**Beaufort County Community College**

**ADJUNCT FACULTY HANDBOOK: CURRICULUM PROCEDURES**

**9/8/2015**

Beaufort County Community College

5337 Hwy 264 East

Washington, NC 27889

(252) 946-6194

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**Welcome**

*Congratulations on having been selected as an adjunct faculty member of Beaufort County Community College. You have demonstrated that you have the knowledge and credentials necessary to teach at our College. Your rich background of practical experience and commitment to helping students will help you achieve success in a community college setting.*

*This handbook is designed to be an informal guide to help you feel comfortable in the classroom and/or lab and to increase the probability that students will learn what they need to know. Feel free to consult our College Catalog, our Policies and Procedures Manual, your Academic Dean, or the Vice President of Academics if you need further clarification.*

1. **MISSION, VISION, AND VALUES**

# Mission

Beaufort County Community College is a public comprehensive community college committed to providing accessible and affordable quality education, effective teaching, relevant training, and lifelong learning opportunities for the people served by the College.

1. **Vision**

Beaufort County Community College will continue to be an innovative community leader, providing an open door to the future through educational opportunity, economic development, and public service.

1. **Strategic Directions**
* Provide courses and support services for personal enrichment and lifelong learning centered around the community’s civic, economic, and cultural needs.
* Promote community awareness of programs and services through innovative and targeted marketing to increase enrollment, retention, and degree completion for underserved student populations.
* Dedicate resources to support and maintain a reliable, robust, secure infrastructure to capitalize on current and emerging technologies and promote excellence in the teaching and learning environment and all facets of the college.
* Support new and existing partnerships with employers, organizations, educational institutions, and economic development agencies to promote the College as a cost effective training resource.
* Collaborate with business and industry leaders to introduce cutting edge technologies and provide educational programs which meet the demand for employees with multiple certifications, educational achievements, and soft skills.
* Prepare students to succeed in a globally competitive work environment, recognizing the increased use of technology and multi-cultural awareness.
* Develop and promote curricula, programs, courses, and prior learning assessments that provide flexibility in entry, exit, and modality to meet the dynamic educational needs and interests of our diverse populations.
* Recruit and retain high quality faculty and staff who embrace technology and reflect the diversity of the community, and provide faculty and staff with a wide variety of professional development opportunities.
1. **ADJUNCT FACULTY RESPSONSIBILITIES**

**1.** **Instructor Responsibilities**

The College’s academic policies and procedures are contained in the current Beaufort County Community College Catalog. Every faculty member has access to the catalog on the BCCC website.

**2. Reporting Relationships**

In terms of the campus organizational structure, the Academic Dean is the immediate supervisor of all faculty members, full-time and part-time, in the department. Academic Deans report to the Vice President of Academics.

**3. Summary of Responsibilities**

Each faculty member’s major responsibility is to provide quality instruction to students, however, this responsibility does not end in the classroom. The adjunct faculty member is also responsible for record-keeping details required by the College, including financial aid reports, 10% reports, end-of-semester reports, and grade reporting. Additionally, adjunct faculty members are encouraged to stay “up-to-date” with what is happening in the College in terms of growth and expansion, services available to students, and in-service development opportunities. Adjunct faculty members are expected to carry out their duties in a professional, ethical, and collegial manner that enhances the purpose of the College.

**4.** **Academic Freedom and Responsibility**

Beaufort County Community College values the freedom of its faculty and students to engage in academic discourse. Accordingly, the College recognizes and commits itself to maintaining an educational environment which enables and encourages faculty and students to fully explore the subject matter of any course in which they are engaged, even when the exploration includes discussion of controversial topics.

In order to encourage a full exploration of the subject matter, both faculty and students shall respect the expression of differing opinions, both in the right of one to express a differing opinion and the right of one to adopt a differing opinion. In the academic setting, faculty shall refrain from insisting upon the adoption of any particular point of view as authoritative in controversial issues. Engaging in personal attacks during any discussion has a chilling effect on those discussions and shall be avoided.

Faculty shall refrain from using or discussing materials which have little or no relationship to the subject matter of the course in which the faculty member is engaged. Faculty shall encourage students to do likewise.

This is not intended to limit the rights of faculty or students in discussing any matter outside of the academic setting. However, no college employee or student shall purport to speak on behalf of the College unless specifically authorized to do so by an authorized official of the college.

**5. Course Student Learning Outcomes*,* Outline, and Syllabi**

Each department will develop specificcourse student learning outcomes*,* outlines and syllabi for each course according to the adopted college template. It is the instructor’s responsibility, working with the Academic Dean, to revise all outlines and syllabi annually. The Academic Dean, office manager or other designee will keep current outlines on file. A current syllabus for every course in the department should be on file in the department.

**6. Instruction**

Professional instructors should usually work from a plan.

1. Textbooks should be considered as basic tools and points of reference. Reading from a textbook to a group of students is not teaching.

B. Course outlines should be consulted and used to establish the quantity of subject material to cover.

C. Plans should be designed with flexibility enough to meet the needs of all students.

D. If it is necessary for the instructor to miss class, a substitute should have access to the plans.

E. The instructional program should push into a 50-minute (or longer) period as much challenge, inspiration, information, and transfer of knowledge as possible. The students are “short-changed” by every minute not planned and utilized.

**7. Student Accessibility to Part-Time Faculty**

Compensation for part-time faculty members includes class preparation, instruction, evaluation, student consultation, timely completion of class roster reports, and availability for supervision by their department. Part-time faculty members are expected to be accessible to students outside of class time. Part-time faculty are expected to check their BCCC email regularly throughout any term in which they are teaching. Each course syllabus must include contact information that includes a telephone number and BCCC faculty email address. Faculty are expected to reply to all student inquiries, including emails and telephone calls, within 48 business hours (excluding weekends and holidays). Part-time faculty members who teach evening classes are encouraged to establish a regular time prior to one class meeting each week to meet individually with students. Part-time faculty members who teach on campus are encouraged to meet with students in the designated part-time faculty office areas.

**8. Contact Hours of Course**

Each course has a required number of contact hours that are to be met during a semester which is designated in [the North Carolina Community College System Combined Course Library](http://www.nccommunitycolleges.edu/academic-programs/combined-course-library). These are broken down to weekly lectures, laboratory work, or clinical/shop hours. During the 16-week semester (and 8 week summer session), classes are scheduled to be in session for 50 minutes of each scheduled hour. Evening classes and certain day classes are scheduled to meet from 1 ½ to 4 hours each class meeting. Classes which meet for 1 ½ hours or less will meet for the entire session. Classes which are scheduled for more than 1 ½ hours must take appropriate breaks, that is, 10 minute break for every 90 minutes of instruction.

It is the instructor’s responsibility to hold class for the full scheduled meeting time to ensure that students receive the proper number of hours of instruction and that all material is covered adequately.

