otherwise mail it to Elaine Wiatr at MS#6.

For further assistance contact Elaine Wiatr at: 512-3675

Sabbatical Leave – Deadlines and Procedures

Procedure for Sabbatical Leave - Faculty and Community College Professionals

Eligibility – Must have completed six consecutive years of full-time service. Applications submitted during sixth year. A supplemental letter in the collective bargaining agreement states that the Board may consider sabbatical leave applications from unit members who have worked in the system twenty or more hours per week for at least ten years.

*October 1, 2009  Applications made available to staff.
*November 1, 2009  Applications for Sabbatical due to supervisors.
December 1, 2009  Applications signed by supervisor due in President’s Office.
*December 15, 2009  Sabbatical Committee recommendations due in President’s Office.
December 20, 2009  Deans provided with Committee and Supervisor recommendations.
December 31, 2009  Deans’ recommendations due in President’s Office.
January, 2010  President meets to discuss recommendations with the Sabbatical Leave Committee.
*February 1, 2010  President submits recommendations to the Chancellor.
*April 1, 2010  Chancellor and subcommittee of presidents select the recipients.
April 30, 2010  Deadline for resubmission of sabbatical leave requests at half salary.

*Contract Dates
*When contract or board established deadline dates fall on a holiday or weekend, the deadline should be considered the close of business of the first business day following the deadline.*
Every program and discipline has a five-year cycle of review, with an annual updating of the action plan. See your Division Director for current information.

### Student Discipline Procedure

I. PURPOSE

To provide the college community with clear guidelines and procedures to deal with student disciplinary issues/problems or potential disciplinary issues/problems.

II. POLICY

Students are expected to abide by the Student Discipline Policy on Student Conduct outlined in the Policy Manual of Board of Trustees for Connecticut Community-Technical Colleges. Manchester Community College policy and procedures regarding codes of conduct (behavior) are outlined in the Student Handbook/Faculty Handbook which are available in the Division of Student Affairs offices and all Division of Academic Affairs offices. The Policy Manual of the Board of Trustees is available online and in the Office of the Dean of Student Affairs.

Formal disciplinary problems should be reported to the Dean of Student Affairs or designee at 512-3203 or to Campus Police at 512-3680 (Emergency: 512-3111).

III. PROCEDURES

1. All significant disciplinary problems shall be reported to the Division Director/Supervisor and the Dean of Student Affairs or designee, or in an emergency, to the Campus Police.

2. Student disciplinary reports may be formal or informal depending upon the nature of the occurrence. The Dean of Student Affairs and/or designee is available for consultation or to review alternative actions.

3. Informal Disciplinary Action

   a. Instructors are encouraged to inform the appropriate Division Director/Supervisor.

   b. The Division Director/Supervisor shall be notified by the faculty/staff member of all problems and kept informed of all the procedures followed.

   c. Suggested Progressive Disciplinary Process for Faculty and Staff:

      • The faculty/staff member shall clearly state, verbally and in writing, his/her personal expectations for standards of behavior. All faculty/staff are encouraged to distribute written expectations to students in their course syllabus.

      • When an incident occurs, a verbal warning shall be issued to the student whose behavior is unacceptable. Students shall be addressed respectfully at all times and privately if at all possible.

      • If the problem is not resolved and the behavior persists, the faculty/staff member may initiate a formal disciplinary referral.
4. **Formal Disciplinary Referrals**

   a. Should the behavior persist after the verbal warning, the faculty/staff member should forward a written statement of the incident to the Office of the Dean of Student Affairs using the Faculty Complaint Interview Form and/or the Disruptive Student Behavior Referral Report. These forms are available in the Faculty Handbook, in all Division offices and the Office of the Dean of Student Affairs. This procedure is the avenue available to remove a student from the class/area.

   b. The BOT has set forth various categories of Expectations for Student Conduct which should be referred to in any formal complaint. *(5.2.1 Policy on Student Conduct: Section 3: Expectations for Student Conduct)*

   c. Upon receipt of the faculty/staff member’s statement the Dean of Student Affairs or designee will initiate an investigation including notification to the student in writing that he/she has the right to explain her/his position. The Dean of Student Affairs or designee will also confer with the faculty/staff member.

   d. Preliminary response and/or action taken will be communicated to the faculty/staff member within 24 hours and/or prior to the next class meeting. Subsequent actions taken will be communicated to the faculty/staff member within the context of the Family Educational Rights and Privacy Act (FERPA) (34CFR Part 99) (Revised as of December 09, 2008), within one week of the action being taken. *(http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr;sid=6b7e313020dfabb7caa0216830b2a7d8;rgn=div5;view=text;node=34%3A1.1.1.34;idno=34;cc=ecfr)*

5. **Emergency Student Disciplinary Problems**
   (Situation in which the faculty/staff member/students feel seriously threatened or endangered.)

   a. The faculty/staff member should immediately contact the Campus Police and/or the Office of the Dean of Student Affairs.

   b. The Police Officer will confirm if the faculty/staff member would like the student to be removed from the area or if the faculty/staff member would like a direct warning given to the student. The Dean of Student Affairs or designee and the Police Officer will issue a direct warning or will remove the student from class/area.

   c. If the student is to be removed, the student will be escorted to the Office of the Dean of Student Affairs or to the Campus Police office for appropriate action.

   d. Using the Faculty Complaint Interview Form and/or the Disruptive Student Behavior Report a follow-up written memorandum of the incident is required from the faculty/staff member preferably within 24 hours addressed to the division director/supervisor and the Dean of Student Affairs or designee. The Campus Police will file separate reports as required per their procedures.

