Adjunct Faculty Handbook

Office of Academic Affairs

2022-2023

Table of Contents

This handbook is for information purposes and is not a legally binding document such as Asnuntuck's college catalog, 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, past or present 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, Asnuntuck Community College does not discriminate in employment on the basis of veteran status or criminal record. The following individuals has been designated to handle inquiries regarding non-discrimination policies: **Timothy St. James,** 504/ADA Coordinator, tstjames@asnuntuck.edu, (860)-253-3011, **Dawn Bryden**, Title IX Deputy, dbryden@asnuntuck.edu, 860-253-1277, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082

Directory

Academic Affairs Office

Timothy St. James, Interim Dean of Academic   860-253-3011   tstjames@asnuntuck.edu
     and Student Affairs

Jenna-Marie Jonah, Administrative Assistant   860-253-3049   jjonah@asnuntuck.edu

Academic Tutoring Center   860-253-3164

Angelina Hinojosa, Director   860-253-3169   ahinojosa@asnuntuck.edu

Accessibility & Disability Services

Jillian Sullivan   860-253-3005   AS-DisabilityServices@asnuntuck.edu

College Career Pathways

Julie Cotnoir, Coordinator   860-253-3019   jcotnoir@asnuntuck.edu

Department of Advanced Manufacturing Technology

Mary Bidwell, Interim Dean   860-253-3118   mbidwell@asnuntuck.edu

Department of Careers

Carol LaLiberte, Chair   860-253-3187   claliberte@asnuntuck.edu

Department of Liberal Arts

Heather D'Orlando, Chair   860-253-3103   hdorlando@asnuntuck.edu

Department of Science, Technology, Engineering, Art, & Mathematics (STEAM)

Michael Demers, Chair   860-253-3075   mdemers@asnuntuck.edu

Information Center (front desk)

Kimberley Quinn, Secretary II   860-253-3012   kquinn@asnuntuck.edu

Information Technology (email, phone, or computer issues)

IT Support Help Desk	860-253-1290	X31290
Jason Bartosiak, IT Technician I	860-253-1295	jbartosiak@asnuntuck.edu
Travis Brown, IT Technician II	860-253-1294	tbrown@asnuntuck.edu
Ben Durant, Coordinator of Media Services & IT	860-253-3074	bdurant@asnuntuck.edu
Charles Knurek, Acting Asst. Director of IT	860-253-3037	cknurek@asnuntuck.edu
Marcos Rodriguez, IT Technician II	860-253-3070	mrodriguez@asnuntuck.edu
Nathan Thibodeau, IT Technician II	860-253-1293	nthibodeau@asnuntuck.edu

Instructional Design & Educational Technology

Bonnie Solíván, Campus Lead Coordinator	860-253-3165	bsolivan@asnuntuck.edu

Library

TBD

Payroll

Payroll Questions: CSCU-PayrollSSO@commnet.edu

- CoreCT password resets
- Direct Deposit changes
- W4 Modifications
- W2 Inquiries
- General Payroll Questions

Student Affairs/Development

Dawn Bryden, Interim Associate Dean of Student Development	860-253-1277	dbryden@asnuntuck.edu
Andrea Church, Administrative Assistant	860-253-1204	askidgel@asnuntuck.edu

COVID Mitigation Strategies for Fall 2022

Fall 2022 Actions:

- **Vaccine distribution:** CSCU will work with the Department of Public Health (DPH) to make vaccines, including updated booster shots, available on all campuses throughout the semester.
- **Vaccine education:** The vaccines currently approved for use by the FDA remain the safest, most effective means of protecting yourself from serious illness and hospitalization. While vaccine requirements have been suspended for students and employees, CSCU is strongly advising everyone to be vaccinated and boosted and will continue to provide up to date information to the community.
- **Supplies available:** Antigen tests and masks are available on campus for employees and students who don't have ready access to these supplies. See Dean St. James in Academic Affairs if you need a test.
- **Monitoring symptoms:** Employees and students should continue to monitor their health and stay home whenever they have COVID-like symptoms. See information from the CDC on what to watch for.
  - Symptoms of COVID-19 (CDC.gov)
- **Quarantine and isolation**: Employees and students are required to follow current CDC guidance on quarantine and isolation.
  - Quarantine and isolation (CDC.gov)
- **Track and adjust to local conditions**: CSCU will follow guidelines set forth for state facilities by the Department of Administrative Services (DAS), which are developed utilizing CDC's guidance on community risk levels. COVID-19 Community Levels are a new tool to help communities decide what prevention steps to take based on the latest data. Levels can be low, medium, or high and are determined by looking at hospital beds being used, hospital admissions, and the total number of new COVID-19 cases in an area. When conditions meet the "high" level, campus leaders will strongly encourage masking in indoor public places.
  - Community risk levels (CDC.gov)
- **HVAC operations**: Per guidance from DAS, each campus continues to review operation of HVAC systems and implement enhanced air-filtration using highest filtration level possible and ensure that building HVAC systems are operating consistent with all relevant guidelines for fresh air delivery and filtration based on building occupancy and person-density inside occupied spaces.

Fall 2022 Protocols:

- **Masks optional**: CSCU has shifted to a "mask-optional" protocol. However, mask wearing remains an effective prevention strategy against the spread of the virus and other respiratory diseases, and we fully support and expect all employees and students to respect those who choose to continue wearing masks. Please note: no employee has the authority to require the use of masks by others.
- **Physical distancing** restrictions have been removed.
- **In-person events** are now welcome on campus for both internal and external audiences. A full schedule of in-person courses, meetings, convenings, etc. is planned for this fall.
- **Vaccine requirements** are suspended for students and employees. Note: students in clinical or other practicum/internship sites may be required to be vaccinated or submit to weekly testing based on the rules of those employers. Complying with these requirements is the responsibility of the student and should be discussed with the program directors on campus.

Vaccination Requirements:

Vaccines are no longer mandated for students or employees beginning with the summer 2022 semester. However, individuals are encouraged to be vaccinated and to get booster shots as recommended to protect their own health. CSCU reserves the right to revisit this should local health conditions change on the campuses.

