

NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE

FACULTY HANDBOOK

2020-2021



Northwestern Connecticut
Community College
Park Place East • Winsted, CT 06098
www.nwcc.edu



CONNECTICUT STATE
COLLEGES & UNIVERSITIES
BOARD OF REGENTS FOR HIGHER EDUCATION

WELCOME LETTER

Welcome to a new academic year at Northwestern Connecticut Community College!

This handbook serves as a comprehensive guide and ready resource for you, providing a wealth of information on the workings of the College.

The Northwestern Connecticut Community College Faculty Handbook is a guide for both full-and part-time faculty. Along with general information, it presents important policies and practices related to faculty life at Northwestern Connecticut Community College. The students we serve benefit greatly from the academic programs and caring personalized environment created at Northwestern Connecticut Community College. Students appreciate and remember the multiple ways in which faculty and staff members have made a positive difference in their lives. Faculty appreciate being active in the college governance process and making significant contributions to the work of the college. These policies serve as a source of information for new faculty and are also intended to be reference tools for all faculty.

Thank you for your dedication and commitment to teaching and best wishes for a prosperous 2020-2021 academic year.

Sincerely,

A handwritten signature in black ink that reads "David Ferreira". The signature is written in a cursive, slightly slanted style.

Dr. David Ferreira

Dean of Academic & Student Affairs

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MISSION OF THE COLLEGE

The mission of Northwestern Connecticut Community College is to inspire learning through accessible, high quality education. Northwestern is devoted to enriching lives by meeting individual and community needs in a supportive environment.

Dedicated to the service of its community and students, Northwestern provides a comprehensive program of educational services designed to fulfill its institutional objectives. The objectives define its broadest mission:

- **TRANSFER**

The College offers a number of transfer programs. Students who desire to continue their academic careers beyond two years may complete courses which are equivalent to those offered in the first two years of four-year colleges and universities.

- **PREPARATION FOR EMPLOYMENT**

Northwestern offers programs of occupational, vocational, and career education designed to provide training for immediate employment, job training, or upgrading of skills to meet individual, community, and state manpower needs. Upon completion of a program of study, students may be prepared for immediate employment in various fields or for careers as paraprofessionals.

- **GENERAL EDUCATION**

For students who are undecided about a program or for students who have specific individual goals, Northwestern offers a program of general study. Such studies may include, but are not limited to, remediation, liberal arts, adult education, and continuing education.

- **CONTINUING EDUCATION**

Northwestern offers a variety of programs designed to enrich the intellectual, cultural, social, and recreational life of residents in its service area. This division of the College also provides educational services designed to develop skills for effective use of leisure time and works with area businesses to improve the skills of its employees.

- **SPECIAL SERVICES**

Special training programs are designed for and offered to area businesses and industries. The College sponsors activities to assist in the identification and solution of community problems, and insofar as possible, encourages utilization of its facilities and services by community groups.

- **STUDENT SUPPORT SERVICES**

For all students enrolled at Northwestern, the College provides student services including, but not limited to, admissions, financial aid, counseling, placement testing, individualized instruction, and a commitment to serve students with special needs.

HISTORY

Northwestern Connecticut Community College was founded in 1965 by a Committee to form a Community College for Northwestern Connecticut, Inc. and opened in September of that year. On November 19, 1965, the College came under the jurisdiction of the State of Connecticut and celebrated its 50th anniversary in 2015. It is governed by the Board of Regents for Higher Education of the Connecticut State Colleges and Universities System and offers degrees in Associate in Arts and Associate in Science and certificates.

Most of the students are preparing for jobs, careers, career changes or for transfer to four-year colleges. Most students work part-time or full-time. Approximately seventy-five percent of the students at Northwestern are enrolled in part-time study; some as candidates for degrees, others for professional advancement or for cultural enrichment.

Northwestern Connecticut Community College is fully accredited by the Board of Regents for Higher Education of the Connecticut State Colleges and Universities System and by the New England Commission of Higher Education.

AIMS AND OBJECTIVES

Northwestern offers programs of occupational, vocational and career education designed to provide training for immediate employment, job training or upgrading of skills to meet individual, community and state manpower needs; programs of study for college transfer representing the first two years of baccalaureate education; programs of general study including, but not limited to remediation, general and adult education and continuing education designed to meet individual student goals; student support services including admissions, counseling, testing, placement, and efforts to serve students with special needs.

Northwestern offers community education programs designed to enrich the intellectual, cultural, social and recreational life of the area. The College provides educational services designed to develop skills for effective use of leisure time. It sponsors activities and programs to assist in the identification and solution of community problems. Insofar as possible, the College encourages the utilization of its facilities and services by community groups.

NOTICE OF NONDISCRIMINATION

Northwestern Connecticut Community College does not discriminate on the basis of race, color, religious creed, age, sex, including pregnancy, sexual harassment and sexual assault, marital status, national origin or ancestry, sexual orientation, transgender status, gender identity or expression, genetic information, workplace hazards to reproductive systems, present or past history of mental disability, intellectual disability, learning disability or physical disability in its programs and activities. In addition, the College does not discriminate in employment on the basis of veteran status or prior criminal record.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Ruth Gonzalez, Director of Student Development, (Title IX and Section 504/ADA Coordinator) Northwestern Connecticut Community College, Park Place East, Winsted, CT 06098, Green Woods Hall, (860) 738-6315, rgonzalez@nwcc.edu.

ACADEMIC AFFAIRS

VISIT THE DEAN'S WEB PAGE

<http://www.nwcc.edu/academics>

Updates will be made as necessary

The Office of the Dean of Academic & Student Affairs is responsible for all academic programs, courses, instruction and registration. The Dean of Academic & Student Affairs is Dr. David Ferreira. His office is in Founders Hall Room 103, phone (860) 738-6319, Email: dferreira@nwcc.edu.

Department Chair:

Valerie Royals,
Business & Management
Administration
(860) 738-6304 (FX 312)
vroyals@nwcc.edu

Department Chair:

Crystal Wiggins,
STEM (Science, Technology,
Engineering, Math)
(860) 738-6310 (ASB 204D)
cwiggins@nwcc.edu

Department Chair:

Jay Whitaker, Ph.D.,
Arts & Humanities
(860) 738-6374 (FX 212)
jwhitaker2@nwcc.edu

Department Chair:

Robert Beck, Ph.D.,
Behavioral / Social Sciences,
including Therapeutic Recreation,
American Sign Language, Deaf
Studies, Interpreter Preparation
(860) 738-6386 (FX 310)
rbeck@nwcc.edu

Program Coordinators:

Michele Better,
Early Childhood Education
(860) 738-6305 (FX 308)
mbetter@nwcc.edu

Michael Emanuel, Jr.,
Criminal Justice
(860) 738-6389 (FX 308)
memanuel@nwcc.edu

Division Director:

Constance Hotchkiss
(860) 738-6372 (FX 218)
chotchkiss@nwcc.edu

Nursing
Allied Health – credit and non-credit
Medical Assisting
Veterinary Technology

Erin Kennedy,
Non-credit Allied Health
(860) 738-6484 (JHSC 206)
ekennedy@nwcc.edu

Program Coordinators:

Jane O'Grady,
Medical Assisting /
Allied Health, Health Information
Management, Health & Physical
Education
(860) 738-6393 (JHSC 205)
jogrady@nwcc.edu

Adriane Cavanna, V.M.D.
Veterinary Technology
(860) 738-6485 (JHSC 137)
acavanna@nwcc.edu

All part-time faculty are encouraged to maintain contact with their Program Coordinator, Department Chair, and/or Division Director regarding course content, texts, and other academic matters.



FALL 2020 ACADEMIC CALENDAR

AUGUST 2020

Aug. 18 – New Student Orientation (Evening)
 Aug. 19 – New Student Orientation (Day)
 Aug. 25 – **Last day for 100% Tuition Refund**
 and Professional Staff Activities
 Aug. 26 – **CLASSES BEGIN**

AUGUST 2020						
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SEPTEMBER 2020

Sept. 7 – Labor Day – **COLLEGE CLOSED**
 Sept. 8 – **Last Day to Add/Drop Courses and**
Last Day for 50% Tuition Refund
 Sept. 22 – Last Day to Change to AUDIT Status

SEPTEMBER 2020						
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OCTOBER 2020

OCTOBER 2020						
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NOVEMBER 2020

Nov. 3 – Last Day to Make-up Incompletes
 Nov. 10 – Last Day to WITHDRAW from Classes
 Nov. 11 – Veteran’s Day – **Classes in Session**
 Nov. 16 – January Graduation Application Deadline
 Nov. 26-29 – Thanksgiving Recess – **NO CLASSES**

NOVEMBER 2020						
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DECEMBER 2020

Dec. 7 – Last Day of Classes
 Dec 8 – Reading Day* - **NO CLASSES**
 Dec. 9-15 – **Final Exams**
 Dec. 18 – Grades Due by 9:00 am

DECEMBER 2020						
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* Reading days are to be used as study days and/or optional make-up class time. Students shall not be penalized for not attending any activities/classes.

SPRING 2021 ACADEMIC CALENDAR

JANUARY 2021

Jan. 18 – Martin Luther King Day – **COLLEGE CLOSED**
 Jan. 19 – New Student Orientation (snow date Jan. 20)
 Jan. 21 – **Last Day for 100% Tuition Refund**
 Jan. 22 – **CLASSES BEGIN**

JANUARY 2021						
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31						

FEBRUARY 2021

Feb. 4 – **Last Day to Add/Drop and Last Day for 50% Refund**
 Feb. 12-15 – President’s Recess – **NO CLASSES**
 Feb. 15 – President’s Holiday – **COLLEGE CLOSED**
 Feb. 18 – Last Day to Change to AUDIT Status

FEBRUARY 2021						
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28						

MARCH 2021

Mar. 15-21 – Spring Break – **NO CLASSES**
 Mar. 31 – May Graduation Application Deadline

MARCH 2021						
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APRIL 2021

April 1 – Last Day to Make-up Incompletes
 April 2 – Day of Reflection – **NO CLASSES**
 Apr. 2-4 – Good Friday/Easter – **COLLEGE CLOSED**
 Apr. 8 – Last Day to WITHDRAW from Classes

APRIL 2021						
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MAY 2021

May 10 – Last Day of Classes
 May 11-17 – **Final Exams**
 May 20 – Grades Due by 9:00 am
 May 27 – COMMENCEMENT
 May 31 – Memorial Day – **COLLEGE CLOSED**

MAY 2021						
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30	31					

* Reading days are to be used as study days and/or optional make-up class time. Students shall not be penalized for not attending any activities/classes.

BOARD OF REGENTS POLICY ON CONSENSUAL RELATIONSHIPS

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

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

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

Policy

Prohibited

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

Strongly Discouraged

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

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

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

In the event of a Sexual Harassment Charge

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

Sanctions

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

**NCCC
SEXUAL ASSAULT AND INTIMATE PARTNER VIOLENCE**

Sexual Assault and Intimate Partner Violence Resource Team (SART): NCCC is committed to creating a community that is safe and supportive of people of all gender and sexual identities. This pertains to the entire campus community, whether on ground or virtual, students, faculty, or staff.

Sexual assault and intimate partner violence is an affront to our national conscience, and one we cannot ignore. It is our hope that no one within our campus community will become a victim of these crimes. However, if it occurs, NCCC has created the SART Team - Sexual Assault and Intimate Partner Violence Resource Team - to meet the victim's needs.

SART is a campus and community based team that is fully trained to provide trauma-informed compassionate service and referrals for comprehensive care. The team works in partnership with The Susan B. Anthony Project to extend services 24 hours a day, 7 days a week throughout the year.