   Preliminary response and/or action taken will be communicated to the faculty/staff member within 24 hours and/or prior to the next class meeting. Subsequent actions taken will be communicated to the faculty/staff member within the context of the Family Educational Rights and Privacy Act (FERPA) (34CFR Part 99) (Revised as of December 09, 2008), within one week of the action being taken. *(http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr;sid=6b7e313020dfabb7caa0216830b2a7d8;rgn=div5;view=text;node=34%3A1.1.1.34;idno=34;cc=ecfr)*

See Appendix A (Board Policy on Student Conduct, Appendix B (Disruptive Student Behavior Referral Report), Appendix C (Faculty Complaint Interview Form).
Student Evaluation of Faculty

1. Student evaluations of faculty (summary data and written comments) are just one of several inputs into the evaluation of faculty, including such things as classroom observations and self-assessment. A faculty member’s quality cannot be summarized in a single number.

2. Student evaluations represent student perceptions concerning the instructor. They are not statements of fact about whether an instructor is organized, etc., but they do give us important information about how the students perceive the instructor and thus can give insight into how an instructor is coming across to students.

3. Comments: the comments are read as carefully as the numerical scores. In many cases, they can give helpful insights into the student’s thinking. See Appendix J for sample of the evaluation form used in all classes every semester.

Telephones

All faculty offices including adjunct offices in the AST and LRC, have telephones. There are courtesy telephones in the Learning Resource Center (LRC), Arts, Sciences and Technology Center (AST) and outside the bookstore in the Lowe building. These phones were installed for the convenience of the students and public to make local calls instead of using a pay telephone.

These telephones are black with a metal housing. Dial 9 first to make a free local call or to utilize a calling card for long distance.

Tenure – Deadlines and Procedures

Procedure for Tenure - Faculty and Community College Professionals

Eligibility - Will have completed six years of full-time employment by September 1, three years of which must be in current job function. (Service as Educational Assistant or Lecturer shall not count toward the six-year requirement unless the Board determines that all or a portion of such service should count).

*October 1, 2009
President’s Office will publish a list of those eligible for tenure consideration.

October 1, 2009
Human Resources Office will provide Tenure applications for eligible staff.

*November 1, 2009
Applicants for Tenure submit applications to their supervisors.

December 1, 2009
Evaluations due in President’s Office.

*December 15, 2009
Supervisors’ recommendations due in President’s Office. Supervisors must inform each candidate, in writing, of the recommendation made and inform each individual for whom a standard appointment is recommended, in writing, of areas needing improvement, where appropriate.

*March 1, 2010
Tenure Committee submits recommendations to the President and informs each candidate, in writing, of the recommendation made.

March 5, 2010
Deans are informed of Committee and Supervisor recommendations and are requested to make their recommendations to the President.

March 12, 2010
Deans’ recommendations due in President’s Office. In the event that an individual is not recommended for tenure, the Dean shall inform the individual, in writing, of areas needing improvement, where appropriate.

Mid-March 2010
President meets with Tenure Committee to discuss intended selection of tenure recipients.

*April 1, 2010
Each applicant is informed of the President’s decision.

*Contract Dates
When contract or board established deadline dates fall on a holiday or weekend, the deadline should be considered the close of business of the first business day following the deadline.

Textbook Desk Copies

Contact the Department Chair or Program Coordinator for procedures on obtaining desk copies of textbooks or contact the publisher directly.

Travel – Procedure

In accordance with current state policy, faculty wishing to travel for professional reasons, must first obtain permission from the president whether or not there is a cost to the College. Faculty should provide their division director with the dates, place and purpose of travel, and indicate whether or not professional development funds will be requested. The Division Director will make a recommendation to the Dean of Academic Affairs, who will make a recommendation to the President.

The division director will notify the faculty member when the president has approved the request.

Faculty should then provide the division secretary with the information needed to complete the Travel Authorization (TA) Request. After the TA is signed by the faculty member and division director, it is forwarded to the Dean of Academic Affairs for approval, and then to the Business Office for Processing.

Upon completion of the travel, the faculty member must submit receipts of expenses to the division secretary who will prepare the Request for Reimbursement Form.

Note: Faculty planning to use their own car for travel and request reimbursement for mileage are required to have a copy of their current car insurance coverage on file in the Business Office.

Blackboard Vista

Blackboard Vista Course Sites
The primary online course management system used throughout the Connecticut Community College System is Blackboard Vista. Every course section (CRN) taught at the College is given its own Blackboard Vista site. Faculty who include an online component in their courses should use Blackboard Vista as the starting point for online course materials, either putting those materials into Blackboard Vista or linking to those materials from their Blackboard Vista course site.

Students who have registered for a course are automatically given access to that course’s Blackboard Vista site. Students who drop a course are automatically denied access to that course site. Students will have access to their Blackboard Vista site two weeks before the start of each term. If you do not want students to have access until the first day of class, you may use the selective release tool to hide your course. Students have access to their Blackboard Vista courses for 11 weeks after the end of the semester.

