MIDDLESEX COMMUNITY COLLEGE

FACULTY HANDBOOK

2019-2020

IMPORTANT CONTACTS

Medical, Fire, or Police Emergency – Dial 911			
SECURITY Middletown Campus	Campus Huts	From campus phone, dial 36904 or 36905 Mobile Phone: 860-463-5062	
SECURITY MxCC @Platt	Main Lobby	From classroom phone, dial 9 then 911	
Faculty Secretaries			
Lisa Civitillo	Wheaton Hall 313	lcivitillo@mxcc.edu	860-343-5755
Patricia Inferrera	Snow Hall 508	pinferrera@mxcc.edu	860-343-5809
MxCC Learning Commons			
Chapman Hall Main Level and MxCC @Platt Media Center			
Academic Success Center	Barbara Giffin, Coordinator	bgiffin@mxcc.edu	860-343-5770
Distance Learning & Educational Technology	Yi Guan-Raczkowski Director	mxccdistance@mxcc.edu	860-343-5756
Library	Melissa Behney, Director	mx-library@mxcc.edu	860-343-5830
Information Technology & Media Services			
Information Technology	Wheaton Hall 304	mx-ithelp@mxcc.edu	860-343-5711
Media Services	Wheaton Hall 306A	mcavanuagh@mxcc.edu	860-343-5851
College Administration			
Academic Affairs Steven Minkler, Campus CEO • Founders 105 Sharale Mathis, Dean of Academic and Student Affairs • Founders 107 Wesley Fox, Associate Dean of Academics • Snow 414 Diane Bordonaro, Director of Non-Credit Programs • Snow 508 Shelly Figueroa, Assistant to the Dean • Snow 414 Linda Ansarra, Academic Administrative Assistant • Founders 107 Corey Martell, Executive Assistant to the CEO • Founders 105		sminkler@mxcc.edu smathis@mxcc.edu wfox@mxcc.edu dbordonaro@mxcc.edu sfigueroa@mxcc.edu lansarra@mxcc.edu cmartell@mxcc.edu	860-343-5701 860-343-5745 860-343-5855 860-343-5716 860-343-5753 860-343-5866 860-343-5701
Administration • *Founders Hall 106* Kim Hogan, Dean of Administration Lillian Baruffi, Administrative Assistant		khogan@mxcc.edu lbaruffi@mxcc.edu	860-343-5857
Student Services Sharale Mathis, Dean of Academic and Student Affairs • Founders 107 Sara Hanson, Interim Director of Enrollment Management • Founders 122 Emily Canto, Director of Student Development • Founders 121 Janet Klinck, Administrative Assistant		smathis@mxcc.edu shanson@mxcc.edu ecanto@mxcc.edu jklinck@mxcc.edu	860-343-5745 860-343-5883 860-343-5824 860-343-5764
Human Resources & Employee Benefits • *Founders Hall 116* Anastasia Pych, Director Noreen Wilson, Administrative Assistant Anthony Majewski, Fiscal Administrative Officer		apych@mxcc.edu nwilson@mxcc.edu amajewski@mxcc.edu	860-343-5751 860-343-5705 860-343-5730

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COLLEGE VISION AND MISSION

Mission Statement

Students are the center of Middlesex Community College. By creating meaningful relationships with our diverse population of students and by providing high quality, affordable, and accessible educational experiences, Middlesex Community College helps students achieve their individual goals and become productive, engaged global citizens.

Our Vision

- Our diverse population of students are inspired by our innovative course offerings and wide range of co-curricular activities to help them become critical thinkers with curious and open minds.

- Students feel supported throughout their experience, including individualized advising, personalized services, and easy-to-navigate systems.

- Our professors and staff are our strongest asset. Together, we create a positive workplace climate, where growth and professional development are valued. The college is a "great place to work."

- Our facilities and campus continue to be improved, including more 21st century class room spaces, professional spaces, and social spaces.

- The student experience is enriched through our wide array of partnerships and relationships with local employers, industry experts, community organizations, and our alumni.

- We are recognized as the "go-to choice" for community college by students, families, and high school advisors.

- We secure sufficient financial resources, both public and private, to continue to support our evolving curriculum and co-curricular experiences and our campus improvements.

Sustainability Statement

MxCC is committed to environmental stewardship and to the principles of sustainable development first articulated in the Brundtland Commission Report of 1987. Simply stated, sustainable development means meeting the needs of the current generation without compromising the ability of future generations to meet their needs. At MxCC, we will practice sustainability in the operation of our buildings and grounds, we will infuse sustainability across our curriculum, and we will provide opportunities for our college community to engage in sustainable activities outside the classroom and in the community.

STATEMENT OF NONDISCRIMINATION

Middlesex Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the additional basis of veteran status or criminal record.

The following people have been designated to handle inquiries or complaints regarding non-discrimination policies and practices:

Primary Title IX Coordinator:
Ricardo Barrett
Middlesex Community College
100 Training Hill Road
Middletown, CT 06457
Founders Hall, Room 121
860-343-5823

Secondary Title IX Coordinator:
Ms. Anastasia Pych, Director of Human Resources
Middlesex Community College
100 Training Hill Road
Middletown, CT 06457
apych@mxcc.edu
Founders Hall, Room 115
860-343-5705

LICENSE AND ACCREDITATION

Middlesex Community College is accredited by the New England Commission of Higher Education. Accreditation of an institution of higher education by the New England Commission indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate education programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the New England Commission is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution. Inquiries regarding the accreditation status by the New England Commission should be directed to the administrative staff of the institution. Individuals may also contact:

Commission on Institutions of Higher Education
New England Commission of Higher Education
3 Burlington Woods Drive, Suite 100, Burlington, MA 01803-4514
781-425-7785
E-mail: info@neche.org

In addition, the following degree programs are accredited by national professional organizations:

Early Childhood Education
National Association for the Education of Young Children
1313 L Street, NW, Suite 500
Washington, DC 20005
www.naeyc.org

Health Information Management
Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)
200 East Randolph Street, Suite 5100
Chicago, IL 60601
https://www.cahiim.org/

Ophthalmic Design & Dispensing
Commission on Opticianry Accreditation
One Dupont Circle NW, Suite 510
Washington DC 20036-1135
www.coaccreditation.com

Radiologic Technology
Joint Review Committee on Education in Radiologic Technology (JRCERT)
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
www.jrcert.org

Veterinary Technology
American Veterinary Medical Association, Committee on Veterinary Technician Education and Activities
1931 North Meacham Road, Suite 100
Schaumburg, IL 60173-4360
www.avma.org

STATEMENT ON CIVILITY

"Students are the Center of Middlesex Community College." This is the first line of the college's mission statement and it is what we stand for. Middlesex Community College is committed to student success but success can only occur in an environment that supports learning and personal growth. Towards that end, it is the college's intention to cultivate an environment that requires the acceptance of personal responsibility, mutual respect, and tolerance of all people and perspectives.

As members of this college community we are all expected to:

- Recognize that each person in our community is a diverse individual and treat him or her with courtesy, sensitivity, and respect.
- Model the behavior you want to see from others.
- Be a respectful listener.
- Accept that disagreement will exist; you are not always right and others are not always wrong.
- Adopt a positive and solution–driven approach to resolving conflicts.
- Be sensitive to the impact of tone, language and content of our verbal and written communication, including electronic communication.
- Recognize and respect that social interaction and communication can be difficult for some.
- Be patient with individuals who become stressed during unpredictable situations; at the same time, try not to take your stress out on others.
- Refrain from cursing or using terms that are derogatory to race, ethnicity, gender, age, sexual orientation, or religion.
- Respect confidentiality, avoid gossip, and take care not to spread untruths or to undermine the credibility of our classmates or colleagues.
- Refrain from engaging in acts of, or making threats of, physical violence.
- Remember that kindness has a ripple effect that extends far beyond the initial recipient; a smile and the words "please" and "thank you" go a long way.

Adopted September 2018

GREETINGS FROM DR. STEVEN MINKLER, CAMPUS CEO

Middlesex Community College is a place where students are at the center of everything we do. We are the perfect size for students who want a small college experience not far from home. Our students, faculty, and staff, get to know one another in a true academic community – sort of like being a part of one big family.

The first thing people notice is our beautiful main campus, centrally located in Middletown. We have a satellite center at Platt High School in Meriden, a growing online campus that's available 24/7 worldwide, and a nationally-recognized Center for Prison Education offered together with Wesleyan University and the Connecticut Department of Correction. Our extensive community partnerships allow us to offer lab-intensive programs at Vinal and Wilcox Technical High Schools, Middlesex Health, and Pieper Veterinary, and include another 50+ locations where students gain practical experiences through internship and clinical placements.

At Middlesex, students have a choice of nearly 70 academic programs. In general, they fall into six Areas of Study: business and hospitality; health careers; humanities and creative arts; manufacturing; science, technology, engineering and mathematics (STEM); and social and behavioral sciences, education, and public service.

Most importantly, they find a warm and welcoming place where each and every student matters.

In fact, over 80,000 students have come to Middlesex since we first opened our doors in 1966. Tens of thousands have earned their degrees and certificates, continued their education to the Bachelor's degree and beyond, entered the workforce, and led successful careers.

Middlesex has been an important step in the journey for so many people. We are defined as one community – united in our mission to help students achieve their individual goals and become productive, engaged global citizens.

Our students often bring raw talent and uncertainty. They expect college to be a place where they will discern their passion, and prepare them for what the future holds in store for them. In exchange, we offer a nurturing environment where students find faculty who are dedicated to being teachers first, student services professionals who are focused on academic and career success, an entire team of folks who keep the college running and the bills paid, administrators who defend the community college open door, and an affordable, outstanding educational experience.

In short, community colleges transform lives. I've worked at three of them – and they've transformed mine.

This fall, I begin my eighth full year at MxCC and celebrate my 32nd anniversary of working in the Connecticut Community Colleges. I'm especially excited to welcome new members of our senior leadership team, and to continue organizing the college in ways to work smarter, not harder – for the benefit of our students.

As the saying goes, "Time flies when you're having fun!" I'll admit, some days aren't "fun." Luckily, they're far outnumbered by the days I am inspired by the dedicated, creative work you do with each other, with me, and with our students. Every single day I am inspired by the students themselves. Their individual stories of grit, personal challenges, determination, failure, and success have brought me great joy in learning what it means to be "community college folk." I hope the same is true for you.

Best wishes to you as we enter a new academic year.

Steven Minkler, Ed.D.

GREETINGS FROM DEAN SHARALE MATHIS

Welcome to Middlesex Community College!

We are an inclusive student focused, learner-centered institution dedicated to student success. I have the unique and rewarding opportunity in my role as Dean of Academic and Student Affairs to work with students holistically during their educational journey. As an educator with 13 years of experience in higher education, I work compassionately in my role to support students in and out of the classroom. The development of the whole student is important to their academic success. At Middlesex, we work as one team to create a dynamic learning community where students grow in character, intellect and self-confidence through engaging and interactive classroom instruction.

The college offers over 70 degree and certificate programs in our credit and non-credit programs for skill enhancement, career development, and transfer to four-year institutions. Students are also nurtured and supported to participate in student clubs, committees and activities that will build upon and strengthen leadership skills and personal development. Faculty and staff are committed to implement initiatives that will promote lifelong learning for our students. We take an active role in advising and working with students. To help a student achieve their goals, it is imperative to create an open and welcoming environment that is respectful of who the student is with caring service.

I am happy and excited that you have chosen Middlesex Community College to build your foundation in higher education. I look forward to being one of your many guides in this journey.

Sharale W. Mathis, Ed.D.

GREETINGS FROM ASSOCIATE DEAN WESLEY FOX

Greetings Middlesex Community College (MxCC), Friends, and Alumni.

The Office of the Associate Dean of Academic Affairs is delighted to welcome everyone back to a new and exciting 2019-2020 academic year.

MxCC is committed to its mission of creating meaningful relationships with our diverse population of students and by providing high quality, affordable, and accessible educational experiences, Middlesex Community College helps students achieve their individual goals and become productive, engaged global citizens.
Under the focus of a "One Team" philosophy, we actively collaborate to offer an array of academic programs to which we foster innovative and inclusive learning environments that result in personal, academic, and professional development.

As we explore on-going growth opportunities, we aim to stimulate and change the lives of our residents and community stakeholders by sustaining current relationships and building new partnerships that will positively impact our students, the communities we serve, and our state.

As Associate Dean of Academics, I value and recognize the contributions made among faculty, staff, students, and community members who embrace quality education and strive to increase excellence in their respective disciplines.

I have an open-door policy and look forward to speaking with everyone concerning our exciting times ahead. I wish upon everyone an outstanding year and remember, as One Team, we can transform lives while transforming education!

Warm regards,

Dr. Wesley Fox

ACADEMIC AFFAIRS DIVISION

The Academic Affairs Division encompasses all credit and non-credit programs, courses, and instruction; the MxCC Learning Commons (Jean Burr Smith Library, Academic Success Center, Center for Distance Learning/Educational Technology, and Pegasus Green); the Center for New Media; and the Center for Civic Engagement. Special academic initiatives include the Honors Program, Transitional Year Program, Community College Center for Teaching, the Center for Prison Education (with Wesleyan University), and College Career Pathways (college courses in the high schools). Faculty lead the college's efforts in designing and evaluating academic programs that meet student needs for employment and transfer, and work closely with colleagues in the Student Services Division to provide academic and career advising, and a variety of services and activities designed to support student success.

Academic Leadership Team

Sharale Mathis Dean of Academic and Student Affairs	Founders Hall room 107	860-343-5745	smathis@mxcc.edu
Linda Ansarra Administrative Assistant	Founders Hall room 107	860-343-5866	lansarra@mxcc.edu
Diane Bordonaro Director, Non-Credit Programs	Snow Hall room 508	860-343-5716	dbordonaro@mxcc.edu
Wesley Fox Associate Dean of Academic Affairs	Snow Hall room 414	860-343-5855	wfox@mxcc.edu
Shelly Figueroa Assistant to the Dean	Snow Hall room 414	860-343-5753	rfigueroa@mxcc.edu
Barbara Giffin Coordinator, Academic Success Center	Chapman Hall Main Level	860-343-5770	bgiffin@mxcc.edu
Yi Guan-Raczkowski Director, Distance Learning & Educational Technology	Chapman Hall Main Level	860-343-5783	yguan-raczkowski@mxcc.edu
Melissa Behney Director, Library Services	Chapman Hall Main Level	860-343-5833	mbehney@mxcc.edu

STUDENT SERVICES DIVISION

The Student Services Division, led by Dean Sharale Mathis, provides a comprehensive array of resources and programs to support students' education inside and outside the classroom. The division has two main components: Enrollment Services and Student Development. In this division you will find the Enrollment Services Office (Admissions, Records, and Financial Aid), and the various offices that comprise the Student Development team including Academic Advising, Career Development and Counseling, Disability Support Services, Retention Services and Orientation, Title IX, and Student Activities. The Student Services staff and academic faculty have a long history of collaboration on such things as New Student Orientation, the "What Can I Do with a Major In?" Fair, Experience College Day, and academic advising, to name just a few. We can be found in Founders Hall, so stop by and say hello. We very much look forward to working with you this year.