The SART Team members are:

Susan B. Anthony Project	24 Hour Hotline	860-482-7133
Ruth Gonzalez, Ph.D.	860-738-6315	Green Woods Hall Rm 207
Sarah Bement, Ph.D.	860-738-6382	Founders Hall Annex Rm 214
	860-496-3138 (VP)	
Andrew Wetmore	860-738-6344	Green Woods Hall Rm 110
Michele Better	860-738-6305	Founders Hall Annex Rm 308
Michael Emanuel	860-738-6389	Founders Hall Annex Rm 308
Jane O'Grady	860-738-6393	Joyner Health Science Cntr Rm 205
Robin Orlomoski	860-738-6416	Business Office Rm 201
Daneen Huddart	860-738-6318	Green Woods Hall Rm 211
Darcie Martineau	860-738-6329	Green Woods Hall Rm 219
Richard Coutant	860-738-6317 or	Founders Hall Rm 105
	860-738-6409	Associate Dean of Campus Operations (interim)
David Ferreira, Ex-Officio	860-738-6319	Founders Hall Room 103

At NCCC we care about our students, staff and faculty and their well-being. It is our intention to facilitate the resources needed to help achieve both physical and emotional health.

FERPA FOR FACULTY AND STAFF

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

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the College or University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College or University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College or University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request amendment of an education record that the student believes is inaccurate. Students may ask an appropriate College or University official to amend a record that they believe is inaccurate. However, FERPA is not intended to provide a process to question substantive judgments that are correctly recorded. Consequently, FERPA amendment requests do not allow a student to contest a grade in a course because the student believes that a higher grade should have been assigned.

To request amendment of an education record, the student should write to the official, clearly identifying the part of the record he or she wants changed and specifying why he/she believes it is inaccurate. The institution will notify the student of the decision. If the institution decides not to amend the record as requested by the student, a College or University official will advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the College or University discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA permits disclosure without a student's prior written consent under the FERPA exception for disclosure to school officials who have a legitimate educational interest. A "school official" is a person employed by a College or University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Regents; an employee of the Board of Regents System Office; or, a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the College or University who performs an institutional service or function for which the College or University would otherwise use its own employees and who is under the direct control of the College or University with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College or University. Upon request, the College or University also discloses education records to officials of another school in which a student seeks or intends to enroll without the prior consent of, or notice to, the student.

FERPA also permits disclosure of education records without consent in connection with, but not limited to:

- To comply with a judicial order or a lawfully issued subpoena;
- To appropriate parties in a health or safety emergency;
- In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid;

- To certain officials of the U.S. Department of Education, the Comptroller General, to state and local educational authorities, in connection with certain state or federally supported education programs;
- To accrediting organizations to carry out their functions;
- To organizations conducting certain studies for or on behalf of the College or University;
- The results of an institutional disciplinary proceeding against the alleged perpetrator of a crime of violence to the alleged victim of that crime with respect to that crime;
- Directory information as defined in the policy of the Board of Regents.

4. The right to refuse to permit the College or University to release Directory Information about the student, except to school officials with a legitimate educational interest and others as indicated in paragraph 3 above. To do so, a student exercising this right must notify the University's or College's Registrar, in writing. Once filed, this notification becomes a permanent part of the student's record until the student instructs the University or College, in writing, to remove it. A student may exercise his or her right to opt out of Directory Information, prohibiting disclosure of the student's information without the student's consent as noted in section 3, except however, that pursuant to the Solomon Amendment, military recruiters must be provided the same access to student information as is provided to nonmilitary recruiters.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Colleges to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605**

Directory Information Policy

Acknowledging that Directory Information is FERPA protected information that may be disclosed at the discretion of a College or University, it is the policy of the Board of Regents for Higher Education for the Connecticut State Colleges and Universities that disclosure of Directory Information is within the sole discretion of the College or University. Colleges and Universities may disclose Directory Information without the prior consent of the student only as provided herein.

The Board of Regents for Higher Education has designated the following as Directory Information:

For purposes of access by school officials of the Colleges and Universities governed by the Board of Regents for Higher Education, the following is designated as Directory Information:

Student name
Permanent mailing address
Month and day of birth
Photographs
Student identification number, User ID, or other unique identifier
Email address
Telephone number
University or College previously attended or currently attending
Dates of attendance
Full vs. part-time student status
Awards and honors
Class standing/year
Major, minor, concentration and/or program of study
Degree(s)/Certificate(s) candidacy
Degree(s)/Certificate(s) earned
Previous Institutions attended
Graduation expected/completion dates

For purposes of access by military recruiters only, the following is designated as Directory Information (Student Recruiting Information):

- Student's name
- Permanent mailing address
- Telephone number
- Age
- Place of birth
- Class standing/year
- Major and/or program of study
- Degrees received
- Most recent educational institution attended

For purposes of participation in any recognized activity or sports, the following is designated as Directory Information:

- Student's name
- City and State of Residence
- Dates of attendance
- Class standing/Year
- Recognized activity or sport
- Team performance statistics
- Team position
- Photos and videos
- Awards
- Height and weight of athlete

For purposes of disclosure to/access by the general public, the following is designated as Directory Information:

- Student's name
- Permanent mailing address
- Photographs
- Dates of attendance
- Major, minor, concentration and/or program of study
- Degree/Certificate candidacy
- Degree(s)/Certificate(s) earned
- Awards
- Full vs. Part-time status
- Anticipated graduation date
- Graduation date
- Connecticut Community College Only - Student identification number, User ID, or other unique identifier





SOME FERPA GUIDELINES FOR FACULTY AND STAFF

- **DO** keep only those individual student records necessary for the fulfillment of your job responsibilities.
- **DO** keep any personal professional records relating to individual students separate from their educational records.
(Private records on instructional, supervisory, and administrative personnel and ancillary education personnel are to be kept in the sole possession of the maker and are not accessible or revealed to any person, except a substitute.)
- **DO NOT** display student scores or grades publicly in association with names, social security numbers, or other personal identifiers.
(If scores or grades are posted, use some code known only to you and the individual student. In no case should the list be posted in alphabetical sequence by student name.)
- **DO NOT** put papers, graded exam, or lab reports containing student names in publicly accessible places. Students are not to have access to the scores and grades of others in class in ways that allow other students to be identified.
- **DO NOT** access or request information from the student educational record without a legitimate educational interest and the appropriate authority to do so.
- **DO NOT** share student educational record information, including grades or grade point averages, with other faculty or staff members unless their official responsibilities identify their legitimate educational interest in that information for that student.
- **DO NOT** share student educational record information, including grades or grade point averages, with parents or others outside the College, including in letters of recommendation, without written permission from the student
- **WHEN IN DOUBT**, err on the side of caution and do not release student educational information. Contact the Registrar's Office for guidance.

**Faculty and Staff Logon Instructions To:
Campus Network, College e-mail and myCommNet**

In alignment with the College's efforts to "Go Green" vital college information and deadlines are disseminated via your NCCC college email account. **It is mandatory that you check your NCCC email account regularly.**

Log-on to ...	Username/NetID	Default Password	Password Change Requirements	Where to find Help
 <p>College Network for use with computers on-campus</p>	<p>8 digit Banner ID followed by @nwcc.commnet.edu</p> <p>Example: 12345678@nwcc.commnet.edu</p>	<p>Your initially assigned password will be as follows:</p> <ol style="list-style-type: none"> 1st three characters of birth month with first letter CAPITALIZED Ampersand character (&) Last 4 digits of your Social Security Number <p>Example: for a birth date of 10/24/79 and SSN of 123-45-6789, the initial password would be: Oct&6789</p> <p>You will be prompted to change your default password once you have logged on.</p>	<p>The password you create must contain ALL of the following:</p> <ul style="list-style-type: none"> -minimum of 8 characters total -both UPPER and lower case letters -some combination of both numbers & letters <p><i>* The system prevents the use of your name in the Password (PIN) and will not allow re-use of previous passwords.</i></p>	<p>For help using the college computer network contact the helpdesk in the Computer Center, 860-738-6367 or at NW-ITservice@nwcc.edu</p>
 <p>My.Commnet.edu</p> <p>access course rosters, student information and enter grades also... access Blackboard Learn the online course delivery system and College e-mail</p> <p><i>*Access to my.commnet.edu is available from the icon on the homepage of the college website www.nwcc.commnet.edu or go directly to http://my.commnet.edu</i></p>	<p>NETID- use same as above</p> <p>12345678@nwcc.commnet.edu</p>	<p>Your initial password is same as above.</p> <p>You will be prompted to change your default password once you have logged on.</p> <p>If you create a password above when using a campus computer, that will now be your myCommNet password. DON'T use the default password!</p>	<p>The new password must be 8 characters in length.</p> <p><i>* You will be asked to choose a security question. Please note the exact answers you provide, as this will help if you ever forget your password (PIN). The answer is case sensitive.</i></p>	<p>For help using myCommNet contact the helpdesk at 860-738-6367 or at NW-ITservice@nwcc.edu</p>

Online Resources: General support is available 24/7 either via phone at: (860) 723-0221 or <https://cscu.edusupportcenter.com/>.

For local classroom support, please contact the helpdesk at NW-ITService@nwcc.edu or via phone at (860)738-6367.

HUMAN RESOURCES, ENGLISH BUILDING

PERSONNEL PROCEDURES

Erin Ransford, Regional Human Resources Generalist, 860-738-6324, eransford@commnet.edu is responsible for all questions and concerns on personnel matters.

Prior to the first day of the semester:

New part-time faculty members are required to furnish the following:

1. Completed Employment Application Form
2. New Employee Information Form
3. Official Graduate and Undergraduate Transcripts
4. Employment Eligibility Verification Form (Form I-9), Department of Homeland Security. and present original, unexpired IDs to Human Resources Office, English Building, 46 Park Place East
5. Successful completion of a Pre-Employment Background Check
6. Payroll Information Forms
 - a. Signed Contract
 - b. Employee's Withholding Allowance Certificate, State and Federal (W-4 Forms)
 - c. Retirement Forms (CO-931h)
 - d. Direct Deposit form

Returning part-time faculty are required to furnish the following:

Signed contract

No part-time faculty will be placed on the payroll until all required information/forms are provided to the human resources office.

If you fail to return your contract by the established deadline, your salary will be paid out over fewer pay periods.

Note: Any changes in contact information (address, email, telephone) marital status, number of dependents, etc. must be reported to the Human Resources Office to maintain accurate personnel files. Forms to make those changes can be found on Northwestern's website at <https://www.nwcc.edu/human-resources/employee-forms> or you may contact Erin Ransford, Regional Human Resources Generalist at 860-738-6324 or via email at eransford@commnet.edu.

Retirement Options

A choice must be made; it is not optional.

You should be aware that the Retirement Division has determined that employees in higher education have the right to enroll in either

- the State Employees Retirement System (SERS) Tier IV,
- the SERS Hybrid Plan,
- the Alternate Retirement Plan
- or if eligible, the Teachers Retirement System (TRS)
- waive participation in a Retirement Plan (see explanation below)

If you are presently employed or were employed by the State of Connecticut in another capacity, you must rejoin the retirement plan (SERS Tier I, Tier II, Tier IIA, Tier III, or Tier IV, SERS Hybrid Plan, ARP or TRS) to which you were previously assigned.