If for any reason the regularly scheduled meeting time needs to be varied, it will be the instructor’s responsibility to clear this with the Academic Dean before any changes are made.

**9. Beginning of Semester Responsibilities**

**A. Complete the course syllabus 10 days prior to the first day of class**

* Use the Syllabus Template to create a syllabus for your class. Email your syllabus to your lead instructor.
* Upload your syllabus to your Blackboard site. (All BCCC classes are enhanced with a Blackboard course site.)

**B. Office hours**

* Establish a schedule for office hours and display them on your office door. Email a copy to your Lead Instructor/Office Manager/Academic Dean.

**C. Verify attendance during the ADD period**

* An unofficial class rostershould be received from the office manager or lead instructor each class day at the beginning of the term until official rosters are received. These rosters should reflect all students registered at the time it is printed. Only students with validated registration documents may be added to these rosters. All others are to be directed to the Registrar’s Office where registration can be validated before adding them to the unofficial roster.
* It is also important to compare names on your roster with your Blackboard enrollment. Send an email to Tricia Woolard, Blackboard Administrator (tricia.woolard@beaufortccc.edu) noting any students who are not enrolled in your Blackboard course site.

**D. Record attendance after 10% Point**

* You will receive your official course Attendance Roster in your campus mailbox following the 10% census date. On your official roster, record the date that each student first attends your class. Use the letter “E” to record this date.
* Return your signed/dated course Attendance Roster to your Lead Instructor/Academic Dean.
* See Section III. Enrollment Reporting for details regarding the 10% Point Attendance Rosters.

**10. End of Semester Responsibilities**

Be sure to complete the following duties at the end of each semester:

1. Return all materials to students by the last class meeting, if you have told them you will return the materials.
2. Complete the End of Semester Attendance Roster and return to your Academic Dean.
3. Print a grade roster (GROS), sign/date, and turn it in to the Registrar’s Office within 24 hours of your last class.
4. For each online and hybrid course, archive the course.

**11. Evaluation of Students**

**See BCCC College Catalog under Academic Policies:**

<https://livebeaufortccc-public.sharepoint.com/catalogdocuments>

1. **ENROLLMENT REPORTING**
	1. **Verification of Enrollment**

At the beginning of each term, faculty members must verify the enrollment of students attending classes by checking the **unofficial roster for the student’s name** and/or by checking the student’s computer generated schedule for the correct course and number. Students are not allowed to continue in class without enrollment verification.

Students without validated registration documents should be directed to the Registrar’s Office. These students will have their registration verified and be given a **computer generated schedule** to re-enter class.

All faculty (seated, hybrid, and online) are responsible for submitting information on all classes held in order to maintain an accurate, up-to-date enrollment record. These reports will be needed also to complete state and federal quarterly and yearly reports.

* 1. **Attendance Records**

Accurate attendance records must be maintained on all students. It is essential that attendance data recorded on the instructor’s official rosters and drop slips agree. It is also required by the FTE auditors that the first date of attendance for each student be recorded on the official grade report. This date must be recorded in the Entry Date (“E”) column for all students appearing on the roster, including the ones with computer generated withdrawal dates.

For on-line courses, the instructor must implement a substantive Introductory Assignment in Blackboard and maintain documentation that contact was made with each student between the first day of class and the 10% point. The Vice President of Academics is required to file this information and have it available for a minimum of 3 (three) years after the course was taught.

*(See below 3. Unofficial Rosters; and 5. 10% Point Attendance Rosters for additional attendance reporting details)*

* 1. **Unofficial Rosters**

The unofficial roster should bereceived from the office manager or lead instructor each class day at the beginning of the term until official rosters are received. Only students with validated registration documents may be added to these rosters. All others are to be directed to the Registrar’s Office where registration can be validated before adding them to the unofficial roster.

* 1. **Student Withdrawals**

If a student indicates that he or she wishes to “drop” a class, he or she is to be directed to the student online Withdrawal Form. It is the responsibility of the student to complete the “drop” form and submit to the Registrar’s Office. Online students with no Introductory Assignment will receive an NA (Never Attended).

* 1. **10% Point Attendance Rosters**

At the 10% point of each class, the “10% Attendance Roster” will be sent to the instructor listing all officially registered students for the class.  **PLEASE INSURE THAT YOU RECEIVE A ROSTER FOR EACH COURSE YOU ARE TEACHING AND CHECK THE ROSTER(S) CAREFULLY.**

A. Verify course information on the roster including, class title, term, and course/section number. Also verify that you are the listed instructor on the roster.

B. Verify that the course beginning, ending, and census dates listed on the roster are accurate.

C. Provide Contact Hours for the course (course contact hours x 16 weeks).

D. Verify that the class type (CP, DL, HY, IN, IS, TR) and class meeting times and location are correct. If no dates are shown, they will need to be entered.

E. Verify that the student list on the 10% Attendance Roster matches your class roster list.

a. Any student who has not attended class at least one timeor has not completed the Introductory Assignment on or before the 10% date as indicated on the roster must be recorded as a “Never Attended” by printing “NA’’ beside the student’s name.

b. Remember, no student who has attended at least once may be dropped from a class by an instructor until after he or she has been absent for more than 10% of the scheduled class hours.

c. If a student is attending the class, but his or her name does not appear on the 10% Attendance Roster, contact the Registrar’s Office to verify the student’s status prior to returning the roster.

F. If you are missing a roster or if you have found any errors in the information listed, contact the Registrar’s Office.

G. All 10% Attendance Rosters are to be signed and returned to the Office Managers/Assistants or other designated person no later than the date indicated. All on-campus instructors will **hand-deliver** the 10% rosters to the Office Manager or other designated person. **ROSTERS ARE NOT TO BE RETURNED THROUGH THE CAMPUS MAIL!**

**6. Student Withdrawals After the 10% Date**

Refer to the College Catalog for withdrawal policy.

A. The instructor will be responsible for maintaining accurate records of withdrawal information until it can be recorded on the Official Roster. Record all action on the Unofficial Roster until the Official Roster is available.

B. The last date of attendance (LDA) is the date of the last class meeting where the student was physically present. (Online and hybrid classes have different procedures).

**7. Official Rosters**

Transfer all action to Official Roster upon receipt of same. The instructor will be responsible for recording drops and the drop date beside the student’s name. Absences are to be recorded.

**8. End of Semester Course and Attendance Reporting**

At the end of each semester, instructors are required to document course contact hours and verify final attendance records. The End of Semester Report will include the following items:

1. Meeting dates of each class meeting through the end of the semester.
2. Hours that each class met during the semester. Note: Hours should match class meeting times unless extra time has been added for make-up purposes.
3. Verification that attendance has been recorded throughout the semester.
4. Verification that required contact hours of the course were met.

**9. Grade Reports**

An end-of-term email will indicate the time and day grades are due in the Registrar’s Office. Please adhere to the deadline. Record only letter grades in Colleague. A hard copy of the grade report should be printed, signed, and sent to the Registrar’s Office as well.