Student Services Team

Sharale Mathis Dean of Academic and Student Affairs	Founders Hall room 107	860-343-5745	smathis@mxcc.edu
Sara Hanson Interim Director of Enrollment Management	Founders Hall room 123	860-343-5883	shanson@mxcc.edu
Emily Canto Director of Student Development, Academic & Career Counselor	Founders Hall room 121	860-343-5824	ecanto@mxcc.edu
Janet Klinck Administrative Assistant	Founders Hall room 123	860-343-5764	jklinck@mxcc.edu
Ricardo Barrett Academic & Career Counselor	Founders Hall room 121	860-343-5823	rbarrett@mxcc.edu
Joanne Faust Associate Registrar	Founders Hall room 153	860-343-5890	jfaust@mxcc.edu
Lauren Katusha Assoc. Dir. Of Admissions	Founders Hall room 153	860-343-5722	lkatusha@mxcc.edu
Irene Martin Director, Financial Aid	Founders Hall room 132	860-343-5740	imartin@mxcc.edu
Judy Mazgulski Retention Specialist	Founders Hall room 131A	860-343-5868	jmazgulski@mxcc.edu
Hilary Phelps Disability Support Specialist	Founders Hall room 121	860-343-5879	hphleps@mxcc.edu
Elizabeth Slupski Director, Academic Advising	Founders Hall room 131	860-343-5895	eslupski@mxcc.edu

ACADEMIC PROGRAM CONTACT INFO

College-Wide Initiatives				
Program Name	**Contact**	**Phone**	**Office**	**E-mail Address**
Center for Prison Education *College courses at Cheshire and York Correctional Institutions*	Prof. Pamela Frost	860-343-5793	W-310	pfrost@mxcc.edu
College Career Pathways *College courses in the high schools*	Ms. Carolyn Innocenzi	860-343-5841	F-108	cinnocenzi@mxcc.edu
Honors Program	Emily Canto Dr. Andrea Levy	860-343-5824 860-343-5815	F-121 S-508	ecanto@mxcc.edu alevy@mxcc.edu
Middlesex Accelerated Program (MAP)	Dr. Wesley Fox	860-343-5855	S-414	wfox@mxcc.edu
Transitional Year Program	Prof. Terence McNulty	860-343-5889	S-520	tmcnulty@mxcc.edu

Associate Degree and Credit Certificate Programs				
Program Name	**Contact**	**Phone**	**Office**	**E-mail Address**
Accounting Accounting Assistant Accounting Technician	Assoc. Prof. Susan Lugli	860-343-5840	W-313	slugli@mxcc.edu
Art Studies Fine Arts Fine Arts: Graphic Design Track	Prof. Judith de Graffenried	860-343-5871	S-407	jdegraffenried@mxcc.edu
Biochemistry Studies Biology Studies Biotechnology	Dr. Frank Stellabotte	860-343-5747	W-217	fstellabotte@mxcc.edu
Business Administration Business Studies Business Skills Digital Marketing Entrepreneurship	Assoc. Prof. Susan Lugli	860-343-5840	W-313	slugli@mxcc.edu
Chemistry Studies	Asst. Prof. James Quinlan	860-343-5773	W-217	jquinlan@mxcc.edu
Communication Studies	Prof. John Shafer	860-343-5811	C-606	jshafer@mxcc.edu

Program Name	Contact	Phone	Office	E-mail Address
Computer Engineering Technology (Tech. Studies) Computer Science Studies	Dr. Lin Lin	860-343-5763	W-313	llin@mxcc.edu
Computer Information Technology Communications Networking Help Desk Technician Software Developer	Prof. Donna Hylton	860-343-5774	S-512	dhylton@mxcc.edu
Criminal Justice Criminology Studies	Assoc. Prof. Rebecca Rist-Brown	860-343-5849	S-508	RRistBrown@mxcc.edu
Digital Media Production Audio & Music Production Broadcast Communications Corporate Media Production Film & Video Production News & Sports Production	Prof. Rich Lenoce	860-343-5796	C-606	rlenoce@mxcc.edu
Early Childhood Education Child Dev. Assoc. (CDA) Credential Early Childhood Teacher Credential	Asst. Prof. Norma Rosado-Javier	860-343-5856	S-508	NRosado-Javier@mxcc.edu
Engineering Science Engineering Tech. Option (Tech. Studies)	Dr. Lin Lin	860-343-5763	W-313	llin@mxcc.edu
English Studies	Prof. Christine Ruggiero	860-343-5878	S-520	cruggiero@mxcc.edu
Environmental Science	Prof. Mark Busa	860-343-5779	W-217	mbusa@mxcc.edu
French Studies Italian Studies Spanish Studies	Prof. Angelo Glaviano	860-343-5807	S-520	aglaviano@mxcc.edu
General Studies	Dr. Sara Hanson	860-343-5883	W-209	sHanson@mxcc.edu
Health Career Pathway	Dr. Judy Wallace	860-343-5780	W-209	jwallace@mxcc.edu
Health Information Management	Asst. Prof. Jill Flanigan	860-343-5791	W-313	jflanigan@mxcc.edu
History Studies	Dr. Victor Triay	860-343-5746	S-508	vtriay@mxcc.edu

Program Name	Contact	Phone	Office	E-mail Address
Human Services Social Work Studies Juvenile Justice (not open to new students) Substance Abuse Education (not open to new students) Therapeutic Recreation	Dr. Jennifer Hernandez	860-343-5816	S-508	jhernandez@mxcc.edu
Liberal Arts & Sciences	Ricky Barrett	860-343-5823	F-121	rbarrett@mxcc.edu
Management Information Systems	Prof. Donna Hylton	860-343-5774	S-512	dhylton@mxcc.edu
Manufacturing Engineering Technology (Tech. Studies) Manufacturing Machine Technology (Tech. Studies)	Tracy Ariel	860-343-5856	S-512	tariel@mcc.edu
Marketing *Not open to new students*	Assoc. Prof. Susan Lugli	860-343-5840	W-313	slugli@mxcc.edu
Mathematics Studies	Leonel Carmona	860-343-5769	W-310	pfrost@mxcc.edu
Multimedia & Multimedia Web Design & Development	Prof. Richard Eriksen	860-343-5795	C-606	reriksen@mxcc.edu
Ophthalmic Design & Dispensing Ophthalmic Medical Assisting	Dr. Aarlan Aceto	860-343-5846	C-625	aaceto@mxcc.edu
Physics Studies	Dr. Mark Busa	860-343-5779	W-217	mbusa@mxcc.edu
Political Science Studies	Prof. Tad Lincoln	860-343-5817	S-508	tlincoln@mxcc.edu
Psychology Studies	Dr. Andrea Levy	860-343-5815	S-508	alevy@mxcc.edu
Radiologic Technology Computed Tomography Mammography Magnetic Resonance	Dr. Judy Wallace	860-343-5780	W-209	jwallace@mxcc.edu
Sociology Studies	Dr. John Ambenge	860-343-5810	S-508	jambenge@mxcc.edu
Technology Studies	Dr. Lin Lin	860-343-5763	W-313	llin@mxcc.edu
Theatre Studies	Prof. John Shafer	860-343-5811	C-606	jshafer@mxcc.edu
Veterinary Technology	Dr. Chris Gargamelli	860-343-5842	S-407	cgargamelli@mxcc.edu

Continuing Education Non-Degree Programs

Ms. Diane Bordonaro, MSN, RN, Coordinator • 860-343-5716

Snow Hall, room 508 • dbordonaro@mxcc.edu

Basic Life Support (BLS) for Healthcare Providers
Central Sterile Supply Technician – Coming Spring 2020
Certified Nurse Aide (CNA)
Connecticut Security Officer
Emergency Medical Technician
EMT/EMR Refresher and Recertification
Heartsaver Adult/Child CPR Certification
Human Services Assistant
Medical Billing and Coding
Natural Gas Field Technician
Paraeducator– Coming Spring 2020
Patient Care Technician (PCT)
Personal Trainer
Pharmacy Technician
Phlebotomy Technician
Real Estate Principles and Practices
Saturday Criminal Justice Academy
Skill Up for Manufacturing
Veterinary Assistant

ACADEMIC CALENDAR 2019-20

MIDDLESEX COMMUNITY COLLEGE
Your College • Your Future

Academic Calendar -- Fall 2019

	Full-Semester Courses (16 weeks)	Late-Start Courses (12 weeks)	MAP Accelerated Program – All Online (5 weeks per session)
Classes Begin	Tuesday, August 27	Monday, September 23	Session A: Tuesday, August 27 Session B: Sunday, September 29 Session C: Sunday, November 3
Last Day to Add/Drop **Last Day for 50% Tuition Refund**	Monday, September 9	Monday, September 30	Session A: Friday, August 30 Session B: Tuesday, October 1 Session C: Tuesday, November 5
Last Day to Change from Credit to Audit Status	Monday, September 23	Monday, October 21	Must be declared at time of registration
Reading Day – No Classes, College Open	Tuesday, October 22	Tuesday, October 22	Not applicable
Last Day to Withdraw from Class	Monday, November 11	Monday, November 25	Session A: Friday, September 20 Session B: Friday, October 25 Session C: Friday, December 6
Thanksgiving Recess – No Classes	Wednesday, November 27 through Sunday, December 1 *(College Open November 27 and 29; College Closed Nov. 28, Nov. 30, and Dec. 1)*		
Last Day of Classes	Saturday, December 7		Session A: Sunday, September 29 Session B: Sunday, November 3 Session C: Sunday, December 15
Final Exam/Final Class Periods Special Schedule (Required time in class syllabus)	Monday, December 9 through Saturday, December 14 *Make-Up Day (only in case of inclement weather or emergency closing): Monday, December 16*		Not applicable
Final Exams End	Saturday, December 14		Not applicable
Final Grades Due	Wednesday, December 18 at 5:00pm		Session A: Wednesday, October 2 Session B: Wednesday, November 6 Session C: Wednesday, December 18
Other Important Dates – All Sessions			
Faculty Semester Begins	Monday, August 26 (MAP Classes: Sunday, August 25)	**Last Day to Make Up Incompletes from Spring 2019 & Summer 2019**	Monday, November 4
Labor Day – College Closed	Monday, September 2	**Veterans Day – Classes Held**	Monday, November 11
Constitution Day – Classes Held	Tuesday, September 17	**Graduation Applications Due for December Completers**	Friday, December 13
Columbus Day – Classes Held	Monday, October 14	**Faculty Semester Ends**	Sunday, December 22

Academic Calendar – Winter 2019-20

WINTER SESSION 2018-19

Description	Day	Date
WINTER CLASSES BEGIN	Thursday	December 26
New Year's Day – COLLEGE CLOSED	Wednesday	January 1
Last Day to Withdraw from Classes	Wednesday	January 8
Classes End at 12:00 noon Eastern Time	Thursday	January 16
Grades Due by 12:00 noon	Friday	January 17

MIDDLESEX COMMUNITY COLLEGE
Your College • Your Future

Academic Calendar – Spring 2020

	Full-Semester Courses (16 weeks)	Late-Start Courses (12 weeks)	MAP Accelerated Program – All Online (5 weeks per session)
Classes Begin	Wednesday, January 22	Tuesday, February 18	Session A: Sunday, January 26 Session B: Sunday, March 1 Session C: Sunday, April 12
Last Day to Add/Drop **Last Day for 50% Tuition Refund**	Tuesday, February 4	Monday, February 24	Session A: Tuesday, January 28 Session B: Tuesday, March 3 Session C: Tuesday, April 14
Presidents' Recess – No Classes	Friday, February 14 - College Open Sat., February 15 – College Closed Sun., February 16 – College Closed Mon., February 17 - College Closed	Not applicable	Not applicable
Last Day to Change from Credit to Audit Status	Monday, February 24	Monday, March 23	Must be declared at time of registration
Last Day to Withdraw from Class	Monday, April 27	Monday, May 4	Session A: Friday, February 21 Session B: Friday, April 3 Session C: Friday, May 8
Spring Break – No Classes, College Open	Monday, March 16 through Sunday, March 22		
Day of Reflection – No Classes, College Closed	Friday, April 10		Not applicable
Reading Day – No Classes, College Open	Thursday, May 7		Not applicable
Last Day of Classes	Saturday, May 9		Session A: Sunday, March 1 Session B: Sunday, April 12 Session C: Sunday, May 17
Final Exam/Final Class Periods Special Schedule (Required time in class syllabus)	Monday, May 11 through Saturday, May 16 *Make-Up Day (only in case of inclement weather or emergency closing): Monday, May 18*		Not applicable
Final Exams End	Saturday, May 16		Not applicable
Final Grades Due	Tuesday, May 19 at 9:00am		Session A: Wednesday, March 4 Session B: Wednesday, April 15 Session C: Tuesday, May 19

Other Important Dates – All Sessions			
Faculty Semester Begins	Tuesday, January 21	**Academic Awards Night**	Friday, May 1
Last Day to Make Up Incompletes from Fall 2019	Monday, April 13	**Foundation Scholarship Night**	Wednesday, May 6
Graduation Applications Due for May Completers	Wednesday, April 15	**Commencement**	**Thursday, May 28**
6th Annual Academic Convivium	Friday, April 24	**Faculty Semester Ends**	Monday, June 1

GENERAL INFORMATION

Accessibility & Disability Services for Students

Ms. Hilary Phelps, Disability Support Services Coordinator

Location:	**Founders Hall room 121**
Phone:	**860-343-5879**
Web:	**mxcc.edu/disability-services**
E-mail:	**hphelps@mxcc.edu**

Middlesex Community College is committed to equal access for persons with disabilities. The mission of the Disability Support Services office is to provide services and supports that promote equal access in accordance with the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. This is accomplished through the provision of accommodations, auxiliary aids and support services that are in compliance with Federal and State statues.

Academic adjustments are provided to students with disabilities to assure equivalent access to academic and campus programs. Ms. Hilary Phelps, Disability Support Services Coordinator, works with students to discuss individual requests, review the type of adjustments and services that MxCC will provide, and inform them about any documentation that may be necessary to arrange for certain adjustments. Students with disabilities are encouraged to contact Ms. Phelps at least one month before classes begin to avoid any delay in providing academic adjustments, especially when the college must arrange for external resources to provide the adjustments, as academic adjustments cannot be given retroactively. If a student presents a faculty member with an Academic Adjustment Form signed by the Disability Support Services Coordinator, the faculty member is required by law to provide that adjustment.

Center for Teaching

Professor Rebecca Loew, Teaching & Learning Consultant • rloew@mxcc.edu
Professor Patricia Raymond, Instructional Skills Workshop Leader • praymond@mxcc.edu

The Center for Teaching (CFT) was established in 1987 to promote teaching excellence through the sharing of ideas, the interaction of faculty members on individual campuses, and the creation of professional development opportunities for the Connecticut Community College system. The CFT offers annual conferences and programs focused on specific themes, intensive teaching workshops stressing active learning pedagogy, and local programs addressing individual college needs.

At MxCC, the Center for Teaching sponsors an annual Professional Development Symposium open to all faculty, both full- and part-time. The college sponsors seminars and workshops and provides mini-grants to faculty for professional development activities on campus. A monthly e-newsletter is sent to all faculty to highlight innovative teaching practices through articles and faculty profiles, and includes a calendar of upcoming professional development opportunities both on and off campus.

Activities of the Center for Teaching at MxCC are guided by monthly meetings of a campus Steering Committee, and state-wide meetings of Teaching & Learning Consultants from across the community college system. More information about CFT can be found at mxcc.edu/center-for-teaching/.

Center for Civic Engagement • mxcc.edu/cfce/

Ashley Raithel, Asst. Prof. of English, Director of Center for Civic Engagement • araithel@mxcc.edu

Civic engagement gives students a competitive edge when entering the workforce, and has been cited as a major reason people succeed in school and in life.

