

Adjunct Faculty Handbook

Office of Academic Affairs



2017-
2018

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This handbook is for information purposes and is not a legally binding document such as Asnuntuck's college catalogue, curriculum sheets, and collective bargaining agreement.

Asnuntuck's Mission Statement

The mission of Asnuntuck Community College is to offer quality education in an accessible, affordable, and nurturing environment.

The College fulfills its mission by:

- offering associate degrees and certificate programs for transfer opportunities, career preparation, and enhancement, and lifelong learning;
- providing individualized support services to develop critical thinking skills, strengthen self-confidence, and foster personal growth;
- supporting community and workforce development with business, industry, and community partnerships.

Notice of Non-discrimination:

Notice of Non-discrimination: Asnuntuck 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 basis of veteran status or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Yhara Zelinka, Title IX Coordinator, yzelinka@asnuntuck.edu (860) 253-3092 and Kim Quinn, 504/ADA Coordinator, kquinn@asnuntuck.edu (860) 253-3005, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.

Directory

Academic Affairs Office

Michelle Coach, Interim Dean of Academic Affairs	860-253-3141	mcoach@asnuntuck.edu
Sandra Pouliot, Secretary	860-253-3101	spouliot@asnuntuck.edu
Kimberley Quinn, Interim Disabilities/Academic Support Coordinator	860-253-3005	kquinn@asnuntuck.edu
Jenna-Marie Jonah, Administrative Assistant	860-253-3049	jjonah@asnuntuck.edu

Academic Skills Center

Angelina Hinojosa, Interim Director	860-253-3164	
	860-253-3175	cjuozokas@asnuntuck.edu

Department of Art, Business, Careers, and Science

Michael Demers, Chair	860-253-3075	mdemers@asnuntuck.edu
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Department of Liberal Arts

Teresa Foley, Chair	860-253-3137	tfoley@asnuntuck.edu
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Educational Technology (Blackboard)

Katie O'Connell, Director	860-253-3109	koconnell@asnuntuck.edu
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Information Center (front desk)

860-253-3000

Information Technology (email, phone, or computer issues)

IT Support Help Desk

X31290

Jeff Clark, Associate Dean of Information & Manufacturing Technology	860-253-1211	jclark@commnet.edu
Peter Haffner, Acting Director of Information Technology	860-773-1382	phaffner@tunxis.edu
Alfredo Brito, Assistant Director	860-253-3036	abrito@asnuntuck.edu
Wendi Jordan, Coordinator of Administrative IT	860-253-3037	wjordan@asnuntuck.edu
Marcos Rodriguez, IT Technician II	860-253-3070	mrodriguez@anuntuck.edu
Ben Durant, Coordinator of Media Services & IT	860-253-3074	bdurant@asnuntuck.edu

Library

Matt Hall, Director	860-253-3174	mhall@asnuntuck.edu
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Payroll/Benefits

Cheryl Cyr, Interim Director of Human Resources	860-253-3045	ccyr@asnuntuck.edu
Sherri Seekins, Administrative Assistant	860-253-3047	sseekins@asnuntuck.edu

Student Services

Timothy St. James, Interim Dean of Student Services	860-253-3011	tstjames@asnuntuck.edu
Andrea Skidgel, Secretary	860-253-3020	askidgel@asnuntuck.edu

ACADEMIC ORGANIZATION

The Academic Affairs Office is responsible for all academic programs, courses and instruction as well as the Academic Skills Center and the Learning Resource Center. All course and program planning and matters relating to full-time and adjunct faculty are overseen by this department.

The academic disciplines at Asnuntuck Community College are organized into two departments, each with a department chair. The two departments are: Art, Business, Careers, & Science, and Liberal Arts. The disciplines assigned to each department are as follows:

<u>Dept. of Art, Business, Careers & Science:</u>	<u>Dept. of Liberal Arts:</u>
Accounting	Anthropology
Art	Communication
Astronomy	English
Biology	English as a Second Language
Business Administration	HDEV/ First Year Experience
Chemistry	History
Criminal Justice	Humanities
Computer Information Systems Tech.	Mathematics
Dance	Philosophy
Digital Arts	Political Science
Early Childhood Education	Psychology
Economics	Sign Language
Environmental Science	Sociology
Geography	Spanish
HDEV/Career	
Health	
HPE/Yoga	
Human Services	
Humanities/Problem Solving	
Oceanography	
Physics	
Problem Solving	
Music	
Theater	
All Lab and non-lab science	

Academic Skills Center

The Academic Skills Center is set up to provide assistance to students in studying, especially in math, writing, and English. Services provided by the Center are free of charge and students are encouraged to contact the Center if they are experiencing difficulty in their classes. The Center is located in the Library and students can stop by or call 860-253-3164 to make an appointment. For more information, contact Angelina Hinojosa at 860-253-3175.

Library

The Library is a multimedia library which contains over 33,000 books on the shelves and 1,000 e-books online, subscriptions to almost 300 periodicals in print and over 10,000 more online, and several thousand video and audiotapes, CDs, and DVDs. Services offered by the Library include assistance in person or online with reference and research needs, library instruction for class groups, interlibrary loan, adaptive technology for Library users with disabilities and/or special needs, a web site that is regularly updated, and various informational publications.

Through the Library's web site and online catalog, users may view and determine the availability of items not only in the Library's own collection but also in most other college and public libraries in Connecticut and beyond. More information can be found on our website at <http://www.asnuntuck.edu/library>.

ACADEMIC INFORMATION

Please also read appropriate sections in the college catalog, which contains official Connecticut Board of Regents of Higher Education (BOR) and college policies.

Academic Integrity - Procedures Regarding Suspected Violations of Academic Integrity

Issues of academic integrity are of vital concern to any academic community. Academic integrity involves values that are at the core of the educational and developmental mission of any institution of higher education.

The Connecticut Board of Regents of Higher Education Policy on Student Conduct sets forth the Expectations for Student Conduct regarding Academic Integrity. The College's procedure for addressing a suspicion of academic integrity as defined by the BOR Policy on Student Conduct is as follows:

Any member of the College faculty or staff (e.g., another instructor, lab assistant, tutors, support staff, etc.) who has information regarding a possible violation of academic integrity as defined by the BOR Policy on Student Conduct must report the information to the instructor in whose course the violation may have occurred as well as to the Dean of Student Services. Upon receipt of any such information the instructor will investigate and resolve the matter as to any academic consequences in the course. The Dean of Student Services will proceed in accordance with the Procedures set forth in the BOR Policy on Student Conduct.