If you are employed in a position statutorily defined as a state teacher or a professional staff member in higher education you may elect membership in the State Employees Retirement System (SERS) Tier IV retirement plan, the SERS Hybrid Plan, the Alternate Retirement Program (ARP), or, if eligible, the Teachers Retirement System (TRS) at the time of your employment. This is a one-time, irrevocable election. If you do not make an election at the time of hire you will automatically become a member of SERS Tier IV. No change to an employee's retirement plan membership is permitted after initial election. However, if you elect SERS Hybrid Plan or ARP membership and are subsequently employed in a position not eligible for SERS Hybrid Plan or ARP participation, you must be enrolled in SERS Tier IV.

Waive Participation in a Retirement Plan (this applies only to new adjunct faculty)

Effective July 1, 2012 Public Act No. 12-52

An Act Allowing Adjunct Faculty Members of the Regional Community-Technical College System to Waive Membership in a State Retirement Plan.

Be it enacted by the Senate and House of Representatives in General Assembly, convened:

Section 1. (NEW) An adjunct faculty member of a regional community-technical college shall be permitted to irrevocably waive membership in a Connecticut retirement plan not later than the first day of commencing employment with such regional community-technical college. Once the adjunct faculty member waives membership in a Connecticut retirement plan, such faculty member is no longer eligible to elect to participate in a Connecticut retirement plan in any subsequent part-time employment with the regional community-technical college system, the Board of Regents for Higher Education or any other constituent unit, as defined in section 10a-1 of the general statutes.

For more information you may contact Erin Ransford, Human Resources Associate at 860-738-6324, or by email at eransford@commnet.edu.

Rehired Retirees

Connecticut General Statutes (CGS) Section 5-164a, CGS Section 5-192v and the collective bargaining agreement between the State and the State Employees Bargaining Agent Coalition effective July 1, 1997 (SEBAC V) address both the temporary and permanent reemployment of retired State Employees Retirement System (SERS) and Alternate Retirement Program (ARP) members. Pursuant to these statutory provisions, temporarily reemployed SERS Tier I, Tier II, Tier IIA and ARP retirees may work a maximum of 120 days in a calendar year without engaging the pension suspension provisions of SERS; a SERS or ARP retiree reemployed in a state teaching position may work up to 45.97% of a full-time teaching schedule without engaging the pension suspension provisions of SERS. **(This limits rehired retirees to teach only 12 credit hours in a calendar year.)**

If you are a retired State of Connecticut Employee, please inform Human Resources so that they can process your paperwork accordingly.

Dual Employment Procedures

Effective July 1, 2013, Section 5-208a of the Connecticut General Statutes reads:

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

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

- The duties to be performed at each agency (or in two positions within the same agency) are outside the responsibility of the other agency (or outside the responsibilities of the other position).
- No conflict of interest exists between or among positions. The Agency Ethics Compliance Officer will be consulted as appropriate.
- The approval of the dual employment assignment will not result in the employee becoming eligible for additional benefits, including but not limited to, eligibility for insurance and/or retirement benefits.
- There will be no duplication of hours between/among positions.
- Agencies must be mindful of any time required to travel from one worksite to another when determining whether there would be any duplication of hours.
- In addition, employees:
 - **Cannot** work in another State job when the Primary job requires mandatory overtime
 - **Cannot** charge paid leave time, i.e., vacation leave, sick leave, compensatory time, personal leave (PL) in order to work in/travel to another State job
 - **Cannot** use unpaid leave or other leave codes to work in/travel to another State job
 - **Cannot** use flextime or an Alternate Work Schedule to work in/travel to another State job if there is an expectation the employee must be available during hours outside of the approved schedule OR if the employee's work schedule reverts back to a standard workweek during a holiday week
 - **Cannot** use the Voluntary Schedule Reduction Program to work in/travel to another State job. Although the employee is working a reduced schedule, benefits, including retirement credit and creditable service, are not diminished and therefore the employee must account for the hours of a full-time schedule

ADJUNCT FACULTY PAY PROCEDURES

Payroll Deductions

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

Distribution of Biweekly Paychecks

Part-time faculty members may have their paychecks direct deposited. The direct deposit form may be obtained from the Human Resources office or on Northwestern's website: <http://www.nwcc.edu/about-nccc/human-resources/employee-forms>

Direct Deposit advices can be viewed and printed from the Core-CT payroll site, they are not mailed. If you have any questions regarding your paycheck, please contact Peggy Hayes, Payroll Officer at mhayes@nwcc.edu or 860-738-6412.

PAYROLL DATES FOR ADJUNCT INSTRUCTORS

PER THE BOARD OF REGENTS

PAY PERIOD	CHECK DATE
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Fall 2020 (Classes begin Wednesday, August 26)

08/28 – 09/10/2020	09/25/2020
09/11 – 09/24/2020	10/09/2020
09/25 – 10/08/2020	10/23/2020
10/09 – 10/22/2020	11/06/2020
10/23 – 11/05/2020	11/20/2020
11/06 – 11/19/2020	12/04/2020
11/20 – 12/03/2020	12/18/2020
12/04 – 12/17/2020	12/31/2020

SPRING 2021 (Classes begin Friday, January 22)

01/15 – 01/28/2021	02/12/2021
01/29 – 02/11/2021	02/26/2021
02/12 – 02/25/2021	03/12/2021
02/26 – 03/11/2021	03/26/2021
03/12 – 03/25/2021	04/09/2021
03/26 – 04/08/2021	04/23/2021
04/09 – 04/22/2021	05/07/2021
04/23 – 05/06/2021	05/21/2021

ADJUNCT FACULTY PAYROLL REVIEW AND APPROVALS

Date: March 24, 2016

To: Deans of Academic Affairs
Deans of Administration
Directors of Finance
Human Resource Directors

From: Chris Forster, Controller
Mike Lopez, Director of HR Administration

Re: Adjunct faculty payroll review and approvals

Purpose

The purpose of this memo is to explain the new adjunct faculty payroll approval process to be implemented based on discussions with the Auditors of Public Accounts (APA) and internal discussion between individuals in IT, HR, Academics and Finance. These new controls are intended to address audit concerns raised by both the State and independent auditors around risks associated with the HR/payroll process as it applies to part-time lecturers (PTL).

Background

As many of you know, the Auditors of Public Accounts (APA) has been citing the CCC system for several years over the lack of oversight around the approval of PTL payroll. Audit citations around the failure to obtain time cards for part time lecturers led to the creation of an automated self-certification process that was linked to grade submissions. This functionality was problematic and IT was unable to support it any longer. Additionally, the APA expressed the concern that each individual was not independently certified by a person in supervisory authority. Individuals from IT, HR and Finance have discussed the issue and have developed an alternative process.

Adjunct faculty are not paid an annual salary or an hourly rate, but are hired on a term by term basis for a flat amount to cover a particular course obligation. In other words, adjunct faculty are not paid based on time worked but rather the fulfillment of their contract obligations. Adjuncts are paid in eight equal installments during the fall and spring semesters and for those who teach during the intersessions the schedule is truncated to align with the shorter session.

New Process

The new process will be included as part of the payroll monitoring process. After the last payroll prior to the term end date a report will be automatically generated listing paid PTLs and sent to the Dean of Academics or their designated academic reviewer.

- **Responsibility**
As the ultimate supervising authority over adjunct faculty, the Dean of Academic Affairs or their designee is responsible for ensuring their contract employees are fulfilling their duties as assigned.
- **Documentation**
After the last payroll prior to the term end date a report of paid PTLs will be generated and sent to the appropriate designated reviewer. This report is to be reviewed for accuracy, printed, signed and filed with the Dean of Administration's office or their designee.
Performance and or attendance issues that were followed up on should be noted and/or back up attached to the report.
- **Implementation Schedule**
To be implemented with the spring 2016 term end date.

ABSENCES

The following procedure applies:

If you are unable to teach a regularly scheduled class, adhering to the following procedure will ensure appropriate communication to students and college administrators.

1. Call the Faculty Secretaries' Office at 860-738-6379 (Debbie) or 860-738-6300 (Darlene) to inform them of the cancellation then contact your department chair, program coordinator, or division director.
2. Please email the students via MyCommNet and post an announcement in Blackboard. If time allows, the faculty secretary will run the rosters and email the students to their personal emails on file, and/or call the students. In all cases, a notice of the cancellation will be placed on the door of the classroom where you would have taught.
3. Homework assignments can be included on the posting notice.
 - It is important that this internal procedure is followed to ensure class coverage in the event of your inability to teach a scheduled class.
 - Weather related closings are made by the President. Please rely on the information from the College's Weather Line for the most accurate information (860-738-6464).
 - Remember, the earlier you are able to let the secretaries know you won't be in for class the earlier students can be informed. In many cases this will save students unnecessary travel.
4. **Pay is deducted for absences** unless the College is closed for inclement weather or an emergency.

PARKING

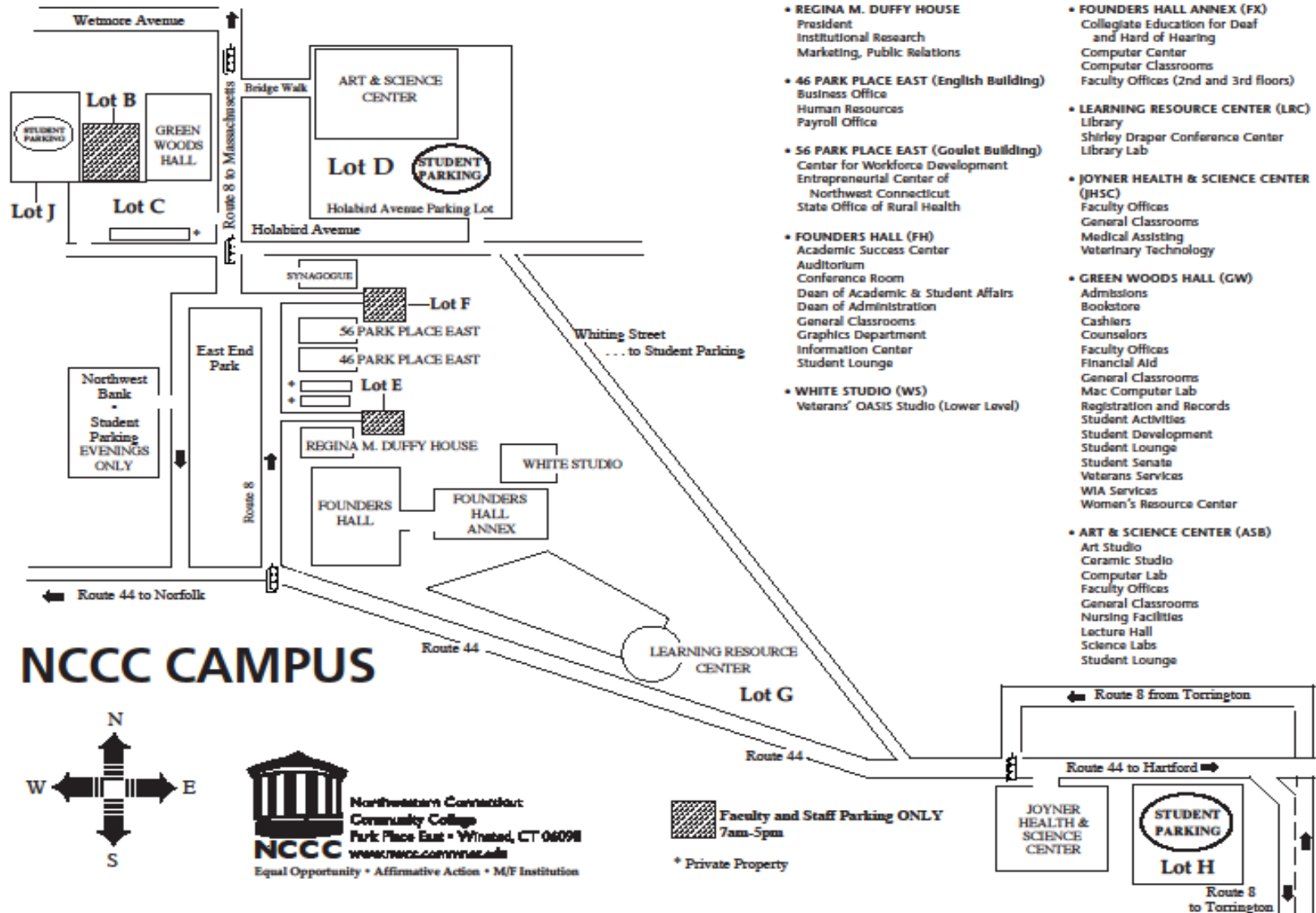
The following parking areas shall be available at **all times** for NCCC faculty, adjunct faculty, staff, visitors and others having business to conduct at the College.