For the most up to date information on policies and procedures relating to COVID-19, please visit:
https://www.ct.edu/covid19#faqs

Instructional Methods

Asnuntuck offers the following course types to address learning, scheduling and safety considerations for all in our educational community:

Instructional Method Code	Course Location	Schedule	Instructional Method Description	Technology Needs
Traditional (TRAD)	On-campus	Scheduled on-campus class times based on the published day/time	• Traditional in class instruction that takes place on-campus	• Traditional in class instruction that takes place on-campus
Online (ONLN)	All online	• Online work may be done anytime (i.e., *asynchronous)	• All instruction takes place online • Instructors are available online • Students complete all assignments online in Blackboard and/or a publisher platform	• Students need access to a reliable computer with internet connection
Live/Remote Online Teaching (LRON)	All online	• Scheduled online class times (i.e., *synchronous) and other online work that may be done anytime (i.e., *asynchronous)	• All instruction takes place online during scheduled class time • Instructors are available online • Students complete all assignments online in Blackboard and/or a publisher platform	• Students need access to a reliable computer with internet connection, microphone, and web camera • Live instruction is conducted via a video conferencing platform; students should expect to turn their camera on and access their computer's microphone during class meeting times.
Hybrid (HYBR)	Both on-campus and online	• Scheduled on-campus class times; Online work in Blackboard may be done anytime (i.e., *asynchronous)	• Instruction takes place both online and in person on-campus • Students complete assignments in-person as well as online in Black-board and/or a publisher platform	• Students in an HYBR course need access to a reliable computer with internet connection
Online with Campus Requirement (OLCR)	Online with an on-campus requirement	Online work in Blackboard and/or publisher platform (i.e., *asynchronous), on-campus requirement for orientation or proctored assessment(s) as designated by the instructor	• All instruction takes place online • Instructor is available online • Students complete assignments online in	• Students need access to a reliable computer with an internet connection

Instructional Method Code	Course Location	Schedule	Instructional Method Description	Technology Needs
			Blackboard and/or a publisher platform • There is an on-campus requirement for an initial orientation or proctored assessment(s) as designated by the instructor	
Hyflex/Blendflex (FLEX)	Both on-campus and online	Scheduled on-campus or online class times (i.e., synchronous) based on the published day/timeand other online work that may be done anytime (i.e., asynchronous)	• Instruction takes place during scheduled class time • Class instruction takes place on campus • Option to attend class on campus or online during the scheduled class time. Instructors are available online • Assignments completed online inBlackboard and/or a publisher platform	• Access to a reliable computer with internet connection • Live instruction is conducted via a video conferencing platform; students should expect to turn theircamera on and access their computer's microphone during classmeeting times. • Assignments completed online in Blackboard and/or a publisher platform

*__Synchronous__ teaching and learning happen in real time, on a certain day and time, in person in a classroom, or in a virtual environment like WebEx, Teams, or Blackboard Collaborate. Participants listen and respond to each other within the live, online meeting.

*__Asynchronous__ - means you do not meet in person at the same time or in the same room/virtual meeting. Students and instructor's login to Blackboard or a publisher's website to access content, and complete assigned activities or assessments at a time of their choosing. Students complete course activities according to the course syllabus schedule or posted due dates.

Asnuntuck Community College reserves the right to change the methods of instruction and course delivery at any time. All course dates are subject to change.

FERPA & VIRTUAL LEARNING

WHAT IS FERPA?

FERPA (**F**amily **E**ducational **R**ights and **P**rivacy **A**ct, as amended), also known as the Buckley Amendment, was passed by Congress in 1974. It grants three specific rights to a post-secondary student:

- To inspect and review the education records that the institution is keeping on the student within 45 days of a request.
- To seek amendment to the student's education records and in certain cases append a statement to the record.
- To control the disclosure of a student's educational records to others except when the student provides consent, or as required or permitted by CSCU BOR policy or by law.

Unlike at the primary and secondary level, these rights belong to the post-secondary student, and not to the student's parents or legal guardians, regardless of the student's age. Moreover, the rights continue to exist after the student's graduation and expire only upon either the destruction of the relevant records or the student's death. If students feel their rights have been violated, they have the right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education, however, FERPA does not create personal rights that an individual may enforce.

FERPA & VIRTUAL LEARNING - FAQs

What constitutes an "education record" under FERPA?

Under FERPA, "**education records**" are, with certain exceptions, those records, files, documents and other materials that are:

- Directly related to a student; and

- Maintained by an educational agency or institution or by a party acting on behalf of the educational agency or institution, and are not specifically excluded under the six categories of exceptions set out in 20 USC 1232g(a)(4)(B).

What is "Personally Identifiable Information" under FERPA?

"**Personally identifiable information**" or "**PII**" refers to any data element contained in an education record that, if disclosed alone or together with another data element, would allow a reasonable person to reasonably identify the eligible student who is the education record's subject. FERPA prohibits disclosure without prior consent of education records and PII from an education record. PII includes, but is not limited to:

a) The student's name;

b) The name of the student's parent or other family members;

(c) The address of the student or student's family;

(d) A personal identifier, such as the student's social security number, student number, or biometric record;

(e) Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name;

(f) Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the institution's community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or

(g) Information requested by a person who the educational agency or institution reasonably believes knows the identity of the student to whom the education record relates.

Note: CSCU institutions have increasingly been collecting contextual or transactional data as part of their operations, often referred to as "metadata" or "aggregated data." Metadata or aggregated data refer to information that provides meaning and context to other data being collected; for example, information about how long a particular student took to perform an online task has more meaning if the user knows the date and time when the student completed the activity, how many attempts the student made, and how long the student's mouse hovered over an item (potentially indicating indecision). Metadata or aggregated data that have been stripped of all direct and indirect identifiers are not considered protected information under FERPA because they are not PII.

Do classroom recordings constitute FERPA education records?

- Maybe. Video, photo or audio recordings of virtual classes qualify as "education records" **only** if they directly relate to a student **and** are maintained by an educational agency or institution or by a party acting on their behalf. FERPA's non-disclosure provisions may still apply to class recordings even if they do not qualify as "education records," if the recording contains PII from student education records:

  o If the video recording made by the institution directly relates to a student or contains student PII, disclosure of the recording outside the class requires written consent from all affected students, or a de-identification or redaction of all relevant student PII prior to disclosure. If the video or audio recording only identifies the faculty member, and does not directly relate to any student or contain student PII, the recording is not a FERPA education record, but is the intellectual property of CSCU or Asnuntuck Community College.

  o A recording of a virtual class should not generally be considered an education record for a specific student and should not be maintained in a specific student's records. If, however, the recording is maintained in a specific student's record (perhaps, for example, as a record of misconduct engaged by the student during the virtual class), then it must be treated as a FERPA education record.

For more information regarding recordings under FERPA, see U.S. Department of Education's FAQs.

I'm a faculty member working from home and would like to have a conference with a student and my spouse is at home in the same room. Is it alright if I conduct the conference?

Yes, as long as the faculty:
- Does not disclose PII from the student's education record in hearing of the faculty's spouse during the conversation; or
- Moves away from the spouse to discuss PII from the student's education records so that the spouse does not overhear the discussion; or
- Obtains prior consent in writing (electronic) from the eligible student for the potential disclosure of PII from the student's education records to the faculty's spouse.

What is "Directory Information" and how does it apply in a virtual classroom?