**The Grade Report is submitted to the Registrar’s Office within 24 hours of the exam for the class.** It is the only official college record of grades that have been recorded by the instructor.

1. **EMPLOYMENT POLICIES AND PROCEDURES**
2. **Adjunct Faculty Orientation**

Each adjunct faculty member must complete an orientation session with a representative of the Vice President of Academics, Academic Dean, or lead instructor, as appropriate. As a part of the orientation process, each adjunct will complete all required forms with appropriate signatures. The required forms are:

* Signed Contract
* Completed tax forms (W-4, NC-4, I-9)
* Completed Technology Service Request Form (to request an e-mail account)

In addition, each adjunct faculty is required to provide a completed application, valid identification, and a Personal Data Sheet.

Each adjunct faculty member shalluse the college’s e-mail system to maintain communication and to ensure an avenue for contact between the College and students.

Once each faculty member completes the orientation process, he or she should meet with the appropriate Academic Dean or lead instructor for course- and department-specific necessities.

Printer/Copy Codes will be provided at the conclusion of all orientation processes.

1. **Campus Security**

Crime awareness is a collective responsibility of the College. Faculty members must recognize that they should take individual steps to protect themselves from becoming the victim of a crime.

* Known and suspected violations of federal and state criminal laws should be reported to your Academic Dean or the Vice President of Academics and the Campus Police.
* Campus security is provided by the Beaufort County Community College Police Department with one Chief of Police and multiple on-site officers. Campus Police can be contacted at (252) 943-8721.
1. **Certification of Faculty**

Each faculty member must present official transcript copies and other necessary documentation to show evidence of their qualifications and credentials. Official documentation must certify the following credentials:

* All faculty members teaching credit courses in the following areas: humanities/fine arts; social/behavioral sciences; and natural sciences/mathematics must have completed at least eighteen (18) graduate semester hours in the teaching discipline and hold at least a master’s degree, or hold the minimum of a master’s degree with a major in the teaching discipline.
* All faculty members teaching credit courses in professional, occupational, and technical areas that are components of associate degree programs designed for college transfer must have at least eighteen (18) graduate semester hours in the teaching discipline and hold at least a master’s degree, or hold the minimum of the master’s degree with a major in the teaching discipline.
* All faculty members teaching credit courses in professional, occupational, and technical areas that are components of associate degree programs not usually resulting in college transfer must possess appropriate academic preparation coupled with work experience. The appropriate credentials will be determined for each faculty member by the Academic Dean and Vice President of Academics.
1. **Faculty Evaluations by Supervisor**

All part-time temporary (adjunct) curriculum faculty will be evaluated annually per the guidelines described in the “Evaluations” procedure in the [Personnel Policies, of the Beaufort County Community College Policy and Procedure Manual](http://www.beaufortccc.edu/Repository/Handbooks_Manuals/Personnel_Policies_and_Procedures_Manual.pdf). Note: Faculty are also evaluated by their students (See Section VII Other:Students’ Evaluation of Instructor).

1. **Disciplinary Action, Dismissal, Nonrenewal, and Suspension**

Refer to the “Personnel Actions” policy in the [Personnel Policies, of the Beaufort County Community College Policy and Procedure Manual](http://www.beaufortccc.edu/Repository/Handbooks_Manuals/Personnel_Policies_and_Procedures_Manual.pdf) for the policies on disciplinary actions, dismissal, nonrenewal, and suspension.

## **Drug-Free Workplace Policy**

##

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the College’s workplace is prohibited. Any employee violating this policy will be subject to disciplinary action up to and including termination. The specifics of this policy are as follows:

* Any employee of Beaufort County Community College who manufactures, sells, gives, or in any way transfers a controlled substance to another person or possesses a controlled substance with intent to distribute the same while on the job or on College premises (including off-campus or extension classrooms or work areas) will be subject to termination from employment.
* Any employee of Beaufort County Community College who possesses or uses a controlled substance while on the job or on College premises (including off-campus or extension classrooms or work areas) will be subject to disciplinary action up to and including termination from employment.
* The term “Controlled Substance” means any drug listed in 21 U.S.C. Subsection 8-12 and other Federal regulations. Generally, these drugs have a high potential for abuse. Such drugs include, but are not limited to, Heroin, Marijuana, Cocaine, PCP, and “Crack.” They also include “Prescription Drugs” sold, transferred, used, or possessed other than pursuant to a physician’s prescription.
* Each employee of Beaufort County Community College is required by law to inform the College within five (5) days after conviction of violation of any Federal or State criminal drug statute when such violation occurred on College premises, including off-campus or extension classrooms and work areas. A conviction means a finding of guilt, including a plea of nolo contendere (or the imposition of a sentence by a Judge or jury in any Federal or State court).
* The Office of the Vice President of Academics must notify any United States Government Agency making a grant pursuant to which a program is offered by the College and on account of which compensation is directly or indirectly paid to an employee convicted of violation of a Federal or State criminal drug statute, within ten (10) days after receiving notice from the employee or otherwise receiving actual notice of such conviction.
* As a condition of continued employment pursuant to any Federal grant, Federal law requires all employees of Beaufort County Community College to abide by this policy, and it requires that the President of the College certify that this policy is in effect and will be enforced by the College.
* Beaufort County Community College will implement and enforce this policy, and in furtherance hereof will provide information and/or counseling to any employees experiencing drug-related problems, and otherwise aggressively pursue a drug-free workplace awareness program.
* It will be grounds for immediate termination if an employee fails to abide by the terms of this policy.

The Vice President of Student Services will be responsible for the design and implementation of programs to provide information for students and employees related to drug and alcohol abuse. Student Services will also provide counseling and referral service for students and employees needing assistance with addictions to drugs and alcohol.

##  **Employee Contracts**

Part-time temporary and full-time employees are employed by certain administrators as authorized by the President, subject to standards established by the College.

A written employment agreement or contract is issued, which indicates employment for a fixed term or a specific purpose with a specific amount of pay. Nothing in this agreement or contract implies that employment will be continued beyond the fixed term.

The contract for part-time faculty will be completed by the Assistant to the Vice President of Academics. The completed contract is signed by the part-time faculty member and appropriate personnel before being submitted to the Office of Administrative Services for payment.

In the event a course is canceled, the Academic Dean or designee will be responsible for amending or canceling the contract copy and submitting it to the Office of Administrative Services to stop or alter payment for the course. The Academic Dean or designee will notify the instructor of the class cancellation.

1. **Grievance Policy**

Employees are encouraged to discuss matters pertaining to their employment initially with their immediate supervisor. The College’s goal is to find solutions at the lowest possible level and to keep proceedings relating to employee grievances as informal and confidential as possible. The purpose of this Grievance policy is to assure employees of the College that their grievances will be considered fairly, rapidly, and in a non-threatening atmosphere. Grievance complaints are defined as claims of unfair or arbitrary treatment and matters of contractual interpretation other than employment termination.