The faculty member in whose course the violation of academic integrity may have occurred will promptly review the information provided. If the faculty member determines there is reason to believe a violation of academic integrity may have occurred, the faculty member will gather all relevant information and promptly provide the student with an opportunity to meet as soon as reasonably possible. If the student elects to meet with the faculty member, the faculty member will discuss the information gathered regarding the possible violation by the student of the Policy on academic integrity and allow the student to provide relevant information. As soon as possible after receiving all information, including information from the student, the faculty member must make a determination as to whether a violation of academic integrity was committed by the student. If a violation is determined to have occurred, the faculty member must determine the appropriate academic sanction in the

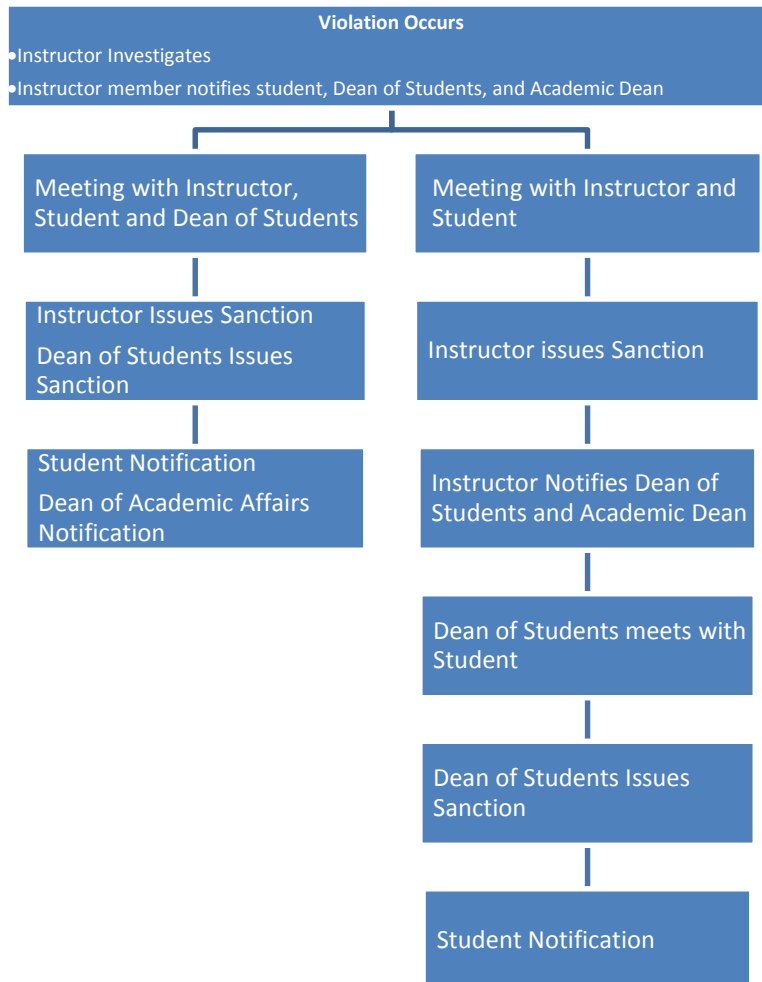
course from among the following:

- 1) No sanction
- 2) Reduced grade on the assignment, paper, quiz, exam, etc.
- 3) A grade of "F" for the assignment, paper, quiz, exam, etc.
- 4) A reduced course grade
- 5) An "F" for the course

Normally within thirty (30) days of initially receiving information regarding a possible violation of academic integrity, the faculty member must notify the student, Dean of Academic Affairs and the Dean of Student Services of the decision and forward to the Dean of Student Services all of the information gathered by the faculty member, whether or not the decision of the faculty member is that violation occurred.

Upon receipt of information regarding a possible violation of academic integrity or upon receipt of a report from a faculty member of a determination of academic integrity the Dean of Student Services will initiate the Procedures set forth in the BOR Policy on Student Conduct during which the student's status with the College will be reviewed and which may result in sanctions being imposed that include, but are not limited to, Probation, Suspension or Expulsion from the College.

August 14, 2007



Approved Add/Drop Policy:

First 7 days of semester:

Students who wish to add or drop a course may do so online or in person at the Registrar's Office during the first seven days of the semester. No instructor permission is required to add or drop during this time period. It is the student's responsibility to contact the instructor and take appropriate action to make up missing work (as permitted by instructor) when adding after the class has met.

On 8th day of semester:

Add period ends. Classes cannot be added on or after the 8th day of the semester. Student who wish to add a course may wish to consider our late start schedule. To drop a course, students must do so in person at the Registrar's office. No instructor permission is required to drop a course.

After 14th day of semester:

Drop period ends. Withdrawal period starts and a W will appear on student's transcript. (The instructor's signature is required to withdraw after the 6th week of the semester)

Accelerated Classes:

An accelerated class (meeting fewer than 15 weeks) requires the instructor's signature to add the course after it has met.

Add Period:

- 7 days

Drop Period:

- 14 days

ADD/DROP and COURSE WITHDRAWAL

Courses may be added to a student's schedule through the first seven (7) calendar days of a standard semester (fall or spring). Students may drop or add a class online at <http://my.comnet.edu>, in person at the Registrar's Office, or by faxing an Add/Drop form to 860-253-3016. It is the student's responsibility to contact the instructor and make up missed work if the course added has already met.

Courses may not be added on or after the 8th calendar day after classes begin. Students who wish to add after this date can consider our late-start schedule.

Courses that do not meet for the standard fifteen (15) weeks, including Summer session, Winter session, accelerated, and late-start courses, have their own add/drop/withdraw deadlines. These deadlines are relative to the length of the course. In some cases, the add/drop period can be as short as one day. Please consult your instructor or the Registrar's website for applicable dates.

[Changes made to a course schedule that increase or decrease total number of credits in which a student is enrolled will affect billing and financial aid.*](#)

DROPPING AND WITHDRAWING FROM A COURSE

Courses **dropped** during the Drop Period – the first 14 calendars days of each standard semester --will not appear on students’ academic transcripts, but will affect billing and financial aid. *

After the Drop Period, a course withdrawal is reflected by a “W” notation on a student’s transcript. A student may withdraw from a course through the end of the 11th week of the semester, but the instructor’s signature (or an email directly from the instructor to the Registrar) is required to withdraw after the 6th week of the semester. Students are encouraged to meet with a financial aid counselor to determine the impact that a withdrawal will have on financial aid awards.

A student may not obtain a transcript notation of “W” in a course if there exists a substantial reason to believe that the student has engaged in academic misconduct in the course. A transcript notation of “W” will only be permitted for such students when the final resolution of the case is a finding that the student did not commit the alleged academic misconduct in the course.

[*Students should carefully review the *Financial Aid and Tuition and Fees* sections of this catalog before making schedule changes.](#)

**SUMMARY: IMPACT OF DROPPING/WITHDRAWING FROM COURSES
STANDARD 15 WEEK SEMESTERS (FALL & SPRING)***

TIMING OF DROP/ WITHDRAWAL	IMPACT ON TRANSCRIPT	FINANCIAL IMPACT	INSTRUCTOR SIGNATURE REQUIRED?
Before semester begins	Course will not appear	Fees not refunded 100% tuition refund	No
Semester weeks 1-2 (add and drop periods)	Course will not appear	Fees not refunded 50% tuition refund	No
Semester weeks 2-6	“W” recorded	Fees not refunded Tuition not refunded	No
Semester weeks 7-11	“W” recorded, with instructor permission	Fees not refunded Tuition not refunded	Yes
Semester weeks 12-15	Grade calculated based on work completed	Fees not refunded Tuition not refunded	n/a, withdrawal not permitted

Please remember: any change in the number of credits in which a student is enrolled can have an impact on Financial Aid.