FERPA identifies a limited number of data elements contained in students' education records that may be designated as "directory information," which is the sort of information that would not generally be considered harmful or an invasion of privacy if disclosed. Educational agencies or institutions may disclose directory information after publishing a FERPA policy detailing what information constitutes directory information. See BOR FERPA Notice and Directory Information Policy for the types of information CSCU BOR has designated as directory information.

The directory information exception permits certain PII from education records which an educational agency or institution has designated as directory information to be disclosed during classroom instruction to students who are enrolled in and attending a class, including a virtual class.
- The directory information exception may not be used by the student to opt out of disclosures of a student's name, identifier, or institutional email address in a class in which the student is enrolled. 34 CFR §99.37(c).

Can non-students observe or participate in a virtual class?

- Just like on-ground classes, non-students should not attend virtual classes. As a best practice, CSCU institutions should discourage non-students from observing virtual classrooms in the event that PII from a student's education record is, in fact, disclosed in such virtual classrooms.

- However, there are scenarios where it is important to have a non-student participate or observe the class. The two most common examples are guest speakers who are experts in a topic or prospective students that would like to experience the classroom environment. When a non-student will be present in the virtual classroom, please give the following guidance to that guest:

  o Do not ask anyone for any personally identifiable information (PII) during the virtual class; and

  o The guest is not allowed to record or disseminate the class content, including to other platforms or websites such as YouTube, Course Hero, Facebook, Twitter, etc.

Who owns the intellectual property rights of the class recordings?

- Generally, faculty and students retain ownership rights in their scholarly work, unless an exception or a contractual agreement applies. However, CSCU owns the copyright in the recordings the institution makes of faculty courses and presentations. Although CSCU owns the class recordings, it generally does not own the faculty member's scholarly work content contained within the recording, unless an exception applies.

If I am recording in any of my classes, regardless of instructional method, what should I put in my syllabi?

- Please insert the following language in the class syllabi:

  "Class sessions may be recorded and uploaded to Blackboard and shall be used for the purpose of completing course assignments only. Unless prior permission is obtained or reasonable accommodation granted, students are not permitted to record classes. Students participating in the virtual classroom should refrain from sharing personally identifiable information from education records. Additionally, U.S. Copyright Law, Connecticut State law, or relevant collective bargaining agreements protect the intellectual property of the faculty member, CSCU or Asnuntuck Community College, which may include, but is not limited to: lectures, demonstrations, or performances. Any redistribution of recordings without the faculty's or the institution's prior approval constitutes academic misconduct and may result in disciplinary sanctions. CSCU or Asnuntuck Community College reserves the right to delete the class recordings pursuant to CT State law retention requirements after the period of instruction is over."

- In order to establish student consent to recording of classes create a 1 question quiz in Blackboard "I consent to having classes recorded in my ENG*101: Composition CRN #### course." (customize with your course number, name, and CRN #) Student response options would be "yes" or "no". Any student who responds "no" needs to be redacted from any recordings. This is a one time quiz that will establish consent for the duration of the semester.

- Also announce at the beginning of each recording that the class session will be recorded and uploaded to Blackboard.

Can faculty record classes and post the recording of the virtual classes on Blackboard for students enrolled in the class who are unable to attend?

- Yes, as long as the faculty member is careful not to disclose student PII (unless the faculty obtained prior student consent) from student education records, FERPA does not prohibit faculty or the

institution from making a recording of the virtual class available to students enrolled in the class. The recording should only be shared through a platform that is accessible to the student class members.

Can the faculty show or share recordings from last year's class in the current class?

- If the recording contains information directly related to specific students or contains student PII, this situation must be treated as if the video or audio recordings were being shown to or shared with a third-party audience, which requires the affected students to sign FERPA consents, or if the students' consent is not feasible or granted, to de-identify or redact any student PII prior to disclosure.

- Additionally, if recorded lectures or lessons are disseminated to a third-party audience, faculty intending to disseminate the recording(s) need to ensure appropriate copyright permissions or licenses are secured.

May students record virtual classes?

- No, not without the consent of the faculty member or the institution's Dean of Academic Affairs, or designee. Students who would like to record classes as a reasonable accommodation should be referred to the institution's Office of Disability Services.

May students share the class recordings outside of the student's course instruction?

- No, a student has no right to use the institution's recordings outside of the purpose of completing the course requirements. Generally, CSCU owns class recordings and the student needs prior written permission from the faculty or the Dean of Academic Affairs, or designee to share the class recording outside of the student's course instruction. Faculty are encouraged to put students on notice in their syllabi that classroom recordings are owned by the institution and course content is owned by the faculty.

Does FERPA require institutions to maintain or store video or audio recordings of classes?

- No, FERPA does not obligate educational agencies or institutions to maintain or store these types of records, and CSCU or Asnuntuck Community College may delete the video or audio recordings after the period of instruction is over. Likewise, FERPA does not require educational agencies or institutions to notify a student prior to destruction of the students' education records. However, CT State record retention regulations for higher education institutions may apply. There is no video or audio recording category for higher education institutions within the CT State record retention regulations, but for other CT State agencies, the video recording retention requirements are recording date + 30 days. Faculty may state in the course syllabi that CSCU or Asnuntuck Community College reserves the right to delete

class video or audio recordings pursuant to CT State law retention requirements after the period of instruction is over.

What if a student objects to being recorded?

- If a student objects to being recorded in a virtual classroom, an acceptable compromise is for the faculty member to de-identify or redact the student's image or portion of the student's class participation.

What if a student declines to sign a FERPA consent?

- Students cannot be compelled to give consent, but faculty may redact the student out of the recording or de-identify the student even if the student refuses to consent.

If I require students to show their face during a LRON course so I can make sure they are participating or not cheating during an exam, what do I do if a student refuses to turn on their camera?

- If it is for a legitimate academic purpose, faculty can ask students to have their cameras turned on. However, there may be scenarios where a student may receive an accommodation from this requirement. For example, the student is a domestic abuse survivor, under the care of Department of Children and Families (DCF), has severe anxiety, or other circumstances warranting a reasonable accommodation or exception. If a student wishes to receive an accommodation from having their camera turned on, refer them to the College's Office of Disability Services. If a student cannot afford a webcam, refer to the College's point of contact for the Student Emergency Fund.

ACADEMIC ORGANIZATION

The Academic Affairs Office is responsible for all academic programs, courses and instruction as well as the Academic Tutoring Center and the Library. 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 four departments, each with a department chair. The four departments are: Science, Technology, Engineering, Art, & Mathematics (STEAM), Liberal Arts, Careers, and Advanced Manufacturing Technology.