Refer to the “Grievance” policy in the [Personnel Policies, of the Beaufort County Community College Policy and Procedure Manual](http://www.beaufortccc.edu/Repository/Handbooks_Manuals/Personnel_Policies_and_Procedures_Manual.pdf) for information on the policy and chain of command used to report grievances.

1. **Inclement Weather Policy**

During inclement weather, it may become necessary to close the College. If a decision is made by the President or his/her designee, it must be relayed to all students, staff, and faculty in a very short period of time for the safety of all involved. All College personnel will follow the Inclement Weather Procedure of the College and assume responsibilities, as assigned.

See General Policies and Procedures Manual / Inclement Weather Policy for complete information concerning severe weather guidelines and faculty and staff procedures in emergency situations.

[**http://www.beaufortccc.edu/Repository/Handbooks\_and\_Manuals.htm**](http://www.beaufortccc.edu/Repository/Handbooks_and_Manuals.htm)

1. **Parking**

All students, faculty, and staff who park on campus are required to display a parking permit decal issued from the Office of Administrative Services. Parking decals must be displayed on the driver-side, rear window of the vehicle.

Parking decals are available at no cost. Student and faculty parking decals may be picked up from the Campus Police office, Building 1, Room 114.

Students, faculty, and staff are required to park in designated parking lots and not in spaces designated for visitors and the President or around shops and driveways. Parking will be on a first-come, first-served basis unless otherwise posted. “No Parking” areas include: fire lanes, driveways, lawns, and spaces designated by “No Parking” signs or marked as walkways, fire hydrants, loading zones, or roadways onto campus, etc. Vehicles parked in these areas may be towed away at the owner’s expense without warning.

A limited number of spaces will be reserved for handicapped persons. Vehicles parking in such spaces must have a valid and visible handicapped tag.

1. **Professionalism**

College employees should exemplify professionalism in all activities. College employees should strive to become part of professional and social organizations that are directly related to their jobs. College employees should seek ways to advance and enrich their respective discipline and total education by engaging in academic courses and conferences.

##

1. **Sexual and Other Unlawful Harassment**

Beaufort County Community College is committed to providing a work environment free of unlawful discrimination and harassment. Beaufort County Community College strongly disapproves of, and will not tolerate, unlawful harassment, including sexual harassment. This policy applies to conduct occurring in the workplace and/or in other settings where Beaufort County Community College employees may be in connection with their work, such as business trips, and business related parties and social events. All persons are expected to refrain from engaging in conduct, which may be construed as unlawful harassment or sexual harassment. Likewise, each person is expected to take the necessary steps to prevent and eliminate its occurrence.

This policy prohibits unlawful harassment in any form, including sexual harassment, harassment related to race, color, age, ethnicity, religion, disability, sexual orientation, and any other legally protected characteristic.

Sexual harassment includes unwelcome sexual advances, requests for sexual acts or favors, or other verbal or physical conduct of a sexual nature when (i) submission or rejection of such conduct is a term or condition of employment or is a basis for employment decisions, or (ii) such conduct has the purpose or effect of unreasonably interfering with an individual’s working conditions or performance by creating an intimidating, hostile, humiliating or offensive work environment.

While in some cases individuals may make comments, jokes or personal advances without intending harm, such action can be unwanted, threatening and perceived as harassment. Stopping harassment in its many forms requires an increased awareness by everyone of the impact that such actions may have on others. Following is a partial list of unwelcome behavior that may be considered harassment:

* Verbal conduct such as racial or ethnic epithets, derogatory jokes or comments, slurs, sexual innuendo, sexually suggestive “kidding or teasing,” jokes about gender-specific traits, unwanted sexual overtures or comments, inquiries or discussions concerning one’s sexual experiences, comments on an individual’s body;
* Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures;
* Physical conduct such as unwanted touching, hugging, kissing, intentional brushing up against the body of another employee;
* Threats or demands to submit to sexual requests as a condition of continued employment or to avoid a loss of benefits, or offers of benefits in return for sexual favors; and
* Retaliation for having reported or threatened to report harassment.

Whenever possible, any person who is experiencing unwelcome conduct of the type generally described above should inform the person engaging in the conduct that it is unwelcome and request that it stop. The complainant may choose to pursue this option alone, or may ask a supervisor or human resources representative to be present or serve as an intermediary.

In any case, a person who believes that he/she has been harassed by a co-worker, supervisor, student, vendor, or who has witnessed such harassment, is strongly encouraged to report the facts of the incident or incidents in accordance with the procedures set forth below. Beaufort County Community College can only resolve matters brought to its attention; accordingly, Beaufort County Community College encourages all persons to come forward with information about allegations of unlawful harassment. Retaliation for making a complaint or cooperating in an investigation of alleged harassment is strictly prohibited.

Refer to the “Sexual and Other Unlawful Harassment” policy, in the [Personnel Policies, of the Beaufort County Community College Policy and Procedure Manual](http://www.beaufortccc.edu/Repository/Handbooks_Manuals/Personnel_Policies_and_Procedures_Manual.pdf) for the procedure on reporting incidence of harassment.

1. **Smoking/Tobacco Free Campus Policy**

Beaufort County Community College is committed to providing its employees and students with a safe and healthful environment. Beaufort County Community College also recognizes the use of tobacco products on campus grounds is detrimental to the health and safety of students, staff, faculty, and visitors. Beaufort County Community College also recognizes that it has the legal authority to prohibit tobacco use pursuant to G.S. 143-599.

Use of tobacco is prohibited by students, staff, faculty or visitors:

* in all campus buildings, facilities and vehicles owned by Beaufort County Community College;
* on campus grounds and property owned by Beaufort County Community College;
* at lectures, conferences, meetings, social, and cultural events held on school property or school grounds.

For the purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to, cigarettes, cigars, cigarillos, pipes, bidis, hookahs, smokeless or spit tobacco or snuff.

Beaufort County Community College also prohibits the use of electronic cigarettes (e-cigs or e-cigarettes), personal vaporizers, or electronic nicotine delivery systems (ENDS).

1. **GENERAL INFORMATION**

**1. Class Coverage & Emergency Absence**

If an instructor is unable to meet a class for any reason, he or she must notify the appropriate Academic Dean and/or Lead Instructor as soon as possible to ensure classes are adequately covered. Instructors are expected to have teaching plans available for a substitute to follow or post assignments to Blackboard and notify students accordingly.

1. **Classroom Etiquette**

All instructors at the college are professionals who need to extend professional behavior towards each other. Since no instructor has the luxury of having an individually assigned room, following certain guidelines of classroom etiquette will promote a better teaching-learning environment for everyone.