***NON-STANDARD and ACCELERATED COURSES:** Courses that do not meet for the standard 15 weeks, including Summer session, Winter session and late-start courses, have their own add/drop/withdraw deadlines. These deadlines are relative to the length of the course. In some cases, the add/drop period can be as short as one day. Please refer to that session’s brochure for applicable dates.

Change of Grade Notification

Should you find that you need to change a student's final grade that has been submitted to the Registrar, you will need to complete a "Change of Grade Notification" form. You can find a copy of the form in the appendix of this handbook. This form must be submitted when a student has been assigned an incomplete and has successfully submitted the work required to complete the course. Should a student dispute a grade they have received, a determination to change the grade is at the discretion of the faculty. Change of grade forms are provided by the Registrar's office.

Class Rosters

Class rosters are available by logging on to myCommNet and clicking on Banner Student & Faculty Self-Service link on the right of the page. Next, select "Faculty/Advisor Services." The page will provide multiple options including a link to view "Class Lists and Rosters." Be sure to select the current term prior to opening your roster. Faculty should check their rosters on myCommNet throughout the semester, especially during the first two weeks of the semester as students will continue to add and drop classes during those first two weeks of class.

English As A Second Language

The Academic Skills Center has staff trained to help students needing help mastering English. If you have such a student in class, refer them as quickly as possible to Angelina Hinojosa, Interim Director of the Academic Skills Center. We all want to help students receive the maximum benefit from the college.

Exams

The College does not require midterm or final examinations, though they are encouraged. There is a final exam period at the end of each semester. In the event of illness during a final exam, it is the student's responsibility to contact the instructor and schedule a time to take the exam, if allowed. Individual faculty determine their policy for make-up exams which should be clearly stated on the course syllabus.

Grading System

The method of evaluation of student achievement are left to the professional judgment of each faculty member (unless a department or area has a standard method of evaluating students in a particular course). Remember to include how a final grade will be determined in your syllabus, or other written material provided to students and the Office of Academic Affairs. All Community Colleges 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

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.

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 31, enter August 30.

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

(These notations are assigned by the Registrar's office and are not available to faculty when submitting grades.)

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.

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.

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.

Submitting Grades Online

Instructors are required to submit final grades for the semester by the deadline listed on the academic calendar. Grades are submitted by logging on to myCommNet. For detailed instructions on how to enter grades through myCommNet, visit <https://websupport.ct.edu/content/how-and-when-do-i-enter-final-or-midterm-banner-self-service-0>.

Please note that myCommNet and Blackboard are not connected and final grades in Blackboard will not appear in myCommNet automatically. Please submit your final grades to the Registrar using the myCommNet portal.

Assigning an Incomplete

An incomplete (I) is a temporary grade assigned to a student who, because of special circumstances, cannot complete the semester and who has received a written time extension from the instructor.

A student requesting an incomplete must:

- have completed 75% of the course work prior to the request
- request the incomplete from the appropriate instructor
- if granted, sign the “Assignment of an Incomplete” form. The instructor will indicate on the form: the grades that have already been earned by the student and the work that remains to be completed.

The instructor must send a copy of the form, with appropriate signatures, to the Registrar’s Office by the semester grade deadline. A copy of this form is available in the Appendix of this handbook as well as the Registrar’s Office.

The coursework must be completed per the instructor’s expectations and the deadline may not be extended beyond the 10th week of the next standard semester (Fall or Spring). Incompletes not updated will convert to the grade indicated on the original form. The “I” will convert to an “F” if no grade is indicated.

Overrides

When a course is closed because enrollment has reached the maximum, a student may request an override from the instructor. Students are encouraged to contact the faculty directly for their permission to enroll in the class beyond the maximum enrollment. Faculty need to sign the student’s registration form indicating their permission to over-enroll or confirm their permission by email which the student can submit to the Registrar with their registration form. The decision to allow an override for a class is at the discretion of the instructor.

Plagiarism

If you suspect plagiarism in a student’s work, you must report this to the Dean of Student Services. Please see the section on Academic Integrity for information on the procedures for handling plagiarism.

SafeAssign Plagiarism Detection Tool and Syllabus Statement

At this time, SafeAssign is the only plagiarism detection tool provided by Asnuntuck for use in courses taught here. Some colleges in the CSCU system may use another service, such as Turnitin. If you are associated with colleges or universities *outside the CSCU system*, please remember that you are not allowed to upload CSCU student work to a plagiarism detection service provided by that college, nor can you use our detection service to assess the work of a student not registered for your CSCU-contracted courses. See attached for formal notice and guidelines from CSCU counsel regarding SafeAssign.

SafeAssign is a plagiarism prevention service, offered by and integrated into Blackboard. This service helps educators prevent plagiarism by detecting unoriginal content in student papers. SafeAssign compares submitted assignments against a set of academic papers to identify areas of overlap between the submitted assignment and existing works. You can use SafeAssign to help prevent plagiarism and create opportunities to help students identify areas for improving attribution and paraphrasing.

Faculty must first add the "SAFEASSIGN SYLLABUS STATEMENT" This statement is on Page 27.

SafeAssign has two options that instructors may use:

1. **SafeAssign built into a Blackboard Assignment:**

Students self-submit their own papers via an assignment that has been set up so that student submissions are checked for plagiarism using SafeAssign. Originality reports are then delivered to the instructor--and optionally to the student if the instructor permits it.

When an Assignment incorporates SafeAssign, grading is integrated with Blackboard's Grade Center, as grading is done through the Assignment tool submissions. Assignments DO NOT become part of SafeAssign's global database and students will not see a box to check to allow that (old system). Faculty will see a checkbox to "exclude submission to database ... but it can be ignored. Checked or unchecked, any work submitted will reside in the CSCU database only.

2. **Direct Submit:**

This option enables instructors to submit papers or to copy and paste text from a paper or any other source (a discussion, blog, or journal post, for example) to be checked for plagiarized content. This option requires that **instructors remove personally identifiable information** and only instructors receive the originality report. This option is not linked with Blackboard's Grade Center.

To learn how to incorporate SafeAssign, watch the CSCU EdTech channels' video: [Assignments Overview: Including SafeAssign and Rubrics](#)

Student Absences

The College does not maintain a policy regarding student absences. Faculty members must inform students of their attendance requirements on the course syllabus. You may not fail a student for non-attendance. If a student does not attend the class or stops attending after a few classes, please contact the Student Services Secretary at 860-253-3020. Please be sure to have your course CRN, the student's name and their banner ID number.

Student Complaints About Instructors

Most often, student complaints about instructors focus on:

- expectations: student does not understand or does not accept faculty expectation of course work, either in quality or quantity
- grades: grading on exams or papers is deemed "too harsh" by student
- personal: faculty style is offensive, perhaps language or a viewpoint is taken exception to, or the materials used are found to be in "bad taste"

The basis for the process we use are the beliefs that students and faculty have the right to personal opinions and behaviors, that teachers have academic freedom and that students have a freedom to question, and that rational discussion carried on in a non-threatening context will result in an understanding of the mutual dependency of the freedoms and rights we promote. The role of an administrator in this setting is as student advocate and as faculty advocate.