The disciplines assigned to each department are as follows:

Department of Science, Technology, Engineering, Art & Mathematics (STEAM):	Department of Liberal Arts:	Department of Careers:	Department of Advanced Manufacturing Technology:
Art Astronomy Biology Chemistry Computer Information Systems Technology Dance Digital Arts Engineering Environmental Science Geography Graphic Design HPE/Yoga Oceanography Physics Mathematics Music Theater	Anthropology English HDEV/First Year Exp. History Humanities Philosophy Political Science Psychology Sign Language Sociology Spanish	Accounting Business Administration Communications Criminal Justice Early Childhood Education Human Services Registered Medical Asst. all related certificates	Manufacturing Electro-- Mechanical Maintenance Technology Manufacturing Electronics Controls Technology Manufacturing Machine Technology Manufacturing Welding Technology and all related certificates

Academic Tutoring Center

The Academic Tutoring Center provides professional, academic support to students outside the classroom setting. Services provided by the Center are free of charge to Asnuntuck students taking Asnuntuck courses. The Center is located inside the Library in room 119.

Tutors are available on-campus for in-person sessions during our normal operating hours. On-ground tutors have the capability to provide live, online support if students cannot come to campus for an in-person session. We also offer an asynchronous Paper Submission Service, where students can upload any written coursework for review and comment by ACC's writing tutors.

Students can schedule their own appointments online at https://outlook.office365.com/owa/calendar/AcademicTutoringCenter@ctregents.onmicrosoft.com/bookings/. Students may also call 860-253-3164, or email AS-tutors@acc.commnet.edu to make an appointment. Please see the Academic Tutoring Center's website for updated information https://asnuntuck.edu/student-resources/academic-tutoring-center/, or visit us on Instagram (@acctutoringcenter) for more information on our services.

Library

The Library has a collection of 27,000 print books, as well as over 6,000 online academic e-books; thousands of online full text scholarly journals; and a collection of DVDs. Services offered by the Library include assistance in person or online with reference and research needs, library instruction for classes, interlibrary loan, assistive technology for Library users with disabilities and/or special needs, and a web site that enables access to resources 24/7/365. Laptops may be checked out on a semester by semester basis. There is also a small collection of textbooks on Reserve for students.

Through the Library's web site and online catalog, users may view and request items not only in the Library's own collection, but also in the sixteen other BOR institutions. A Homework Lab, equipped with a dozen PCs, is located in the back of the library.

During the 2022 – 2023 academic year, the library will be open Monday through Thursday, 8:30 am to 7:00 pm; Friday, 8:30 am to 4:30 pm; and Saturday, 9:00 am to 2:00 pm. Staff can be reached individually or by sending an email to as-lrcref@acc.commnet.edu. Staff are also available via chat, and the chat box can be accessed on the library's web site or by texting 860-735-3557. More information can be found on our website at https://asnuntuck.edu/student-resources/library/

Student Computer Labs

During the Fall 2021 and Spring 2022 semester the computer lab classroom in 212 will be used as student computer lab. Room 215, the MAC Lab, is reserved for students in the ART/DGA/GRA classes only due to specific software needs. The computers in the Communications Lab 116 have been moved to room 133A, so social distancing guidelines can be followed. Hybrid classes held on campus can book room 214 to meet their computer needs during instruction. The computers in the Homework Lab have been shut down because social distancing cannot be followed in that room. Students will be able to book or reserve all computer lab time using a Bookings app available on ACC's website. All computer lab time will be in no more than 2-hour increments.

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 Affairs/Development. 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 Affairs/Development 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 and Student Affairs and the Dean of Student Affairs/Development of the decision and forward to the Dean of Student Affairs/Development 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 Affairs/Development will initiate t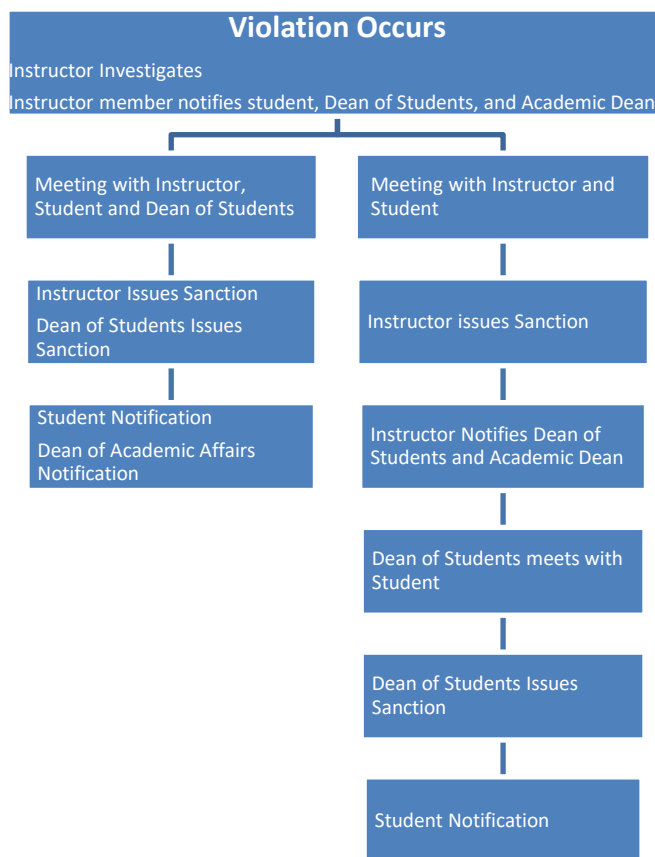he Procedures set forth in the BOR Policy on Student Conduct during which the student's status with the College will be reviewed and which may result in sanctions being imposed that include, but are not limited to, Probation, Suspension or Expulsion from the College.

August 14, 2007

Violation Occurs

Instructor Investigates
Instructor member notifies student, Dean of Students, and Academic Dean

Meeting with Instructor, Student and Dean of Students	Meeting with Instructor and Student
Instructor Issues Sanction / Dean of Students Issues Sanction	Instructor issues Sanction
Student Notification / Dean of Academic Affairs Notification	Instructor Notifies Dean of Students and Academic Dean
	Dean of Students meets with Student
	Dean of Students Issues Sanction
	Student Notification

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.commnet.edu, by emailing an completed Add/Drop form to the Registrar's Office at AS-Registrar@asnuntuck.edu or by faxing the form to 860-253-3016 or dropping it off in person to the Registrar's Office. The preferred method of communicating with the Registrar's Office during the current COVID-19 pandemic is by email. 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 eight (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.

ACADEMIC ENGAGEMENT

Current CSCU policy requires that students who do NOT begin participation in each class by a certain date be dropped from the class(es) in which there is no evidence of active participation. This will impact financial aid eligibility.

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.

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, and the meeting of students during this time is recommended. 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 also include the last date of student academic engagement:

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.