Documentation and tutorials on Blackboard Vista are available on the ETDL web page and in the Blackboard Vista Orientation and Faculty Resources site listed on your “My Blackboard” page. Faculty should contact the Educational Technology and Distance Learning department at sandbox@mcc.commnet.edu for assistance with Blackboard Vista.

Information about Blackboard Vista can be found online at:
- the ETDL web page at: http://www.mcc.commnet.edu/students/resources/distance.php
Accessing Your BlackBoard Vista Course

Log into myCommNet

You will use myCommNet, the community college system portal, to access your courses in Blackboard Vista. You will use your NetID to log onto myCommNet.

You can check to see whether your web browser will work with myCommNet and Blackboard Vista by going to http://ct-cc-blackboard-vista-student-troubleshooting.pbworks.com/Browser+and+Java+Settings

The link to myCommNet is located at the bottom of the MCC web page http://www.mcc.commnet.edu under this icon:

Be sure to bookmark the myCommNet url (http://my.commnet.edu) so you can access myCommNet even if the MCC web site is down.

Follow this link for instructions on how to log on and use myCommNet: http://www.commnet.edu/portal/

Working in Blackboard Vista

When you log into myCommNet, you will be on your Home page. To access Blackboard Vista, click on the Blackboard Vista icon in the upper right corner of your myCommNet homepage or go to the Faculty tab.

Once you log in, you will see a listing for every section you are teaching under Course List. To develop your class, you will work in the Build tab area, adding items such as your syllabus, assignments, online discussion tool, etc. Once you have added content to your class, it is a good idea to check what your site will look like to your students by going to the Student View tab. When you are teaching your course, you will work in the Teach tab area, which is where you can communicate with your students via discussions or journals and post student grades for assignments or exams.

Blackboard Vista Backups
You should always have a backup copy of all material, particularly grades, that you have uploaded to Blackboard Vista. You can download your grades from Blackboard Vista and save a backup on your office computer’s hard drive by starting in the Teach tab, going to the Grade Book, and selecting Export to Spreadsheet.

To back up your entire course site at once, start in the Build tab, go to Manage Course and select Backup. Once the backup has been made, write down the .bak ID number so you can find your backup file. To download your backup to your office computer, start in the Build tab, go to the File Manager, navigate to the course folder (one level up from your section), click the checkbox next to your backup (use the ID number to identify your backup file), and click Download to save the backup file to your computer.

Blackboard Vista courses are accessible to faculty for one year. After that, they are purged from the system.

You may copy content from one semester to the next. Instructions are available on the ETDL documentation web page: http://www.mcc.commnet.edu/students/resources/distanceDocumentation.php
Blackboard Vista Assistance for Students
Students can access tutorials and documentation on the ETDL web site (http://www.mcc.commnet.edu/students/resources/distanceStudentVista.php#7) and in the Orientation site on their “My Blackboard” page. Students are also welcome to attend orientation sessions ETDL offers at the beginning of the semester. The schedule is listed on the ETDL training web page. If you would like help introducing Blackboard Vista to your on-ground class, contact sandbox@mcc.commnet.edu to request assistance. Classroom visits are scheduled during regular business hours as staff members are available.

All students with valid e-mail addresses who have registered for a hybrid or online course receive an e-mail message with a link to the ETDL student web page.

Technical troubleshooting assistance for students is available 24/7 at: http://www.commnet.edu/portal/help/

If You Have Questions or Need Help
Difficulty logging into myCommNet and/or Blackboard Vista

1. Make sure you have typed your Net ID and password correctly. Passwords are case sensitive and you will not be able to log on if your cap lock key is on.
2. Look for help on the Browser Tune-up Page & use the Check Browser tool.
3. Use a recommended browser (http://ct-cc-blackboard-vista-student-troubleshooting.pbworks.com/Browser+and+Java+Settings)
4. Try clearing your browser's cache. Click here for instructions.
5. Follow instructions below for specific problems and help information

myCommNet Troubleshooting
If you forget your NetID password you may use the web reset utility at: www.commnet.edu/netid/password.aspx. If the web reset fails, come in person to either the MCC Help Desk (room L204) or Registrar’s Office for a reset. Please have valid ID available. The Registrar’s office can also remotely reset faculty passwords via fax. The fax form and information about resetting passwords are at: http://www.mcc.commnet.edu/offices/irt/netID.php

For other technical help with myCommNet, call the MCC Help Desk at Ext. 3456.

Blackboard Vista Troubleshooting
If after successfully logging into myCommNet you have difficulty accessing Blackboard Vista from within myCommNet:

Call the ETDL Sandbox at x2857 or e-mail sandbox@mcc.commnet.edu.
Evenings and weekends, refer to the myCommNet/Blackboard support page.

Whenever you call the Help Desk or the ETDL Sandbox, be sure to provide your name and Banner ID number, the name of your course and the full CRN (for example: CSC B101 Introduction to Computers, CRN 20059,) the type of computer you are using (Mac or PC), the browser you are using (for example: Internet Explorer or Mozilla Firefox) as well as the browser version, a clear description of the problem and the troubleshooting steps you may have already taken.