Middlesex Community College's Center for Civic Engagement is an exceptional resource for faculty and staff to incorporate the community into their curriculum and projects, for students to research independent projects, and for the community to connect with the College to address needs.

Mission Statement

The Center for Civic Engagement supports the mission of Middlesex Community College as a force for positive social change. By expanding opportunities for community-based learning and the exchange of ideas on critical social justice issues, the Center strengthens mutually beneficial relationships between faculty, staff, students and partners in our local, national and global communities. Guided by democratic principles, the Center for Civic Engagement encourages everyone to be active citizens and to work together for the common good.

What is Civic Engagement?

Our greater community holds countless learning opportunities for every student – and helps build civic bonds. By connecting with local, national, and global organizations and partners, we are able to identify many new and unique learning environments outside of the classroom where students can complete projects and fulfill course and program objectives. This form of applied learning expands students' experiences, builds connections between students and the community, and helps organizations meet real needs.

The Center for Civic Engagement offers support and resources to faculty and staff, and help train faculty on how to include community-engaged learning and assessment into their curriculum. In addition, the Center provides "tool kits" and references to encourage a greater level of civic engagement. We work across all disciplines at MxCC from marketing to business administration, environmental science to computer technology, human services to healthcare – and everything in between.

Additionally, the Center for Civic Engagement supports (and/or sponsors) all civic-focused activities on campus such as:

- Voter registration drives
- The week-long "Connecticut Makes a Difference" volunteer effort
- Opportunities for campus forums on critical social justice issues
- Campus speakers and events
- The monthly "Courageous Conversations," opportunities for the college community to gather and discuss pertinent issues of the day

MxCC is a member of the Connecticut Campus Compact.

Magic Food Bus (Food Pantry)

Trenton Wright, Coordinator of Institutional Advancement & Magic Food Bus Coordinator

Phone:	**860-343-5708**
Web:	**mxcc.edu/magic-food-bus/**
E-mail:	**twright@mxcc.edu**

The Magic Food Bus is a mobile food pantry serving the students and staff at Middlesex Community College. Officially opened on September 21, 2016, the Magic Food Bus seeks to alleviate the challenges of food insecurity faced by college students and their families. The bus provides non-perishable food items, toiletries, and other items to MxCC students and staff. The bus is operated by the students of the college. As of December 2016, the Magic Food Bus has had 210 shoppers, helped 724 household members, and distributed 1,662 pounds of goods.

Inspired by a similar pantry at Norwalk Community College, Professor Judith Felton headed the effort to bring something similar to the MxCC community. After purchasing a bus with grant funds, it was renovated by students at Vinal Technical High School and soon brought to the lower parking lot of the Middletown campus.

Mailboxes

Full-time faculty have mailboxes in the College Information & Communication Center, located in Founders Hall. Adjunct faculty should ask their School Faculty Secretary for the location of their individual mailbox. Non-credit lecturers share a mailbox in Founders Hall labeled "Credit Free."

Media Services

Michael Cavanaugh, Audio/Visual Media Assistant

Location:	**Wheaton Hall room 306A**
Phone:	**860-343-5851**
Web:	**mxcc.edu/faculty-staff/mediaservices/**
E-mail:	**mcavanaugh@mxcc.edu**
Submit Copy Requests:	**MXHelpdesk.mxcc.commnet.edu**
Fall 2018 Hours	**Monday - Friday, 8:30am – 4:30pm**

The objective of the Media Services Center is to support the academic mission of the College by providing the faculty and staff at MxCC with instructional materials and audio/visual and media equipment.

Copying Services are available to full and part-time faculty, staff and all MxCC departments. The Media Services Center uses a high volume duplication machine including collating and stapling. A minimum of two business days from the time your request is received at Media Services is required. Larger jobs may require more time. Requests can be sent directly to the copy center using the MX Help Desk. https://MXHelpdesk.mxcc.commnet.edu. *Note:* The College regards the unauthorized copying of copyrighted materials a violation of College policy. Violation may result in a suspension or termination from college status as a student or employee, and/or in civil proceeding, and/or in criminal prosecution. Because liability may also tend to the publisher and/or printer, this office reserves the right to review all materials for possible violation and to recommend appropriate actions as necessary. This office's right to review materials does not relieve the ordering department/individual of responsibility to abide by the copyright statutes. A copy of the Copyright Law for Teachers is available in the Library and in the Media Services department.

Audio/Visual and Media Equipment – The Media Services Center is responsible for purchasing, servicing and providing AV set-ups for the main campus in Middletown, and to act as a liaison with Meriden Public Schools AV staff for our MxCC @Platt program. To check availability of space for use please use - https://ems.commnet.edu/VirtualEMS/. Services such as audio and video duplication and project consultation are provided as time and resources allow. All classrooms have an Internet-connected computer, multimedia projector, DVD player, and Document Camera.

Faculty and staff can request specialized equipment by filling out an Equipment Request form via https://MXHelpdesk.mxcc.commnet.edu. Requests can also be placed by phone or e-mail. Two business days' lead-time is required. Contact the Media Services Coordinator to discuss event needs and determine the most effective set-up. The borrower assumes responsibility for proper use and care of the equipment and arranges for its return to Media Services.

Equipment is usually loaned for a one-time/one-day use. Equipment may however, be loaned on a semester basis for a continuing need situation. Long-term loan equipment must be returned at the end of each semester for cleaning and maintenance.

Digital Signage and Video Messaging System – The Aavelin System provides the College with the ability to broadcast announcements, publications and more. Monitors are located in the cafeteria, the Student Lounge, Founders Hall foyer, the entry level of Chapman Hall, and by the elevator on the upper level of Chapman Hall. Items posted on the monitors are for College business only, such as College events, news for students, etc. Solicitations for private enterprise, non-profit organizations or anything of a personal nature are prohibited.

If you would like to have items posted, forward a draft of your notice in Word format to the Dean of Administration for approval. Once approved, your information will be forwarded to the Media Services Coordinator to be broadcast on the monitors.

Please be aware that the information on your document will have to be recreated by Media Services for publication on the Video Messaging System. The program offers minimal fonts, pictures and other graphics so please keep your announcements simple. The Media Services department cannot guarantee that your original document will appear the same as the final publication.

Offices for Adjunct Faculty

The college has several office spaces dedicated for adjunct faculty to use. With over 150 adjunct faculty, we cannot assign a specific room or space to each individual employee. Desks are available on a "first come first serve" basis and include a telephone and computer workstation.

Chapman Hall, room 606 – 2 desks	Center for New Media faculty/staff office
Chapman Hall, room 625 – 2 desks	Ophthalmic Design & Dispensing faculty office
MxCC @Platt (Meriden) – 1 desk	Media Center
Snow Hall, room 520 – 2 desks	English and Modern Languages faculty office
Snow Hall, room 508 – 1 desk	English and Modern Languages faculty office
Wheaton Hall, room 209 – 1 desk	Science faculty office
Wheaton Hall, room 310 – 2 desks	Mathematics faculty office
Wheaton Hall, room 313 – 2 desks	Business, Engineering, and HIM faculty office

Parking Tags & Photo IDs

Parking Tags and Photo ID badges are available at the College Information & Communication Center, located in the main lobby of Founders Hall. The CICC is open from 9:00am – 5:00pm, Monday through Friday. The CICC has extended hours, Monday – Thursday, during open registration days and during the first two weeks of classes. This would be the ideal time to pick up your Parking Tag and to renew your Photo ID. Please note that these materials must be obtained in person. They will not be left in employee mailboxes or mailed to employees.

Payroll Information for Non-Credit Lecturers

Pay schedules for Non-Credit Lecturers (NCLs) are determined by the Payroll Department. Total pay for the course or courses the NCL is teaching is divided by the number or pay periods that the course(s) run. Paychecks are then issued on the same dates as those listed for credit courses on the next page. Please note, a Non-Credit Lecturer cannot be placed on the payroll until all required information, forms, and signed contract(s) are provided to the Human Resources office. If you fail to return your signed contract by the deadline provided, your salary will be paid in full but may be paid out over fewer pay periods.

Payroll Information for Adjunct Faculty (Credit Courses)

As a result of union coalition negotiations during the 2015-16 Academic Year and the new Connecticut Community College common academic calendar, an Adjunct Pay Schedule has been established for Academic Year 2019-20. Please note, a part-time faculty member cannot be placed on the payroll until all required information, forms, and signed contract(s) are provided to the Human Resources office. If you fail to return your signed contract by the deadline provided, your salary will be paid in full but may be paid out over fewer pay periods.

FALL 2019

Payroll Nos.	Pay Period Start Date	Pay Period End Date	Check Date
7	8/30/2019	9/12/2019	9/27/2019
8	9/13/2019	9/26/2019	10/11/2019
9	9/27/2019	10/10/2019	10/25/2019
10	10/11/2019	10/24/2019	11/8/2019
11	10/25/2019	11/7/2019	11/22/2019
12	11/8/2019	11/21/2019	12/6/2019
13	11/22/2019	12/5/2019	12/20/2019
14	12/6/2019	12/19/2019	1/3/2020

SPRING 2020

Payroll Nos.	Pay Period Start Date	Pay Period End Date	Check Date
17	1/17/2020	1/30/2020	2/14/2020
18	1/31/2020	2/13/2020	2/28/2020
19	2/14/2020	2/27/2020	3/13/2020
20	2/28/2020	3/12/2020	3/27/2020
21	3/13/2020	3/26/2020	4/10/2020
22	3/27/2020	4/9/2020	4/24/2020
23	4/10/2020	4/23/2020	5/8/2020
24	4/24/2020	5/7/2020	5/22/2020

Payroll Deductions

The College makes both mandatory and voluntary salary deductions from each employee's gross pay. All deductions are detailed on the biweekly earnings statement that accompanies each check/direct deposit advice. The statement shows current deductions and year-to-date information.

Distribution of Biweekly Paychecks

Paychecks are distributed in the Payroll Office in Founders Hall room 113. Part-time faculty members are highly encouraged to have their paychecks direct deposited. Direct Deposit advices can be viewed and printed from the Core-CT payroll site, they are **not** mailed. If you have any questions regarding your paycheck, please contact Mark Thompson (Founders Hall room 113, mthompson@mxcc.edu, 860-343-5727).

MxCC LEARNING COMMONS

The MxCC Learning Commons provides a collaborative resource hub for academic inquiry, instruction, and learning. With advanced technologies and state of the art facilities, faculty are provided opportunities for innovation in instruction, group work, online tutoring and assistance, online learning, and the exploration of emerging educational technologies. We are located on the main floor of Chapman Hall. The Commons houses the Jean Burr Smith Library, Academic Success Center, the Center for Distance Learning & Educational Technology, and Pegasus Green 21st Century Classrooms.

Jean Burr Smith Library

Location:	**Chapman Hall Main Level**
Phone:	**860-343-5830**
Web:	**mxcc.edu/library**
E-mail:	**mx-library@mxcc.edu**
Faculty Info Lit Toolkit:	**mxcc.libguides.com/iltoolkit**
Fall 2019 Hours	**Monday - Thursday, 8:00am – 8:00pm; Friday, 8:00am – 4:00pm**
	Check website for Saturday, Winter, and Summer hours

Information Resources – Full-text journal, magazine, and newspaper article databases (see list at mxcc.edu/library/articles); over 40,000 e-books and 20,000 streaming videos available 24/7; entertainment, documentary, and foreign DVDs (one-week loan); recent and popular books as well as academic selections (six-week loan); subject and research guides tailored to your classes (mxcc.libguides.com). Your faculty ID is your library card.

Off-campus Access to Databases – Available through my.commnet.edu via the "My Library Info" tab. In addition, every MxCC instructor and student is enrolled in the Blackboard course, "MxCC Library - Research Help." Point students here for information on accessing library resources from home, library services for distance learners, and online research tutorials.

Information Literacy Instruction – Librarians visit English and many subject-specific classes with research assignments to help students use the important resources available to them and to build information literacy skills. The Library houses an information literacy instruction classroom with 25 student computers. Lessons are custom-fit to the needs of the faculty and students. Call to schedule a class at least two weeks in advance.

Interlibrary Loan – All Connecticut community colleges and state universities, the Connecticut State Library, and Charter Oak State College share the same catalog of books, DVDs, and other resources. Faculty may place requests from other institutions by searching for items in the online catalog found at mxcc.edu/library (please ask a librarian for assistance). If you do not find what you need within the 17 CSCU libraries, we may be able to find the item elsewhere. Contact a staff member at the Learning Commons front desk by calling 860-343-5830, or emailing us at mx-library@mxcc.edu.

Reserves – Faculty may place books and other materials on reserve for their students in the Library. Current semester textbooks for many classes are available for students to use within the Library for two hours.

Other Services for Faculty and Students – Netbooks, headphones, and graphing calculators for loan; PCs and Macs with MS Office, and other course-related software available for use in the Library; group study rooms and digital collaborative work stations (c-pods); High Tech 21st Century Group collaboration rooms; assistive technology room; self-service copier; scanning station; electronic charging station; and odd-item recycling center.

MxCC@Platt – The Media Center at Platt High is available for study space and tutoring, access to MxCC online learning materials, and as a place for students to check out reserved textbooks, Netbooks, and graphing calculators**.** With advance notice, librarians are available to visit classes for information literacy instruction.

Academic Success Center

Middletown Campus
Chapman Hall Main Level
860-343-5770
mxcc.edu/asc
Fall 2019 Hours:
Mon-Thur, 9:00am - 5:00pm
Friday, 9:00am - 3:00pm

MxCC @Platt (Meriden)
Media Center
203-235-0774

Fall 2019 Hours:
Mon-Thur, 4:00pm – 8:00pm

The Academic Success Center is dedicated to supporting the educational mission of Middlesex Community College by providing academic support to the college's enrolled students. From placement testing through individualized and group tutoring, we help students work toward their potential in a welcoming and encouraging environment where learning is the priority, personal growth and development are nurtured, and long-term success is supported. Our goal is to help students become confident and competent independent learners.

Center for Distance Learning & Educational Technology

Location:	**Chapman Hall Main Level**
Phone:	**860-343-5756**
Web:	**mxcc.edu/distance**
E-mail:	**mxccdistance@mxcc.edu**
Fall 2018 Hours	**Monday – Friday, 8:00am – 5:00pm**

Distance Learning/Educational Technology department (DL/EdTech) supports faculty and students in various academic technologies such as Blackboard, MyCommNet, Banner Self-Service in logging on, technical trouble-shooting, and developing online or Blackboard enhanced courses. DL/EdTech staff provide orientations to new online students and offer educational technology training to faculty and staff. Additionally, DL/EdTech staff help faculty utilize emerging technologies including multimedia, social media, and mobile technology.

Pegasus Green Collaborative Learning Spaces

Location: Chapman Hall Learning Commons

Located in the college Learning Commons, Pegasus Green is a learning space with six rooms supported by Connecticut Board of Regents' 21st Century Classroom Funds. Its purpose is to provide physical and virtual learning environments for faculty, students, and staff to encourage collaborations, explore emerging technologies, and inspire academic excellence. Equipped with modern technologies, the rooms may be used by groups or individuals for teaching and learning such as developing and rehearsing presentations, video recording and production, virtual orientations, training and tutoring, web conferencing, and other green initiatives.

To book a room, contact a staff member at the Learning Commons front desk, call 860-343-5830 or email us at mx-library@mxcc.edu.