1. Start and end classes on time. Almost all rooms have classes scheduled to follow one another during both day and evening courses. Exiting your room on time allows the next course to begin on time. Also, the short amount of time between classes may be needed by the next instructor to set up the room or some equipment.
2. Place students in another location if they need to complete exams past your usually scheduled time. If you allow extended time on exams, check with the Division Office Manager or the Administrative Assistant to the Vice President of Academics to see what rooms are vacant after your class is over.
3. If you are showing any audio-visual materials, please use the lowest possible volume and close the doors to the room.
4. If your class involves rearranging any furniture in the room, place the furniture back into its original configuration before you leave. Do not open the windows. It is the instructor’s responsibility to see that the equipment and furniture for each area is maintained.
5. Clean your room before you leave. Pick up any garbage left by your activities and ERASE THE BOARD.
6. When you leave your classroom, be aware that any conversations, which you may have in the hallway, may be disruptive to the class now in session in that room. Move to another location.

Do not interrupt another class which is in session by entering your room to retrieve possessions.

**3. Exam Schedules**

Exams are typically held on the last day of class. In the event that contact hours are not met by the last day of class, the instructor may utilize time during the last two days of the semester for the final exam. In this situation, the instructor will send a memo to their Academic Dean and Vice President of Academics informing them of the scheduled exam time.

**4. Field Trips**

Field trips are considered a very important aid in the communication of knowledge, ideas, and understanding to students. Instructors are encouraged to plan and make use of field trips as a teaching aid. Use the following guidelines when requesting permission for a field trip:

* Field trips are to be planned in advance. Allow time for pre-instruction, post-discussion, and evaluation with your class.
* The industry or business visited should be engaged in practices that demonstrate something related to the subject matter being covered in the course. Make one trip to the field-trip site prior to the designated time to check out the facilities and meet the person in charge and the person who will handle the tour.
* All arrangements are to be made by the instructor. Inform the students of the field trip at least two (2) weeks prior to the field trip, and plan to review any pertinent material relevant to the trip during one of the class periods before the field trip.
* Transportation will be arranged by the instructor.
* When students on a field trip will miss classes taught by other instructors at the College, prior approval is to be obtained from these instructors involved. Instructors may exchange class-meeting times to make up hours lost if they so desire.
* An approved “**Curriculum Field Trip Request**” form, found on the BCCC website under forms, must be completed and signed by the Vice President of Academics and the Academic Dean at least five (5) days prior to the field trip.
* The instructor shall be responsible for expressing appreciation to the participating industry or business. This should be done in writing.
* A discussion of the field trip and its value should be planned for the next class meeting.

**5. Guest Speakers**

Instructors should coordinate with Academic Deans before inviting guest speakers. Instructors should receive prior approval from the appropriate Academic Dean for all guest speakers invited to participate in the learning activities of classes in their departments. In all cases, a “Guest Lecturer Notification” form must be completed five (5) school days prior to scheduling the guest lecturer.

**6. Services for Students with Special Needs**

Beaufort County Community College has an Accessibility Services Coordinator available on a full-time basis to provide consulting and planning strategies for students who have documented special needs. Accessibility Services will coordinate special services such as interpreters for the hearing impaired, note takers, auxiliary aids, testing modifications, and academic planning. A written plan with strategies for students to share with instructors will be developed. Students who feel that they are in need of these services should make an appointment and bring a copy of current psychological testing (usually from school records). The office is located in Building 9, Room 927-B or call 252-940-6356.

**7. Attendance Policy**

Students are expected to attend all classes, laboratories, and clinical/shop sessions. They have full responsibility for accounting to their instructors for absences. Instructors have authority to drop students who have missed 10% of the classes as well as the authority to determine whether students shall be reinstated. Attendance for distance learning students is calculated according to required assignments and a specified level of contact as determined by the instructor.

**7.1 Religious Observance**.

Beaufort County Community College shall authorize two (2) excused absences each academic year for religious observances required by the faith of a student. BCCC requires that the student provide written notice of the request for an excused absence a minimum of one (1) week prior to the religious observance absence. The student shall work with the instructor and be given the opportunity to make up any tests or other work missed due to an excused absence for a religious observance.

**8. Cheating and Plagiarism**

Students enrolled at Beaufort County Community College are expected at all times to uphold standards of integrity. Students are expected to perform honestly and to work in every way possible to eliminate cheating by any member of a class.

Cheating is an attempt to deceive the instructor in the effort to evaluate fairly an academic exercise. Cheating includes copying another student’s homework, classwork, or required project (in part or in whole) and handing it in as one’s own work; giving, receiving, offering, and/or soliciting information on a quiz, test, or exam; or plagiarism.

Plagiarism is the copying of any published work such as books, magazines, audiovisual programs, electronic media, and films, or copying the theme or manuscript of another student. It is plagiarism when one uses direct quotations without proper credit and when one uses the ideas of another without giving proper credit. When three or more consecutive significant words are borrowed, the borrowing should be recognized by the use of quotation marks and proper parenthetical and bibliographic notations.

If upon investigation the instructor determines that a student is guilty of cheating or plagiarism, the following penalties will apply:

* The student will receive a penalty of no less than zero on the work.
* The instructor will submit a written report of the incident to the Vice President of Student Services.
* The Vice President of Student Services will determine whether further disciplinary action will be taken.
* All decisions may be appealed for review by the Appeals Committee.

**9. Bookstore**

The College bookstore is located on campus in Building 5, Room 118. The normal operating hours are Monday through Thursday 8:00 a.m. – 5:00 p.m. and Friday 8:00 a.m. – 4:00 p.m. You may contact the bookstore by dialing 6260 (off campus, dial 940-6260).

**10. Duplicating / Print Shop Services**

Faculty may use copy machines assigned for use by the IT department. The IT department also assigns the appropriate code for using copying machines.

Duplication and supply charges are applied to the appropriate budget based upon the code used. If you have any questions about the correct code or budget, see your Academic Dean.

Print Shop services are also available to faculty, staff, and BCCC students with priority given to instructional materials. All work is performed in strict accordance with North Carolina General Statutes G.S. 66-58(a).

The Print Shop can produce any quantity of printed materials in almost any size, from postcards to an 11 X 17 poster. Materials can be printed in black and white or color ink on a wide variety of white or colored paper and card stocks, including specialty papers.

Other services include:

* Punching
* Collating
* Comb bindery
* Folding
* Stapling
* Scanning documents to .pdf or .rtf formats
* Creating document CDs

**11. Student Services**

The Student Services Department offers assistance in:

* Accessibility Services
* Admissions
* Career, Personal Counseling, and Referral
* Financial Aid
* Minority Male Mentoring
* Program Evaluations
* Registration & Records
* Student Activities
* Testing
* Tours
* Transfer Counseling
* TRiO Student Support Services (SSS)

Students who have problems beyond the scope of the classroom instructor should be referred to a counselor in Student Services. While Student Services attempts to “equalize the load” by assigning each counselor program areas, students may contact any one of the Student Services counselors for program counseling services; all discussions will be held in strict confidentiality.