Web for Faculty

Banner Web for Faculty Access
Administrative functions at the College (except human resources/payroll) are handled through the Community College System’s Banner administrative system. This includes functions such as student course registrations, student drops or withdrawals, official class rosters, and end-of-semester grade submission. Every faculty member who teaches at the College is given an account on Banner and new faculty are notified of how to access their account by the Registrar’s Office.
It is possible to access most Banner functions through the web using the Banner Web for Faculty interface, often simply called Web for Faculty, which can be accessed at http://www.online.commnet.edu using your account to login. You will be able to view your official class roster and lookup student contact information here. You must use Web for Faculty to enter your final grades at the end of the semester.

Accessing Roster and Student Info On Banner Web

Rosters
Rosters can be accessed online via Web for Faculty, www.online.commnet.edu. This process provides up-to-minute information on class enrollments, student status, and grades.

Directions to access your roster are below. If you have problems with your ID number please contact the Division office. If you have problems with your PIN number, please contact the Registrar’s office at 512-3220.

Type the web address, www.online.commnet.edu.
Under SECURED INFORMATION, click on login. (Login requires an ID and PIN number.)
Click on Manchester Community College.
Click on Faculty Services.
Click on Summary Class List.
Scroll to the bottom of the page.
Click on Printable Class List. (A printable list will appear on the screen.)
To print, click on the printer Icon.

Student Status
Student status are noted on your roster as follows:
RE or RW – student is registered for the class and the date of registration is shown.
AU – student has signed up to audit the class. This status allows participation in class activities without being required to meet examination requirements. This status must be elected within the first four weeks of the course. Once elected, the status may not be change.

Add and Drop
Add and Drop continues through the first few days of each semester. During this time your class rosters may change. Please use this online format to verify a student’s status in class. No student should be allowed to remain in class who does not appear on your roster. Refer these students directly to the Registrar’s Office. After a certain date, students will need the “green sheet” or Course Adjustment Form to add a class or adjust their schedule. This form is available in the Division offices.

Other Information
Grades will be processed online using Web for Faculty. Information on grading can be found on our web site at www.mcc.commnet.edu/campus_offices/registrar/faculty. Information on granting Incomplete grades is also on this web site as well as an Incomplete Grade form.

Posting Grades on Banner Web
Log on to www.online.commnet.edu; click on the Secured Information area and follow the directions from there. You will need your Banner ID number to login and a unique PIN. If you do not know your Banner ID, contact the Division office. If you have trouble with your PIN number, contact the Registrar’s Office at 512-3220.
Student Status/Withdrawals
If a student has withdrawn from your class through this office a grade of W will appear on your class list when you go to enter grades. You will not be able to write over this grade. If you record a Withdrawal grade for a student do not record the Last Attendance Date online. This may have financial aid implications.

Incomplete Grades
A completed Assignment of an Incomplete form must be filed with any Incomplete grade assigned. A copy of the policy and form are available online at www.mcc.commnet.edu/campus_off/registrar/faculty.

Grades and Grade Points

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Student has not attended class, no basis for a grade
Appendix A
(Board policy on Student Conduct)
Policy on Student Conduct & Sexual Misconduct & Relationship Violence
Board of Trustees for Connecticut Community-Technical Colleges

5.2.1 Policy on Student Conduct

Section 1: Student Conduct Philosophy

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students and the general well-being of society. This Policy is intended to ensure that members of the College community are able to pursue their goals in an atmosphere free from unreasonable interference or threat of interference.

This Policy is also intended to foster the development of important values, including accountability, responsibility, fairness, respect for self and others, appreciation of personal freedoms and a recognition of the importance of physical safety in the College community. Compliance with the Policy provides an opportunity to develop and practice skills in leadership, group process, decision making and ethical and moral reasoning. Students who demonstrate these values and possess these skills are more likely to find success and fulfillment in their academic, professional, family and personal endeavors.

This Policy sets forth a number of expectations for student conduct and prescribes procedures for enforcement. Since students are assumed to be at various stages of moral and social development, sanctions imposed should attempt to assist students in their growth and development, wherever possible. However, the paramount consideration must always be to protect members of the College community and the educational process from harm.

Section 2: Application of the Student Conduct Policy

This Policy applies to student conduct on campus and on other property or facilities owned, controlled or used by the College. It also applies to student conduct on premises not owned, controlled or used by the College if the off-campus conduct impairs College-related activities or affairs of another member of the College community or creates a risk of harm to any member or members of the College community.

Conduct on or off College premises that is prohibited by federal, state or local law, codes and ordinances is also covered. Students who engage in behavior prohibited by law may be subject to civil or criminal sanctions as well as to the sanctions of this Policy.

Additionally, where a court of law has found a student to have violated the law, a College has the right to impose the sanctions of this Policy even though the conduct does not impair the College-related activities of another member of the College community and does not create a risk of harm to the College community. The decision to exercise this right will be in the sole discretion of the President or his/her designee.

For purposes of the Policy on Student Conduct, a “student” is any person who has registered for at least one (1) course, credit or non-credit, at the College. Student status continues in effect for two (2) calendar years after the
conclusion of the last course in which the student was registered, unless the student has formally withdrawn from the College, graduated or been expelled.