ACADEMIC POLICIES & PROCEDURES

The Academic Credit Hour

For each hour you spend in the classroom, expect to spend an additional two hours working outside of the classroom.

Middlesex Community College's policy on credit hours follows that of the U.S. Department of Education and the New England Association of Schools and Colleges. A credit hour represents academic work requiring the equivalent of (1) one hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or (2) at least an equivalent amount of work for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Academic Honesty

The Student Code of Conduct is intended to present a clear statement of student rights and responsibilities established by the Board of Regents for Higher Education. The BOR has charged the President of the Board of Regents with developing procedures to protect those rights and to address the abdication of responsibilities in collaboration with the four State Universities, the twelve Community Colleges and Charter Oak State College. The Student Code describes the types of acts that are not acceptable in an academic community.

The Student Code expressly prohibits academic misconduct, which includes, but is not limited to, plagiarism and all forms of cheating.

> *Plagiarism* is defined as the submission of work by a student for academic credit as one's own work of authorship which contains work of another author without appropriate attribution.
>
> *Cheating* includes, but is not limited to: (i) use of any unauthorized assistance in taking quizzes, tests or examinations; (ii) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments; (iii) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff; and (iv) engaging in any other behavior specifically prohibited by a faculty member in the course syllabus.

The Student Code also prohibits acts of dishonesty, including but not limited to the following:

- Misuse of University or College documents, including, but not limited to forging, transferring, altering or otherwise misusing a student fee card, student payroll card, identification card or other College or University identification document, course registration document, schedule card, transcript, or any other institution-issued document or record.
- Knowingly furnishing false information to any CSCU Official, faculty member or office.
- Theft of property or services, or damage to, defacement or destruction of, or tampering with, real or personal property owned by the State of Connecticut, CSCU/BOR, the institution, or any member of the CSCU Community.

MxCC believes that *all members* of the academic community are entitled to expect compliance with academic integrity. Accordingly, any employee or student may initiate a request for a disciplinary process. Dr. Adrienne Maslin, Dean of Students (amaslin@mxcc.edu or 860-343-5759) and Dr. Steven Minkler, Dean of Academic Affairs (sminkler@mxcc.edu or 860-343-5706) should be notified of any academic dishonesty that is discovered.

Annual Security Report (Clery Report)

For complete information, visit https://mxcc.edu/catalog/academic-policies/

Attendance

Students are expected to attend all class sessions for which they are registered. Faculty are expected to attend all class sessions for which they are assigned. ***See page 33 for faculty absence procedures.***

Adopted February 2014. Middlesex Community College is committed to supporting student success. The College acknowledges that there is often a direct correlation between student success and classroom attendance. A student who misses an individual lecture or classroom activity may limit her/his learning opportunities as well as diminish the learning experience of all members of a course. Moreover, an absence may negatively impact such student's ability to remain current with course information. This often results in a struggle to keep pace with peers in the course.

Students are expected to attend all class sessions for which they are registered. It is the responsibility of students to make up all course work missed because of legitimate class absences and to notify the instructor if they know when an absence will occur. Students who are reported as never attending a course may be withdrawn from the course by the College. Such withdrawal may jeopardize a student's academic standing, financial aid award, and/or veterans' benefits.

Instructors of online courses may define "attendance" as regular participation in electronic course activities including, but not limited to, discussions, chats, journals, quizzes, and assignments. Students who fail to participate in the prescribed manner may miss deadlines for assignments and reduce their ability to maintain pace with course topics and work.

Instructors are required to take attendance during the first three weeks of class for the purpose of reporting to the Financial Aid Office those students who have never attended class. Instructors are encouraged, but not mandated by the College, to require students to attend each class, take attendance in their courses, and assess student attendance either directly or through regular graded classroom participation and/or assessments. However, student attendance cannot be the sole basis for a course grade.

All instructors have the right to prepare and teach college-approved courses to best represent the fields in which they teach, in accordance with approved course descriptions and class schedules. Attendance can be tied to many planned classroom activities and assessments that can be tied directly to a student's grade. For example, missing a weekly quiz because of non-attendance can negatively impact a student's grade. Failing to participate in a "regulated" classroom discussion can also result in a negative impact on a student's grade. Missed laboratory or studio activities and participation in group work, can result in a negative grade.

Faculty members are required to distribute to students during the first week of classes, subject to subsequent modification, a course syllabus which contains information as to course objectives, topics and assigned time-frames, indication of evaluative and grading mechanisms to be utilized, reading and attendance requirements, special circumstances under which student absences may be excused, and stipulations for making up work and exams missed during instructor-excused absences. Specific course requirements will be noted in each course syllabus.

Note: Veterans should contact the college Veterans Affairs office for more information about attendance and their funding.

Audio Recording in the Classroom

Students must ask the instructor for permission to record anything in a classroom. The instructor can deny permission EXCEPT if the student has documented approval from the Office of Accessibility Services.

Adopted February 2014. Audio recording classroom activities may affect both faculty and students in a number of ways, including the extent to which their participation may be affected by the audio-recording. In recognition thereof, the College acknowledges that there are legitimate interests involving copyright; academic freedom of the College, the instructor, and the students; privacy rights under the Family Educational Rights and Privacy Act (FERPA); and, expectations that need to be respected regarding members of the class having their identity and statement records protected.

Instructors may permit a student to audio-record a classroom lecture for her/his personal use when studying. Instructors may also audio-record their own lectures for pedagogical uses. Before any classroom lecture or activity is audio-recorded, the student wishing to make the audio recording must ask permission of the instructor. It is the instructor's right to deny recording of a class, unless the audio-recording has been previously authorized in writing by the College's Office of Accessibility Services.

In every class session in which audio-recording will occur (whether the recording is being made by the instructor or a student), the instructor must announce to the class that the lecture/classroom activity is being audio-recorded and inquire if anyone has an objection to being so audio-recorded. If any student expresses a preference not to have her/his voice recorded, the instructor can either grant her/him an exemption from verbal participation with no penalty, or the instructor can re-consider the permission to record, unless the audio-recording has been authorized in writing by the College's Accessibility Services Office, in which a denial of the request to audio-record is not permitted.

Audio-recordings by students are for personal use only, for the sole purpose to aid student learning. It is never permissible for a student or anyone else to copy, distribute, sell, file-share, or Web-serve any classroom audio-recording in part or in full. The unauthorized recording of others by students is a serious violation of the ***Board of Regents Policy on Student Conduct.*** Unauthorized recordings may also be illegal, subjecting the violator to both civil and criminal penalties. Faculty are required to report unauthorized recording activity of any kind by any student to both the Academic Dean and the Dean of Students.

Under limited circumstances, faculty may use recordings of classroom activities to aid learning of students registered in classes at Middlesex Community College. Posting within a Blackboard shell may be in compliance. It is not permissible to "publish" recordings of College course lectures for general use, whether or not for profit or financial

gain of any kind, without the prior written permission of both the Academic Dean and College President.

Audit Status for Students (Credit Courses)

Policy adopted by the Board of Regents for Higher Education, August 13, 2015; amends and replaces policies adopted by the Community-Technical Colleges Board of Trustees in 2000-2003.

"Audit" is an administrative transcript notation for students not wishing to earn credit for a course. This status will allow them 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 within the first four weeks of the course (during a 16 week semester – shorter semesters within 24/48 hours), using such forms and procedures as the college may prescribe. Students auditing a course may not change to credit status.

Disruptive Students

Reprinted from the Tunxis Community College Faculty Handbook.

The classroom demands certain etiquette and discipline if all are to mutually benefit. A few of our students come to college with a misunderstanding of the student's role or with less than an adequate commitment and must be reminded of expectations and limitations by way of written and/or oral orientation. It is suggested that this be done early in the semester and in private to prevent the escalation of the problem.

If the behavior persists, warn the student that continuing it may result in his or her removal from the class and a disciplinary hearing. At this point, you should document past experiences and all warnings. This will be the basis for any disciplinary action that might ultimately be required. Documentation means to record the date, time, place, content of your warning and any comments the student made. Also, identify when the student was first informed of what was expected in the class, and any incidents that preceded this second step. If the instructor feels additional reinforcement should be given to the warning, the instructor should contact the Program/Discipline Coordinator or the Associate Dean of Academic Affairs **and** Dr. Adrienne Maslin, Dean of Students at amaslin@mxcc.edu or 860-343-5759.

In an emergency situation, you have the right and responsibility to tell the student, "You will have to leave until the situation can be reviewed by a dean, and if you fail to accept this temporary action, it will be necessary to have Security remove you." ***A phone is located in each classroom to contact Campus Security at extensions 36904 or 36905.*** Unfortunately, these exchanges are emotional and, under the best situations, trying. If the student refuses to leave, excuse yourself from class or give the class a recess, and contact Security. Do not physically try to force the student from your classroom and place yourself in jeopardy by other actions. A student may be experiencing problems and the safety of your class and you are paramount. Your Program/Discipline Coordinator, the Associate Dean, the counselors, and the Deans welcome an opportunity to discuss the topic in general or in specific.

Emergency Situations

For complete information, visit mxcc.edu/emergency/

An emergency situation can take many forms and often is a unique occurrence. Employees should be prepared to cope with the hazards and disasters that can threaten the day-to-day operations of the College. This Emergency Response Plan was developed to assist all staff members in getting the appropriate assistance when an emergency strikes.

In case of a medical, fire or police emergency, call 911.

Reporting an Emergency

During the hours of 8:30am – 4:30pm, Monday through Friday: If you have used a cell phone to call 911, assign someone to call x36377 from a college phone so our Middlesex Emergency Response Team (MERT) will be notified/activated. The MERT members will assist until medical personnel arrive. (If you have used a college phone to dial 911, MERT will be notified automatically.) If you dialed 911 in error, you must report this to the Dean of Administration, Founders 106, phone 860-343-5731.

Any other time: If you have called 911, you must report that call to campus security at 860-463-5062. If you use a College phone to contact security, you must first dial 8 to reach an outside line. If you dialed 911 in error, you must report this to security.

The red emergency phones located in Snow, Wheaton, and Chapman Halls will connect to a staff member or security guard whenever the college is open to the public. The red emergency phone can also be used for emergency situations so that the recipient can call 911. Simply pick up the phone and it will ring.

When calling, provide:

- your name;
- your location and telephone number;
- the nature of the emergency; and
- the location of emergency.
- Stay on the line until the person answering the phone ends the communication.

An Incident Report must be completed and submitted to the Dean of Administration. The Incident Report can be found on the P/Drive in the Policies folder and on our website in the Forms Depot.

In case of emergency evacuations, we have two Evacuation sites on the Middletown campus. Signs show exactly where people should congregate when we have an evacuation:

- People in Snow and Wheaton should evacuate behind the sign that is located up on the small hill between Snow Hall and the maintenance garage.
- Those in Chapman and Founders should go behind the sign that is located between the lower parking lot and Founders Hall.

Evaluation of Adjunct Faculty

Middlesex Community College believes that the primary responsibility of faculty is to provide instruction which will enhance student learning, and the primary responsibility of each supervisor is to provide an atmosphere that encourages instructional excellence and professional growth.

MxCC prides itself on the quality and strength of its adjunct faculty team. In order to maintain this excellence, and to foster collaboration among adjunct faculty, full-time faculty, and supervisors, the college follows an instructional observation and evaluation process developed originally by the Connecticut Community College system's Labor-Management Committee. This process consists of an objective evaluation of instructional performance that is accomplished by gathering and analyzing data from the instructor, students, and supervisors.

For adjunct faculty, the centerpiece of this process is a Classroom Instructional Observation. The purposes are to:

1. Establish an evaluative process for faculty which promotes goal setting, identifies areas of strength, recognizes and acknowledges superior performance and identifies areas that need improvement.
2. Provide an information base that will help supervisors work collaboratively with individual faculty members to improve their performance.
3. Form the basis of fair and reasonable personnel decisions in accordance with the Collective Bargaining Agreements.

Instructional Observation Process

The instructional observation process consists of a pre-conference, the direct observation of the faculty member's instruction, and a post-conference. Instructional observation items may vary slightly depending upon the type of teaching setting (classroom or ESL; laboratory or studio).

Step 1: Scheduling

The first step is for the evaluator and faculty member to agree on dates and times to conduct the Pre-Conference and Instructional Observation. Typically, these are done the same day, with the Pre-Conference held just before the Instructional Observation.

Prior to the Pre-Conference, the faculty member will submit to the evaluator a current course syllabus for the class to be observed. The course syllabus will contain the focus of the course's instructional objectives and expected outcomes. The faculty member will also be asked to complete a Pre-Observation Form which summarizes the objectives of the particular lesson that the supervisor will be observing.

Step 2: Pre-Conference

During the pre-conference, the faculty member and evaluator will review the syllabus and Pre-Observation Form. Typically, they will discuss:

- In general, the overall process of the evaluation, the teaching approaches used in other courses compared to the course to be observed.
- In particular, the instructional objective(s) for the instructional session to be observed, and the strategies used to accomplish the objective(s).

Step 3: Instructional Observation

During the observation, the evaluator will take notes to use as the basis for answering the questions listed on the appropriate form (classroom or ESL; laboratory or studio). For an on-ground class, the evaluator is expected to spend at least 50 minutes observing. For an online class, the faculty member and evaluator typically meet together to review a minimum of one unit of course work, which should contain items such as instructional materials prepared by the faculty member, and electronic discussions among faculty and students that mimic classroom interactions. Additional guidance for the observation of online courses is available in a separate document from the Center for Distance Learning & Educational Technology.

Step 4: Post-Conference

The evaluator will hold a post-conference with the faculty member. For this conference, the evaluator will use the summary narrative to discuss areas of strength and to provide suggestions for improvement. The evaluator will also review comments made on the Overall Performance Form for Adjunct Faculty, which may include any special, voluntary service conducted by the faculty member and/or data from student instructional evaluation surveys conducted every semester. Student evaluation surveys used for this purpose are typically from a prior semester due to the timing of when surveys are administered and reported back to supervisors.

Once the forms are discussed, reviewed, and signed, the evaluator will provide the faculty member with copies. The originals will be sent to the Associate Dean for review, then to the Dean of Academic Affairs, who upon final review, will submit them for inclusion in the faculty member's professional file.

For More Information

The Faculty Development and Review Plan is available online at www.commnet.edu/emprel/facultyplan.asp. This website contains the guiding philosophy and objectives behind the plan. Please note that much of the material on this website is related to the ongoing responsibilities of full-time faculty, and those sections are not necessarily applicable to adjunct faculty.

Faculty Absence Procedures

Infrequently, there may be circumstances which prevent you from teaching your scheduled course(s). You must notify the college when this happens, by following these procedures effective with the Fall 2016 semester. In general, there are two types of faculty absences. Procedures are slightly different based on the circumstances and notification requirements.

Unanticipated Absences

1. As soon as possible: contact your school's Faculty Secretary* to notify the College you will be absent and cannot hold class as scheduled. Leave a voicemail or email message if necessary. You should also contact your students through email or Blackboard, if possible. Non-credit Lecturers should report their absences directly to the Director of Non-Credit Programs and also contact their students.
2. The Faculty Secretary* will document the phone call/email on the Class Cancellation Form.
3. The Faculty Secretary* or MxCC @Platt staff member will post a copy of the Class Cancellation Form on the door of the classroom.
4. The Faculty Secretary* will forward the original Class Cancellation Form to the Associate Dean.
5. Ideally within 24 hours: the faculty member must contact their immediate supervisor (Program/Discipline Coordinator or Associate Dean) to discuss possible options to make up the missed class and/or course content.
6. The faculty member must complete the Faculty Absence Form and submit it to their immediate supervisor for review. Since this process anticipates a collegial discussion in Step 5, approval will not be unreasonably withheld.