1. Lots B, C & J - Green Woods Lot, 119 North Main Street
2. Lot D - The Holabird Avenue Lot, The Art & Science Center, 209 Holabird Avenue
3. Lot E - Administration Building Lot, 22 Park Place East
4. Lot F - The English/Goulet Parking Lot, 46/56 Park Place East
5. Lot G - Learning Resource Center, 2 Park Place East
6. Lot H - The Joyner Health Science Center Lot, 100 South Main
7. Northwest Community Bank – **after 5:00 p.m.**

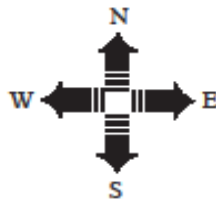
Adjunct faculty will be issued parking permits. Please contact Erin Ransford, Human Resources Associate at 860-738-6324 or via email at eransford@nwcc.edu to start the process to obtain a permit.

There will be a 15 minute drop off zone behind Green Woods (Lot B).

Please use NCCC campus map as a guideline for available parking.



NCCC CAMPUS



NCCC
Northwestern Connecticut
Community College
Park Place East • Winsted, CT 06098
www.nccc.edu
Equal Opportunity • Affirmative Action • M/F Institution

MAIL BOXES

Mail boxes for all faculty are located on the first floor of Founders Hall inside the Mail Room (FH 102) or faculty secretary's office (for off-campus instructors). ***This is your primary mailbox, even if one is set up for you in another building, the one in Founders Hall needs to be checked each week.*** The Division Director's mail box is in the faculty secretary's office, FX 217. A metal book rack is at the end of the mailboxes for any large packages (i.e. books) that arrive. A message will be placed in your mailbox if you have a package to pick up. **Faculty should check their mailboxes as often as feasible.**

SECRETARIAL ASSISTANCE

Secretarial services for faculty are available. Work may be sent to Debbie Payne, Founders Hall Annex, Room 217, Darlene Fogerty, Information Center, Founders Hall Room 104, or Ama Matthews, Founders Hall Annex, Room 216 (for Nursing department faculty and adjuncts) for processing. Please allow at least three days lead time for production.

Supplies, such as Scantron sheets, envelopes, pens, pencils, etc. may be obtained from the faculty secretaries' office, Founders Hall Annex, Room 217, the Information Center, Founders Hall, Room 104, Green Woods Hall, Room 210 or the Arts & Science Center, Room 204. Please contact Debbie Payne – 738-6379 or Darlene Fogerty – 738-6300 for any other supplies.

There are two Scantron machines on campus. One is on the second floor of Founders Hall Annex outside of the faculty secretary's office with the analysis sheets next to it, and the Scantron exam sheets are in FX 217. The other is in room 204 of the Arts & Science Center with the analysis sheets and Scantron exam sheets in the cabinet above the counter. Exam sheets can be requested to be placed in your mailbox prior to the date of the exam.

MEDIA SERVICES DEPARTMENT

All classrooms have electronic teacher stations fully equipped with computer, document camera, DVD, speakers and ceiling-mounted projectors. Operating instructions are posted in each room or for personal training, please contact IT support at NW-ITServices@nwcc.edu.

For classrooms which are not equipped with electronic teacher stations, (e.g., GWH Multipurpose room, ASB Atrium, etc.) portable projectors, TV Monitors, VCR/DVD players and lecterns with microphones are available from the Media Services Department by request.

Such audiovisual requirements should **be requested at least two weeks prior to the event** in order to insure that your needs will be met. Requests for **all audiovisual** equipment should be made via email NW-AVRequests@nwcc.edu or included on the regular room reservation form and be submitted to Sharon Pronovost (FH 105), **at least two weeks prior to the event as well.**

In addition, general room reservation forms need to indicate what/if any Media Services are required and a copy should be submitted to Sharon Pronovost. **A minimum of two weeks advance notice is required** for digital projection equipment **and/or audiovisual support.**

Please note the Library has an extensive collection of audiovisual materials including DVDs, videos, compact discs and books-on-cassette. Before ordering materials from your Department, please check the Library holdings.

If you experience any problems with the equipment, please submit a service ticket via email to the IT Service Desk at NW-ITServices@nwcc.edu. In addition, please do not move equipment from one room to another.

COMPUTER CENTER

Faculty are encouraged to use the computer classrooms in the Computer Center located in Founders Hall Annex. These facilities include Smart Classrooms equipped with teacher stations and workstations for student use. To schedule a class in the Computer Center, please contact Debbie Payne at 860-738-6379 or dpayne@nwcc.edu.

The computer center also supports two computer labs. FX 111 is for student usage and FX 111a is exclusively for faculty usage. Computer lab hours are normally between 8:30 a.m. until 7:00 p.m. Monday through Thursday, and 8:30 a.m. until 4:30 p.m. on Friday during the academic year. This schedule may vary during intersession and summer sessions.

Lab assistants are on duty to help students with the use of computer hardware; however students are expected to have **in-class instruction** regarding the usage of software applications before using the lab independently. (This includes access to course material provided via lab computers.)

The classrooms in Founders Hall, Green Woods Hall, Art & Science Center and Joyner Health Science Center have electronic teacher stations fully equipped with computer, document camera, DVD, speakers and ceiling mounted projectors.

Faculty in need of training or reservation for specific Computer Center resources should contact the Computer Center Help Desk at 860-738-6367 or NW-ITService@nwcc.edu. Please provide adequate time to ensure proper training and resource allocation to meet your needs. (A minimum of 3 business days is recommended.)

ADJUNCT OFFICES

The adjunct offices on campus are located in Founders Hall Annex, room 215, the Art & Science Building, room 318, and the Joyner Health Science Center, 1st floor (Vet Tech), and 2nd floor room 208 (Allied Health). Each office has a computer, phone and access to a printer.

COLLEGIATE EDUCATION FOR THE DEAF AND HARD OF HEARING

The Collegiate Education for Deaf and Hard of Hearing Persons offers comprehensive support services to deaf and hard of hearing students enrolled at the College. These support services include:

- sign language and oral interpretation
- specialized instruction
- note taking
- academic, career and personal counseling
- tutoring
- telecommunication devices
- C-Print captioning

There is a range of hearing impairments in the student population from those who are hard of hearing (i.e. able to hear and understand spoken language whether or not a hearing aid is used) to those who are deaf (i.e. unable to hear and understand spoken language with or without a hearing aid).

Some students use the services and skills of sign/oral language interpreters in the classroom. REMEMBER: The interpreter is the communication bridge between you and the student. All communication from you to the student should be direct. The interpreter will interpret what you are saying to the student without changing any of the intended content and meaning. The interpreter will be the voice of the deaf student and will interpret everything the student says.

Below is a series of “helpful hints” for the classroom that will insure “total communication” between you and the student:

1. Make sure lighting in the classroom is adequate. Inform the interpreter ahead of time when audiovisual materials are to be used so that he/she can bring an interpreter’s light, or when using internet materials used in class, make sure they have closed captioning. This will ensure inclusion for the deaf/hard of hearing student.
2. Stand in a position so that your face is clearly visible; some students will be lip reading you.
3. Maintain a normal rate of speech; the interpreter will be able to keep pace.
4. Talk *directly* to the student when responding to or asking a question. Most times, the interpreter will interpret simultaneously. Note the difference between: “Will you ask John if he knows what the topic of his term paper is” and “John, what is the topic for your term paper?”
5. Repeat questions asked by members of the class during lecture or discussion for the benefit of students who are lip-reading and listening to you.
6. Contact Sarah Bement, if you need additional information or wish to clarify a situation pertaining to a deaf student or an interpreter in your class. Her office is in Founders Hall Annex, Room 214. Her e-mail address is: sbement@nwcc.edu and phone number is (860) 738-6382.

NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE COLLEGIATE EDUCATION FOR THE DEAF AND HARD OF HEARING

THE DEAF OR HARD OF HEARING STUDENT

Northwestern has the only fully supported post-secondary education program in Connecticut for deaf and hard of hearing students, named the Collegiate Education for Deaf and Hard of Hearing ([CEDHH](#)). Because of this, a substantial number of deaf and hard of hearing students attend this institution. This is a brief overview of information that can assist you, should you have a student with hearing loss in your class.

There is no “typical” deaf or hard of hearing person. They are each unique individuals with diverse backgrounds. Some things to consider that may impact on a deaf or hard of hearing student’s academic preparedness and competence with English are the following:

Degree of hearing loss: CEDHH students have various degrees of hearing loss. A student may have a mild hearing loss which means they can hear in most situations except in a noisy environment. A student may have a moderate degree of hearing loss, which means with a hearing aid in a quiet environment, they may be able to use their residual hearing. A student may have a profound hearing loss which means they cannot hear speech and most environment sounds. In this case, hearing is worthless for communication. Please keep in mind that, unlike glasses, any hearing amplification device will not correct the individual’s hearing.

Age of onset: A person born deaf, and a person who lost his or her hearing later in life, have different communication capabilities. If a person is born deaf, he/she may have significant difficulty acquiring speech and English language skills. A person who is deaf after acquiring speech and language is better able to maintain the use of speech and spoken language.

Educational setting: CEDHH students come from a variety of educational backgrounds. Some students attended a center school or residential school for the deaf. Other students attended mainstream programs, some with some educational specialists and full support services, and others with little to no support services.

Mode of communication: Students may use one or several communication modes. Profoundly deaf students may use sign language and have no speechreading skills or intelligible speech. Moderately hearing impaired students may be skilled speechreaders, have usable residual hearing, and intelligible speech. Then again, a profoundly deaf student may have intelligible speech but cannot speechread at all. Each student is unique and they will acquaint you with the best way for the two of you to communicate.

CEDHH SUPPORT SERVICES AT NORTHWESTERN

The Collegiate Education for Deaf and Hard of Hearing (CEDHH) offers comprehensive support services to deaf and hard of hearing students enrolled at the college. These support services include:

Specialized instruction: Deaf and hard of hearing students may enroll in remedial and developmental courses, including English and Mathematics, taught by CEDHH instructional specialists, which are designed for making a successful transition from the secondary to post-secondary setting.

- Instructional Specialist: Maureen Chalmers, mchalmers@nwcc.edu, 860-738-6396

Interpreting services: Interpreters may be assigned to your class for a student who uses American Sign Language or needs to lipread. They usually sit in front of the class or beside your lecture area. Speak at your normal rate. Interpreters can keep up. They will ask for a repeat should they miss something that may be said by you or by a student.

- Acting Interpreter Coordinator: Sarah Bement, 860-738-6382, sbement@nwcc.edu

Tutoring: Staff interpreters also provide tutoring services for deaf and hard of hearing students. CEDHH students are encouraged to contact interpreters to schedule tutoring appointments.