Section 3: Expectations for Student Conduct

Consistent with the Student Conduct Philosophy set forth in Section 1 of this Policy, students are expected to:

1. Demonstrate respect for the College community by acting in accordance with published Board policies and College rules and regulations;

2. Demonstrate academic integrity by not engaging in conduct that has as its intent or effect the false representation of a student’s academic performance, including but not limited to:
   a. cheating on an examination,
   b. collaborating with others in work to be presented, contrary to the stated rules of the course,
   c. plagiarizing, including the submission of others’ ideas or papers (whether purchased, borrowed or otherwise obtained) as one’s own,
   d. stealing or having unauthorized access to examination or course materials,
   e. falsifying records or laboratory or other data,
   f. submitting, if contrary to the rules of a course, work previously presented in another course, and
   g. knowingly assisting another student in any of the above, including
      h. an arrangement whereby any work, classroom performance, examination, or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed;

3. Demonstrate respect for the property of the College and of others by not damaging or destroying or attempting to damage or destroy such property, and by not possessing or attempting to possess such property without authorization, including unauthorized entry to or use of College premises;

4. Demonstrate respect for others by:
   a. refraining from conduct that constitutes a danger to the personal health or safety of other members of the College community and guests or licensees of the College, including intentionally causing or attempting to cause injury;
   b. refraining from conduct that obstructs or seriously impairs or attempts to obstruct or seriously impair College-sponsored or College-authorized activities; and
   c. refraining from harassment, which is defined as conduct that is abusive or which substantially interferes with a person’s pursuit of his or her customary or usual affairs;

5. Demonstrate respect for others by refraining from sexual misconduct (see the Sexual Misconduct and Relationship Violence Statement);
6. Be truthful in all matters and not knowingly make false statements to any employee or agent of the Board or the College with regard to a College-related matter, nor forge, alter or otherwise misuse any document or record;

7. Comply with the directions of College staff members acting within the scope of their employment responsibilities;

8. Contribute to a safe and healthy learning and working environment by refraining from the unauthorized possession or use of weapons or dangerous instruments as defined by law and pursuant to Board Policy, and by refraining from possessing or using other objects in a manner that causes harm, threatens or endangers oneself or others;

9. Respect oneself and others in the community by refraining from knowingly possessing, using, transferring, selling or being under the influence of any controlled substance, as defined by law, or possessing or consuming alcoholic beverages unless specifically authorized, pursuant to Board Policy. Use or possession of a drug authorized by prescription from a licensed medical practitioner is not covered by this statement;

10. Refrain from any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his/her prior knowledge or without his/her expressed consent;

11. Conduct oneself in a civil and respectful manner, both within and outside the College.

Students may be sanctioned for behavior that is not in accordance with the above-stated expectations.

Section 4: Sanctions

The prior conduct record of a student shall be considered in determining the appropriate sanction for a student who has been found to have violated any part of Section 3 of this Policy. Sanctions shall be progressive in nature; that is, more serious sanctions may be imposed if warranted by the prior conduct record of the student.

A “sanction” may be any action affecting the status of an individual as a student taken by the College in response to a violation of this Policy, including but not limited to the following:

1. “Expulsion” is a permanent separation from the College that involves denial of all student privileges, including entrance to College premises;

2. “Suspension” is a temporary separation from the College that involves denial of all student privileges, including entrance to college premises for the duration of the suspension, and may include conditions for reinstatement;

3. “Removal of College privileges” involves restrictions on student access to certain locations, functions and/or activities but does not preclude the student from continuing to pursue his/her academic program;

4. “Probation” is a status that indicates either (a) serious misconduct not warranting expulsion, suspension or removal of College privileges, or (b) repetition of misconduct after a warning has been imposed;
5. A “Warning” is a written notice to the student indicating that he or she has engaged in conduct that is in violation of Section 3 of this Policy and that any repetition of such conduct or other conduct that violates this Policy is likely to result in more serious sanctions;

6. “Community restitution” requires a student to perform a number of hours of service on the campus or in the community at large.

Section 5: Procedures

The following procedures shall govern the enforcement of this Policy:

1. Information that a student may have violated this Policy should be submitted to the Dean of Students or other designee of the President (hereinafter referred to as “the Dean”), normally within thirty (30) days of the date of a possible violation or within thirty (30) days of the date that the facts constituting a possible violation were known.

2. Upon receipt of information relating to a possible violation, the Dean may immediately place restrictions on or suspend a student on an interim basis if, in the judgment of the Dean, the continued presence of the student at the College or continued participation in the full range of college activities poses a danger to persons or property or constitutes an ongoing threat of disrupting the academic process.

   a. “Interim restrictions” are limitations on the student’s participation in certain College functions and activities, access to certain locations on campus or access to certain persons, that do not prevent the student from continuing to pursue his/her academic program. A student upon whom the Dean has placed interim restrictions shall be afforded written reasons for the restrictions, as well as the time period during which the interim restrictions shall apply. The decision of the Dean regarding interim restrictions shall be final.

   b. “Interim suspension” is the temporary separation of the student from the College that involves the denial of all privileges, including entrance to College premises. Prior to imposing an interim suspension, the Dean shall make a good faith effort to meet with the student. At this meeting, the Dean shall inform the student of the information received and provide the student an opportunity to present other information for the Dean’s consideration. Based upon the information available at that time, the Dean shall determine whether the student’s continued presence on campus poses a danger to persons or property or constitutes an ongoing threat of disrupting the academic process. A student suspended on an interim basis by the Dean shall be provided written reasons for the suspension and shall be entitled to an administrative conference or a hearing as soon as possible, normally within ten (10) business days from the date the interim suspension was imposed. The decision of the Dean regarding an interim suspension shall be final.