* From 4:00 - 6:00pm, contact the Administrative Assistant to the Dean of Academic Affairs

Anticipated, but Unavoidable, Absences

1. As soon as possible: inform your immediate supervisor (Program/Discipline Coordinator or Associate Dean) you will be absent and cannot hold class as scheduled
2. Ideally, the faculty member and supervisor should discuss possible options for class coverage (substitute instructor or test proctor), or plans to make up the missed class and/or course content. In authorized cases only, a substitute instructor or test proctor will be compensated in place of the absent faculty member, in a manner consistent with the collective bargaining agreement.
3. The faculty member must complete the Faculty Absence Form and submit it to their immediate supervisor (Program/ Discipline Coordinator or Associate Dean); ideally two weeks in advance of the absence for review. Since this process anticipates a collegial discussion in Step 2, approval will not be unreasonably withheld.

See also the section on page 42 entitled "Religious Accommodation Statement."

In all cases, Full-Time Faculty should use accrued time (sick leave, personal leave) when applicable.

Part-Time Faculty and Non-Credit Lecturers do not accrue paid time off, but are expected to meet each scheduled class and complete all assigned responsibilities. This may include providing make-up classes or course content in an alternate manner as approved by a supervisor, when absences do occur. Part-Time Faculty and Non-Credit Lecturers who cannot meet the terms and conditions of the Notice of Appointment due to excessive absenteeism may not be offered assignments in future semesters.

FERPA for Faculty and Staff

A short course on the Family Educational Rights and Privacy Act of 1974 as Amended

Reprinted with permission from the Northwestern Connecticut Community College Faculty Handbook.

Faculty and staff may disclose the following directory information upon request:

- Student Name
- Address
- Dates of Attendance
- Major/Program of Study
- Full or part time enrollment status
- Awards and honors
- Graduation date

Other information may be released with the student's written consent. Such written consent must (a) specify the records to be released, (b) state the purpose of the disclosure, (c) identify the party or class of parties to whom the disclosure may be made, and (d) be signed and dated by the student.

- To fulfill the basic requirements for compliance with the Act, each educational institution must prevent improper disclosure of personally identifiable information from education records, provide opportunity for challenge of the contents of education records as required by FERPA and the regulations, and maintain adequate records of requests and disclosures.
- An institution is not required to disclose information from a student's education records to the parents of dependent students (as established by the Internal Revenue Code of 1954, Section 152). It is the responsibility of an institution to ensure that information is not improperly disclosed to the parents of students. Please refer parental requests for information to the Enrollment Services Office.

MxCC will disclose information from a student's educational records only with the written consent of the student, EXCEPT:

- To school officials who have a legitimate educational interest in the records
- To certain officials of the U.S. Department of Education. The Comptroller General, and state and local educational authorities in connection with certain state and federally supported education programs
- In connection with a student's request for or receipt of financial aid as necessary to determine the eligibility, amount or conditions of financial aid, or to enforce the terms and conditions of the aid
- If required by a state law requiring disclosure that was adopted before November 19, 1974
- To organizations conducting certain studies for or on behalf of the College
- To accrediting organizations to carry out their functions
- To comply with a judicial order or a lawfully issued subpoena provided that the institution makes a reasonable attempt to notify the student in advance of compliance
- To appropriate parties in a health or safety emergency

Should a student ask you to disclose non-directory information from their education record, have the student complete, sign and date a FERPA Release Form and retain this form for your records.

FERPA Do's and Don'ts for Faculty and Staff

Reprinted with permission from the Northwestern Connecticut Community College Faculty Handbook.

- **DO** keep only those individual student records necessary for the fulfillment of your job responsibilities.

- **DO** keep any personal professional records relating to individual students separate from their educational records. (Private records on instructional, supervisory, and administrative personnel and ancillary education personnel are to be kept in the sole possession of the maker and are not accessible or revealed to any person, except a substitute.)

- **DO NOT** display student scores or grades publicly in association with names, social security numbers, or other personal identifiers. (If scores or grades are posted, use some code known only to you and the individual student. In no case should the list be posted in alphabetical sequence by student name.)

- **DO NOT** put papers, graded exams, or lab reports containing student names in publicly accessible places. Students are not to have access to the scores and grades of others in class in ways that allow other students to be identified.

- **DO NOT** access or request information from the student educational record without a legitimate educational interest and the appropriate authority to do so.

- **DO NOT** share student educational record information, including grades or grade point averages, with other faculty or staff members unless their official responsibilities identify their legitimate educational interest in that information for that student.

- **DO NOT** share student educational record information, including grades or grade point averages, with parents or others outside the College, including in letters of recommendation, without written permission from the student

- **WHEN IN DOUBT**, err on the side of caution and do not release student educational information. Contact the Registrar's Office for guidance.

Final Examinations/Final Classes (Credit Courses)

The Connecticut State Colleges and Universities adopted a common academic calendar for credit courses that observes a traditional "Final Exam Week" at the end of each semester. **All classes** (with exceptions noted by the Academic Dean's office) will meet that week for one, 2 ½ hour period regardless of how the class was scheduled during the semester.

The Fall 2019 and Spring 2020 Academic Calendars provide for 15 weeks of instruction including a separately scheduled Final Exam Week. An additional day is reserved as a "make-up" day in case the college is closed for inclement weather or emergency on one of the scheduled exam dates. If this happens, exams will be rescheduled for that day, regardless of which day(s) of the week your class met during the semester. Please inform your students of this possibility, even if it is unlikely to happen.

You are required to include your designated final exam period in your class schedule. This period counts toward the instructional time allocated to meet federal guidelines defining the collegiate academic credit hour, and to fulfill the collective bargaining agreement for faculty. Some final exam periods begin at a time different from your regular class period starting time. This is necessary to avoid exam periods overlapping for students who take back-to-back evening courses.

You are required to provide some form of instructional activity for each of your courses during Final Exam Week. Although titled "Final *Exams*," these instructional activities may include, but are not limited to, traditional pen-and-paper exams, computerized exams, student speeches, student art portfolio critiques, final student portfolio presentations, final lab projects, etc.

- **On-ground and Hybrid courses** will meet for one, 2 ½-hour period during Final Exam Week as indicated on the Final Exam Schedule. Faculty teaching on-ground and hybrid courses are required to be in attendance, in their classrooms, during their exam periods.
- **Online courses, internships, and practica** are not required to have on-campus sessions, but faculty must schedule final exams/final activities during Final Exam Week.

When preparing the Final Exam schedule, all efforts are made to ensure that students and faculty do not have conflicts in their exam periods. Please alert your Program Coordinator or the Associate Dean immediately if you or any of your students have a final exam scheduling conflict. Alternate arrangements may be necessary in the unlikely event that individual students have a conflict; a complete change of exam period may be necessary if a faculty member has a conflict.

Final Grades for Credit Courses

All final grades must be entered on the web at my.commnet.edu. A notice will be sent to all faculty via your MxCC email account notifying you of the deadline for entering grades. Final grades should be entered within 48 hours of your scheduled exam time. UNDER NO CIRCUMSTANCES are grades to be entered later than the deadline date as published in the Academic Calendar. If you fail to submit grades by the deadline, you will need to submit a *Grade Change Form* for each individual student. **PLEASE NOTE: Faculty grade books MUST be retained by the instructor for 5 years from the end of the semester.**

Final Grades for Non-Credit Courses

All final grades must be entered on the roster that was provided to the instructor in the course folder prior to the start of the course. The grade should be entered under the "FGrd" column and the instructor *must* sign the grade sheet on the designated line at the bottom of the form. Grade sheet and attendance sheet must be returned to the Director of Non-Credit Programs within one week of the end of the course or left in the Credit Free Mailbox in Founders Hall. The instructor's last paycheck will be held until the grades are submitted on the correct form. Email lists of grades and photos of the grade sheets are not acceptable.

Grade Appeal

Students may seek review of the assignment of a grade or other decision affecting academic status in accordance with procedures outlined on Page 43 (Student Rights, Review of Academic Standing).

Grade Changes

Final grades should be checked very carefully before being entered on the web. If you wish to change a grade after entering it on the web, you may do so until the deadline date and time as published in the Academic Calendar. After that, you must fill out and submit a *Grade Change Form* to the Enrollment Services Office.

Grading System

Policy adopted by the Board of Regents for Higher Education, August 13, 2015; amends and replaces policies adopted by the Community-Technical Colleges Board of Trustees in 2000-2003.

All Community Colleges will use the same grading system as defined below:

Grade	Quality Points
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

Effective Spring 2001, the calculation of the Grade Point Average (GPA) shall be to two decimal places truncated.

The letter grades shown above, with an additional designator, shall also be used for grades awarded to students in developmental courses. The current practice is that a # symbol shall be added immediately following the grade (for example, B#).

Posting of "F" Grades

The online grading process requires additional information whenever a grade of F is assigned. To record a failing grade, the instructor is asked to select one of the following codes:

- **F:** This grade is reserved for students who have, in the judgment of the instructor, completed assignments and/or course activities throughout the term sufficient to make a normal evaluation of academic performance possible, but who have failed to meet course objectives.

- **UF (unearned F):** This notation is awarded to students who were enrolled in a course, did not officially withdraw, but who failed to participate in course activities through the end of the term. It is used when, in the judgment of the instructor, completed assignments and/or course activities were insufficient to make normal evaluation of academic performance possible. Students who receive this notation will have reported on their behalf a "last date of participation" by the assigning faculty member. **When saved on the grade roster, this notation will immediately convert to a regular grade of F on the student's transcript. It will be punitive and count in the GPA.** The UF notation is used for internal reporting and will not appear on the student's transcript.

In order to enter and save the UF grade notation, the instructor will be required to provide the last date of participation in the course. A student is considered to have participated in a course if ANY of the following scenarios apply:

- The student submitted an academic assignment.
- The student submitted an exam.
- There is a documented record of the student participating in an interactive tutorial or computer-assisted instruction.
- There is a documented posting by the student showing the student's participation in an online study group that was assigned as part of the course.
- There is a documented posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters.
- There exists an e-mail from the student or other documentation showing that the student initiated contact with a faculty member to ask a question about the academic subject studied in the course.

Note: **A Blackboard login** (recorded as "Last Access" in the Blackboard Grade Center) is NOT a valid "last date of participation" in any course including courses offered entirely online through Distance Education.

Using the criteria listed above, the faculty member must assess whether or not the student participated in the course for a portion of the term.

If "yes," the UF notation must be entered with the date on which the most recent instance of participation occurred. If "no," the UF notation must be entered using the date of the day prior to the term start date. For example, if the term begins on August 29, enter August 28. Please refer to the Final Grade Memo (sent by Enrollment Services toward the end of the semester) if you are unsure.
In instances where the notation of UF is assigned, the college must be able to document the student's participation as recorded by the instructor via the use of any of the records listed above. Instructors are not expected to take extraordinary efforts to document participation, but should draw on the records they customarily use in evaluating course work, such as gradebook posting, participation in a group activity, test grades or any other means ordinarily used by the instructor to document student performance.

Administrative Transcript Notations – Letters other than A-F

AU – Audit
An administrative transcript notation for students auditing a course. This status will allow them 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 within the first four weeks of the course, using such forms and procedures as the college may prescribe. Students auditing a course may not change to credit status.

I – Incomplete
A temporary grade assigned by the faculty member when course work is missing and the student agrees to complete the requirements. The use and management of this grade is prescribed in Board of Trustees policy 3.5.1—Granting of an Incomplete, adopted July 23, 2001 (see page 37 of this Handbook).

M – Maintaining Progress
An administrative transcript notation used for developmental courses only to indicate that the student is maintaining progress. It may be given to a student for a course only twice.

P – Pass
An administrative transcript notation for successful completion of courses taken on a pass/fail basis. (Students failing will receive a grade of "F.")

R – No Grade
An optional administrative transcript notation for any situation where there is no grade reported by the instructor at the end of the traditional semester. (This transcript notation is not available at MxCC.)

TR- Transfer
An administrative transcript notation in lieu of grades for courses accepted for credit from other colleges and universities.

W – Withdrawal
An administrative transcript notation used to indicate that a student is withdrawn from a course in accordance with the procedures prescribed by the college.

Incomplete Grade

A student may ask a faculty member for an "Incomplete" if extenuating circumstances prevent the student from finishing coursework before the end of the semester. The faculty member is not required to honor the student's request. If approved, the faculty member must file a form with the Dean of Academic and Student Affairs Office and the student must complete the remaining work by the end of the 10th week of the next standard semester.

Faculty members: By approving an Incomplete, you are obligating yourself to follow through on assigning grades to the student according to this policy.

Board of Regents Policy 3.5.1, originally adopted by the Community-Technical Colleges Board of Trustees July 23, 2001

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 (available from your School Faculty Secretary) 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 (as published in the MxCC Academic Calendar);
    (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.

    The faculty member shall keep the original signed form, with copies to the student, the academic dean, the registrar, and such other appropriate parties as the college may identify. The form shall be standard for all colleges.

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 to the registrar by the end of the semester. 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.

Religious Accommodation Statement

Faculty – If a faculty member's religious obligation conflicts with a course calendar requirement, please see the section on page 33 entitled "Faculty Absence Procedures."

Students – If a student's religious obligations conflict with a course calendar requirement, and if the student wishes to request an accommodation, the student must make a request in writing prior to the date of the assessment or activity to be missed and preferably at the beginning of the semester. When requesting a make-up quiz, test, exam, assignment, or activity, the student must state the reason for the request and the date(s) on which the religious obligation(s) will conflict with the course calendar requirements. Also, if a religious obligation/ holiday is unfamiliar to the instructor, the student may be asked to provide a calendar showing the published date(s) of the religious observance(s) or holiday(s).

Rosters for Credit Courses

All faculty are expected to obtain their class rosters through the online MyCommNet system. Your beginning roster for the semester can be accessed through the online website – my.commnet.edu. Please make sure you select the correct term and course, and click the View/Print Class Roster link to view your class list. Please note your class list will have additions and deletions as we conduct ongoing registration and add/drop through the first two weeks of classes. Once the add/drop period ends, you will be sent a reminder to check your roster online and again verify that each student in your class is on the list.

If there is a student in your class whose name does not appear on the online roster, please send the student to the Enrollment Services Office immediately as the student is not officially registered for your class and will not receive a final grade. Also, please send the Enrollment Services Office any names that are spelled incorrectly.

Rosters for Non-Credit Courses

All Non-Credit Lecturers (NCLs) are expected to obtain their class folder from the Credit Free mailbox in Founders Hall. The folder will contain your class roster, an attendance sheet, and a packet of student evaluations forms. The folder with the roster and the completed attendance sheet must be returned to the mailbox at the end of class. The roster should be complete with grades and your signature. Student evaluations should be completed according to the directions on the packet and returned to the Credit Free mailbox.

If there is a student in your class whose name does not appear on the online roster, please send the student to the Enrollment Services Office as the student is not officially registered for your class and will not receive a final grade. Also, please send the Enrollment Services Office any names that are spelled incorrectly.