- Sarah Bement, 860-738-6382, sbement@nwcc.edu

Note taking services: Deaf and hard of hearing students are oftentimes not able to use their vision for receptive communication (i.e., speechreading, or watching the interpreter) and to take notes simultaneously. CEDHH students will use Note Taking Express (NTE) to provide note taking services. Students that require a note taker will download the NTE app on their phone or tablet and record the classes. They then upload the recording and receive notes from that class within 48 hours (or 24 hours if in an intensive class). If a student does not have a smartphone or tablet, they will then receive a traditional in-class note taker.

- Note taking Coordinator: Daneen Huddart, 860-738-6318, dhuddart@nwcc.edu.

C-Print captioning: A C-Print captionist may be assigned to your class for a deaf or hard of hearing student who does not use sign language. They usually sit in the front row beside the student with a laptop computer. Their role is to type (close to verbatim) what is said in the class by you and the students so that the deaf or hard of hearing student can read what is being said. Speak at your normal rate. The captionist has special software that allows her to type abbreviations which appear as full words on the laptop screen. This transcript can then be printed off as notes for the student's use.

FM system: A hard of hearing student may need to use an assistive listening device to be able to hear you clearly. A small transmitter and microphone worn by the teacher transmits a radio signal to a receiver worn by the student. If the student has requested this system, the interpreter coordinator will contact you. The student will be entirely responsible for the care of the device and turning it on/off.

Academic, career and personal counseling: Faculty may contact the Counselor for Students with Disabilities to clarify necessary accommodations for deaf and hard of hearing students.

- Counselor for Students with Disabilities, Daneen Huddart, 860-738-6318, dhuddart@nwcc.edu.

Telecommunication devices:

- ❖ Telecommunications Devices for the Deaf (TTYs) are available in several CEDHH staff offices for student use.
- ❖ Videophones are available for use in the lobby of Green Woods near the multipurpose room. The videophone allows deaf or hard of hearing individuals to speak directly to others or by the use of a qualified interpreter, through video relay services (VRS). Video relay service (VRS) is a service involving a camera, a television, and high speed internet access. VRS works through the following process: a person signs (in American Sign Language – ASL) to the videophone and the visual picture screen is transmitted by a high speed internet connection to a VRS remote site. An interpreter then voices the ASL into spoken English via a telephone line to the hearing person. The interpreter then signs the hearing person's spoken English reply to the videophone, which sends the visual signal back to the ASL user's television monitor. This works the same as an interpreter in your classes.

If you have any questions on how to make your class more accessible for your deaf and hard of hearing students, please contact Sarah Bement at 860-738-6382 or via e-mail at sbement@nwcc.edu.

ACADEMIC SUCCESS CENTER

The [Academic Success Center](#) is located in FH 301, 302 and 307. Staff can be reached at (860) 738-6351. The center is open Monday through Friday. Evening hours are available Monday through Thursday. Peer tutoring is offered in a variety of subjects. Master tutors who have degrees (undergraduate and/or graduate) are also on staff, as are faculty, professional staff and community volunteers. All tutoring is **free of charge** and is available on a drop-in basis. A schedule is available and is updated on a weekly basis.

The Success Center offers workshops each semester and is always looking for ideas for these workshops. Feel free to call with suggestions that might help your students. Workshops can be offered in class - for example, a term paper workshop or a study skills workshop.

The Academic Success Center has ComFit and other online academic programs available to students. ComFit reinforces basic skills in math, reading and writing and is available to any student of NCCC. Reports of students' progress in the skills taught may be provided to instructors with the permission of the students. Each semester, new programs are considered for the Success Center. If your text has a computer module that you would like to have available for your students, arrangements may be made with the Success Center director for installation of the program. An online tutoring program, etutoring, is also accessible to your students.

A Learning Disabilities Specialist is available at the Center for Student Development to discuss student needs with faculty. Although testing for disabilities is not offered at Northwestern, arrangements can be made to assist students with special needs, such as offering them additional testing time and other appropriate academic adjustments.

The Success Center is the site of a federally funded out-of-school youth program, Team Success Scholars, which helps 18-24 year olds make the successful transition through college and the into workplace. Primarily for degree seeking students, the hallmarks of the Team Success Scholars program are mentorship, academic advisement, internships, and career readiness and financial literacy workshops. There are other grant funded programs that might benefit your students. For more information please contact Laura McCarthy, lmccarthy@nwcc.edu or Susan Dichter, sdichter@nwcc.edu.

Please call Laura McCarthy, Academic Success Center Director (860) 738-6351 or lmccarthy@nwcc.edu, if you would like more information or would like an updated schedule to share with your class.

LIBRARY (LEARNING RESOURCE CENTER)

Faculty members are urged to make full use of the [Library](#) and to encourage its use by their students. The Library, located in the Learning Resource Center adjacent to Founders Hall, has nearly 34,000 volumes and subscribes to approximately 135 periodicals. An extensive compact disc collection of classical, jazz and pop music is available, as well as video, DVD, map, and audio book collections. The Library is a depository for Connecticut Government Documents.

The Library has an online public catalog that gives access to not only the holdings of the NCCC Library but also the other eleven Connecticut Community College Libraries. In addition, there are a variety of electronic databases available, including streaming video. The Library is a member of [iCONN](#), the Connecticut Digital Library Project, which allows access to additional databases. For a full list of available databases, please visit the [library website](#). Remote off-campus access is available through myCommNet. The Library has computers available for searching the Internet, email, and other course related work.

The Library participates in several cooperative agreements and organizations, including OCLC (Online Cooperative Library Center), that facilitate interlibrary loan of materials not owned by NCCC. To request an interlibrary loan, please call or email Jeremy Withnell, 738-6478 or jwithnell@nwcc.edu.

Students taking courses at NCCC should be familiar with using the Library and with the important resources in their field of study. A program of library instruction is offered at two levels – general instruction and specialized instruction in specific subject areas. The Library strongly encourages all faculty, especially English faculty, to make use of this service, as it greatly benefits students in their future studies. Please call or email Seth Kershner, 738-6481 or skershner@nwcc.edu, to arrange for library instruction.

Instructors who are using Blackboard Learn as part of their course are encouraged to include the Library Resources and Services link on their course homepage. This allows students to connect easily to the library website, and request library cards, interlibrary loans, and reference assistance. In addition, RSS feeds from various databases and library tutorial video clips can be added to the on-line course materials. For more information on including library resources on Blackboard Learn please contact Seth Kershner, skershner@nwcc.edu or Bev King, bking@nwcc.edu.

Faculty may have books and other materials placed on reserve in the Library for their students to use. Reserve materials do not leave the Library unless the instructor specifies otherwise. Please contact the Library about reserve materials as early as possible in order for them to be processed and placed on reserve promptly. Faculty is encouraged to place copies of textbooks on reserve for students.

For general assistance or information services:

Library Homepage: <http://www.nwcc.edu/current-students/library>
(860) 738-6480 or NW-LibRequests@nwcc.comnet.edu

Fall and Spring semester Library hours

Monday through Wednesday	8:30 AM to 8:00 PM
Thursday and Friday	8:30 AM to 4:30 PM

STUDENT ATTENDANCE

Each instructor may develop his or her own attendance policy. This policy needs to be included in the course syllabus/overview. By the end of the third week of the semester, faculty members are required to report students who have not attended any classes by entering the "R" notation in the midterm grade field in myCommNet. The Dean will send an email reminder containing instructions for entering the midterm grade. Students on financial aid who do not attend class risk losing their aid.

Veterans are required to attend classes on a regular basis regardless of the attendance policy of the instructor. Veterans are provided with attendance reports that are completed by the instructors. These reports are sent to the Veteran's Counselor who then notifies the Veterans' Administration if a veteran's record shows poor attendance or lack of attendance. Veteran's benefits are reduced or terminated because of excessive absences.

CLASS LISTS

Class Lists are available in myCommNet and can be accessed by clicking on *Banner Student & Faculty Self-Service* and then:

- Click on *Term Selection* to select the appropriate term
- Click on *CRN Selection* and select the appropriate CRN from the dropdown menu and click *Submit*
- Click on *Class List and Roster* menu and then *View/Print Class Roster* submenu
- To print your roster, right click and select *print* or
- You can click on *Spreadsheet* at the bottom of the roster to bring your roster information into an Excel spreadsheet and print it from Excel

It is IMPORTANT that you verify that each student in your class is on the list. **If a student's name does NOT appear on the class list, contact the Registrar's office at 860-738-6312 or x86312.** A non-registered student should NOT be allowed to attend classes until they present evidence of registration and they appear on your class list.

Once the add/drop period ends, you will be sent a reminder to check your roster online and again verify that each student in your class is on the list. For instructions on obtaining up-to-date class rosters from the CT Community College online system, see Appendix A.

FINAL EXAMINATIONS

The schedule for the semester final examinations is prepared by the Registrar. Faculty members may not schedule final exams before the regularly scheduled date. If a student has a conflict with the examination day/time, the instructors may make arrangements for examinations and notify the student of the date, time and place. Each instructor is to assume responsibility for preparing and proctoring final examinations.

FINAL GRADES

All final grades must be entered on the web at <http://my.commnet.edu>. A notice will be sent to all faculty via your NCCC email account notifying you of the deadline for entering grades. Final grades should be entered within 48 hours of your scheduled exam time. UNDER NO CIRCUMSTANCES are grades to be entered later than 9:00 a.m. on the deadline day. If you fail to submit grades by the deadline, your students will not receive a grade for your class and you will need to submit a Grade Change Form for each individual student in order for them to receive a final grade. For instructions on entering Final Grades, please see Appendix A.

Fall 2020 deadline – 9:00 am on Friday, December 18, 2020
Spring 2021 deadline – 9:00 am on Thursday, May 20, 2021

PLEASE NOTE: Faculty grade books MUST be retained by the instructor for 5 years from the end of the semester. Contact Wendy Bovia, Director of Human Resources, or Debra Zavatkay, Registrar, before you plan to destroy any grade books.

GRADE CHANGES

Final grades should be checked very carefully before being entered on the web. If you wish to change a grade after entering it on the web, you may do so until 9:00 a.m. of the following day. After that, you must fill out and submit an *Official Grade Change Request Form*. You can access the form by clicking on this link:

<https://forms.office.com/Pages/ResponsePage.aspx?id=ePidZ3onakmsjdmeWGBt2aNppHDVMydNp9HhtBZCun5UN0JKRkZHMUIBWU5VVjBPSDQ3VIBRVzk3OC4u>

The form is also available in Microsoft Teams in the “Registrar’s Office Forms” team.

GRADING SYSTEM

Grades for College level courses (numbered 100 or above)

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

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

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

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

Posting of “F” Grades

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

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

In order to enter and save the UF grade notation, the instructor will be required to provide the last date of participation in the course in MM/DD/YYYY format. If you do not enter the date in the correct format, NONE of your grades will save.

A student is considered to have participated in a course if ANY of the following scenarios apply:

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

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

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

If “yes”, the UF notation must be entered with the date on which the most recent instance of participation occurred.

If “no”, the UF notation must be entered using the date of the day prior to the term start date. For example, if the term begins on August 31, enter August 30.

In instances where the notation of UF is assigned, the college must be able to document the student’s participation as recorded by the instructor via the use of any of the records listed above. Instructors are not expected to take extraordinary efforts to document participation, but should draw on the records they customarily use in evaluating course work, such as gradebook posting, participation in a group activity, test grades or any other means ordinarily used by the instructor to document student performance.