Academic Engagement:

Current CSCU policy requires that students who do NOT begin participation in each class by a certain date be dropped from the class(es) in which there is no evident of active participation. This will impact financial aid.

While Asnuntuck Community College does not mandate that all instructors take attendance, the community colleges are required to verify the academic engagement of each student in each registered course by demonstrating "academic attendance" or an "academically related activity" for Title IV purposes.

Academic engagement includes, but is not limited to:
- *Physically attending a scheduled class where there is an opportunity for direct interaction between the instructor and students*
- *Submitting an assignment or taking an exam, quiz, survey, or other assessment*
- *Engaging in an interactive tutorial or computer-assisted instruction*
- *Taking part in a study group assigned by the instructor*
- *Participating in an online discussion about academic matters*
- *Initiating contact with a faculty member to ask a question about the academic subject studied in the course*
- *Initiating contact with a faculty member to express difficulty in accessing course materials, Blackboard site, etc.*

Academic engagement does not include:
- *Logging into an online class without active participation – Logging into Blackboard or other publisher systems alone doesn't count as active participation*
- *Participating in academic counseling or advising*
- *Engaging in clubs and other student activities not directly related to coursework*

The College will make the determination of academic engagement. A student's certification of attendance that is not supported by institutional documentation is not acceptable.

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://cscu.edusupportcenter.com/sims/helpcenter/common/layout/SelfhelpArticleView.seam?inst_name=cscu&article_id=1912-1468912

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 all 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.

With permission of the instructor (adjunct or FT) and subject to room/lab capacity, up to 2 students may be added beyond the original course enrollment cap. Any request to increase overrides beyond 2 must be approved by the Coordinator, Department Chair, or Academic Dean. If the instructor cannot be reached for approval, the Coordinator, Department Chair, or Academic Dean can consult for over enrollment approval.

Plagiarism

If you suspect plagiarism in a student's work, you must report this to the Dean of Student Affairs/Development. 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.

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 Affairs/Development 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 in writing.

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, in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, 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 2022-2023 Asnuntuck Community College catalog.

Students with Disabilities (including short-term impairments) may be eligible for reasonable accommodations and academic adjustments. The process of obtaining accommodations is interactive and student-initiated. Therefore, it is the responsibility of the student with a disability to submit a request through our confidential system, Accommodate. If a student has a temporary impairment, such as a medical condition, that interferes with their school work, they may also be eligible for an accommodation plan. Please note that accommodations or academic adjustments will be provided once the student's request has been approved and an accommodation plan from the Office of Accessibility and Disability Services has been received by the faculty and the student.

To avoid a delay in the receipt of accommodations or academic requests, students with disabilities should submit their requests as soon as possible. In response to the student's request, the Office of Accessibility and Disability Services may ask for supporting documentation, such as diagnostic test results, medical documentation, a psychoeducational evaluation, or mental health documentation to evaluate the request for accommodations or academic adjustments. The Office of Accessibility and Disability Services may also obtain its own professional determination of whether specific requests accommodations or academic adjustments are necessary. Please note that students may request accommodations at any time during the semester, however, accommodations are not retroactive.
If there are any questions or concerns, please contact the Office of Accessibility & Disability Services at AS-DisabilityServices@Asnuntuck.edu or by calling (860) 253-3005.

ADJUNCT RESPONSIBILTIES 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 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 Erin Ransford immediately (860-738-6324).

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:

1. First, you must notify the College immediately by contacting the Academic Affairs Office during their normal business hours (8:00 am – 4:00 pm) or the Information Desk after 4:00 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@asnuntuck.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.

2. 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, WVIT-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

Asnuntuck has rolled out uniFLOW which enables Staff and Faculty to print anywhere on campus.

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.

To use UniFLOW, you must register your school ID card at one of the uniflow printers by swiping it against the printer's card reader. You will then input your NetID and Password to synchronize your account with your ID card. When printing, select AS-uniFLOW as the printer and then you can retrieve the job from any uniFLOW printer on campus.

If you have any questions about the copy machines or notice that a machine is not working properly, please contact the staff in the Business Office.

Course Syllabus and Outline

Faculty are required to distribute a written syllabus to students. A sample syllabus can be found on page 36. While you are not required to use this template, you are required to include all of the information listed on the sample. A copy of both the syllabus and course outline needs to be submitted to the Academic Affairs Office or emailed to Jenna-Marie Jonah at jjonah@asnuntuck.edu no later than 7 days after your first class meeting. 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. If the syllabus you submit does not contain all of the required language you will be asked to revise and resubmit.

Your course syllabus should be posted in your course shell in Blackboard. If you need assistance with Blackboard, email Bonnie Solivan, bsolivan@asnuntuck.edu.

Disruptive Students

If you find that there is a student who does not respond appropriately in spite of your best efforts, contact Dawn Bryden, Dean of Student Affairs/Developments as soon as possible. Faculty are instructed to contact Advising (AS-Advising@acc.commnet.edu) with any student-related concerns and alerts that would have been submitted through Starfish in the past. If it is an emergency, contact the Information Desk at X33012 and request the assistance of the security guard.

Early Warning Process

Each semester, the Dean of Student Affairs/Development 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 Affairs/Development 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 Tutoring Center, Library, etc.

Emergencies

The initial and primary source for all emergency information is the Timothy St. James, Interim Dean of Academic and Student Affairs, 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.

In case of an emergency please follow the safety procedures below:

SHELTER IN PLACE – Imminent Danger
1. Immediately lock classroom doors & windows and turn off lights. Draw exterior window curtains ¾ closed and draw door shades completely. Retreat to a point away from the door near a second means of egress if one exists.
2. If outside, do not re-enter the building. Guide students to an outdoor safe area.
3. Disregard fire alarm unless you detect smoke or fire.
4. Use discretion – keep students quiet.
5. DO NOT CALL INFO DESK!
6. Remain in place until you receive face-to-face contact from a college official or emergency responder.

EVACUATE SCHOOL
1. Once announcement/text received give students' explicit directions on evacuation process.
2. Close and lock all doors and windows.
3. If Bomb Threat: DO NOT use cell phone and do not initiate radio communications.
4. Immediately direct all students out of classroom to pre-designated fire exits. Count students as they exit classroom & at staging area.
5. Exit building and guide students to a safe area at least 200 feet away from the building.

SECURE SCHOOL
1. Once announcement/text received secure hallways. Close and lock all doors & windows. Draw exterior window curtain ¾ closed and draw door shades completely.
2. Continue teaching and notify students of increased security.
3. Continue normal school operations.
4. Report any noticeably missing students.
5. Report any unusual activity observed outside of the building.
6. Wait for notification that Secure School has been lifted.

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 and Student 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 Chair or Program Coordinator. 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 Chair or Program Coordinator. 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 https://asnuntuck.edu/wp-content/uploads/2012/05/PAYMENT%20REQUEST%20FORM.pdf.