**12. Supplies and Materials**

Supplies and classroom materials can be requested from the Print Shop/Mail & Supply Room, Building 1, Room 118. The mail/supply room operates during normal school hours. Please remember to sign out any supplies that you remove from the mail/supply room in the log provided. If what you need is not available, please contact your immediate supervisor, or leave a message with the office of the Vice President of Academics.

**VI. LEARNING RESOURCES**

The Learning Resources Center (LRC) is under the direction of the Vice President of Academics and the LRC/DL Director and includes the Library, Media Graphics, Audiovisuals, and Distance Learning (NCIH and Blackboard). The purpose of the Learning Resource Center is to enrich the teaching/learning process of the college and the community by providing instructional support, resources, and equipment necessary to support the occupational and general education programs of the college.

To accomplish this purpose, the Learning Resources staff assumes the responsibility of meeting the following objectives:

* Meeting the demands of both traditional and innovative information and educational services.
* Facilitating and improving the educational process by teaching students and patrons the information-seeking skills necessary for self-directed and lifelong learning.
* Implementing relevant training necessary for faculty and staff to enhance instruction.
* Providing efficient information delivery systems.
* Providing instructional and technical support for distance learning.
1. **Learning Resources General Information**

The LRC supports BCCC instructional programs offering a wide range of services in the library, media/graphics and audio visual/electronic distance learning areas. The LRC is located in Building 5; the library is on the upper level and the media/graphics and audiovisual (AV) areas are located on the lower level of the building.

**2. Library**

The Beaufort County Community College Library provides resources and services that support, facilitate, and enhance the information and learning needs of the College and the service area. To fulfill this mission, the library offers students and faculty access to a well-organized collection of materials housed on campus and convenient access to web-based resources consistent with the needs of the instructional programs. Present Library holdings include a collection of books, periodicals, databases, media, and other materials in the general, technical, and vocational fields as well as DVDs, popular novels, and a young adult section. Students and other library users have access to 60 networked computers (including 16 wireless laptops). The student network is the portal to digital resources such as [NC LIVE](http://www.nclive.org/), [CCLINC](http://www.cclinc.ncccs.cc.nc.us/) (online public access catalog, subscription databases - CINAHL and Credo Reference) and the Internet. Instructors should acquaint themselves with the following services and procedures which are designed to aid in the growth of the College’s educational resources.

**2.1 Hours of Operation**

The Library is open from 8:00a.m. to 9:00p.m. Monday through Thursday, and Friday 8:00a.m. to 4:00p.m. During summer session the library is closed at night.

**2.2 Magazines and Newspapers**

The current issues of the print serials are housed on the reading shelves and the back issues are stored in alphabetical order on the shelves in the library. All periodical titles are cataloged on the CCLINC, which includes retrospective holding information. Faculty should notify the library staff when they want to add or delete serials. Contact the library staff for more information about requests. [NCLIVE](http://www.nclive.org/) contains thousands of full-text articles in newspapers, journals, and periodicals in an electronic format. Users will need a library card to access [NCLIVE](http://www.nclive.org/) remotely.

**2.3 Non-print materials**

The Library has a collection of DVDs and videos to support the curriculums. Instructors are encouraged to assist in the selection of these materials to support their areas of instruction. All AV materials added to the Library collection are cataloged and made available for faculty and student use.

**2.4 Reserve Books and Materials**

Books, magazines, and other materials to be used by an entire class for assignments should be placed on reserve in the Library. Instructors should notify the library staff at the beginning of each semester regarding the times they wish to place on reserve. Checkout policies are determined by the instructor.

A form for [requesting materials](http://www.beaufortccc.edu/LRC/Library/services.html) to be placed on reserve is available in the library and on the library website. Included on this list should be the author and title of the item, instructor's name and course number. Unless otherwise specified, all materials will be taken off reserve at the end of each semester.

**2.5 Circulation of Materials**

Faculty, staff, and students check out materials at the circulation desk in the library using their library card with a unique bar code. Distance learning students apply for a library card online ([form](http://circanceast.beaufortccc.edu/forms/library/cardform.htm)). The [How Do I?](http://www.beaufort.cc.nc.us/howdoi/index.htm) Guide provides details about LRC services for online instructors. The library staff will mail requested library materials to distance learning students. Telephone, email, fax, and blog requests are responded to promptly. Circulation policies including loan periods are posted on the LRC website. The [BCCC LRC brochure](http://www.beaufort.cc.nc.us/LRC/Library/PDF/brochure.pdf), the [Digital Resources Guide](http://www.beaufort.cc.nc.us/LRC/Library/PDF/digitalmedia.pdf), and the [How Do I?](http://www.beaufort.cc.nc.us/howdoi/index.htm) Guide are available to inform patrons of LRC services and resources, including circulation policies.

Instructors and administrative staff may check out books for an entire semester. At the end of the semester, all materials should be returned or brought in for renewal. If materials have been lost, payment should be made for them at this time. DVDs/Videos should be checked out only for the period of time they will actually be needed.

Students may check out books for a month and renew them one time. Instructors are asked to encourage students to promptly return materials checked out of the Library. Students will be required to pay fines for overdue books and the cost for lost books. Grades and transcripts may be withheld. Students are not allowed to register for the next semester until all unpaid obligations resulting from overdue or lost books are settled.

**2.6 Library Orientation**

The library staff is available to offer orientation and instructional sessions to instructors and students. Instructors should contact the library to schedule a time and discuss the desired method of orientation. These instructional sessions can be tailored to individual class needs and may be presented in the classroom.

**2.7 Interlibrary Loan Requests**

BCCC utilizes two sources for Interlibrary Loan; Community College Libraries in North Carolina (CCLINC) and Online Computer Library Center (OCLC/ILL). Materials are requested from other North Carolina community college libraries that are a member of the CCLINC consortium. Requests are filled in a timely manner, usually within 3-4 days, and are free.  Access to books and other resources not owned by the library is also made available through membership in Solinet and OCLC. Users can access [ILL forms](http://circanceast.beaufortccc.edu/forms/library/interlib.htm) on the website and at the circulation desk

**2.8 Copying Service**

A self-service copy machine is located in the library for student and faculty use. Copies may be made at $.10 per copy.

**2.9 Security System**

The Library has installed a security system so that materials not properly checked out will activate an alarm when taken from the library. This system provides better control over the collection and helps prevent the loss of resources.

**2.10 Library Cards**

Faculty are asked to remind students that they must have an updated BCCC ID to obtain a library card to check out library books, use interlibrary loan, and to access online resources. Faculty and staff will also need to have a library card when requesting these services. Users may get a library card online via the library’s website.