Administrative Transcript Notations – Letters other than A-F

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. If you issue an Incomplete grade to a student, you must complete and submit this form:

<https://forms.office.com/Pages/ResponsePage.aspx?id=ePidZ3onakmsjdmeWGBt2aNppHDVMYdNp9HhtBZCun5UMTVYQTQxQIpERDM5VzBVMU5RTkY5MjMwNS4u>

This form is also available in Microsoft Teams in the “Registrar’s Office Forms” team. Once you complete this form, the Registrar will route the official form for digital signature to your NCC email, then to the student’s college email for digital signature, and finally to the Dean of Academic & Student Affairs for digital signature.

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.

Updated August 13, 2015

If a student is contemplating withdrawing from your course, it is advisable to refer the student to the Financial Aid Office for advisement of any possible implications in losing eligibility for further financial assistance. Since the Community College System requires that the academic progress of financial aid applicants be measured after each academic term, including Summer Session, a student who has not completed two-thirds (66.66%) of all credits attempted (including developmental coursework) will be determined to be "Not Making Satisfactory Academic Progress". Additionally, financial aid applicants must also meet "Inclusive" Grade Point Average requirements of 1.5 if less than 16 credits have been earned, and a 2.0 Inclusive Grade Point Average after having earned 16 credits or more. Students who fall short of those requirements will automatically be placed on a one-time semester probation to allow them the opportunity to improve their academic performance. Refer students by sending an email to the Financial Aid Office (NW-FinAid@commnet.edu) or calling 860-738-6321.

If a veteran withdraws from a course, he/she is required to notify the Veterans' Counselor immediately and must follow the withdrawal procedures of the College. When the veteran withdraws, the College must notify the Veterans' Administration which may reduce the educational assistance payments to the veteran. Reduction in the veteran's training status becomes effective the first day of the semester unless mitigating circumstances are found.

Northwestern Connecticut Community College
ACADEMIC APPEALS
BY
STUDENTS

~ Policy Statement ~

The Academic Appeal process provides a way for students to appeal academic disputes with an instructor. The steps of the appeal process must be followed in order and in a timely manner. The details concerning the timeline and process are described below.

If the Division Director, Department Chair, Academic Policy Committee or Dean of Academic and Student Affairs finds that the disputed action involving the instructor conflicts with federal or state laws/regulations, College, or department policy, and/or with the faculty member's own policy stated in the syllabus and /or course overview, then a decision should be made in the student's favor.

However, if the instructor's decision was made in accordance with federal or state laws/regulations, College, or department policy, and/or with the faculty member's own policy stated in the syllabus and /or course overview, then a decision should be made in favor of the instructor's decision.

In cases where the dispute is determined to be based upon a faculty member's professional judgment, such as the evaluation of test(s), quiz(zes), project(s), or performance in a class, then the student is entitled to a timely appeals process and have the Division Director, Department Chair, Academic Policy Committee, and/or Dean of Academic and Student Affairs and/or the college President, make a judgment concerning the dispute.

The student shall be afforded the right to present a statement of appeal and relevant information in support of it. It is the student's responsibility to show that the decision in question is arbitrary, i.e., without a reasonable basis, or was made for improper reasons and to provide additional information with each appeal level.

Timing of Appeals

Academic Appeal by a student must be initiated within fifteen calendar days after the posting of the student's final grade. The student can obtain the Appeal Packet [online](#) or from the office of the Dean of Academic and Student Affairs.

Conflict of Interest

If there is an apparent conflict of interest involving any college official that member shall not participate in the recommendation process.

Electronic Evidence

The admission of electronic evidence of any type will be determined by the Committee on an individual case basis.

Confidentiality

Under the Family Educational Rights & Privacy Act of 1974, as amended, a student's education record may not be disclosed without the written permission of the student. The materials from this process will not be disclosed and will remain in the possession of the office of the Dean of Academic and Student Affairs.

At any time a student may seek the assistance of others in preparing a request for review of academic standing. However, consistent with the student's responsibility and the developmental mission of the College, in all meetings and communications with faculty and others pursuant to this Policy, a student may neither be accompanied by an advisor, advocate or attorney nor will the College communicate with an advisor, advocate or attorney for the student.

Process

These steps are to be followed when making an academic appeal. A copy of the signed Appeal Form will be sent to the student automatically after each decision.

Step 1: In the event of course-related appeals or disputes, the student must first obtain an appeal packet [online](#) or from the office of the Dean of Academic and Student Affairs.

The student must then complete Form 1 parts A-C and make an appointment to meet with the instructor. At the meeting, the student presents to that instructor all the facts which the student believes would directly relate to the issue (s).

At the conclusion of the meeting between the student and the instructor, the instructor states the reasons for or against the appeal and completes the Appeal Form in part D.

Once both the faculty member and student sign the Appeal Form in the appropriate spot indicating that the student's appeal has been (A) accepted or (B) denied, the appeal will be forwarded to the Division Director/Department Chair.

Step 2: In the event that the student's appeal has been denied, the Division Director/Department Chair will review it and make a decision. The Division Director/Department Chair can meet with the student if necessary.

The second level of appeal in Step 2 would be with the Division Director/Department Chair responsible for that area of study. Reasons for or against must be stated on the Appeal Form (Form 2). Once a decision has been made, all parties will sign the Appeal Form in the appropriate spot indicating that the student's appeal has been (A) accepted or (B) denied. The Division Director/Department Chair shall submit the student's Appeal Form, and any other additional written accompanying materials to Dean's office.

If a satisfactory resolution is not accomplished at this stage, then the appeal may proceed to Step 3.

Step 3: In the event that the student's appeal has been denied, and the student disagrees with the decision, the appeal will be forwarded to the Dean's Office and to the Academic Policy Committee (within four calendar weeks).

The Dean shall submit the student's Appeal Form, and any other additional written accompanying materials to committee members for review. The Academic Policy Committee may dismiss an appeal where it concludes:

1. The Academic Policy Committee agrees with the prior decisions.
2. The appeal was not filed in a timely manner
3. The appeal is being pursued concurrently in another college procedure or administrative tribunal.
4. The appeal is intended to harass, embarrass, or has been otherwise filed in bad faith.

All persons involved in a dismissed appeal will be notified in writing and an explanation of this dismissal will be provided on the Appeal Form (Form 3).

If the appeal is not dismissed then the committee shall meet with both parties. The committee shall make a decision based on all the evidence presented. The student is entitled to a written response within thirty days of the completion of his or her presentation.

Reasons for or against the appeal must be stated on the Appeal Form (Form 3). Once a decision is made, the APC chair and student will sign the Appeal Form in the appropriate spot indicating that the student's appeal has been (A) accepted or (B) denied.

Step 3A: All appeals heard by the Academic Policy Committee will be forwarded to the Dean of Academic and Students Affairs for Review.

The Dean of Academic and Student Affairs will receive all documents pertaining to the dispute or appeal. After making a decision, the Dean of Academic and Student Affairs will inform the student and all persons involved in the appeal process.

Step 4: The foregoing decision may be appealed to the president by filing a statement of appeal within ten calendar days of the date of the decision. The student must submit all Appeal Forms to the college president for review. Review by the president shall be on the basis of the written record unless he or she decides that fairness requires broader review. The decision of the president shall be final.

**Northwestern Connecticut Community College
Academic Appeal Form 1**

This process of appeal begins with the student obtaining an Academic Appeal package from the Dean of Academic and Student Affairs.

Step 1 - Student is to submit form with attachments to the **Instructor and makes an appointment to meet with the Instructor.**

Name of Student _____
Phone _____ Banner ID _____
Address _____
Semester _____ Course _____
Instructor _____

(A) Explain, in details (dates, persons, etc.) your situation.

(Use an additional sheet, if necessary)

(B) What documentation (graded course work, communication with Instructor, handouts, catalog, etc.) help support your position? (Attach copies, if appropriate)

(C) What, in your opinion, would be a satisfactory resolution to this problem?

**Northwestern Connecticut Community College
Academic Appeal Form 2**

Step 2 – Appeal to the Division Director/Department Chair

Explanation of the Decision of Division Director/Department Chair

Appeal Approved _____ Appeal Denied _____

Student's Signature Date

Faculty's Signature Date

Director's/Chair's Signature Date

Student notified via copy of this form sent by Director/Chair who signs.

**STUDENT INCIDENT REPORT FOR LAB/STUDIOS
SEE APPENDIX D**

Please use the Student Incident Report for Lab/Studios found in Appendix D in case of a student injury during a scheduled lab or studio (including open studio). The student should fill out the form where stated and sign/date if they are able. Please send the original to Tara Jo Holmberg via interoffice mail.

STUDENT GRIEVANCE PROCEDURE

The Student Grievance Procedure is documented in the catalog and Student Handbook. If you have questions call your Division Director.

COUNSELING

Counselors are located in the Center for Student Development on the second floor of Green Woods Hall and are available Monday through Friday from 8:30 a.m. to 4:30 p.m.

Counselors help students with academic, career, and transfer concerns. Several career and personality assessments are available to students as well as career and life planning computer programs, a career resource library and computer access to information on colleges and universities across the country. Counselors and faculty advisors provide academic advice.

Students with personal problems should be referred to the [Center for Student Development](#) and will be referred to outside agencies if necessary. If you have concerns about individual students and would like to talk to a counselor or refer the student, call (860) 738-6420. Use the [Early Alert form](#) to request counselor follow-up with particular students. Disruptive behavior in the classroom should be discussed with the Division Director. Students can be referred to the Dean of Academics & Student Affairs, FH 103.

FINANCIAL AID SERVICES

The [Financial Aid Office](#) is located on the second floor of Green Woods Hall, Room 224. The Financial Aid Office is open 8:00 a.m. - 5:00 p.m., Monday through Friday. Early evening programs are commonly offered during the regular academic year. The Financial Aid Office provides expansive services other than merely processing of financial aid applications. The office provides counseling to individual students on budgeting and personal money management, maintenance of financial aid eligibility through exceeding satisfactory academic progress standards, and future financial planning for students who have aspirations to pursue a bachelor's degree.

Federal regulations require that a student receiving financial aid under the Title IV programs make satisfactory academic progress (SAP) in accordance with the standards set by the Board of Regents, and the US Department of Education pursuant to 34 CFR 668.34. The contents of this policy were approved by the Board of Regents on April 7, 2016 and are effective for periods of enrollment subsequent to the Spring 2017 semester.

Recipients of financial aid under the Title IV programs or other financial aid programs directly administered or certified by the college must maintain satisfactory academic progress towards the completion of a certificate or degree program. Students must be cognizant when selecting a program that certain certificates are not eligible for financial aid. The progress standards within are determined in accordance with a student's current primary curriculum in a certificate or degree program.

Satisfactory academic progress for financial aid recipients in both certificate and degree programs is determined using a student's cumulative academic history at the college, by means of Cumulative Grade Point Average (qualitative) and Cumulative Pace (quantitative) components. A student must successfully complete the designated pace percentage (earned credits/attempted credits) according to their program of study. For financial aid purposes, all attempted credits resulting in either an academic grade or administrative transcript notation will be included in the quantitative calculation. Incomplete courses, course withdrawals, course repetitions, noncredit remedial courses (with appropriate credit equivalency evaluation), and ESL courses are also included in this assessment. Transfer credits are counted as both attempted and earned credits in the calculation for determining satisfactory academic progress.