Students are encouraged to speak with their instructors first before contacting an administrator. However, when the student feels that either a satisfactory response is not reached or are uncomfortable speaking with their instructor, the following process is available:

1. The student speaks with the discipline Coordinator or the department Chair to express their concerns.
2. The Coordinator or department Chair will speak with the faculty member to determine if a resolution can be reached.
3. The faculty member and Coordinator/Chair will determine who should respond to the student with their response to the complaint.
4. If the student does not feel that the matter is resolved to their satisfaction, they may appeal to the Academic Dean for review of the decision.

Our experience is that resolution and new understanding usually takes place with one or two conversations among faculty, student, and department chair. In that setting the department chair most often acts as the clarifier and will often offer alternative solutions.

We encourage faculty to work closely with their students, and to know they have access to this process when there is a need. For more information, please refer to the Policy on Student Rights: Review of Academic Standing section of the College catalog.

Student Disabilities - Services

Asnuntuck Community College, under the jurisdiction of the Board of Regents is “committed to the goal of achieving equal educational opportunity and full participation for people with disabilities in the community colleges.” Please refer to the Persons with Disabilities: Policy Statement in the 2017-2018 Asnuntuck Community College catalog.

Asnuntuck welcomes students with disabilities and embraces the opportunities to provide positive experiences for all of our students. It is, therefore, the policy of Asnuntuck Community College to provide reasonable academic adjustments for students with a documented disability. Students with documented disabilities are encouraged to notify Kimberley Quinn, Interim Disability and Academic Support Coordinator, kquinn@asnuntuck.edu, Asnuntuck Community College, 860 253-3005, 170 Elm Street, Enfield, CT. 06082.

ADJUNCT RESPONSIBILITIES and GENERAL INFORMATION

Audio-Visual Equipment, Films, Auditorium etc.

Information Technology staff handles all Media Services requests. A request can be made online at as-servicedesk@asnuntuck.edu by Friday, 12:00 p.m., one week prior.

Bookstore

The College bookstore is run by Follett Corporation. The hours of operation vary according to the time of year so check the hours posted on the door for the accurate operating hours. Please check with your Department Chair and/or Program and Discipline Coordinator as to how to proceed with ordering textbooks.

Contract to Teach

Every adjunct will receive a “Notice of Appointment for Adjunct Faculty” (contract to teach) for each course they are assigned to teach. This contract must be signed and returned to Cheryl Cyr in Human Resources in order to process your stipend and begin the payroll process. Instructors will not receive payment for their teaching until a signed contract has been returned to the Human Resources office. Adjunct faculty are required to be available between the dates on their contracts. If you have not received a contract by the first day of classes, please contact Cheryl Cyr immediately.

Cancellation of Classes/Absence Procedures

Asnuntuck Community College expects that our Adjunct Instructors meet with their classes each scheduled class period, for the duration of the class time period for the entire term of the semester in which they have a contract to teach. Regular attendance of our adjuncts is important to the College and for our students in order to provide consistency in instruction and continuity for each class for which they are enrolled during a given semester. Thus, we expect our adjuncts to maintain a constant presence through stable class attendance. It is also important to note that only an official of the College, can cancel your class.

If you are unable to meet your class as scheduled for any reason, there is a two-step process to follow to ensure that cancellations are handled properly. First, you must notify the College immediately by contacting the Academic Affairs Office during their normal business hours (8:00 am – 4:30 pm) or the Information Desk after 4:30 pm. Please **do not leave voice mail messages**; If beyond business hours please send an email to Jenna-Marie Jonah (jjonah@asnuntuck.edu), Andrea Skidgel (askidgel@asnuntuck.edu) and AS-SecurityGuards (AS-SecurityGuards@acc.commnet.edu). In the email include the course, start time and room number. Once this notice is received a sign will be posted outside your classroom door and at the information desk. As much as possible, faculty should notify their students by sending an email and posting an announcement on your Blackboard course website.

The second step is to notify your Department Chair or Coordinator of your absence and your plan to make up the cancelled course time. For short-term illnesses, faculty are expected to reschedule their classes at times convenient to students and to inform their discipline Coordinator or Chair and the Academic Affairs Office of the make-up schedule. In cases of expected prolonged absence, a request should be forwarded to the Dean of Academic Affairs for a long-term substitute. You must notify the College if your class will not be meeting for any reason or if the meeting location has changed for your class as the College is accountable for all building occupants during an emergency.

College Closings

When classes are canceled by the college due to inclement weather, television stations WFSB-TV3, WWLP-TV 22, WWIT-NBC 30, WGGB-ABC TV 40 will carry the announcements. The college radio station, WACC, 107.7 FM will also announce cancellations. The primary means of determining the status of classes is our number that has weather-related recorded messages 800-501-3967. Select option 2 from the main menu to hear the current message. Cancellations are also posted on the college website at <http://www.asnuntuck.edu>.

myCommNet Alert delivers Emergency notifications to students, staff, and faculty.

- Contact can be via text, cell/home phone, and email
- Log in to myCommNet (<http://my.commnet.edu>) and click on myCommNet Alerts to keep your emergency contact information up-to-date. (Note: myCommNet Alert updates do not update personal information in Banner Self-Service).

Copying Facilities

There are several copiers and basic office supplies located in the Copy Center Workroom near the Business Office. The Workroom can be unlocked by scanning your college ID on the lock, and adjunct faculty may use the copiers themselves. If you have any questions about the machines or notice that a machine is not working properly, please contact the staff in the Business Office.

A scantron machine (used to scan special forms instructors may use for multiple choice tests) with scantron sheets is located in the Teaching & Learning Center. The door may be locked at times but a Security Officer at the Information Desk can open the door at your request if scanning your college ID does not permit access.

Course Syllabus and Outline

Faculty are required to distribute a written syllabus to students. Please include your name, course name and number and the semester and year in which you are teaching on this syllabus. A copy of both the syllabus and course outline needs to be submitted to the Academic Affairs Office no later than the first week of the semester. The College needs complete records to help students transfer, to provide information to accrediting agencies, and to provide a record of what is taught in particular courses. All substantive changes to your course syllabus or assignments should be printed and distributed to your students.

We encourage you to post your syllabus to your course shell in Blackboard. If you need assistance with Blackboard, contact Katie O'Connell at 860-253-3109 or koconnell@asnuntuck.edu.

Disruptive Students

If you find that there is a student who does not respond appropriately in spite of your best efforts, contact the Dean of Student Services as soon as possible. Behavioral flag in Starfish may be raised to notify the Dean of Student Services. If it is an emergency, contact the Information Desk at extension 3012 and request the assistance of the security guard.

Early Warning Process

Each semester, the Dean of Students issues a request for a list of students who may be in danger of failing their courses. It is of the utmost importance that you send the names of students in your classes to the Student Services Office. Once the list is compiled, students are notified of the potential danger of failure and the options that are available to them for assistance, i.e., the Academic Skills Center, Library, etc.

Emergencies

The initial and primary source for all emergency information is the Timothy St. James, Interim Dean of Students, 860-253-3011. In the first week of classes, you should provide your class with general information relating to emergency procedures, including evacuation route, emergency phone location, etc. The instructor should be familiar with the school's emergency response plan and be able to direct visitors with disabilities. In the event of an emergency, take responsible charge of the classroom and follow emergency procedures for all building alarms and emergencies.