Student Discipline

The full policy relating to student discipline is published each academic year in the college catalog (mxcc.edu/catalog). Any conduct by a student that could constitute a violation of the Board policy on student conduct (Policy 5.2.1) that is witnessed by any member of staff shall be immediately reported to the Dean of Student and Academic Affairs at 860-343-5866. The Dean of Student and Academic Affairs has the responsibility to investigate any such claims and to discuss these with the student(s) involved, and to administer appropriate sanctions, including:

- Expulsion
- Suspension
- Removal of College Privileges
- Probation
- Warning
- Community Restitution

Student Evaluation of Credit Courses

All students have the ability to evaluate their course(s) each semester by using the Evaluate My Course link which appears in their MyCommNet page toward the end of the semester. Instructors will be sent information through email about announcing this in their classes, so that students know that it is expected, but not required that they provide this important feedback before the semester ends. After grades are finalized, instructors are able to view anonymous feedback provided by students through this process. Such information is one part of the faculty evaluation process. Your Program/Discipline Coordinator, Associate Dean, and the Dean of Student and Academic Affairs will have the ability to view student evaluations of your course(s) from prior semesters.

Student Evaluation of Non-Credit Courses

Non-credit courses are evaluated by the students on the last day of class. The instructor should ask for a student volunteer to monitor the process while you step out of the room. The student monitor hands out the forms and then collects the completed forms and places them in the manila envelope. (S)he seals the envelope and signs across the seal. The monitor returns the envelope to the Credit Free Mailbox.

Student Rights – Board of Regents Policy

Section 1: Rights of Students

It is the policy of the Board of Regents of the Community College system that the educational offerings of the colleges be available to students without regard to the individual's race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disorder, marital status, mental retardation or physical disability including but not limited to blindness, or prior conviction of a crime (unless the provisions of Sections 4-6a-60(b), or 46a-80(b), or 46a-81(b) of the Connecticut General Statutes are controlling) or there is a bona fide educational qualification (excluding persons in one of the above protected groups), political beliefs, veteran status, or sexual orientation.

Students are entitled to an atmosphere conducive to learning and to impartial treatment in all aspects of the teacher-student relationship. The student should not be forced by the authority inherent in the instructional role to make particular personal choices as to political action or his or her own part in society. Evaluation of students and the award of credit must be based on academic performance professionally judged and not on matters irrelevant to that performance, whether personality, race, religion, degree or political activism, or personal beliefs. Students are free to take reasoned exception to the data or views offered in any course of study, but they are responsible for learning the content of the course of study as defined by official college publications.

Community college students are both citizens and members of the academic community. As citizens they enjoy the same freedom of speech, peaceful assembly, and right to petition that other citizens enjoy, and as members of the academic community they are subject to the obligations which accrue to them by virtue of this membership.

Section 2: Student Grievance Procedure

A grievance is an allegation by a student that, as to him or her, an agent of the College has violated Board or college policies relating to students other than assignment of grades or other academic evaluation (see Section 3: Review of Academic Standing).

How to file a grievance:

- Students must submit a grievance in writing to the Dean of Student and Academic Affairs or other such college official as the president may designate, within thirty (30) days of the date the grievant knew or reasonably should have known of the alleged violation
- The written grievance shall specify the right claimed to have been violated
- Grievance must briefly state the underlying facts

Procedures for grievance resolution:

The Dean of Student and Academic Affairs shall investigate the grievance and recommend to the president a disposition of the grievance, except as provided hereinafter:

- In the course of each investigation, the Dean of Student and Academic Affairs shall consult with the dean responsible for the area of college operations in which the grievance arose.
- In the case of a grievance alleging discrimination based on race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disorder, marital status, mental retardation or physical disability, prior conviction of a crime, political beliefs, veteran status, or sexual preference, Dean of Student and Academic Affairs shall consult with the College's affirmative action officer during the course of the investigation.
- In the case of a grievance against a dean, the grievance shall be filed with the president. The president may accept or reject the recommendation, or direct such further investigation as he or she deems appropriate. The president shall notify the student of the final disposition of the grievance.

Advisory Committee:
The president may establish an advisory committee of students and staff which may be charged with the responsibility of making recommendations regarding a grievance at either the level of the deans or the president. The president may appoint and remove members of the committee.

Section 3: Review of Academic Standing (Grade Appeal)

A student may seek review of the assignment of a grade or other decision affecting academic status in accordance with the following procedures:

- The grade or academic decision affecting academic status should be discussed informally with the instructor or official responsible for the decision within fifteen (15) calendar days of the student's awareness of the decision.
- If agreement on the matter is not reached within ten (10) calendar days of this appeal or the instructor is not available, the student may refer the matter to the Associate Dean of Academic Affairs by filing a written appeal. The appeal must be filed with the Associate Dean of Academic Affairs within thirty (30) calendar days of the student's awareness of the decision which is being appealed. Upon receipt of such appeal, the dean shall meet with the instructor, if he or she is available, to determine that step 1 has taken place or is not possible and to receive relevant information from the instructor responsible for the decision. The associate dean may then refer the matter to the academic supervisor (program or discipline coordinator) for informal consideration prior to Step 3 below.
- The Associate Dean of Academic Affairs or other official(s) designated by the Associate Dean of Academic Affairs shall afford review as provided below. Associate Dean of Academic Affairs will review the appeal and may either determine on the basis of his/her own investigation the outcome of the appeal or may refer the appeal to a grade appeals committee. If the appeal is referred to a grade appeals committee, the student will be contacted by the chair of that committee and will be apprised of the procedures for handling the appeal. The student shall be afforded the right to present a statement of appeal and relevant information in support of it. It is the student's responsibility to show that the decision in question is arbitrary, i.e., without a reasonable basis, or was made for improper reasons in violation of section 1 of this policy. The student is entitled to a written response within thirty (30) days of the completion of his or her presentation. A decision to change the grade or modify the decision which has been appealed is advisory to and subject to the approval of the president.
- The foregoing decision may be appealed to the president by filing a statement of appeal within ten (10) calendar days of the date of the decision. Review by the president shall be on the basis of the written record unless he or she decides that fairness requires broader review. The decision of the president shall be final.
- The time frames provided herein may be modified by the president for good cause shown.

Syllabi

The course syllabus is a contract between the faculty member and students. It must contain the course and college standards, describe how the course is delivered, detail out faculty and student expectations, specify the students' responsibilities, and clarify how the student will be assessed. It is the responsibility of each faculty member to design a syllabus that reflects her/his standards, expectations, teaching philosophy, and a clear, transparent grading mechanism. For further guidance on best practices in syllabus design, please consult your Program/Discipline Coordinator (for credit courses), the Director of Non-Credit Programs, or the Associate Academic Dean.

Credit Courses Only

In addition to distributing your syllabus to each student in your course, all faculty members must do the following:

1. Name your syllabus file as follows: Course Number LastName CRN:
   EXAMPLE: CSC 101 Lin CRN 1077
2. Send a copy of your course syllabus electronically to your School Faculty Secretary during the first week of class. *Hard copies will not be accepted.* The Academic Affairs Office no longer files hard copies of course outlines. An archive of these documents is kept on the "P-drive" intranet (available only on campus).

In order to reduce paper consumption, the Academic Dean has required all faculty to place a copy of their syllabi in their Blackboard course site. If you are unfamiliar with how to do this, the Center for Distance Learning & Educational Technology can help you. If you still need physical copies of your syllabi to distribute to your students, please submit your request to the Copy Center in sufficient time to allow appropriate time for copying. This email request should indicate the number of copies being requested, if you would like them stapled or not, and if you would like them delivered to the faculty secretary or you will pick them up in the Copy Center. All copies will be provided back-to-back.

Textbooks

When you are assigned your courses, first check with your Program/Discipline Coordinator regarding textbooks There may be a designated text to use for your course selected by the Department. They may also have a designated selection of titles from which you may choose. If you wish to use your own selection of textbook(s), please get authorization from the Program/Discipline Coordinator first. Contact your School Faculty Secretary for information on how to place your textbooks orders and on how to obtain desk/review copies from the publishers.

Weather & Emergency Closings

Several times each year, college officials must decide whether to open late, close early, or cancel an entire day due to inclement weather. This decision is always made carefully in order to protect the safety of our students and employees, while attempting to minimize disruption to classes and activities. Less frequently, we may need to close one or more locations suddenly due to unexpected conditions such as losing water or electricity, or an emergency situation on or near the campus.

College closings, delayed openings or early release will be conveyed to the College Community via: multiple personal devices for those who have registered through the myCommNet Alert System, our website, social media, local television stations, local radio stations and a recorded message can be heard by calling the main number of the College.

Because the college operates at three campus locations and in the online space, this information can be somewhat confusing. Please be aware of these general procedures (using a closure announcement as an example):

- **College-Wide** – If you learn that "Middlesex Community College is closed," all college programs and services – regardless of campus location – will be closed.
- **MxCC @ Platt** – If you learn that "Meriden Public Schools are closed," all MxCC classes and programs at Platt High School will be closed. Middletown and Wilcox Tech will be open, unless you learn otherwise.
- **MxCC @ Wilcox Tech (Manufacturing Program)** – If you learn that "Wilcox Technical High School is closed," all MxCC classes and programs at that location will be closed. Middletown and MxCC @Platt will be open, unless you learn otherwise.
- **MxCC @ Vinal Tech (Manufacturing Program)** – If you learn that "Vinal Technical High School is closed," all MxCC classes and programs at that location will be closed. Middletown main campus and MxCC @Platt will be open, unless you learn otherwise.
- **Online classes** should always be in operation except in extreme emergencies such as a major natural disaster, local/national emergency, or widespread loss of electricity (e.g., the "Halloween Blizzard" in 2011).

Expect that the College will be open unless you learn otherwise. College closings, delayed openings, and early releases will be announced in as many forms as possible, including: personal devices for those who have registered through the myCommNet Alert System; the college's web and social media sites; local television and radio stations; and, a recorded message on the college's main phone number, 860-343-5800. Many TV and radio stations offer free text messaging services that will alert you to the college's announcements, and those from many schools, colleges, and other institutions. In the case of an early release, an e-mail and a voice mail message will be sent to MxCC employees. An e-mail will also be sent to MxCC students.

Withdrawal from Course(s)

Effective Fall 2013.

A student may withdraw from any course after the add/drop period, until the end of the 11th week of the semester (for the Fall and Spring semesters). This deadline is published in the Academic Calendar. The withdrawal deadline for accelerated courses (late start/early end, winter, and summer) is the date at which 75% of the total course time has been completed.

A student must take the responsibility for initiating and completing a withdrawal. It is in the best interest of the student to discuss a withdrawal with his or her academic advisor, and/or the instructor of the course. A student who wishes to withdraw from a course must:

- Obtain a withdrawal form from the Enrollment Services Office,
- Fill in and sign the form,
- Obtain the signature of the course instructor, and (if applicable) financial aid staff member and/or veterans counselor, and
- Return the completed form to the Enrollment Services Office prior to the deadline.
- A student who is taking an online course and is unable to come to campus, should contact the course instructor to request a withdrawal electronically, prior to the deadline.

A student who wishes to completely withdraw from MxCC must notify the Enrollment Services Office of that intention. The College prefers the student to come in personally and obtain signatures as described above. However, notification may be made in writing.

A withdrawal will be recorded as a "W" on the student's transcript. Withdrawing from a course makes the student ineligible for Dean's List recognition in that semester.

A student who misses the withdrawal deadline, and who has extenuating circumstances, may choose to file an "Appeal for Late Withdrawal" form with the Dean of Academic Affairs. This form must be signed by the instructor indicating his/her permission for withdrawal before the appeal will be considered.

Any student who stops attending a class and fails to complete a withdrawal form will receive a letter grade for that course (A – F).

Course withdrawals may affect state and federal benefits programs. If a student who is receiving financial aid withdraws from a course, he or she must notify the Financial Aid Office immediately. If a veteran withdraws from a course, he or she must notify the Veterans' Counselor immediately.

A student may not obtain a transcript notation of "W" in a course if there exists substantial reason to believe the student has engaged in a violation of academic integrity in the course. A transcript notation of "W" will only be permitted for such student when the final resolution results in a finding that the student did not commit a violation of academic integrity in the course.

EMPLOYEE POLICIES & PROCEDURES

The following are select policies and procedures most applicable to faculty. Most are presented in abridged format. Full text of these and other policies may be obtained from the Human Resources Office, Founders Hall room 116 or on the Human Resources section of the MxCC website. Information concerning faculty workload is available in the 4C's contract found at www.the4cs.org.

Americans with Disabilities (ADA) Policy Statement

Middlesex Community College does not discriminate on the basis of disability in the administration of, or access to, its programs, services or activities. Under this policy, a person with a disability is defined as "a person who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having an impairment."

MxCC Lead Campus Administrator Steven Minkler has designated the following individual to coordinate the college's compliance with the non-discrimination requirements of Section 35.1067 of the Department of Justice regulations:

Anastasia Pych, Director of Human Resources and Labor Relations
Location: Founders Hall room 115
Telephone Number: 860-343-5751
Email Address: apych@mxcc.edu

Should you wish to notify us of barriers that may exist in equal access to any program, service, or activity offered by the College or to obtain information regarding the provisions of the Americans with Disabilities Act and your rights, you are encouraged to contact the ADA Coordinator listed above. If you feel that you need a reasonable accommodation as a result of your disability to allow you to perform the essential functions of your position, please follow the attached ADA procedure for requesting a reasonable accommodation.

Code of Conduct for Regents, Employees, and Volunteers

BOR approved 10/19/18.

Consensual Relationships Policy

BOR approved 11/21/13; annual distribution to employees required. Rescinds Connecticut State University System Policy regarding Consensual Relationships adopted pursuant to BR#05-13

The Board of Regents for Higher Education (BOR) of the Connecticut State Colleges and Universities respects that the educational mission of its institutions is founded on an atmosphere of mutual trust and respect between all members of the academic community. Faculty members, as well as those individuals upon whom the institution confers managerial, supervisory, or evaluative responsibilities, (including graduate assistants or undergraduate teaching assistants) carry a special responsibility to adhere to the highest ethical and professional standards and to

avoid any actions that may appear to undermine this atmosphere of trust and respect and thereby hinder the institution's educational mission.

Because of the inherent imbalance of power and need for trust, faculty members, supervisory staff, and those with evaluative authority should be aware that dating or sexual relationships that might be appropriate in other circumstances have inherent dangers when they occur between a staff member and a student as well as when they occur between a supervisor and employee.

Such relationships can create real conflicts, are susceptible to an appearance of exploitation, and can impair the trust and integrity of the teaching, coaching, or other supervisory or evaluative relationship and may cause a perception of favoritism or bias on the part of the staff. In addition, although these relationships may begin and remain consensual, they may easily be later characterized as non-consensual and could potentially lead to sexual harassment charges.

Prohibited

Between employee and student: Consensual romantic, dating, or sexual relationships between any employee and any student over whom that employee exercises direct or otherwise significant academic, supervisory, or evaluative authority or influence are prohibited at all State Universities and Colleges. The evaluative relationship can take a variety of forms, such as teacher to student, advisor to advisee, coach to athlete, supervisor to student employee, or similar relationship.

Strongly Discouraged

Between employee and student: Romantic, dating or sexual relationships between employees and students over whom said employee does ***not*** have supervisory or evaluative authority are strongly discouraged. Such relationships are not only susceptible to future conflicts of interest, but also may present the appearance of impropriety.

If this situation exists, no employee should agree to supervise or evaluate a student with whom he or she has, or formerly had, a consensual relationship. A faculty member should inform the Dean if such a student wishes to enroll in a credit-bearing course that he or she is teaching so that alternate arrangements can be made. Nor should a faculty member direct the student's independent study, internship, or thesis; participate in decisions regarding grades; or write letters of recommendation or reference.