Standards for Certificate Seeking Students	Minimum Cumulative GPA	Minimum Completion Pace
Credits Attempted		
0 – 11.99	0.0	0.00%
12 +	2.0	67.00%

Standards for Degree Seeking Students	Minimum Cumulative GPA	Minimum Completion Pace
Credits Attempted		
0 – 11.99	0.0	0.00%
12 - 30.99	1.7	50.00%
31 - 49.99	2.0	50.00%
50 – 59.99	2.0	60.00%
60 +	2.0	67.00%

Complete one's program of study by attempting no more than 150% of the published length of the degree or certificate program of study. For example, a student enrolled in a 60 credit degree program may receive financial aid for a maximum of 90 attempted credit hours. Similarly, a student enrolled in a 30 credit certificate program may receive aid for a maximum of 45 attempted credit hours. The 150% maximum credit hours rule is applicable to students who change majors or who pursue a double major.

Students who fail to meet the quantitative and qualitative measurements of satisfactory academic progress are automatically assigned to "Warning" status. They continue to receive financial assistance, if otherwise financially qualified, for the academic term in which they are assigned to "Warning". If at the end of that academic term, the student does not meet the minimum standards, s/he is then assigned a status of "Not Making Satisfactory Academic Progress." They will not be eligible to receive any need-based financial assistance until such time that they complete enough credits with a high enough inclusive grade point average.

Student aid applicants have the right of appeal if they have "just cause" for an appeal to be heard with the possibility of a waiver being granted because of an extenuating circumstance which affected academic performance. Typically, mitigating circumstances would include extended illness or injury of the student or dependent of the student; a death of an immediate family member, or a special circumstance that caused an undue hardship to the student. To appeal, students need to submit an Appeal Form which explains the extenuating circumstance which caused the inability to comply with the above requirement(s); substantiate it with third party documentation, (i.e. letter from the doctor who treated the student), and provide a detailed explanation of specifically what has changed that will allow satisfactory progress to be achieved at the next evaluation period.

Students may monitor their academic progress rating by accessing their financial aid progress rating contained in the Student Self-Service area described as "My Overall Financial Aid Status." All student aid applicants receive both email and postal correspondence which advises them of their academic progress status after each academic term.

The Financial Aid Office also serves as a clearinghouse for all on-campus student employment. All students who wish to work on campus must apply for Federal student aid by filing the *Free Application for Federal Student Aid* (FAFSA) over the web so that the individual student's eligibility for Federal or State work study programs can be determined. Students receive approximately \$2.5 million in financial need-based grants from Federal, State, and Institutional grant programs each year. In addition, the College provides further assistance in the form of scholarships from programs set up by generous benefactors who have donated funds for specific intentions. Scholarship applications for new, continuing, and graduating students are available online at www.nwcc.edu/scholarships.htm. Further details and restrictions affecting eligibility are listed on the College's website in the Financial Aid section. Most of the scholarship programs invite the student applicant to provide a letter of recommendation from a member of the faculty. Please refer any student expressing a financial concern or issue to the Financial Aid Office for additional counseling or advisement. The Financial Aid Office maintains all financial information in the strictest confidence.

ACADEMIC ADVISEMENT

All full time students and part time students who have matriculated into an academic program are assigned an advisor according to their major. Students with questions about course selection and program requirements should see their advisor. Counselors are available in the Center for Student Development to help any student with course, career, transfer or job search questions.

SERVICES FOR STUDENTS WITH DISABILITIES

Students with Disabilities (including short-term impairments): If you are a student with a documented disability and you believe you will need accommodations or academic adjustments for this class, it is your responsibility to contact the Office of Student Accessibility/Disability Services. To avoid any delay in receipt of accommodations or academic adjustments, you should contact the Office of Disability Services as soon as possible. In response to your request, the Office of Student Accessibility/Disability Services may ask you to provide supporting medical documentation, diagnostic test results or professional prescriptions to evaluate your request for the accommodations or academic adjustments. The Office of Student Accessibility/Disability Services may also obtain its own professional determination of whether specific requested accommodations or academic adjustments are necessary. Please note that accommodations or academic adjustments cannot be provided until approved and an accommodation letter from the Office of Student Accessibility/Disability Services has been received by faculty and student. If you experience a temporary impairment or medical condition, and it interferes with your schoolwork, call 860-738-6437 or e-mail Dhuddart@nwcc.edu.

Each instructor has the obligation to distribute to each student in his/her courses during the first week of classes, subject to subsequent modification, a course syllabus/course overview. **An electronic copy must be submitted to Debbie Payne in either a .doc or .docx format. PDF formatting is not acceptable.** The syllabus/overview should follow this format:

Important: Check with the Program Coordinator or Department for information on the Official Syllabus since many disciplines have multiple sections. The syllabus MUST remain the same for all sections of a specific course (i.e., ENG* 101, ENG* 102, SOC* 101, etc.).

COURSE SYLLABUS/COURSE OVERVIEW

COVID-19

Northwestern Connecticut Community College is operating under modified conditions due to COVID in order to follow the guidelines of the Connecticut State Colleges and Universities, Centers for Disease Control and Prevention, and the Connecticut Department of Public Health. The college will continue to update the services available to students through our [Student Online Guide](#). Please refer to this website and the [NCCC COVID page](#) often throughout the semester for the most up to date information.

NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE

COURSE SYLLABUS

Course Title: **Course #:**

Course Description:

Include Credits

Pre-requisite/Co-requisite:

Goals:

Outcomes:

College Policies

Plagiarism: Plagiarism and Academic Dishonesty are not tolerated at Northwestern Connecticut Community College. Violators of this policy will be subject to sanctions ranging from failure of the assignment (receiving a zero), failing the course, being removed/expelled from the program and/or the College. Please refer to your "Student Handbook" under "Policy on Student Rights," the Section entitled "Student Discipline," or the College catalog for additional information.

Americans with Disabilities Act (ADA): Students with Disabilities (including short-term impairments): If you are a student with a documented disability and you believe you will need accommodations or academic adjustments for this class, it is your responsibility to contact the Office of Student Accessibility/Disability Services. To avoid any delay in receipt of accommodations or academic adjustments, you should contact the Office of Disability Services as soon as possible. In response to your request, the Office of Student Accessibility/Disability Services may ask you to provide supporting medical documentation, diagnostic test results or professional prescriptions to evaluate your request for the accommodations or academic adjustments. The Office of Student Accessibility/Disability Services may also obtain its own professional determination of whether specific requested accommodations or academic adjustments are necessary. Please note that accommodations or academic adjustments cannot be provided until approved and an accommodation letter from the Office of Student

Accessibility/Disability Services has been received by faculty and student. If you experience a temporary impairment or medical condition, and it interferes with your schoolwork, call 860-738-6437 or e-mail Dhuddart@nwcc.edu.

School Cancellations: If snowy or icy driving conditions cause the postponement or cancellation of classes, announcements will be made on local radio and television stations and posted on the College's website at www.nwcc.edu. Students may also call the College directly at **(860) 738-6464** to hear a recorded message concerning any inclement weather closings. Students are urged to exercise their own judgment if road conditions in their localities are hazardous.

Use of Electronic Devices: Some course content as presented in Blackboard Learn is not fully supported on mobile devices at this time. While mobile devices provide convenient access to check in and read information about your courses, they should not be used to perform work such as taking tests, quizzes, completing assignments, or submitting substantive discussion posts.

Course Withdrawal: If you are thinking about withdrawing from this class, ***SPEAK TO YOUR INSTRUCTOR*** first. Your instructor will be able to give you an idea of how you are doing overall and may be able to offer you suggestions for improvement and explain other options available. **BEFORE** you withdraw, consider the following:

- Withdrawing from a class can have an impact not only on your current funding (e.g. Financial Aid, Veteran's benefits or Scholarships, etc.) but may also impact your **FUTURE** funding
- Withdrawing from a class will make you ineligible for Dean's List Honors for that semester
- Too many **W's** on your transcript can impact your ability to transfer to a four-year institution, acceptance into a particular degree program and/or acceptance into graduate school

Sexual Assault and Intimate Partner Violence Resource Team: NCCC is committed to creating a community that is safe and supportive of people of all gender and sexual identities. This pertains to the entire campus community, whether on ground or virtual, students, faculty, or staff.

Sexual assault and intimate partner violence is an affront to our national conscience, and one we cannot ignore. It is our hope that no one within our campus community will become a victim of these crimes. However, if it occurs, NCCC has created the SART Team - Sexual Assault and Intimate Partner Violence Resource Team - to meet the victim's needs.

SART is a campus and community based team that is fully trained to provide trauma-informed compassionate service and referrals for comprehensive care. The team works in partnership with The Susan B. Anthony Project to extend services 24 hours a day, 7 days a week throughout the year.

The SART Team members are:

Susan B. Anthony Project	24 Hour Hotline	860-482-7133
Ruth Gonzalez, Ph.D.	860-738-6315	Green Woods Hall Rm 207
Sarah Bement, Ph.D.	860-738-6382	Founders Hall Annex Rm 214
	860-496-3138 (VP)	
Andrew Wetmore	860-738-6344	Green Woods Hall Rm 110
Michele Better	860-738-6305	Founders Hall Annex Rm 308
Michael Emanuel	860-738-6389	Founders Hall Annex Rm 308
Jane O'Grady	860-738-6393	Joyner Health Science Cntr Rm 205
Robin Orlomski	860-738-6416	Business Office Rm 201
Daneen Huddart	860-738-6318	Green Woods Hall Rm 211
Darcie Martineau	860-738-6329	Green Woods Hall Rm 219
Richard Coutant	860-738-6317 or	Founders Hall Rm 105
	860-738-6409	Associate Dean of Campus Operations (interim)
David Ferreira, Ex-Officio	860-738-6319	Founders Hall Room 103

At NCCC we care about our students, staff and faculty and their well-being. It is our intention to facilitate the resources needed to help achieve both physical and emotional health.

BASIC NEEDS SECURITY

NCCC has several resources to support students who may have difficulty with living expenses including; accessing sufficient food to eat every day, and/or having a safe and stable place to live. We recognize that personal life challenges can negatively affect classroom performance so we have available several assistance options. For students who may have food insecurities, [Food for Thought](#) (NCCC's student food pantry), will offer carry out services by appointment. To schedule appointment, you can do so through the [Food for Thought](#) website. If you have questions about the food pantry, please contact either Prof. Crystal Wiggins at cwiggins@nwcc.edu or Prof. Todd Bryda at tbryda@nwcc.comnet.edu. There is also a community [Mobile Food Pantry](#) available to students.

The NCCC Student Emergency Fund is another option that can help students financially to manage crisis situations. To apply for student emergency funding, please contact Ruth Gonzalez, Director of Student Services at rgonzalez@nwcc.edu to fill out an application. If you need assistance with finding a safe and stable place to live or are struggling with an addiction, please contact our [Center for Student Development](#) (CSD) for a list of community resources.

Check with the department if you use a common book (i.e., Math, Science, some Art courses) to make sure the information is updated and correct.

COURSE OVERVIEW

(Semester/Year)

Course Title:

Number & Section:	CRN#	Course Type: (Lecture, lab, studio, etc.)
------------------------------	-------------	--

Instructor:

Phone:

Office number:

E-Mail:

Office hours:

Text/Course Materials:

Dates:

Topics:

Assignments (optional)

Grading Policy:

Attendance:

Other Policies:

FIELD TRIPS: PLANNING POLICIES

Field trips should be discussed first within a department and then approved by the appropriate Program Coordinator, Division Director and the Dean of Academic & Student Affairs prior to scheduling. Whenever possible, trips should be scheduled during the time the class normally meets, and if possible, field trip information should appear as part of the class schedule. Class trips that are not listed on the schedule should offer an alternate assignment in lieu of the trip for students who have a conflict.