Emergency Procedures:

1. Dial 911 immediately. Be sure to inform the police of the room number. When calling from an ACC phone, this will automatically notify the front desk, the security officer, and the Dean of Students. The Dean of Students (or his designee) and the security officer will respond to the call.
2. Ensure the safety of students, staff and visitors.
3. Remain calm to encourage students to stay calm. When appropriate, ask students to remain in the room.
4. Once emergency personnel arrive, provide necessary information.
5. After the incident is cleared, write a report of events to be filed with the Dean of Students.

Evaluation of Faculty

Adjunct faculty are evaluated in their first semester and then periodically after that. You will be notified in advance to schedule a day for a classroom observation. Evaluations follow a three step process. The first step is for the faculty member to complete a pre-observation form which is submitted to the evaluator. The next step is for the evaluator to attend a regular class for approximately one hour. The final step is for the faculty member and evaluator to meet to discuss the written evaluation. Faculty members are provided an opportunity to respond in writing to the evaluation. Once the steps are completed, the written evaluation is signed and submitted to the Dean of Academic Affairs with a copy provided to the faculty member.

Guest Lecturers

Faculty may invite guest speakers to attend their classes. Generally, the stipend is no more than \$50 per guest, per lecture. Requests outside this amount should be submitted in writing to your Department Coordinator or Chair. Faculty must be present when a guest lecturer addresses a class and should not schedule a guest in lieu of their own attendance.

To begin the approval process for a guest lecturer, please submit an **Internal Requisition** at least one month in advance of the lecture date to your department Coordinator or Chair. Include the following: name and information for the guest speaker, the expected date(s) of their visit, your course name and the content of the lecture, the length of time the speaker will speak, room number, and approximate number of students. If approved by your Coordinator or Chair, the Internal Requisition will then be forwarded to Academic Affairs for final approval. Instructors will be notified that their request has been approved via their Asnuntuck email address. After the guest lecture has taken place, please submit a **Payment Request** form directly to the Academic Affairs office. Both forms can be found on our website at [Q:\Forms](#).

All guest speakers need to follow our visitor sign-in procedure when arriving on campus. This procedure is in place to enhance security and safety at the college. The procedures are as follows:

- 1) Please send an email notification to AS-VisitorVendor@acc.commnet.edu and include the individuals name/company, date, time and the location of where the visitor will be in the building.
- 2) Upon arriving on campus, your guest will stop at the Information Desk to sign in. Please notify your guest that they will need to present identification to verify their identity.
- 3) Visitors will receive a badge.
- 4) At the conclusion of their visit, your guest will stop at the Information desk again to sign out.

If you see someone working in the building without a badge, you may notify security and/or the Information desk immediately.

Identification Cards

The College provides a photo identification card for all adjunct faculty and requires it to be worn while adjuncts are on campus. Stop by the Information Center to obtain a photo ID.

Library Cards

Faculty are encouraged to obtain a Library borrower's card. All services of the Asnuntuck Library are available to adjunct faculty.

Mail (Regular and Email)

Both regular mail and in-house notices and communications are distributed through the mailboxes located at the Information Center. Your mailbox is the one **below** your name. Adjunct mailbox labels are red and full-time faculty and staff labels are black. Please be sure to check your mailbox regularly as administration and students may leave important information for you to review.

Every faculty member receives a Community College System email address. Instructors are required to use their system email address to communicate with Asnuntuck students, faculty and staff while teaching for this college. Information is regularly communicated to our adjuncts via group email messages so it is important that faculty check their email account regularly. Instructions for accessing your email account are available in the appendix of this handbook.

Meetings

Adjunct faculty are encouraged to attend professional development and department meetings held at the beginning of the fall and spring semesters. You are not required to attend department meetings or all-college meetings during the semester, however, you are welcome to attend.

Off-Campus Experiences

If you wish to take your class to an off-campus experience, contact your Coordinator or Department Chair at least one month prior to the trip. You should submit a written explanation of the trip and its relevance to your course with an estimate of the costs that may be incurred. Once approved, submit a Travel Authorization Request and an Internal Requisition form (if there will be a cost to the College) along with the description of the trip and approval from your Coordinator or Chair to the Academic Affairs Office. The Academic Dean has final approval on all such requests.

For all off-campus activities, students are required to complete an Activity Waiver form and an Emergency Contact form. The instructor collects these forms from students and submits them to the Student Affairs office at least three days in advance of the trip. A copy of both forms can be found in the Appendix of this handbook and the Travel Authorization and Internal Requisition can be found in the Faculty & Staff section of our website.

Office Hours and Office Space

Adjunct faculty are encouraged to make time available for students before or after class periods, and should identify for students how they can be reached outside of class time. Your syllabus is an appropriate place to include this information. There are two faculty suites (Room 112 and Room 152) with multiple desks available for you to either prepare for class or meet with students. Part-time faculty teaching on campus will be assigned to one of the two suites and will be notified of their suite location by Academic Affairs. Please consult the first floor map at the end of this booklet to identify the locations of the faculty suites.

Pay/Payroll

Human Resources will inform faculty of the pay dates for the semester. If you do not choose to have direct deposit for your entire pay, checks are available every other Thursday in the Human Resources Office between 3:00 and 4:00 p.m. and at the Information Desk after 4:00 p.m. Paystubs for checks that are fully deposited will only be available electronically. If you are interested in direct deposit, contact Cheryl Cyr in Human Resources.

Reimbursements

Reimbursements are for travel expenses and for emergency purchases only. Purchasing that does not have pre-approval (i.e. signed Internal Requisition prior to purchase) is in violation of our purchasing policy and is an audit issue for the College. If a rush is needed on an order, please indicate that on the Internal Requisition and the Business Offices will do its best to accommodate the request.

In order to receive mileage reimbursements:

- You must have an approved Travel Authorization on file in the Business Office.
- You must have a current insurance certificate for your personal automobile on file in the Business Office. The minimum amount of insurance required is \$50,000/\$100,000 for liability coverage.
- The state car must be listed as reserved or unavailable. To inquire about the guidelines and availability of the state car, please see the Assistant to the Academic Dean in the Academic Affairs office.
- A written request for mileage reimbursement must be submitted after the date of travel. The request should include the date, purpose, and place traveled from and to. This can be done on an internal requisition form.

Also, please remember:

- If you are traveling from your home to your destination point, the mileage you would normally commute to the College will be deducted. You will be reimbursed for the difference.
- The maximum time allowed to honor mileage reimbursements is on a quarterly (3 month) time period. Monthly would be preferred.

Smoking and Food

Food is not permitted in classrooms, auditorium, science laboratories, Library, or Computer Labs. The College building is a smoke-free environment. Smoking is permitted only in the back of the building in the gazebo. Smoking is not permitted in any entrance, sidewalk, deck, or grassy area around the building.

Student Evaluation of Faculty

Asnuntuck believes in the full involvement of students in all aspects of College affairs. In this regard, Asnuntuck conducts student evaluations of all courses in the fall and spring semesters. Evaluation packages are distributed after the mid-semester mark in faculty mailboxes with detailed instructions to guide students and faculty. Results are distributed after the semester has concluded. Please encourage your students to participate in this important process.