Between employee and employee: BOR discourages employees with supervisory or evaluative authority from engaging in romantic, dating or sexual relationships with employees who they supervise or evaluate. If such a relationship exists or develops, the supervisory employee must notify his/her manager so that arrangements can be made for the unbiased supervision and evaluation of the employee. These situations are handled on a case-by-case basis and may require transfer or reassignment of one or more employees.

In the event of a Sexual Harassment Charge

Anyone who enters into a romantic, dating or sexual relationship where a professional power differential exists must realize that if a charge of sexual harassment is subsequently filed, it may be difficult to defend the charge by claiming that there was mutual consent. Employees could be held personally liable in a criminal or civil lawsuit.

Sanctions

All violations of this policy should be reported to Human Resources for investigation and appropriate administrative action, up to and including disciplinary action.

Dual Employment Among State Agencies

Effective July 1, 2013, Section 5-208a of the Connecticut General Statutes reads:
No state employee shall be compensated for services rendered to more than one state agency during a biweekly pay period unless the appointing authority of each agency or such authority's designee certifies that the duties performed are outside the responsibility of the agency of principal employment, that the hours worked at each agency are documented and reviewed to preclude duplicate payment and that no conflicts of interest exist between services performed.

No state employee who holds multiple job assignments within the same state agency shall be compensated for services rendered to such agency during a biweekly pay period unless the appointing authority of such agency or his designee certifies that the duties performed are not in conflict with the employee's primary responsibility to the agency, that the hours worked on each assignment are documented and reviewed to preclude duplicate payment, and that there is no conflict of interest between the services performed. Any dual employment arrangement that results in the necessity to pay overtime shall be approved in advance by the Commissioner of Administrative Services.

No dual employment assignment can be approved unless **all** of the following criteria are met:

- The duties to be performed at each agency (or in two positions within the same agency) are outside the responsibility of the other agency (or outside the responsibilities of the other position).
- No conflict of interest exists between or among positions. An Ethics form must be completed by the employee and retained by the Secondary agency.
- The approval of the dual employment assignment will not result in the employee becoming eligible for additional benefits, including but not limited to, eligibility for insurance and/or retirement benefits.
- There will be no duplication of hours between/among positions.
- Agencies must be mindful of any time required to travel from one worksite to another when determining whether there would be any duplication of hours.

In addition, employees:

- **Cannot** work in another State job when the Primary job requires mandatory overtime
- **Cannot** charge paid leave time, i.e., vacation leave, sick leave, compensatory time, personal leave (PL) in order to work in/travel to another State job
- **Cannot** use unpaid leave or other leave codes to work in/travel to another State job
- **Cannot** use flextime or an Alternate Work Schedule to work in/travel to another State job if there is an expectation the employee must be available during hours outside of the approved schedule OR if the employee's work schedule reverts back to a standard workweek during a holiday week
- **Cannot** use the Voluntary Schedule Reduction Program to work in/travel to another State job. Although the employee is working a reduced schedule, benefits, including retirement credit and creditable service, are not diminished and therefore the employee must account for the hours of a full-time schedule

Ethics Statement

BOR approved 9/19/13; rescinds Connecticut Community Colleges Ethical Conduct Policy rev. 7/95," "Connecticut State University System Ethics Statement June 2006," and Charter Oak "Board Ethics Policy" dated May 17, 2007, and any revisions made to those policies.

Prohibited Activities

As a public official or state employee you may not:

1. Knowingly accept any gift from any person who: (a) is known to be a registered lobbyist or a lobbyist representative; (b) is doing business with or seeking to do business with the System, your university or your department; (c) is engaged in activities which are directly regulated by the System, your university or your department; or (d) is a contractor pre- qualified under section 4a-100 of the Connecticut General Statutes. (A list of registered lobbyists may be found on the website maintained by the Office of State Ethics.) If an employee is offered a benefit from someone whom is not a prohibited donor as described above (that is, a non-regulated donor), and the benefit is offered because of the employee's position with the System, the total value of benefits received from one source in a calendar may not exceed $100.00.

2. Knowingly accept, directly or indirectly, any gift costing one hundred dollars ($100.00) or more either from a state employee under your supervision or from a supervisor. Nor may you knowingly give such a gift. The prohibition against accepting such gifts applies also to members of your immediate family.

3. Enter into a contract with the state, valued at one hundred dollars ($100.00) or more (other than a contract of employment as a state employee), unless the contract has been awarded through an open and public competitive process. This prohibition applies also to members of your immediate family and businesses with which you are associated. According to the Office of State Ethics, an immediate family member may not be hired as an independent contractor through special payroll unless there has been an open and public process.

4. Accept a fee or honorarium for an article, appearance, speech, or for participation at an event in your official capacity. However, you may accept payment or reimbursement for necessary expenses incurred for any such activity. If payment or reimbursement is received for lodging or out-of-state travel or both, you must report the payment or reimbursement to the Office of State Ethics within thirty (30) days of receiving such payment or reimbursement, unless the payment or reimbursement is provided by the federal government or another state government. You may also accept admission to, and food and beverages provided by the sponsor of, an in-state event that you attend in your official capacity and as a principal speaker. Generally, if you are asked to participate in an event, speak, appear or write an article primarily as a result of your official position or authority, then it will be deemed to be in your official capacity. If, however, you have developed an academic expertise in a particular field and you are asked to participate in an event, speak, appear or write an article as a result of such expertise, then you are not prohibited from accepting a fee or honorarium. Note that these situations are very fact specific and you are encouraged to contact the Office of State Ethics, as necessary, for clarification and guidance. Note also that services for which compensation is claimed must be provided on your own time.

5. Use your official position for personal financial benefit, or the financial benefit of a family member or a business with which you, or a family member, are associated. Further, you may not use state time, personnel or materials, including telephones, computers, e-mail systems, fax machines, copy machines, state vehicles, and any other state supplies, for personal, non-state related purposes. You may refer to the System Office or your University's Computer Use Policy, as applicable, for information relating to hardware and software use.

6. Engage in partisan political activities while on state time or use state funds, supplies, materials, equipment, vehicles or facilities for such purposes.

Conflicts of Interest

1. You may not have a financial interest or engage in a business or professional activity that is in substantial conflict with the proper discharge of your duties as a public official or state employee, nor may you take any official action in connection with a matter in relation to which you have a substantial conflict.
2. You may not accept any other employment that will impair the independence of your judgment in carrying out your official duties or induce you to disclose confidential information acquired by you in the course of performing your official duties. Accordingly, you should never accept employment with any consultant, contractor, appraiser or any other organization or individual that has a contract or other agreement with CSCU or one of its institutions without full exploration of any potential conflicts of interest. A member of the faculty or a member of a faculty bargaining unit may enter into a consulting agreement or engage in a research project with a public or private entity, provided such agreement or project does not conflict with the member's employment with the constituent unit, as determined by policies established by the board of trustees for such constituent unit.
3. In accordance with the "BOR Policy Regarding Nepotism in Employment," you should not play any role in hiring, promotion, demotion, or other personnel action affecting your relative (defined to include your father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, wife, husband, domestic partner, grandmother, grandfather, grandson, granddaughter, father-in-law, mother-in-law, sister-in-law, brother-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother or half- sister), nor should you take any action, directly or indirectly, to coerce, command, or require a state employee to improperly obtain an appointment for any individual to a position in state service. You should be aware that your signing of certain documents may result in a violation of the State Code of Ethics if such action results in a financial benefit being received by a relative. Examples of such documents include personnel forms (including performance appraisals) and vouchers. Caution should be exercised, so that unintended violations do not occur.
4. You may not disclose, for financial gain, confidential information acquired by you in the course of performing your official duties or use such information to obtain financial gain for yourself, your spouse, your child, your child's spouse, your parent, your sibling or for a business with which you are associated.
5. You may not solicit or accept anything of value (including a gift, loan or promise of future employment) based on an understanding that your official action will be or had been influenced thereby.

Procedure Governing Conflicts of Interest

If, in the discharge of your duties, you are required to take any action that would present either a substantial or potential conflict of interest, you must prepare a written statement, signed under penalty of false statement, describing the matter requiring action and the nature of the conflict and deliver a copy of the statement to your immediate superior, who will assign the matter to another employee, or, if you have no immediate superior, you shall take such steps as the Office of State Ethics shall prescribe or advise. You may not take any official action whatsoever on a matter with which you have a substantial conflict of interest. With regard to members of the Board of Regents, the Chairman of the Board shall determine whether a regent with a substantial or potential conflict may simply recuse him or herself from the proceeding in question, or if reassignment to another committee is necessary. If the Chairman is personally faced with such a conflict, he or she should deliver a written statement to the Office of State Ethics for guidance as to how to proceed.

Post-Employment Activities

The Code of Ethics for Public Officials contains several provisions regarding post-state employment. Before leaving employment with the System, all employees should review the applicable rules and, if necessary, seek guidance from the Office of State Ethics. Once you have separated from state service, you may not:

1. Disclose or use confidential information acquired in the course of and by reason of your official duties for financial gain for yourself or any other person. This is a lifetime prohibition. "Confidential information" is any information not generally available to the public, and may be memorialized in any form (e.g., written, photographic, tape recorded, etc.).
2. Represent any person in connection with any matter: (i) in which participated, personally and substantially, while in state service; and (ii) in which the state has a substantial interest.
3. For a period of one year after leaving state service, represent anyone before your former agency, for compensation.
4. Accept employment with any person (including an individual, sole proprietorship, corporation, limited liability company, partnership, association or any other organization or group of persons) who was a party to a contract or agreement: (i) valued at an amount of fifty thousand dollars ($50,000.00) or more; and (ii) in the negotiation or award of which you substantially participated, for a period of one year after resigning from state service, if your resignation occurs less than one year after the contract or agreement was signed.

Code of Ethics for Public Officials

The Code of Ethics for Public Officials is set forth in Chapter 10 of the Connecticut General Statutes. Should you have a question regarding whether certain conduct constitutes a violation of the Code of Ethics, you should consult with your immediate supervisor, the Ethics Officer at your institution, or the Office of State Ethics. The Office of State Ethics is located at 18-20 Trinity Street, Suite 205, Hartford, Connecticut 06106-1660. The Office of State Ethics may be contacted by telephone at 860-263-2400, by facsimile at 860-263-2402, and by e-mail at ose@ct.gov. The Office of State Ethics maintains a website at www.ct.gov/ethics.

Faculty Consulting & Research Policy

BOR approved 11/21/13; rescinds BR#07-55 Connecticut State University System Policy Regarding Faculty Consulting and Research with Public or Private Entities

Section 1-84(r)(2) of the General Statutes requires the board to adopt a policy regarding faculty consulting agreements and research projects with public and private entities, requires that procedures be promulgated at the institutions to manage and account for such agreements and projects, and provide information semiannually to an oversight committee established pursuant to the statute

Faculty professional activities such as consulting or engaging in a research project for a public or private entity often are useful in maintaining and enhancing the faculty member's academic scholarship and competence. However, the primary responsibility of full-time faculty during the academic year is to the Board of Regents for Higher Education of the Connecticut State Colleges and Universities and their respective institution. The value of these outside activities is recognized through Collective Bargaining Agreements and statute and regulation.

For the purposes of this policy, consulting shall be defined as the provision of services for compensation to a public or private entity by a member of the faculty or member of the faculty bargaining unit: (i) when the request to provide such service is based on such member's expertise in a field or prominence in such field, and (ii) while such member is not acting in the capacity of a state employee.

For the purposes of this policy, research shall be defined as a systematic investigation, including, but not limited to, research development, testing and evaluation, designed to develop or contribute to general knowledge in the applicable field of study.

Faculty are expected to comply with the applicable provisions of the aforementioned Collective Bargaining Agreement, state statute and regulation. As such, no faculty member may engage in consulting agreement or research project that (A) inappropriately uses the institution's proprietary information in connection with such agreement or project; (B) interferes with the proper discharge of his or her employment with the university; and/or (C) inappropriately uses such member's association with the institution in connection with such agreement or project.

Each institution shall establish internal operating procedures that shall ensure, to the extent possible:
(i) the disclosure, review, and management of conflicts of interest relating to any such agreement or project; (ii) the approval of the chief academic officer and dean of the institution prior to any such member entering into any such agreement or engaging in any such project; and (iii) the referral of any failure to comply with the provisions of this policy or institution procedure to the applicable disciplinary process outlined in the Collective Bargaining Agreement. Each institution shall provide a report to the Office of the BOR President of any such approved activities on or before May 1 and November 1 of each year. In addition, the Director of Internal Audit for the Connecticut State Colleges and Universities shall audit each institution's compliance with the established internal procedures and this policy annually.

Information Technology – Acceptable Use Policy

BOR approved 10/18/12.

Introduction

This Policy governs the Acceptable and Responsible Use of Information Technology and Resources of Connecticut State Colleges and Universities (CSCU). Information Technology (IT) resources are a valuable asset to be used and managed responsibly to ensure their integrity, security, and availability for appropriate academic and administrative use.

The usage of CSCU IT resources is a privilege dependent upon appropriate use. Users of CSCU IT resources are responsible for using IT resources in accordance with CSCU policies and the law. Individuals who violate CSCU policy or the law regarding the use of IT resources are subject to loss of access to IT resources as well as additional CSCU disciplinary and/or legal action.

Purpose

The purpose of this policy is to provide the CSCU community with common rules for the usage of IT resources. The intent of this policy is to provide information concerning the appropriate and inappropriate use of CSCU IT systems to:

- Ensure CSCU IT resources are used for purposes consistent with CSCU mission and goals;
- Prevent disruptions to and misuse of CSCU IT resources;
- Ensure CSCU community is informed of state and federal laws and CSCU IT policies governing the use of CSCU IT resources and;
- Ensure IT resources are used in a manner, which comply with such laws and policies.

Scope

This Policy applies to:

- All IT resources owned or managed by the CSCU;
- All IT resources provided by the CSCU through contracts and other agreements with the CSCU;
- All users and uses of CSCU IT resources.

Provisions

To adhere to the Acceptable and Responsible Use policy, users of CSCU IT resources must:

- Use resources solely for legitimate and authorized administrative and academic purposes.
- Ensure that any personal use of CSCU IT resources be limited and have no detrimental impact on institution operations, job performance or CSCU IT resources.
- Protect their User ID and IT resources from unauthorized use. Users are responsible for all activities on their User ID or that originate from IT resources under their control.
- Access only information that is their own or is publicly available or to which authorized access has been given.
- Use only legal versions of copyrighted software in compliance with vendor license requirements.
- Use shared resources appropriately. (e.g. refrain from monopolizing systems, overloading networks with excessive data, degrading services, or wasting computer time, connect time, disk space, printer paper, manuals, or other resources).

To adhere to Acceptable and Responsible Use policy, users of CSCU IT resources must NOT:

- Use CSCU IT resources to violate any CSCU policy or state or federal law.
- Use another person's IT resource, User ID, password, files, or data.
- Have unauthorized access or breach any security measure including decoding passwords or accessing control information, or attempt to do any of the above.
- Engage in any activity that might be harmful to IT resources or to any information stored thereon, such as creating or propagating viruses, disrupting services, damaging files or making unauthorized modifications to computer data.
- Make or use illegal copies of copyrighted materials or software, store such copies on CSCU IT resources, or transmit them over CSCU networks.
- Harass or intimidate others or interfere with the ability of others to conduct CSCU business.
- Directly or indirectly cause strain on IT resources such as downloading large files, unless prior authorization from the appropriate CSCU authority as determined by the institution is given.
- Use CSCU IT resources for unauthorized purposes may include but are not limited to, the conduct of a private business enterprise, monetary gain, commercial, religious or political purposes.
- Engage in any other activity that does not comply with the general principles presented above.