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

All Adjuncts, Faculty, Staff and Students need their ID Card to gain access into the buildings, and to scan their ID Card into People Track software system at the Security Desks and self-serve kiosks located at the 4 building entrances:
    Main Entrance / Tower Lobby Security Desk
    East / Employee Entrance
    Southwest Entrance by Manufacturing
    Building 2 Main Entrance

The College provides a photo identification card for all employees and students and requires it to be worn and visible at all times while inside the building. If you do not have a badge or are in need of a new badge, please see a Security Guard in the main lobby or email campus security at AS-SecurityGuards@acc.commnet.edu.
Please Note: You must scan IN and scan OUT at any of the four building entrances.

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 can select one of the two suites.

Pay/Payroll

Human Resources will inform faculty of the pay dates for the semester. If you do not choose to have direct deposit your payroll check will be mailed on Friday morning. Direct deposits are electronically deposited in your account Wednesday evenings after midnight giving you access to your money before the Friday check date. If you are interested in direct deposit, email CSCU-PayrollSSO@commnet.edu.

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 Administrative 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/Vaping and Food

Food is not permitted in classrooms, auditorium, science laboratories, Library, or Computer Labs. The College building is a smoke-free environment. Smoking and vaping are permitted only in the back of the building in the gazebo. Smoking and vaping are 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 final grades are posted.   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 Instructional Design & Educational Technology Campus Lead Coordinator.

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.commnet.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 AFFAIRS/DEVELOPMENT

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 Gregg Gorneault at 860-253-1282 or ggorneault@asnuntuck.edu.

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.

Guided Pathways Advising
Please refer students in need of academic advising to the Center for Advising and Student Achievement (CASA) in the Student Affairs/Development department. Students can make appointments by emailing as-advising@asnuntuck.edu or calling 860-253-1207 or through our website: https://asnuntuck.edu/student-resources/casa/

Transfer Information
Students wanting to talk to a counselor about transferring should contact Kelly Zieba at 860-253-1284 or kzieba@asnuntuck.edu.

Connecticut State Colleges & Universities (CSCU) Policies

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

ASNUNTUCK COMMUNITY COLLEGE SAMPLE SYLLABUS *

Course Code & #:
CRN#:
Course Title:
Credit/Semester Hours:
Year and Semester: Fall 2022
Instructor:
Instructional Method:
[indicate if the class is HYBR, LRON, ONLN, TRAD, or FLEX and delete the other instructional methods and their description as needed]

HYBR – Online and Classroom – Hybrid classes meet for half of the scheduled class time on campus (**synchronous**) and the remainder of the time is delivered in an **asynchronous** manner using Blackboard and/or a publisher platform. Students in an HYBR course need access to a reliable computer with internet connection. All social distancing guidelines will be followed for any class time that is held on campus. Students registering for a HYBR course will need to be prepared to transition to a fully online format if the need arises at any point in time. Students will also be expected to participate remotely using Blackboard and/or a publisher platform on days when campus is closed due to inclement weather.

LRON – Live/Remote & Online Component – Fully online classes with specific virtual meeting days & times (i.e., **synchronous**) as well as **asynchronous** completion of learning activities and coursework using Blackboard and/or a publisher platform. Students and instructors are required to meet virtually during their scheduled class time for no less than 1/3 of the scheduled class time. Students enrolling in an LRON course need access to a reliable computer with internet connection, microphone, and web camera. Live instruction is conducted via a video conferencing platform; students should expect to turn their camera on and access their computer's microphone during class meeting times. Students should also be prepared to attend virtually during their scheduled class time despite inclement weather, such as snow, etc.

ONLN – Fully Online – A fully online class with flexible scheduling and an **asynchronous** learning environment. Blackboard and/or a publisher platform are used for the delivery and organization of course materials. Students in an ONLN course need access to a reliable computer with internet connection. Students should be prepared to participate virtually and meet deadlines outlined in course syllabi despite inclement weather, such as snow, etc.

OLCR – Online with a On Campus Requirement – Online with a Campus Requirement (such as orientation or assessment not instruction) – An online class in which all of the instruction takes place online (i.e., **asynchronous**). Blackboard and/or a publisher platform are used for the delivery and organization of course materials. There is some "in-person" non-instructional component to the class, such as an initial orientation or proctored assessment(s) as designated by the instructor. Students in an OLCR course need access to a reliable computer with internet connection. Students should be prepared to participate virtually and meet deadlines online in course syllabus despite inclement weather, such as snow, etc.

TRAD – On Ground – Traditional – Fully on-ground course that meets on campus on the scheduled day/times (i.e., **synchronous**) listed.

FLEX – Hyflex or Blendflex – A student can choose to attend face-to-face, classroom-based synchronous class sessions (TRAD), **or** choose to participate in synchronous live remote online sessions presented via WebEx, Teams, or Collaborate, without physically attending class (LRON), **or** complete part, or all, of the course instruction asynchronously, without attending scheduled live sessions (either on-ground or remotely) (ONLN). Blackboard and/or a publisher platform are used for the delivery and organization of course materials. Students in a FLEX course need access to a reliable computer with internet connections. Students should be prepared to participate virtually and meet deadlines online in course syllabus despite inclement weather, such as snow, etc.

Recording of Class Sessions:
[The following statement must be included in any course syllabus in which class sessions will be recorded regardless of course format.]
Class sessions may be recorded and uploaded to Blackboard and shall be used for the purpose of completing course assignments only. Unless prior permission is obtained or reasonable accommodation granted, students are not permitted to record classes. Students participating in the virtual classroom should refrain from sharing personally identifiable information from education records. Additionally, U.S. Copyright Law, Connecticut State law, or relevant collective bargaining agreements protect the intellectual property of the faculty member, CSCU or Asnuntuck Community College, which may include, but is not limited to: lectures, demonstrations, or performances. Any redistribution of recordings without the faculty's or the institution's prior approval constitutes academic misconduct and may result in disciplinary sanctions. CSCU or Asnuntuck Community College reserves the right to delete the class recordings pursuant to CT State law retention requirements after the period of instruction is over.

- [Instructors must announce at the beginning of each recording that the class session will be recorded and uploaded to Blackboard.]
- [In order to establish student consent to recording of classes create a 1 question quiz in Blackboard "I consent to having classes recorded in my ENG*101: Composition CRN #### course." (customize with your course number, name, and CRN #) Student response options would be "yes" or "no". Any student who responds "no" needs to be redacted from any recordings. This is a one-time quiz that will establish consent for the duration of the semester.]