**2.11 Proctoring**

BCCC offers test proctoring in the library. Distance learning instructors may require testing in a monitored environment and will notify their students if this is the preferred method of testing. See [Proctoring Guidelines](http://www.beaufortccc.edu/howdoi/library/test.htm) for complete policies and procedures. Contact the library staff if you have questions. 940-6282.

**2.12 Internet Services**

The [Library's website](http://www.beaufortccc.edu/LRC/Library/librarymain.htm) is your starting point to access digital information.

**2.13 Contact Information**

LRC and Distance Learning, Director - 940-6243

Blackboard and Educational Media/Graphic Services - 940-6312

Audiovisual/Electronics - 940-6310

**3. Media Graphics**

The mission of the Media/Graphics area at Beaufort County Community College is to provide multimedia services including graphics and instructional support for faculty, staff, and students. In addition, Media/Graphics works closely with the College Administration to provide a variety of media productions that promote the College to the general community.

**3.1** **Services**

Services are available to students, including distance learners, staff, and faculty and include: transparencies, color prints, posters, lamination, scanning, clipart, PowerPoint presentations, video production, DVD production, help with Blackboard, help with projects, and desktop publishing.

In addition to assisting BCCC students, faculty, and staff with instructional support, the Media Department often provides training and technical assistance. The [media training center](http://www.beaufort.cc.nc.us/LRC/Library/mediadept.htm) (lower level) houses a variety of equipment and software, including Adobe Photoshop Professional, the Microsoft Office Suite, and Mediasite. See Distance Education /Training (Section 5.2 below) for information about Blackboard training.

**3.2 Check-out Procedures**

The media area checks out video cameras, digital cameras,andmicrophones.

**4. Audiovisual Services**

The AV department provides equipment, training, and maintenance services for all faculty and staff. Data projectors are checked out from the AV department and distributed by the AV staff. The educational support equipment available through AV Services includes data projectors and audio and video equipment.

**4.1 Check-out Procedures**

This service is available to any member of the BCCC faculty, administration, or staff, but preference is given to faculty members reserving equipment for a scheduled class.

AV equipment cannot be signed out to students or the general public.

**4.2 Equipment Requests for Off-Campus Use**

All requests for LRC and off-campus use of BCCCequipment must go through the LRC/DL Director who then forwards the request to the President or his/her designee for approval.

**5. Distance Education**

**5.1 Online and Hybrid Courses (Asynchronous)**

Definition: Distance education is a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous.

Distance learning (DL) at BCCC includes videoconferencing (NCIH), web-based courses (online, web-enhanced, and hybrid), and online courses in Continuing Education. Beaufort County Community College provides courses for people who want to continue their education, but who cannot attend classes on a traditional schedule. Instructors should access the [DL plan](http://www.beaufortccc.edu/LRC/Distance/Instructors/PDF/BCCC%20Distance%20Learning%20Guide.pdf) for comprehensive information about online teaching and learning.

**5.2 Training**

The LRC/DL staff is responsible for training instructors in the current Learning Management Software. Currently, BCCC is Using Blackboard Learn 9.1. To ensure that e-learning remains relevant and substantive, high quality training for instructors is essential. Both the student and the instructor benefit when instructional technology is employed, as long as training has been integrated into the pedagogical process. The development and utilization of emerging technological devices and concepts such as iPads, iMacs, and Android tablets illustrates the conceptual and technical roots of media technology and its effect on education and society.

Training takes place on campus and through various workshops in diverseformats including face to face and via tutorials. The Media Center and Emergent Technology Lab provide a flexible teaching and learning environment, and incorporates a wide range of technologies.

Professional development and training goals are:

* To ensure that instructors are qualified to teach effectively in a web-based environment;
* To introduce instructors to innovative instructional design techniques; and
* To provide a technology training center with up-to-date equipment and reliable, fast Internet connectivity.

**Blackboard Training**: In order to access Blackboard, instructors are required to complete a training session with the Blackboard Administrator. All instructors must submit a course submission form each semester for all courses. The training session introduces the instructor to the basics of getting started in creating a course in Blackboard.

Examples of topics covered:

* Course checklist
* Navigation buttons
* Intro Assignment
* Creating folders
* Gradebook

Instructors should access [distance learning](http://www.beaufortccc.edu/LRC/Distance/distance.htm) on the BCCC website for comprehensive information about online teaching and learning.

**5.3 Videoconferencing (Synchronous)**

The North Carolina Information Highway ([NCIH](http://www.ncih.net/VNS.html)) videoconferencing classroom (Building 9, Room 935) is a facility on campus that offers courses via interactive videoconferencing to other compatible sites. This synchronous instruction originates from BCCC and is transmitted to other school locations simultaneously. The video class can conference with locations across the state, nation, and internationally.

Beaufort County Community College has a second IP-based videoconferencing classroom in Building 9. The multi-point videoconferencing enhances the current distance learning program and helps establish the platform for new courses to expand the Early College High School program. The additional room provides point-to-point connectivity to high schools in Beaufort County and other counties in our service area. The classroom uses technology to augment instructional styles and facilitate the teaching/learning process.

**6. Learning Enhancement Center**

The Learning Enhancement Center (LEC), located in Bld. 3, Room 122, provides BCCC students with tutoring services in multiple disciplines, especially writing/reading and mathematics. In addition, if students need assistance with classroom technology, they can find that assistance in the LEC. Trained tutors will conduct one-on-one assistance for any student. Students can schedule as many conferences as they need to improve their classroom performance in multiple disciplines. All BCCC students are encouraged to take advantage of the services of the LEC.

The LEC also provides faculty assistance in the design and assessment of instruction. For example, if any instructor needs assistance to integrate and assess critical thinking into classroom instruction, the LEC will provide that assistance. It will also assist faculty with the integration and assessment of writing/reading and computational skills as a component of classroom instruction. This assistance can be provided to individual faculty or to groups of faculty. A simple question asked by an instructor will assist the LEC to prepare staff development, and will assist instructors because their questions will be answered. Faculty benefit, the LEC benefits, and, most of all, BCCC students will benefit from enhanced instruction.

The LEC is, as the name states, a “center” for all students and all faculty to enhance the learning that occurs daily in BCCC classrooms.

**VII. OTHER**

**1. Student Records and Privacy Rights**

The Family Education Rights and Privacy Act (PL 93-380), commonly referred to as the Buckley Amendment, sets forth requirements governing the protection of student privacy. To comply with and promote the intent of the Act, the College has adopted the following:

Student records are maintained for academic purposes. The materials therein allow the College to validate a student’s academic performance. Therefore, the records are at the disposal of the student, faculty advisor, and the personnel responsible for the maintenance of those records. Other College staff are not allowed access to records without reason. Non-College personnel must have the student’s written permission to review a student’s record.