Supplies

General supplies are located in the Copy Center and more specific supplies are kept in the Business Office. Items can be selected from their closet and signed out.

Teaching and Learning Center

The Teaching and Learning Center offers a communal space that promotes a culture of excellence in teaching and learning by facilitating professional development activities. The goal of the center is to enhance teaching techniques, promote best practices, and support innovation to accommodate current and evolving pedagogies. The center is located in Room 113 and also houses the office of the Director of Educational Technology.

Telephones

To make a local or long distance call on campus, dial 8 and then the number. You do not need to use a code to dial long distance phone numbers.

Textbooks

As a general rule, adjuncts do not select textbooks. If you wish to discuss books, please talk with full-time faculty members in your area and your Department Chair.

Websites (ACC and Community College System)

Asnuntuck Community College's website is located at www.asnuntuck.edu. Current course offerings, course descriptions, academic calendars, as well as general information for the public are available at the ACC web site.

The Community Colleges' self-service information portal website is <http://my.comnet.edu>. Students are able to view their personal information, academic record, semester schedule, and final grades. Faculty are able to print their class rosters and enter their grades online as well as connect to email and the Blackboard course website(s).

STUDENT SERVICES

Career Services

Asnuntuck offers career counseling for students, alumni and community members. Services including providing a wide range of job search strategies, including developing and reviewing resumes and cover letters, sharpening interviewing skills and learning how to market oneself using various networking techniques. For more information, contact Catherine Carter at 860-253-3072 or ccarter@asnuntuck.edu.

Children's Reading Room

The College runs a cooperative child care program during the day. The program is open to the young children of students, staff, and faculty. The Reading Room is open to children ages 3 and up. Contact Pam Keenan at 860-253-3040 or pkeenan@asnuntuck.edu for further information.

Safety and Security

The College Emergency Response Plan is located on the college website. Faculty are strongly encouraged to become familiar with all of the protocols and the process for reporting incidents. An incident report form is located on the website as well. The Evacuation Plan, located on the website, is also included in the packet of information distributed during faculty orientation. In the event of a fire alarm, everyone is required to evacuate the building immediately.

All classrooms lock on the inside and phones are located in each classroom that have the capability to call the front desk or 911 emergency response. The VOIP phone system also allows emergency broadcast messaging.

Student Advising

Please refer students in need of academic advising to our academic advisors in the Student Services department. Students can make appointments through the Information Center.

Transfer Information

Students wanting to talk to a counselor about transferring should contact Amanda Looney-Goetz, Transfer and Academic Advisor, at 860-253-3073 or alooney-goetz@asnuntuck.edu.

COMMUNITY COLLEGE SYSTEM POLICIES

Please see the current college catalogue for system-wide policies.

ASNUNTUCK COMMUNITY COLLEGE SAMPLE SYLLABUS *

Please note that while you are not required to use this template, you are **required to include all of the information listed below in your syllabus.*

Course Title: (include the course code)

Year and Semester:

Instructor:

Office Location and hours of availability:

Required or optional (specify which) lab hours:

Texts and other required or recommended materials:

Course Description: This should include the verbatim description as it is currently available on our website.

Course Objectives: This should specify in some detail what students can expect to be covered in the course. It should cover each major topic in the course and in one to four sentences what is covered, and what levels of understanding the student should achieve. For more information about the objectives for your course, please see your Coordinator or Department Chair.

Course Outcomes: This should specify in detail what skills or knowledge the student will have upon completion of the course. If you have questions, contact your Coordinator or Department Chair.

Course Format: Provide a general summary of the style of delivery used for this class. Include expectations for student participation, the structure of lectures and discussions, the use of outside readings, and specifics regarding outside assignments such as group projects or off-campus activities. If there are labs, provide details on how they operate. You may also want to highlight how much outside work is generally required per week.

Assessment: Be sure to clearly state how you will assess student learning. What are the specific breakdowns of how final grades will be determined? It is especially important to clearly state your policies on accepting late work and on making up exams.

Attendance and participation policy: It is important to state your expectations for attendance and participation. Consider establishing guidelines for student absences or participation in class activities.

NOTE: To be in compliance with various federal regulations, the following required language must be included verbatim:

Academic Credit Hour

Asnuntuck Community College is in compliance with the federal definition of credit hour. For each credit hour, the college requires, at a minimum, the equivalent of three hours of student academic work each week. For instance, a typical 3 credit class during a 15-week semester involves a minimum of 9 hours of work per week. Academic work includes, but is not limited to, direct faculty instruction, e-learning, recitation, laboratory work, studio work, field work, performance, internships and practica. Additional academic activities include, but are not limited to, reading, reflections, essays, reports, inquiry, problem solving, rehearsal, collaborations, theses, and electronic interactions. Student work reflects intended learning outcomes and is verified through evidence of student achievement.

Semester Hour

Courses designated by semester hour are intended to prepare students for credit hour course work. Semester hour designations have expectations of 50 minutes of classroom or direct faculty instruction and a minimum of 2 hours of student work outside of class each week for each semester over approximately 15 weeks.

(Semester hour courses do not count towards graduation).

Student Disabilities – Services

Asnuntuck Community College, under the jurisdiction of the Board of Regents is “committed to the goal of achieving equal educational opportunity and full participation for people with disabilities in the community colleges.” Please refer to the Persons with Disabilities: Policy Statement in the 2013-2015 Asnuntuck Community College catalog.

Asnuntuck welcomes students with disabilities and embraces the opportunities to provide positive experiences for all of our students. It is, therefore, the policy of Asnuntuck Community College to provide reasonable academic adjustments for students with a documented disability. Students with documented disabilities are encouraged to notify Students with disabilities are advised to contact Kimberley Quinn at 860-253-3005 or kquinn@asnuntuck.edu.

Notice of Non-discrimination

Asnuntuck 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, political belief, 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 individuals have been designated to handle inquiries regarding the non-discrimination policies: Yhara Zelinka, Title IX Coordinator, yzelinka@asnuntuck.edu (860) 253-3092 and Kim Quinn, 504/ADA Coordinator, kquinn@asnuntuck.edu (860) 253-3005, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.

Course Outline: This should be a class by class outline of the topics that will be covered, homework that is due, when tests are given, when papers and/or projects are due.

SafeAssign Syllabus Statement is also required on all syllabi.

The following text must be included by all CSCU faculty in their syllabi if they are planning to use SafeAssign. It is recommended for inclusion even if you are not planning on using anti-plagiarism options currently, and change your mind at a later date. You can simply copy and paste the text.

SAFEASSIGN SYLLABUS STATEMENT

SafeAssign, Blackboard's anti-plagiarism detection software, may be used in this course. Anti-plagiarism detection software products assist faculty and students in preventing and detecting plagiarism. Professors may utilize this software in order to check the originality of the academic work students submit in a course by comparing submitted papers to those contained in its database consisting of submitted papers and other sources. Anti-plagiarism detection software returns an "originality report" for each submission. The report is limited in scope to merely identifying passages that are not original to the author of the submitted work and which may include correctly cited quotations and information. Professors and students must carefully review such reports. No adverse action may be taken by a professor with respect to a student solely on the basis of an originality report which indicates the potential for plagiarism.