No Expectation of Privacy

All activities involving the use of CSCU IT systems are not personal or private. Therefore, users should have no expectation of privacy in the use of these resources. Information stored, created, sent or received via CSCU IT systems is potentially accessible under the Freedom of Information Act.

Pursuant to Communications Assistance for Law Enforcement Act (CALEA), Public Act 98-142, and the State of Connecticut's "Electronic Monitoring Notice", the Board of Regents reserves the right to monitor and/or log all activities of all users using CSCU IT systems without notice. This includes, but is not limited to, files, data, programs and electronic communications records without the consent of the holder of such records.

Enforcement

Violations of CSCU Acceptable and Responsible Use policy may result in appropriate disciplinary measures in accordance with local, state, and federal laws, as well as CSCU Policies, general rules of conduct for all colleges and university employees, applicable collective bargaining agreements, and the CSCU student conduct codes.

For purposes of protecting the CSCU network and information technology resources, the BOR Information Security Program Office, in conjunction with college/university IT department, may temporarily remove or block any system, device, or person from the CSCU network that is reasonably suspected of violating CSCU information technology policy. These non-punitive measures will be taken to maintain business continuity and information security; users of the college/university information technology resources will be contacted for resolution.

Nepotism in Employment

BOR approved 9/19/13; rescinds Connecticut State University System Policy Regarding nepotism in Employment (BR#05-03), and any other policy that speaks to the issue of nepotism that may have been approved by the Board of Academic Awards or the Board of Trustees of the Regional Community Technical Colleges.

It is well recognized that employment of relatives in the same area of an organization may produce conflicts of interest and problems concerning disparate treatment, which can damage the integrity of the System and its universities. Under the Code of Ethics, Connecticut General Statutes, Section 1-84(c), a state employee may not use his or her position for the financial gain of himself or herself, his or her spouse, child, child's spouse, parent, brother or sister. But the Code of Ethics only addresses limited circumstances where conflicts of interest may occur. Other relationships may also give rise to a claim of disparate treatment.

In addition, conferring of benefits and privileges based on relationship, rather than on merit, and the appearance that benefits and privileges may have been so conferred, can harm the functioning of the institution(s). In these circumstances, all parties leave themselves open to charges of inequitable consideration in decisions concerning work assignments, transfer opportunities, time-off privileges, training and development opportunities, performance evaluations, salary increases, promotions, demotions, and disciplinary actions.

It is the policy of the Connecticut State Colleges and Universities (CSCU) that relatives of persons currently employed by CSCU may be hired only if they will not be working under the supervision of a relative, either directly or indirectly, or supervising a relative.
If two existing employees of CSCU work together in a supervisory relationship, and become related, as herein defined, a case-by-case review shall be made. In some circumstances, one of the employees may be transferred or otherwise reassigned. Existing employees should not ordinarily be transferred or reassigned into a supervisory relationship with a relative. Exceptions will only be made when there is a management plan approved by the BOR President or the President that is designated to eliminate the conflict of interest or the opportunity for favoritism.

In addition, the objective of the search procedures for new hires is to ensure that the best candidate for the position is the one selected. It is the policy of the CSCU that any employee serving on a search committee must excuse themselves from consideration of the qualifications of a relative if one applies for the position and must further disclose to the search committee that said candidate is a relative. Further, no CSCU employee shall vote, make recommendations or in any way attempt to participate in or influence decisions about any personnel matter which may affect the selection, appointment, evaluation, retention, tenure, compensation, promotion, termination, or other employment status or interest of a relative.

For purposes of this policy, "relative" means a connection between persons by blood, marriage, adoption, or co-habitation. Relative includes, but is not limited to, spouses, parents, children, adopted children, brothers, sisters, brothers-in-law, sisters-in-law, father-in-law, mother-in-law, stepparents, stepsiblings, stepchildren, nieces, nephews, grandchildren, and grandparents.

Reporting Suspected Abuse or Neglect of a Child – Policy

BOR approved 1/17/14 and Revised 1/15/15

The Board of Regents for Higher Education (BOR) of the Connecticut State Colleges and Universities (CSCU) accept that institutions of higher education foster educational opportunities for people under the age of 18 years. The BOR, in acknowledging the special care required for children, strives to the utmost to protect children on its campuses from any form of abuse or neglect.

Pursuant to state law, with the exception of student employees, any paid administrator, faculty, staff, athletic director, athletic coach or athletic trainer, collectively referred to as "mandatory reporters" who in the ordinary course of their employment has a reasonable cause to suspect or believe that a person under the age of 18 years has been abused or neglected, has been placed in imminent harm or has had a non-accidental injury is required to cause a report to be made to the Department of Children and Families within 12 hours of becoming aware or suspecting abuse, neglect or imminent harm to a child.

The BOR recognizes that each CSCU campus must be a safe and secure environment for children to grow and develop. Therefore, the BOR further requires mandatory reporters to report any witnessed or suspected abuse or neglect of a child on a CSCU campus to their immediate supervisor in addition to DCF. The supervisor must report the incident to their director or vice president who must then inform the campus President and the System Office Vice President for Human Resources or his/her designee.

If the director or vice president reasonably believes that a reportable incident has occurred, and, if the suspected perpetrator is a BOR or CSCU employee, he/she will immediately contact their Chief Human Resources Officer who shall assign an objective person to investigate the report. An employee under investigation may be placed on administrative leave pending the results of the investigation. Employees who report suspicions of abuse or neglect are protected from any disciplinary action unless the report is determined to have been maliciously made. An employee who fails to report, but is later determined to have had previous knowledge of the abuse, may be subject to discipline.

A report is required if there is reasonable cause to suspect that a person under the age of 18 is in imminent harm, has had non-accidental injuries or has been abused or neglected. Reasonable cause to believe or suspect that child abuse has occurred is sufficient to make a report.

All staff designated as mandatory reporters are required to take the Department of Children and Families Mandated Reporter Training, either on-line or in person, and Mandated Reporter Training will be included in New Employee Orientation. Compliance with training will be monitored by each CSCU campus's Department of Human Resources. A copy of this policy shall be disseminated annually to all employees.

Reasonable steps will be taken to preserve privacy while promptly investigating and responding to the report. While the institution will strive to maintain the confidentiality of the information reported, which information may be subject to privacy requirements of the Family Education Rights Privacy Act (FERPA), the institution also must fulfill its duty to protect the CSCU community and to assure that the appropriate disciplinary processes are implemented.

Sexual Harassment Policy

Approved by the Board of Trustees of Community-Technical Colleges, 12/5/1997

Sexual harassment is a form of sex discrimination which is illegal under state and federal law and is also prohibited by the Board of Trustees' Nondiscrimination Policy. The Board's policy recognizes that sexual harassment undermines the integrity of employer-employee and student-faculty-staff relationships and interferes with the right of all members of the College community to work and learn in an environment free from harassment. Such conduct will not be tolerated.

Sexual harassment may be described as:

> Any unwelcome sexual advance or request for sexual favors, or any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, (2) submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting the individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive employment or educational environment.

Sexual harassment may be verbal, visual or physical. It may be overt or implicit and may, but need not, have tangible adverse effects on the victim's employment or learning experience.

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 employment or educational status is contingent upon toleration of or acquiescence in sexual advances.

The perpetrator of sexual harassment, like the victim of such conduct, may be a man or a woman. Sexual harassment may involve individuals of the same or opposite sex and, in the College environment, may involve an employee and a student, an employee and another employee or a student and another student. Harassment in any of these relationships is a violation of the Board's policy.

Because of the power relationship between faculty and student, and between supervisor and subordinate employee, freedom of choice may be compromised in such relationships. Accordingly, this policy holds that where a faculty member or professional staff member has responsibility for a student through teaching, advising, supervision or other obligation, romantic or sexual liaisons between such persons shall be deemed a violation of this policy. Romantic or sexual liaisons between supervisors and subordinate employees, while not prohibited, are strongly discouraged.

It should be noted, additionally, that retaliation against a person for complaining or being associated in any way with the resolution of a complaint of sexual harassment also violates Board policy.

What To Do If You Are The Victim of Sexual Harassment

When an employee or student feels that he or she has been the victim of sexual harassment, he or she should report such incident(s) to a College official.

- Employees may report incidents of sexual harassment to the Dean of the area of the College in which the individual is involved, the College Affirmative Action Officer, or another College official who has been designated by the President as a recipient of such complaints.
- Students may report incidents of sexual harassment to the Dean of Students or to such other College official as the President may have designated. Nothing shall prevent students from speaking to a college counselor about their concerns. However, such communication is not a substitute for filing a complaint of sexual harassment with an appropriate College designee.
- A claim that an employee of a third-party contractor has engaged in sexual harassment on College premises or in connection with the performance of the third-party contract should be reported immediately either to the President or to another appropriate College official as set forth in this document. The President will ensure that appropriate follow-up action is taken.

Depending on the nature of the complaint and the desires of the complainant, the College official to whom the complaint has been made may attempt to resolve the complaint informally. Any informal resolution of a complaint must be approved by the College President. No person shall be forced to pursue informal avenues of resolution before filing a formal complaint of sexual harassment.

If informal resolution is not possible or appropriate, a written complaint should be filed in accordance with the existing Affirmative Action Grievance Procedure for Employees (see Board Policy 2.1.3) or Student Grievance Procedure for students (see Board Policy 5.2.2).

- For employees, a written complaint should be filed within fifteen (15) calendar days of the alleged harassment. This time frame may be extended by up to fifteen (15) additional calendar days if efforts at informal resolution have been made.
- For students, a written complaint should be filed within thirty (30) days of the date the grievant knew or should have known of the alleged harassment. However, a delay in filing a formal complaint will not be a reason for refusing to investigate such complaints. Although the ability to investigate may be compromised by delay, a written complaint will be treated in the manner prescribed by this policy if filed within 180 days of the date the student knew or should have known of the alleged harassment.

When a formal complaint of sexual harassment is received, the College will investigate it. The rights of all persons involved in the investigation shall be respected and every effort will be made to protect the confidentiality of both the alleged victim and the alleged harasser. Toward this end, only persons with a need to know shall be made privy to the complaint. However, complete anonymity cannot be assured, given the College's obligation under law to investigate and take appropriate action in all cases of sexual harassment.

All complaints of sexual harassment shall be taken seriously. It is expected that complaints will be made in good faith, however. Frivolous or vexatious complaints can cause irremediable damage to the reputation of an accused person, even though he or she is subsequently vindicated. Therefore, any person who files a false complaint of sexual harassment shall himself or herself be subject to disciplinary action, up to and including termination, if an employee, or expulsion, if a student.

In addition to invoking the available grievance procedure, an employee who believes he or she has been sexually harassed may file a complaint with the Connecticut Commission on Human Rights and Opportunities, 21 Grand Street, Hartford, CT 06106 and/or with the Equal Employment Opportunity Commission, One Congress Street, Boston, Massachusetts 02114, within 180 days of the date when the harassment occurred.

A student who believes he or she has been sexually harassed may, in addition to the available grievance procedure, file a complaint with the federal Office for Civil Rights, U.S. Department of Education (Region 1), John W. McCormack Post Office and Courthouse, Room 222, Post Office Square, Boston, Massachusetts 02109.

Violence Prevention and Response Policy

Approved by the Board of Trustees of Community-Technical Colleges, 12/20/1999

On August 4, 1999, Governor John G. Rowland signed Executive Order No. 16 instituting a "zero tolerance" Violence in the Workplace Prevention Policy for all state agency personnel, contractors, subcontractors and vendors.

For purposes of this policy, "violence" is defined as an overt act or threat of harm to a person or property, or any act that poses a substantial threat to the safety of any person or property. "Premises" is defined as any space owned or leased by the Community Colleges or any of its constituent units, including vehicles and any location where college or system business or activities are conducted. Conduct that may violate this policy includes, but is not limited to, the following:

- Intimidating, harassing or threatening behaviors
- Physical abuse, including hitting, slapping, poking, kicking punching, grabbing, etc.
- Verbal abuse, including yelling, shouting, use of sexually, racially or ethnically charged epithets, etc.
- Vandalism
- Carrying or possessing weapons or dangerous instruments of any kind on Community College premises, unless properly authorized
- Using such weapons
- Any other act that a reasonable person would consider to constitute a threat of violence, including oral or written statements, gestures or expressions that communicate a direct or indirect threat of physical harm

Reporting Threats or Violent Act

A person who feels that he or she has been subjected to threats or acts of violence as defined herein, or a person who witnesses such threats or acts, must report the incident to a supervisor, manager or to the Human Resources office. Supervisors and managers who receive such reports shall seek advice from the Human Resources office regarding investigating the incident and initiating appropriate action. **Serious incidents or serious threats of imminent danger to the safety of persons or property should immediately be reported to proper law enforcement authorities and/or to the campus Public Safety/Security Department.**

Any individual who has applied for or obtained a protective or restraining order which lists the premises of the Community Colleges as protected areas, must provide to the Human Resources office a copy of the petition and declaration used to seek the order, a copy of any temporary protective or restraining order that is granted, and a copy of any protective or restraining order that is made permanent. The sensitivity of the information requested is understood and colleges are responsible for treating such information in a manner that recognizes and respects the privacy of the reporting person.

Enforcement of this Policy

All reported incidents of violence will be taken seriously and will be dealt with appropriately, including prompt evaluation, investigation and response. An individual who makes a substantial threat of violence or commits an act of violence as defined in this policy shall be removed from the premises. Any weapon or dangerous instrument will be confiscated and turned over to appropriate law enforcement/public safety authorities. There is no reasonable expectation of privacy with respect to such items on college premises.

Violations of this policy, including knowingly providing a false report, or failing to cooperate fully with an investigation, may lead to disciplinary action up to and including dismissal from employment or expulsion from the college. Violations may also result in criminal penalties.

Threat Assessment Team

Each college will establish a Threat Assessment Team to oversee the implementation of this policy. The Threat Assessment Team should include representatives of management, human resources, employee unions, public safety, and facilities management.

One goal of the team approach is to ensure that people are prepared to work together to deal with violent or potentially violent situations. Although violence cannot always be prevented, planning ahead and being prepared to act swiftly to deal with threats, intimidation and other disruptive behavior at an early stage can reduce the risk. The Assessment Team has three major functions:

- **Identifying the potential for violence.** This involves analyzing trends in incidents relating to particular units, jobs, activities, time of day and so forth.

- **Prevention.** This includes recommending procedures to prevent violence, such as conducting violence prevention and response training for employees and students, establishing mechanisms for employees, students and others to discuss their concerns about violence, conducting inspections of college premises, evaluating working environments f employees and students to ascertain any unusual risks, conducting employee/student surveys, recommending changes in physical plant, equipment and practices to enhance campus safety.

- **Responding to individual acts of violence.** Incidents reported to the Human Resources office and/or the Public Safety department should be shared with the Threat Assessment Team which may advise and assist in the investigation if appropriate. The Team may also assist in the management of threats or incidents of violence by planning a response to mitigate further damage, coordinating responses with local law enforcement and the community and managing media inquiries.