Student directory information may be released without the student’s written consent. This directory information includes: name, address, email address, I.D., photo, telephone number, date and place of birth, major field of study, participation in Beaufort County Community College activities, dates of attendance at Beaufort County Community College, degrees, certificates and awards received, and the most recent previous educational institution attended. If a student does not want his/her directory information released, the student must complete a form requesting it not be released and file the form with the Registrar.

**2. Students’ Evaluation of Instructor**

A. Students’ evaluations of instructors are conducted by the Office of Research and Institutional Effectiveness (ORIE) for all instructors on the teaching schedule during the evaluation period.

B. All classes offered at BCCC, both the traditional (face-to-face) and distance education classes will be evaluated during the Fall and Spring semesters.

C. Instructors, including leads, do not administer student evaluations of instructor.  These should only be conducted by ORIE.

D. Evaluations will be released to students near the end of the semester and completed prior to the last day of the semester.

E. A student cannot complete another student’s evaluation and may only submit one evaluation document.

F. Survey responses will not be traceable back to the student.

G. Student responses on evaluations will be released to Academic Deans shortly after the end of the semester.  Keeping evaluations confidential until after the semester has ended will preclude the perception from students completing the evaluations that their current instructors could use information in the evaluations in grading consideration.

H. The Academic Dean will release the evaluation results to each individual instructor.  The Academic Dean or his/her delegate (usually a program lead) may also meet confidentially with individual instructors to discuss the results of the student evaluations with the intent of providing the instructor with objective, non-judgmental feedback and ultimately improve instruction within the college.

I. Student evaluations of instructors will be considered in the instructor’s formal annual performance evaluation.

**3. Drop/Add/Withdrawal Policy**

1. Class Entry

Students who have registered and paid their fees must enter class during the designated drop-add period.

1. Drop/Add/Withdrawal Procedure

Courses may be added and dropped only during the period designated in the College calendar. Students who need to add or drop a course or to withdraw completely from the College should secure a drop/add/withdrawal form from the Registrar’s Office or website. Students who withdraw from a class after the census date and before or on the withdrawal date will receive a grade of W and will not be eligible for a refund. Students who do not complete a class and do not officially withdraw will receive a grade of F for the class. Students are responsible for initiating the withdrawal process. Students who register early for classes requiring pre-requisites must drop those classes if they do not meet the pre-requisites (i.e. students must pass BIO168 in order to remain in BIO169).

1. To Add or Drop a Course:

The student must:

a. Complete all required information on the drop/add form.

b. Have the instructor sign the completed form (last day of attendance required for drop).

c. Have the academic advisor, lead instructor, or dean sign the completed form.

d. Have the Financial Aid Office sign the completed form.

e. Return the form to the Registrar’s Office for final processing.

f. Registrar to forward copy of the completed form to the Financial Aid Office and Blackboard Administrator.

D. To Withdraw from Course After the Drop/Add Period:

a. Student initiated withdrawal. The student must:

(1) Complete all required information on the course withdrawal form. http://www.beaufortccc.edu/stdserve/registrars/forms.htm

(2) Have the instructor sign the completed form and record a last day of attendance.

(3) Have the academic advisor, lead instructor or dean sign the completed form.

(4) Have the financial aid office sign the completed form.

(5) Return the form to the Registrar’s Office for final processing.

(6) Registrar to send scanned electronic copy of the completed form to the Financial Aid Office and Blackboard Administrator.

b. Instructor initiated administrative withdrawal. The instructor must:

(1) Complete all required information on the course withdrawal form.

(2) Sign the completed form and record a last day of attendance.

(3) Return the form to the Registrar’s Office for final processing.

(4) Registrar to send scanned electronic copy of the completed form to the Financial Aid Office and Blackboard Administrator.

E. To Withdraw from an *Online Course* After the Drop/Add Period:

The student must:

a. Complete all required information on the course withdrawal form.

b. Student must email the instructor the following information:

* Student’s full name
* Student ID#
* Course code and section#
* Reason for withdrawing from the course
* Request last day of attendance

c. Attach instructor email response to completed withdrawal form and return to the Registrar’s Office for final processing.

F. To Withdraw from School:

The student must:

a. Complete all required information on the course withdrawal form.

b. Have the instructor sign the completed form and record a last day of attendance.

c. Have the academic advisor, lead instructor or dean sign the completed form.

d. Have the Financial Aid Office sign the completed form.

e. Return the form to the Registrar’s Office for final processing.

f. Registrar to send scanned electronic copy of the completed form to the Financial Aid Office, Blackboard Administrator and Business Office.

g. Settle outstanding debt (i.e. tuition, bookstore, library, parking, laptops, calculators, etc.)

\*The Registrar’s Office will notify all instructors as necessary when a student drops a course or withdraws from school.

\*A student may not drop a class after the published last day to drop without academic penalty for reasons other than those of documented medical or other emergency. The student must also obtain the permission of both the academic advisor and appropriate course instructor(s).

**4. Incomplete Process**

An instructor may assign a grade of “I” for a student who is unable to complete all the requirements of a course subject to the following conditions:

* the student has regularly attended class;
* the student has completed 75% of the course material with a passing average prior to assignment of the “I”;
* circumstances beyond the control of the student interfere with the student’s ability to complete the course by the last day of the semester; and
* there is reasonable expectation that the student can complete the remaining work by the last day of classes of the following term.

The instructor submits a “Request for Incomplete Grade” form for approval by the department chair prior to the last day to submit grades for the semester. This form should be signed by the student and the instructor. Upon approval by the department chair, the instructor should provide the student with a copy of the Request for Incomplete Grade form, showing the list of assignments to be completed and due dates. Instructors who do not plan to be on campus the following term must make arrangements with the student and the department chair on how to complete the requirements of the course.

**“I” grades cannot be awarded to students who do not attend class, who do not complete work, who do not withdraw, or who request an “I” to avoid receiving a failing grade.**

Once an “I” grade is approved, the student is responsible for contacting the instructor or the Academic Dean (if the instructor is no longer available the following term) to arrange for course completion by the required completion date (no later than the end of the next semester) as identified on the Request for Incomplete Grade form.

Following receipt of the completed work, the instructor or appointed substitute will submit a Grade Change Request form to the registrar that will become part of the student’s academic record.

If the work is not completed by the instructor’s required completion date, the “I” is automatically converted to an “F.”

**5. BCCC Syllabus Template**

All of the following components are included in the Syllabus Template. A Syllabus Template can be cut and pasted into a word document which can be found on the BCCC website: <http://www.beaufortccc.edu/Repository/Forms.htm>

* + Course Information, Description, Pre-requisite/program
	+ Learning Outcomes
	+ Instructional Methods
	+ Textbook and Materials
	+ Topics and Assignments
	+ Methods of Evaluation
	+ Class and College Policies

**6. Saving Academic Records**

It is recommended that all faculty save tests and exams for one (1) semester following the course in case of student questions or appeals. Once that semester is complete, please shred all tests/exams. Saving them, if not done properly becomes a FERPA issue for the college.