In this course you may be asked to submit your academic papers and other creative work containing personally identifiable information for originality reporting. By doing so, your work along with personally identifiable information will be retained in the product database and may be subsequently reported out containing your personally identifiable information not only to your professor, but also to professors of other universities and colleges within Connecticut State Colleges and Universities (CSCU) as part of subsequent originality reports.

You may decline to submit your work for originality reporting. If so, you must be provided an alternative method in which to submit your work. However, your professor, after removing your personally identifying information, may nonetheless submit limited portions of your academic work for originality reporting.

STARFISH SYLLABUS STATEMENT

Asnuntuck Cares About Your Success!

Throughout the term, you may receive emails from Starfish® regarding your course grades or academic performance. Starfish is an online resource found on my.comnet.edu that allows faculty, staff, and current students to easily connect, find resources, and communicate to help promote overall student success. Please pay attention to these emails and consider taking the recommended actions. They are sent to help you be successful!

In addition, your instructor may:

- (1) request that you schedule an appointment through Starfish
- (2) refer you to a specific campus resource, such as tutoring, career counseling, or transfer counseling. You may also be contacted directly by one of these services directly.

We hope that you find Starfish useful and an easy way to communicate and connect with your instructors and resources on campus!

SUGGESTED LANGUAGE ON MANDATED REPORTING AND TITLE IX

Sexual Misconduct is a serious issue that can affect college students, and can impede their ability to participate fully or be successful in their studies. At Asnuntuck Community College we are committed to having an informed campus that understands reporting responsibilities and is aware of available campus resources critical to creating a culture of caring and compassion in support of our students and community. Under federal law, all faculty and staff who are made aware of a possible incident of sexual assault, sexual harassment, stalking, intimate partner violence, domestic violence, and dating violence are mandated reporters. This means that any disclosed incidents you share in person, via electronic communication, or in a written assignment to a faculty member needs to be reported to our Title IX Coordinator Yhara Zelinka, Room 111 (860) 253-3092, yzelinka@asnuntuck.edu.

While our conversation/communication will be private, it will not be confidential, given my status of Responsible Employee. If you would like to speak with someone **confidentially**, please contact: **The Network Against Domestic Abuse**: Hotline phone number (860) 763-4542 (24-hour crisis hotline) statewide hotline Phone (888) 774-2900 (24-hour crisis hotline)

YWCA –Sexual Assault Crisis Service confidential 24-hour hotline English – (888) 999-5545, Spanish – (888) 568-8332, local Hartford – (860) 547-1022

APPENDIX

Department of Information Technology

To: All Full and Part-Time Faculty

The Information Technology department supports the teaching, learning, and administrative needs of the Asnuntuck community. It provides service in the areas of instructional computing, administrative computing, workstation and server hardware and software support, telecommunications, and telephone support.

It is important to note that there is no food or drink allowed in any computer lab. Instructors and students may leave these items in the front of the labs, or on rolling carts on the side if available.

We keep the integrity of our software on academic workstations with Deep Freeze. Any programs installed or files saved to the hard drive will be deleted when the computer is rebooted. Always have your students save to USB drive.

If you have special software needs to accommodate your textbooks, please email AS-ServiceDesk@acc.commnet.edu.

If you are planning to bring your class into a computer lab for occasional Internet research or ad hoc use, please [Request a Room](#) through EMS on our website. Booking rooms/labs through EMS becomes available two-weeks after the start of the semester. Within those two-weeks that V-EMS is not available you may contact Jenna-Marie Jonah via email, jjonah@asnuntuck.edu, with your request.

The Library offers an Open Lab for student class work. The lab is open for the following hours unless otherwise posted:

Monday – Thursday	8:30 a.m. - 9:00 p.m.
Friday	8:30 a.m. - 4:30 p.m.
Saturday	9:00 a.m. - 3:00 p.m.

If you have any questions, please contact a member of the Information Technology department.

IT Support Help Desk x31290

Jeff Clark, Associate Dean of Information & Manufacturing Technology, jclark@commnet.edu, 860-253-1211

Peter Haffner, Acting Director of Information Technology, phaffner@tunxis.edu, 860-773-1382

Maria Patenaude, Administrative Assistant, apatenaude@asnuntuck.edu, 860-253-1201

Alfredo Brito, Assistant Director, abrito@asnuntuck.edu, 860-253-3036

Wendi Jordan, Coordinator of Administrative IT, wjordan@asnuntuck.edu, 860-253-3037

Marcos Rodriguez, IT Technician II, mrodriguez@asnuntuck.edu, 860-253-3070

Ben Durant, Coordinator of Media Services Information Technology, bdurant@asnuntuck.edu, 860-253-3074

Faculty Login - Computer Labs/Offices

If you are a faculty member trying to use a computer in the labs or faculty offices on campus press CTRL-ALT-DEL and a Windows login screen will appear:

Your NetID is composed of the following two items.

- Username: **Banner ID** (without the “@”)
- Domain: **@acc.commnet.edu**

Note: Adjunct faculty will have only ONE username for the Community College System.

The domain (the “acc.commnet.edu” portion) will be determined by your primary college assignment.

Example: If your Banner ID is @01234567 and your primary assignment is Asnuntuck, your Net ID will look like this: **01234567@acc.commnet.edu**.

Password: Your **initial** password will be a combination of personal information as follows

1. 1st three characters of birth month with first letter CAPITALIZED
2. Ampersand character (&)
3. Last 4 digits of your Social Security Number

Example: Peter Guota with a birth date of 10/24/79 and SSN of 123-45-6789 will have the following initial password: Oct&6789

You will be required to change your password the first time you logon. The password requirements are:

- At least eight characters.
- Must include at least one uppercase character, lowercase character, number, and special character (!, \$, #, %)
- Password must not contain all or part of the user's account name.
- Password must differ from previous passwords.
- Password is forced to change every 90 days, but users have the ability to change them sooner.

Forgotten or Expired Passwords:

A web utility has been created to allow users to reset expired, lost, or forgotten passwords. Go to one of the kiosks near the Information Desk to access this utility. The address is www.commnet.edu/netid.

In addition to several areas (Information Desk, Registrar’s Office, Admissions Office, Library, Manufacturing Technology) in which employees have the ability to reset student passwords, there are now three telephones which have been programmed to connect to the BOR Student Service Support Help Desk automatically. These phones are located across from the Information Desk, in Manufacturing Technology, and in the Library. Instructions for use are located next to each phone. Students may also call directly from their home by dialing 860-723-0221.

Accessing E-mail via Office365 from Home

1. **Go to:** <https://my.commmnet.edu>.

2. Log in with **your Net ID**

- Your Net ID is composed of your Banner ID and the domain **@acc.commmnet.edu**

Note: Adjunct faculty will have only ONE username for the Community College System. The domain (the “acc.commmnet.edu” portion) will be determined by your primary college assignment.

Example: 01234567@acc.commmnet.edu

3. **Enter your Password and click Logon**

- If you have not set up your password, please visit <http://my.commmnet.edu/> first, to log in to the Community College System portal website and change your password.