Class Meeting Location:
[for HYBR, LRON, TRAD, and FLEX classes; for OLCR classes indicate the required on-campus component of the class]
Class Meeting Time:
[for HYBR, LRON, TRAD, and FLEX classes; for OLCR classes indicate the required on-campus component of the class]
Office Location and Hours of Availability:
[describe how and where you are providing office hours and how students can reach you if they have questions]
Required or optional (specify which) lab hours:
Texts and other required or recommended materials:
Course Description:
This should include the verbatim description that is on ACC's website.

Course Prerequisites:
This information should be in the course description that is on ACC's website. <u>Please check with your Coordinator or Department Chair if you have any questions.</u>

Course Objectives:
These are determined at the Program level. They specify in some detail what students can expect to be covered in the course and the levels of understanding the student should achieve. <u>For more information about the objectives for your course, please see your Coordinator or Department Chair.</u>

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

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 a 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 & Grading:
Clearly state how you will assess student learning. What are the <u>specific</u> breakdowns of how students' final course grade will be determined? <u>It is especially important to clearly state your policies on accepting late work and on making up tests/exams.</u>

    <u>Course Grading:</u>   A = 100-93; A- = 92-90; B+ = 89-87; B = 86-83; B- = 82-80; C+ = 79-77; C = 76-73; C- = 72-70; D+ = 69-67; D = 66-63; D- = 62-60; F = 59-0

<u>**Academic Engagement:**</u>
Asnuntuck students are expected to actively engage in learning. CSCU policy requires that students who do NOT begin participation by a certain date after the beginning of each class must be dropped from the class(es) in which there is no evidence of active participation.

Academic engagement includes, but is not limited to:

- Attending a class where there is opportunity for direct interaction between students and instructors (this can be physically attending a class on-campus -or- attending a scheduled/synchronous/ LRON class)
  - Note: The New England Commission of Higher Education (NECHE) does not require institutions to be attendance taking, and institutions are not considered attendance taking for Title IV (financial aid) purposes.
- Submitting an academic assignment
- Taking an exam, quiz, survey, or other assessment
- Engaging in an interactive tutorial or computer-assisted instruction
- Participating in an online discussion about academic matters
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course
- Initiating contact with a faculty member to express difficulty in accessing course materials, Blackboard site, etc.

Academic engagement does not include:

- Logging into an online course without active participation – Logging into Blackboard or other publisher systems alone doesn't count as active participation
- Participating in academic counseling or advising
- Engaging in clubs and other student activities not directly related to coursework

Faculty/Instructors/Asnuntuck staff will determine whether academic engagement has occurred. A student's certification of participation that is not supported by documentation cannot count as engagement.

Technology & Tutoring Resources:
Computer and online access for ONLN, LRON, HYBR, OLCR, and FLEX classes is a requirement. Computer and online access is strongly recommended, but not a requirement for traditional, on-ground (TRAD) courses. **Please note - Phones/mobile devices are not adequate for college coursework.** Technology resources for students can be found on the Blackboard & Technical Support page of ACC's website (https://asnuntuck.edu/support/). In addition to maintaining regular access to a computer and internet, students must have a back-up plan as well. The following is a list of resources available to assist students with developing a technology plan:

- The Academic Tutoring Center (ATC), located in Room 119 (inside the Library), provides Asnuntuck students free tutoring sessions from professional tutors. Services include in-person one-on-one and small group tutoring, live online tutoring, and asynchronous writing tutoring via our Paper Submission Service. Tutoring schedules and subject details are posted throughout the college and on the college's website https://asnuntuck.edu/student-resources/academic-tutoring-center/ or on the ATC Instagram page: https://www.instagram.com/acctutoringcenter/
  - Computers or public access wifi are also available in the Library when it is open for on-campus hours (Monday – Thursday 8:30 AM – 7:00 PM, Friday 8:30 AM – 4:00 PM, Saturday 9:00 AM – 2:00 PM).
  - ACC has some remote learning equipment (e.g., laptop computers, hotspots, webcams) to lend to students on a first-come-first-serve basis. Please submit a request by clicking on the following link: Student Request for IT Equipment
  - Many public libraries offer free wifi and some may offer hotspots that can be checked-out. Check with your local library to see what resources are available.
  - Several towns have compiled a list of free wifi spots. Use the Town of Enfield's list to find wifi spots near campus. (https://www.enfield-ct.gov/140/Free-Wireless-Internet-in-Enfield)

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.

Course Schedule:
Provide a description or information on the schedule of course topics or reading assignments by class/week and/or test dates.

Subject to Change Notification:
Include a note that during the semester the course schedule/dates may need to be modified to accommodate the

learning of a topic. All changes should be announced in class, if applicable, and reflected in Blackboard and posted in a timely manner. It is subject to change without notice.

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, in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, 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 2022-2023 Asnuntuck Community College catalog.

Students with Disabilities (including short-term impairments) may be eligible for reasonable accommodations and academic adjustments. The process of obtaining accommodations is interactive and student-initiated. Therefore, it is the responsibility of the student with a disability to submit a request through our confidential system, Accommodate. If a student has a temporary impairment, such as a medical condition, that interferes with their school work, they may also be eligible for an accommodation plan. Please note that accommodations or academic adjustments will be provided once the student's request has been approved and an accommodation plan from the Office of Accessibility and Disability Services has been received by the faculty and the student.

To avoid a delay in the receipt of accommodations or academic requests, students with disabilities should submit their requests as soon as possible. In response to the student's request, the Office of Accessibility and Disability Services may ask for supporting documentation, such as diagnostic test results, medical documentation, a psychoeducational evaluation, or mental health documentation to evaluate the request for accommodations or academic adjustments. The Office of Accessibility and Disability Services may also obtain its own professional

determination of whether specific requests accommodations or academic adjustments are necessary. Please note that students may request accommodations at any time during the semester, however, accommodations are not retroactive.

If there are any questions or concerns, please contact Jillian Sullivan, Learning Disabilities Specialist, in the Office of Accessibility & Disability Services at AS-DisabilityServices@Asnuntuck.edu or by calling (860) 253-3005.

Guided Pathways Advising Syllabus Statement
Throughout the term, you will receive calls and emails from your Guided Pathways Advisor (GP Advisor) to check-in, discuss your academic and career plans and your overall academic performance. GP Advisors have a student-centered holistic approach grounded in student development and learning and our practices align with the diverse and unique needs of each individual student.

Your GP Advisor can be found on my.commnet.edu or Degree Works and you can schedule an appointment with them at any time via the Bookings link on the Guided Pathways Advising website: (https://asnuntuck.edu/student-resources/casa-2/) In addition to Bookings, you can also call 860.253.1207 or email AS-Advising@acc.commnet.edu for an appointment. The Guided Pathways Advising office is open Monday/Friday 8:30 – 4:30 p.m. and Tuesday/Wednesday/Thursday 8:30 – 7:00 p.m. We welcome students to schedule appointments for in-person, virtual or phone conversations as well as stopping by in between classes!