3. Following the imposition of interim restrictions or interim suspension, if any, the Dean shall promptly investigate the information received by meeting with individuals who may have knowledge of the matter, including the accused student, and by reviewing all relevant documents. If upon the conclusion of the Dean’s investigation, the Dean determines that there is insufficient reason to believe the student has committed a violation of any part of Section 3 of this Policy, the Dean shall dismiss the matter and shall so inform the student in writing.
4. If, upon the conclusion of the Dean’s investigation, the Dean determines that there is reason to believe the student has committed a violation of any part of Section 3 of this Policy and, after considering both the possible violation and the prior conduct record of the student, that a sanction of less than suspension or expulsion is appropriate, the Dean shall schedule an administrative conference with the student. The student shall be given reasonable notice of the time and place of the conference. At the administrative conference, the student shall have the opportunity to present information for the Dean’s consideration. At the conclusion of the administrative conference, the Dean shall determine whether it is more likely than not that the student has violated the Policy and, if so, impose a sanction less than suspension or expulsion. The Dean shall provide the student with a written explanation for the determination. The decision of the Dean shall be final.

5. If, upon the conclusion of the Dean’s investigation, the Dean determines that there is reason to believe the student has committed a violation of any part of Section 3 of this Policy and, after considering both the violation and the prior conduct record of the student, that a sanction of suspension or expulsion is appropriate, the Dean shall provide the student with reasonable written notice of a meeting and shall inform the student that his/her failure to attend the meeting or to respond to the notice may result in the imposition of the maximum permissible sanction. At the meeting, the Dean shall provide the student with a written statement that shall include the following:

   a. a concise statement of the alleged facts;
   b. the provision(s) of Section 3 that appear to have been violated;
   c. the maximum permissible sanction; and
   d. a statement that the student may resolve the matter by mutual agreement with the Dean, or may request a hearing by notifying the Dean in a writing, which must be received by 5:00pm on the following business day.

6. If the student requests a hearing, he/she is entitled to the following:

   a. to be heard, within five (5) business days, or as soon as reasonably possible, by an impartial party or panel whose members shall be appointed by the Dean;
   b. if the Dean appoints an impartial panel, to have a student on the panel, if requested by the student;
   c. to appear in person and to have a nonlawyer advisor. However, if there is pending at the time of the hearing a criminal matter pertaining to the same incident that is the subject of the hearing, a lawyer may be present for the sole purpose of observing the proceedings and advising the student concerning the effect of the proceedings on the pending criminal matter;
   d. to hear and to question the information presented;
   e. to present information, to present witnesses and to make a statement in his or her behalf; and
   f. to receive a written decision following the hearing.

(See Section 6 for additional procedures regarding sexual misconduct.)

7. As used herein, the term “impartial” shall mean that the individual was not a party to the incident under consideration and has no personal interest in the outcome of the proceedings. Prior to the commencement of the hearing, the student who is subject to the hearing may challenge the appointment of an impartial party or panel member on the ground that the person(s) is (are) not impartial. The challenge shall be made in writing to the Dean and shall contain the reasons for the assertion that the person(s) is (are) not impartial. The decision of the Dean shall be final.
8. The written decision of the impartial party or panel shall specify whether, based on the information presented, it is more likely than not that the student committed the violation(s) reported and shall state the sanction to be imposed, if any. The written decision shall be provided to the student.

9. Sanctions imposed by an impartial party or panel are effective immediately. The President may, for good cause, suspend imposition of the sanctions imposed by the impartial party or panel to allow the student time to prepare a written request for review. If a written request is received, the President may continue to suspend imposition of the sanctions until he has reviewed and acted on the student’s request.

10. A written request for review of the decision of the impartial party or panel must be received by the President within three (3) calendar days after the student is notified of the decision and must clearly identify the grounds for review. The review by the President is limited to the record of the hearing, the written request and any supporting documentation submitted with the request by the student. The decision of the impartial party or the panel shall be upheld unless the President finds that:

   a. a violation of the procedures set forth herein significantly prejudiced the student; and/or
   b. the information presented to the impartial party or panel was not substantial enough to justify the decision; and/or,
   c. the sanction(s) imposed was (were) disproportionate to the seriousness of the violation.

11. Decisions under this procedure shall be made only by the college officials indicated.

Section 6: Additional Hearing Procedures for Sexual Misconduct Cases

In any hearing conducted pursuant to Section 5, paragraph 6 of this Policy and involving allegations of sexual misconduct, the accuser and the accused student shall each have the right to:

   a. be accompanied by a support person during the hearing (see Section 5, paragraph 6c of this policy regarding limited right to have a lawyer present); and
   b. receive a written report from the Dean indicating the determination of the impartial party or panel and the sanction(s) imposed on the accused student, if any.