4. Click the email icon at top to access email.



ASNUNTUCK COMMUNITY COLLEGE

170 Elm Street Enfield, CT 06082 860.253.3000 Fax 860.253.3007

ASSIGNMENT OF AN INCOMPLETE (Board Policy on Reverse Side)

Student's Name _____ Student ID @ _____

Name of Faculty Member _____

CRN and Course Number _____ Semester _____

Policy:

An incomplete (I) is a temporary grade assigned to a student who has complete at least 75% of the assigned work and, because of special circumstances, cannot complete the semester. An incomplete must be requested by the student and agreed to by the faculty member using this form.

The coursework must be completed per the instructor's expectations below and the deadline may not be extended beyond the 10th week of the next standard semester (Fall or Spring). Incompletes not updated will convert to the grade of "F" unless otherwise indicated on this form.

Requirements:

In order to complete the course requirements, the student must (attach additional pages if needed):

Optional: The student has already completed the following assignments and tests and earned the following grades:

Student will receive a grade of _____ if coursework indicated above is not completed by the deadline.

Faculty Member's Signature: _____ Date: _____

Student's Signature: _____ Date: _____

Department Chairperson's Signature _____ Date: _____

Academic Dean's Signature: _____ Date: _____

Copies:

Academic Dean, Registrar, student//faculty member retains original

Rev. 08/2015



3.5.1 Granting of an Incomplete

1. An Incomplete is a temporary grade assigned by the faculty member when coursework is missing and the student agrees to complete the requirements. Although a student may request an Incomplete, the faculty member is not required to honor the request. The faculty member should assign an Incomplete when there are extenuating circumstances such as illness that prevent a student from completing the assigned work on time and the student has completed most of the course requirements and, in the judgment of the faculty member, the student can complete the remaining work within the time limit established by system policy.
2. A faculty member who assigns an Incomplete shall file a system report form that includes:
 - (a) a brief description of the requirements to be completed;
 - (b) the date by which the coursework must be submitted to the faculty member, which is the end of the tenth week of the next standard semester;
 - (c) a statement that the Incomplete will change to a specified letter grade if the work is not completed by the end of the tenth week of the next standard semester.

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, shown in the attachment, 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's 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.

(Adopted July 23, 2001)



CHANGE OF GRADE NOTIFICATION

Submit to the Office of the Registrar

Print clearly:

Student's Name _____

Student's Banner ID#: _____ Semester: _____

CRN: _____ Title: _____

Grade Change: From: _____ To: _____

Instructor's Name _____

Instructor's Signature

Date

Registrar's Office Use Only:

Banner Updated: _____
Date

Signed _____

ASNUNTUCK COMMUNITY COLLEGE

Academic Adjustment Agreement

Date: _____

This form is to be used by students and faculty to document approved academic adjustments.

STUDENT

FACULTY

Name:

Professor Name:

Banner ID:

Course:

Semester:

Academic Adjustment(s) approved by (check one):

____ Interim Disability and Academic Support Coordinator

Kimberley Quinn 860-253-3005

kquinn@asnuntuck.edu

Academic Adjustments(s):

____ Extended time on tests and quizzes

____ Preferential seating

Specifically: time and a half

____ Environment with minimal distractions

____ Alternative test(s)

for test and quizzes, separate area, *as needed*

____ Closed Caption

OTHER:

Faculty Signature

Date

Student Signature

Date

(Acknowledging receipt of student academic adjustment)

Return to Kimberley Quinn, Interim Disability and Academic Support Coordinator

Notice of Non-discrimination

Asnuntuck 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, political belief, 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 individuals have been designated to handle inquiries regarding the non-discrimination policies: Yhara Zelinka, Title IX Coordinator, yzelinka@asnuntuck.edu (860) 253-3092 and Kim Quinn, 504/ADA Coordinator, kquinn@asnuntuck.edu (860) 253-3005, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.

**BOARD OF REGENTS OF HIGHER EDUCATION
Asnuntuck Community College**

Activity Waiver Form

Participant's name: _____

Please Print

In consideration of being permitted to participate in _____ (hereinafter called "the activity") I, for myself, my heirs, personal representatives or assigns, do hereby release, waive, discharge, and covenant not to sue Asnuntuck Community College and/or the Board of Regents of Higher Education (hereafter called "the College"), their trustees, officers, employees, and agents and to indemnify them from liability for any and all claims resulting from personal injury, accidents or illnesses (including death), and property damage or destruction arising from, but not limited to, participation in the Activity.

Signature of Parent/Guardian of Minor

Date

Signature of Participant
Participant's Age (if minor) ____

Date

I understand that participation in the Activity carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary from one activity to another, but the risks range from 1) minor injuries such as scratches, bruises and sprains, 2) major injuries such as eye injury or loss of sight, joint or back injuries, heart attacks and concussions, to 3) catastrophic injuries including paralysis and death.

I have read the previous paragraphs and I know, understand, and appreciate these and other risks that are inherent in the Activity. I hereby assert that my participation is voluntary and that I knowingly assume all such risks.

I also agree to indemnify and hold the College harmless from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney's fees, brought as a result of my involvement in the Activity and to reimburse them for any such expenses incurred.

I further expressly agree that the foregoing waiver and assumption of risk agreement is intended to be as broad and inclusive as is permitted by the law of the State of Connecticut and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Finally, I have read this waiver of liability, assumption of risk and indemnity agreement, fully understand its terms, and understand that I am giving up substantial rights, including my right to sue. I acknowledge that I am signing the agreement freely and voluntarily, and intent it by my signature to be a complete and unconditional release of all liability to the greatest extent allowed by law.

Signature of Parent/Guardian of Minor

Date

Signature of Participant
Participant's Age (if minor)

Date



ASNUNTUCK COMMUNITY COLLEGE

170 Elm Street Enfield, CT 06082

860-253-3012

860-253-3063

Contact Information

Name: _____

Street Address: _____

Town: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Emergency Contact: _____ Relationship: _____

Phone: _____

Email Address: _____

*If there are any medical concerns or special needs that we should be aware of please list here: _____

Program/Activity: _____

In consideration for participating in the above-referenced program/activity sponsored by the Student Activities Club at Asnuntuck Community College, I hereby waive and release Asnuntuck Community College, its agents, officers and employees, whether paid or voluntary, from and against any and all claims, suits, actions, damages, liabilities, costs, expenses and or judgments, including attorney's fees and court costs, which may arise from my participation in the above-referenced program/activity or any illness or injury resulting there from, either directly or incidentally.

I hereby represent that I understand and am familiar with the nature and type of activities in which I will participate as part of the above-referenced program/activity. I further represent that I am in good physical and mental health condition and that I am unaware of any physical or other health condition that would affect my ability to participate in the above-referenced program/activity.

I acknowledge that I will be solely responsible for the furnishing of all safeguards and appropriate equipment for protection against injury.

Photo Release: The Student Activities Club reserves the right to photograph program participants for publicity purposes. Please be aware that these photos are for Asnuntuck Community College use only and may be used in future catalogs, websites, brochures, pamphlets and/or flyers.

I have read this document and understand and agree to its terms and conditions.

Participant Signature

Date