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, past or present 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, Asnuntuck Community College does not discriminate in employment on the basis of veteran status or criminal record. The following individuals has been designated to handle inquiries regarding non-discrimination policies: **Timothy St. James,** 504/ADA Coordinator, tstjames@asnuntuck.edu, (860)-253-3011, **Dawn Bryden**, Title IX Deputy, dbryden@asnuntuck.edu, 860-253-1277, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082

==To be in compliance with various federal regulations, the above language must be included verbatim.==

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.

Mandated Reporting and Title IX

Under federal law, all faculty and staff who are made aware of a possible incident of "covered sexual harassment" which includes sexual assault, sexual harassment, stalking, intimate partner violence, domestic violence, and/or 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 by submitting a Title IX Complaint via this link or by contacting Dawn Bryden, Title IX Deputy, dbryden@asnuntuck.edu, 860-253-1277, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.

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 statewide hotline (888) 774-2900 Or **YWCA –Sexual Assault Crisis Services** confidential 24-hour hotline English – (888) 999-5545, Spanish – (888) 568-8332, local Hartford – (860) 547-1022. Resources available at Title IX at ACC, (https://asnuntuck.edu/student-resources/title-ix-at-acc/).

Proctorio Test Proctoring Software

In this class I use Proctorio to remotely proctor quizzes and exams. Proctorio is an online program that is part of our Blackboard course. It creates a test environment through which your identity will be verified and then the quiz/exam will be administered and recorded. I use Proctorio to ensure (faculty chose one: accreditation standards, academic integrity, transferability of the course). I realize taking a quiz or test can make anyone feel anxious, and I hope using Proctorio does not add to your anxiety.

What do you need for Proctorio?

- A desktop computer or laptop with a webcam and microphone,
- Reliable internet connection,
- A quiet place to take the quiz/exam,
- The chrome browser with the proctorio extension installed. The proctorio extension can be removed after the quiz/exam. Proctorio system requirements
- A photo identification card (e.g., college id, driver's license, other form of state or federally issued photo id)

If you do not have appropriate technology, please notify me so that we can discuss strategies for you to successfully complete the requirements of this course.

How does Proctorio monitor a quiz/exam?

It makes a video recording via your web cam of you or anyone else physically present in the room where you are taking the exam,

- It may record any web browsing during the exam,
- It may lock down your browser to prevent browsing,
- It may disable printing from your computer during the exam,
- Depending on the settings I have chosen, it may ask you to do a room scan, turning your web camera in a 360-degree pan to survey the room. Proctorio may ask more than once if the program hears noises: the application is trying to ensure there is nobody else in the room.

Is Proctorio secure?

Proctorio recordings are only available to me, and the extension only runs during the quiz or exam. Therefore, no student privacy rights are violated, nor is the security of computers or laptops jeopardized. Proctorio is FERPA compliant. Proctorio does not access any of your personal computer's documents or files. Proctorio privacy information can be found here: https://proctorio.com/about/privacy.

Proctorio has been recognized by The [IKeepSafe](#) Coalition for meeting the highest data security and privacy standards, allowing Proctorio to be the first and only remote proctoring software to earn the iKeepSafe certification. Proctorio is **NOT** a spyware.

- Proctorio cannot and will not access any personal files or documents.
- During a quiz/exam, Proctorio may take screenshots of the desktop, detect the number of computer monitors connected to the computer, or record web traffic. This information will only be recorded if I as the instructor have enabled it within the quiz/exam settings. The information is stored with zero-knowledge encryption, which means the data is encrypted both in transit and at rest.
- Once a quiz/exam is completed, Proctorio no longer has access to this information.
- It is impossible for anyone at Proctorio or any of its affiliates to view quiz/exam recordings. They are only accessible to me as the instructor.
- Proctorio never stores academic information from any of its users.

Where can you learn more about Proctorio?
Proctorio offers 24/7 support and can answer your questions by chat by clicking the shield icon in Chrome, by email at support@proctorio.com, or by phone at 1-866-948-9087 or 1-480-428-4076. Alternatively, you can visit [Proctorio's support page](#) and start a live chat with Proctorio customer service by clicking the "start live chat" button.

All students must review the syllabus and the requirements including the online terms and video testing requirements to determine if they wish to remain in the course.

[Proctorio Accessibility Standards and Guidelines](#) are available. These include compatibility with screen readers and the ability to extend time for students with a documented need. If you have a documented disability and still have concerns, please talk to me or contact Disability Services.

Instructor's Proctorio policy:
(Filled in by the instructor)
EXAMPLE: The mid-term and the final exam will both be administered using Proctorio. You will have a 24-hour time frame within which to take the exam, but once you open the exam, it must be completed in 3 hours. I will provide access through Proctorio to a calculator and other resources as needed. Prior to administering the exam, I will explain which settings I have configured in Proctorio. Additionally, I will be giving a practice assignment so you can become familiar with using Proctorio and identify any issues before an actual exam.

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.

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.

Any files saved to the hard drive will be deleted weekly or sooner. Always have your students save to their OneDrive via www.office.com or USB drive, available for purchase from the bookstore.

If you have unique software needs to accommodate your textbooks, please contact the Academic Dean regarding the Academic Software approval process.

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.

If you have any questions, please the Information Technology department.

IT Support Help Desk x31290 or 860.253.1290
Ticketing System: https://cscu.service-now.com/sp
E-mail: AS-ServiceDesk@acc.commnet.edu

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 http://supportcenter.ct.edu/NetID/pswdmenu.asp.

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.commnet.edu

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

    - Your Net ID is composed of your Banner ID and 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: 01234567@acc.commnet.edu

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

    - If you have not set up your password, please visit http://my.commnet.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*

ASNUNTUCK COMMUNITY COLLEGE

170 Elm Street Enfield, CT 06082   860.253.3000   Fax 860.253.3007

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 at least 75% 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)

ASNUNTUCK COMMUNITY COLLEGE

170 Elm Street Enfield, CT 06082   860.253.3000   Fax 860.253.3007

CHANGE OF GRADE NOTIFICATION

Submit to the Office of the Registrar

Print clearly:

Student's Name _____

Student's Banner ID#: _____ Semester: _____

CRN: _____   Title: _____ Course # _____

Grade Change: From: _____   To: _____

Instructor's Name _____

_____   _____
            Instructor's Signature   Date

Registrar's Office Use Only:

Banner Updated: _____
                                    Date

Signed _____

Revised
04/04

BOARD OF REGENTS OF HIGHER EDUCATION
Asnuntuck Community College

<u>Activity Waiver Form</u>

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   Date
Participant's Age (if minor) _____

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   Date
Participant's Age (if minor)

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