Section 7: Miscellaneous

The written decision resulting from an administrative conference or a hearing under this Policy shall become part of the student’s educational record and shall be subject to the provisions of the Family Educational Rights and Privacy Act (FERPA). While student educational records are generally protected from disclosure by FERPA, there are a number of exceptions to this rule. Students should be aware that a record concerning his/her behavior while a student at the College may be shared with other colleges or universities to which the student may subsequently wish to transfer or be admitted. Similarly, prospective employers may require a student to provide access to his/her College records as part of the employment application process. A record of having been sanctioned for conduct that violates Section 3 of the Policy may disqualify a student for admission to another college or university, and may interfere with his/her selection for employment.

Any question concerning the interpretation or application of this Policy on Student Conduct should be referred to the President or his/her designee.

Section 8: Publication of Student Conduct Policy
This Policy shall be published in College catalogs and student handbooks and should be distributed in other ways that are likely to ensure student awareness of the Policy.

Section 9: Policy Review

Five years following adoption of this Policy, and as often thereafter as the Chancellor shall deem appropriate, the Chancellor shall designate a committee to review the Policy on Student Conduct, as necessary.

Sexual Misconduct and Relationship Violence Statement

To insure that each member of the Connecticut Community College community has the opportunity to participate fully in the process of learning and understanding, the Connecticut Community Colleges strive to maintain a safe and welcoming environment free from acts of sexual misconduct and relationship violence. It is the intent of the Colleges to provide safety, privacy and support to victims of sexual misconduct and relationship violence.

Sexual Misconduct is defined as:

1. Non-consensual sexual intercourse, which includes any sexual intercourse (anal, oral, or vaginal), however slight, with any body part or object, by a man or a woman, without effective consent.

2. Non-consensual sexual contact, which includes sexual touching, however slight, with any object, by a man or a woman, without effective consent.

3. Sexual exploitation, which includes non-consensual, unjust or abusive sexual advantage taken by a student of another, for his or her own advantage or benefit, or to benefit or advantage any one other than the one being exploited, and that behavior does not otherwise constitute non-consensual sexual intercourse, non-consensual sexual contact or sexual harassment. Examples of sexual exploitation include, but are not limited to: prostitution, videotaping consensual sex without a partner’s consent, peeping tommery and knowingly transmitting sexually transmitted infections without a partner’s knowledge.

Definition of Consent

Consent must be informed, freely and actively given, involving an understandable exchange of affirmative words or actions, which indicates a willingness to participate in mutually agreed upon sexual activity. It is the responsibility of the initiator to obtain clear and affirmative responses at each stage of sexual involvement. The lack of a negative response is not consent. Consent may not be given by a minor or by any individual who is incapacitated, whether voluntarily or involuntarily, by drugs and/or alcohol. Past consent of sexual activities does not imply ongoing future consent.

Stalking is defined as:

Any behaviors or activities occurring on more than one (1) occasion that collectively instill fear in the victim and/or threaten her/his safety, mental health and/or physical health. Such behaviors or activities may include, but are not limited to, whether on or off campus, non-consensual communications (face to face, telephone, e-mail, etc.), threatening or obscene gestures, surveillance or being present outside the victim’s classroom or workplace.

Relationship Violence is defined as:
• Physical abuse, which can include but is not limited to, slapping, pulling hair or punching.
• Threat of abuse, which can include but is not limited to, threatening to hit, harm or use a weapon on another (whether victim or acquaintance, friend or family member of the victim) or other forms of verbal threat.
• Emotional abuse, which can include but is not limited to, damage to one’s property, driving recklessly to scare someone, name calling, threatening to hurt one’s pets and humiliating another person.
• Sexual harassment, which can include any unwelcome sexual advance or request for sexual favors, or any conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s education; submission to or rejection of such conduct by an individual is used as a basis for academic decisions affecting the individual; or such conduct has the purpose or effect of substantially interfering with an individual’s academic performance or creating an intimidating, hostile or offensive educational environment. Examples of conduct which may constitute sexual harassment include but are not limited to:
  • sexual flirtation, touching, advances or propositions
  • verbal abuse of a sexual nature
  • pressure to engage in sexual activity
  • graphic or suggestive comments about an individual’s dress or appearance
  • use of sexually degrading words to describe an individual
  • display of sexually suggestive objects, pictures or photographs
  • sexual jokes
  • stereotypic comments based upon gender threats, demands or suggestions that retention of one’s educational status is contingent upon toleration of or acquiescence in sexual advances.

The definitions contained in this statement are in addition to any applicable provisions of state law.

Confidentiality

While the College will treat reports of sexual misconduct and relationship violence seriously and with sensitivity for all concerned, the College cannot assure complete confidentiality in all instances with respect to such information, particularly when that information pertains to an offense or an alleged offender that may affect the safety of others on campus or is mandated to be reported.

Time for Reporting

Normally reports must be received by the Dean of Students or other designee of the President within thirty (30) days of the date of a possible violation or within thirty (30) days of the date the facts constituting a possible violation were known. However, the College recognizes that the decision to file a report of sexual misconduct or relationship violence is difficult and may take some time. Because memories may fade and witnesses may become inaccessible, the sooner information is gathered, the greater is the ability of the College to effectively investigate and resolve the matter fairly to all parties concerned.

Appendix B
(Disruptive Student Behavior Referral Report)
(Faculty/Staff)
IV. Office of the Dean of Student Affairs

Disruptive Student Behavior Referral Report
(Faculty/Staff)

Faculty/Staff Name: ____________________________________________

Position: _____________________________________________________

Division: __________________ Office: __________ M.S.#: __________

Telephone: Home __________________ Work __________________

Email Address: _______________________________________________

Student Name: _______________________________________________

Nature of Complaint (Should be Specific and Complete):
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
_______________________________________________________________________________________

(May use back of this form or extra sheets)

Signature: ___________________________ Date: ___________ Time: _______

OFFICE USE ONLY

__________________________________________________

Signature: ___________________________ Date: ____________________________

G. Duncan Harris
Acting Dean of Student Affairs

K. Umesh Vig
Assistant to the Dean of Student Affairs
Appendix C
(Faculty Complaint Interview Form)
V. Office of the Dean of Student Affairs

Faculty Complaint Interview Form
To be filled in by the Faculty

Faculty Name (Complainant):
___________________________________________________________________

Position: ____________________________________________________________

Division: __________________ Office: __________________ M.S.#: __________

Telephone: Home __________________________________ Work __________

Email Address: _______________________________________________________

Student Name (Complaint Against):
___________________________________________________________________

Nature of Complaint (Should be Specific and Complete):
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

(May use back of this form or extra sheets)

Signature: _______________________ Date: ________________________ Time: ________

OFFICE USE ONLY

__________________________________ ___________________________________________

__________________________________ ___________________________________________

Signature: _______________________ Date: __________________________

G. Duncan Harris
Acting Dean of Student Affairs

Signature: _______________________ Date: __________________________

K. Umesh Vig
Assistant to the Dean of Student Affairs
Appendix D
(Email Instructions: Outlook Web Access)
You can use the Outlook Web Access server to access your Exchange mailbox via a web browser. Once connected you will have full access to read your e-mail, listen to voice mail messages, manage your calendar, schedule meetings, access your contacts, etc.

Please note that in order to log into OWA from off-campus, you must first initialize your account by logging into the campus network from on-campus.

Logging On (Windows)
1. Open Internet Explorer.
2. Type http://www.mail.commnet.edu/
3. From the section labeled “Client,” select one of the following:
   - **Premium (Recommended for Broadband [Cable/DSL] users):** The premium client provides all Outlook Web Access features.
   - **Basic (Recommended for Dial-Up users):** The basic client provides fewer features than the premium client but offers faster performance. Use the basic client if you're on a slow connection.
4. Enter your NetID username (e.g. 12345678@mcc.commnet.edu) into the "E-Mail Address:" field. Please note that this is not the same as your email address.
5. Enter your Network password into the "Password:" field (remember it is case sensitive).
6. Click the "Log On" button.
7. Upon your successful connection, the following window will be displayed in your current browser.

Opening & Reading Messages
(By default OWA 2003 displays a reading pane on the right side of the screen.
1. Select the desired message you wish to read. The message will display in the reading pane.
2. Double click on the message to read the message in a new window.)
Reply, Reply to All, Forward

After reading (in the reading pane) or opening a message, you can reply back to the sender, reply to all individuals that the message was sent to (including the sender), or forward the message on to a new person.
(Note: The following can be completed within the message window or the tool bar.)

Reply
1. Open the email message.
2. From the message toolbar, click the Reply button.

Reply to All
1. Open the email message.
2. From the message toolbar, click the Reply to All button.

Forward
1. Open the email message.
2. From the message toolbar, click the Forward button.

Sending a New Mail Message

1. Click on the New button. A new mail message will now open in a separate window.
2. Type the address into the desired address field.
3. Use the “Check Names” button to locate the address of a name entered into the address field.

Finding an email address with the Global Address List
1. Open a new message.
2. Click on the To button.
The “Find Names” window will now open.
3. Type in either the first, last or both first and last name into the corresponding fields.
4. Click on the Find button.
Any names matching the field descriptions will appear in the results window.
5. Click on the desired name.
6. Click on the desired field address button (To, Cc, or Bcc).
7. Close the Find Names window.
Adding an Attachment
1. Open a new mail message.
2. Click on the paper clip button (located on the toolbar).
The Attachment Web Dialog window will now open.
3. Click on the Browse button.
4. The Choose File window will open.
5. Locate and select the file that you wish to attach.
6. Click Open. Please note that all attachments combined on a given email must be less than 10 MB in size.
The Choose File window will now close and the Attachment window will again be in view.
7. Click on the Attach button.
The file will now be added to the “Current file attachments” field.
8. Close the Attachment window.

Spell Checking the Message
From inside the e-mail message.
1. Click the Spell Check Icon on the tool bar. The Spelling dialog box window will display.
2. Select a language in the Spelling Language drop box.
3. Click the Check Document button.
The Spell Checker will begin checking the document.
4. Make the appropriate changes to your e-mail message.
5. Click the Close button when finished.
6. Send the document.
Academic Affairs Staff

Mail Station #9
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