1. Whenever possible, one-day field trips should be scheduled on Fridays or weekends.
2. Field trip forms are available from the Faculty Secretary's office, Founders Hall Annex Room 217, the Office of the Dean of Academic & Student Affairs, Founders Hall Room 103, and the Information Center, Founders Hall Room 104.
3. Prior to the beginning of the semester, each faculty member will submit two copies of Field Trip Form I and three (3) copies (original plus two) of Form II (if applicable) to his/her Program Coordinator and/or Division Director for approval.
4. A Travel Authorization form must also be completed and submitted to the Program Coordinator and/or Division Director for all field trips or if reimbursement will be requested by the faculty member accompanying the field trip.
5. Failure to submit requests within the time limits given above may result in disapproval of the trip.
6. Any course which requires a field trip must include this requirement in the catalog description of the course.
7. The instructor must notify his/her class as soon as possible of the scheduled time and date of the required field trip.
8. The sponsor of the trip acts as the chaperone. If transportation other than a bus is used, then chaperones must be provided as circumstances require.

FIELD TRIP POLICIES AND PROCEDURES: CONDUCT OF TRIP

1. The college employee escorting a field trip is responsible for the direction of the trip to the transportation provider. The bus driver has the authority to change the route or alter the scheduled departure time.
2. The college escort is not obligated to hold the bus beyond the scheduled departure and return times.
3. If for any reason a field trip participant misses the scheduled departure time at the appointed location, the individual assumes responsibility for providing his/her own transportation.
4. Unless an exception is approved in advance by the escort, only students registered for the field trip may participate.
5. Smoking, consumption of alcoholic beverages, use of illegal drugs, or disruptive behavior is prohibited on the bus.
6. Use of electronic/media devices is prohibited on the bus except when headphones are used for private listening.
7. The escort may order a passenger off the bus at any appropriate safe location for abusive or disruptive conduct or for failure to abide by the directives of the field trip.
8. The escort is authorized to take other action as necessary to assure a safe and enjoyable field trip.
9. Students are expected to participate in all scheduled activities required by an instructor acting as an escort.

SMOKING/VAPING AND EATING

Please note that on July 1, 2019, the College implemented a campus-wide, smoke-free policy, prohibiting any form of tobacco or nicotine use anywhere on campus.

Faculty should assist in the enforcement of rules prohibiting smoking, vaping, drinking or eating in classrooms, carpeted areas and the auditorium. Smoking/vaping is prohibited on any college property, including E-Cigarettes. Please see CT Law regarding the usage of Vapor E-cigarettes under Public Act No. 15-206 at <https://www.cga.ct.gov/2015/act/pa/pdf/2015PA-00206-R00HB-06283-PA.pdf>.

The College may impose disciplinary action on employees and students who violate this policy.

WEATHER RELATED CLASS CANCELLATION

If snow or icy driving conditions cause the postponement or cancellation of classes, announcements will be posted on the College's website at www.nwcc.edu, a message will be texted using the emergency notification system, announced over radio stations WKZE and WZBG and television stations WFSB-TV3 and WVIT-TV30, WTNH-TV8, and Fox61 between 6:30 and 8:00 a.m. for day classes, after 3:00 p.m. for evening classes starting at 5:00 p.m., or faculty and students may call the College directly at **(860) 738-6464** to hear a recorded message concerning any inclement weather closings. A morning announcement does not apply to evening classes unless specifically stated. Students are urged to exercise their own judgment in case road conditions in their localities are hazardous for travel.

Daytime classes at off-campus sites are canceled if the College cancels classes or if the off-campus site closes its facilities.

Evening off-campus sites are canceled if the College cancels its on-campus evening classes or if the off-campus facility cancels its evening program.

If, in an emergency, the Office of the Governor of the State of Connecticut announces closing of all state offices, no classes will be conducted at Northwestern.

MyCommNet Alert is our emergency notification system that delivers critical information in the event of an emergency, **including weather-related class cancellations**. The system delivers emergency messages through text messaging. Please sign up for this service on the myCommNet site.

*Text message costs will follow your calling plan's terms for text messages.

INFORMATION CENTER/SWITCHBOARD

The Information Center/Switchboard is in operation between 8:00 a.m. and 5:00 p.m. Monday through Friday.

TEXTBOOKS

In response to the Board of Governor's for Higher Education and the Connecticut Legislature Special Public Act No. 06-103 (House Bill No. 5527 "An Act Concerning Textbook Affordability" effective July 1, 2006), procedures have been implemented to make students aware of textbook(s)/materials required for each course. These procedures will ensure that the student is able to comparison shop and purchase textbooks from sources other than the NCCC Bookstore.

Textbooks required for each course are now located on the NCCC website and include the name of each book, author, publisher, ISBN#, edition and instructor. All books/materials are required unless noted as “*optional*”. There is a listing located on the [Bookstore](#) website. This listing is updated on a weekly basis to ensure the most accurate information is available.

To address the issue of instructors selecting affordable textbooks the following procedures have been put in place. Instructors have the option of 1) calling the manager of the NCCC bookstore and inquiring as to the student price of a particular book; 2) calling the publisher directly to obtain the information or 3) accessing the publisher’s website to obtain the information. In each instance, the book title/author or ISBN must be known.

Bundled materials should be used only if the instructor will be using all the material within the bundle. Students will be given the ISBN # for the bundle and also a further breakdown of the ISBN # for each individual item in the bundle.

Please order books early so students have a buy back option for their used books.

Consider using the textbook for more than a year if the information remains relevant.

Open Educational Resources (OERs) are free or low cost and openly licensed educational materials that can be used for teaching, learning, research, and other purposes. If you have interest in implementing open educational resources into your courses but are not sure how to get started, please contact Seth Kershner (Librarian) or Bev King (Director of Educational Technology). The use of OER resources, including open textbooks, can significantly reduce costs for students as well as provide more control for faculty for course content.

Seth Kershner skershner@nwcc.edu

Bev King bking@nwcc.edu

Please also utilize your Division Director or Department Chair as a resource as well.

CENTER FOR TEACHING

The Center to Promote Teaching Excellence is a system-wide initiative of the teaching professional in the Connecticut Community Colleges. It aims to promote quality teaching in Connecticut’s two-year colleges through a collegial effort to disseminate information and encourage awareness of the best research and practices concerning teaching. In addition to the system-wide organization, each Community College also has a campus Center for Teaching committee, which sponsors activities, organizes campus discussions, and acts as a liaison to the larger system committee.

In past years, the statewide Center for Teaching has sponsored such activities as new faculty orientation, diversity training, the yearly three-day Barnes Seminar for faculty, Pathways to Teaching Success workshops, and the Teaching Partners program. Local NCCC activities have included adjunct faculty orientation, sponsorship of a conference on tutoring and special education, mini-grants to faculty for research, and sponsorship of a series of “campus conversations” on issues ranging from writing across the curriculum to grading standards. All faculty are encouraged to attend all Center for Teaching events and to become involved in the activities of the local and state-wide organization. For information about the Center for Teaching at Northwestern and the name of the current TLC and chair of the committee, contact the Office of the Dean of Academic & Student Affairs, FH Room 103, 860-738-6320.

EVALUATION OF PART-TIME FACULTY

Part-time faculty will be evaluated in the first semester of their teaching. There shall be periodic evaluations thereafter. The criterion for the evaluation shall be the quality of performance of professional teaching responsibilities. Part of the evaluation process may also include evaluations by students. Part time faculty shall be notified in advance of the classroom visitation and shall be given an opportunity to meet and discuss the evaluation with the evaluator, if they so wish.

The formal evaluation process consists of a classroom visitation by the appropriate Program Coordinator, Department Chair, Division Director, or a full-time senior faculty member. A Standard Evaluation Form for classroom evaluation is used to report the results of the evaluation.

APPENDIX


APPENDIX A

Faculty Quick Guide to myCommNet

Go to NCCC's website and click on myCommNet on the top right or go to: <http://my.commnet.edu> and login to secured area

For information on printing from MyCommNet, please click on this link:

<https://websupport.ct.edu/content/how-do-i-print-banner-self-service>

- At the top of the screen click on  icon or on *Banner Student & Faculty Self-Service* on the right
- If you have a role at more than one college, you will see the college selection screen. Select *Northwestern CT Community College*
- Click on the *Faculty/Advisor Services* menu

****Class Lists (Rosters)** – Provides class list and summary information for each student.

- ❑ Click on *Term Selection* to select the appropriate term
- ❑ Click on *CRN Selection* and select the appropriate CRN from the dropdown menu and click *Submit*
- ❑ Click on *Class List and Roster* menu and then *View/Print Class Roster* submenu
- ❑ To print your roster, right click and select *print* or
- ❑ You can click on *Spreadsheet* at the bottom of the roster to bring your roster information into an Excel spreadsheet and print it from Excel

Email Students in your Course – from the View/Print Class Roster screen, click on the *Email the entire class* highlighted text

- ❑ This should be done from campus computers that are configured to use Microsoft Outlook
- ❑ This does not work in Outlook web mail or from home computers. To email students from an off campus location, Blackboard should be used. To do this:
 - Add the Email tool button to your course menu (hide the menu item if desired)
 - Click the Email button and send an email to all students

Registration Overrides – Provides an instructor the ability to override class enrollment limits and prerequisites for their **own** sections. From the Faculty/Advisor Services menu:

- ❑ Click on *Registration Overrides*
- ❑ Select a term and click *Submit*
- ❑ Enter Student's ID number in @xxxxxxx format OR under the *Student and Advisee Query*, enter student's Last Name and First Name and click *Submit*
- ❑ **To select a different student, scroll to the very bottom of the screen and click on *ID Selection* located in the box**
- ❑ Select CRN and Override type from pull-down menu and click *Submit*
 - **NWCC Permission Req Override** – to override a full/closed class or for courses requiring instructor approval
 - **WV Prereq-must add comment** - to override/waive prerequisite requirement
 - Select the CRN from the drop down menu and click *Submit*

Faculty Quick Guide to myCommNet

View a Student's Schedule – to view a student's schedule for a given semester.

- ❑ Click on *Student and Advising*
- ❑ Click on *View Student Schedule*
- ❑ Select a term and click *Submit*

View a Student's Placement Test Scores – to view math/English placement test scores

- ❑ Click on *Student and Advising*
- ❑ Click on *View Placement Test Scores*

Final Grades – Final grades are entered via a pull down menu.

- ❑ Click on *Grading Students*
- ❑ Click on *Enter Final Grades*
- ❑ Select the term and click *Submit*
- ❑ Select the CRN and click *Submit*
- ❑ Enter final grade using the drop down menu and click *Submit*
- ❑ After grades are submitted the message at the top of the page should say **0 students to be graded.**

****Student Transcript** – Faculty can view transcript information for students in their class sections and advisors can view any student's transcript.

- ❑ Click on *Student and Advising*
- ❑ Click on *Display Student Transcript*
- ❑ Select *NCCC Credit* from the dropdown menu and then click *Display Student Transcript*

****CONFIDENTIALITY:** This information is disclosed to you as a "school official" having a legitimate educational interest. It does NOT constitute authorization to share this information with a third party without the student's written consent. Such information, when it has fulfilled its original specified purpose, should be destroyed or returned to the originating office for appropriate disposition.

Note: to be used for incidents other than student lab/studio safety incidents.

****Fill out this form in its entirety and return to the Campus Safety Officer****

Name of injured student: _____

Student ID Number: @_____ Date:_____ Time of Incident:_____

Location (Building and Room): _____

Course and CRN: _____

Faculty member present: _____

If incident involves an animal, please provide *animal's* rabies vaccination status:

Vaccinated Expired Vaccination Not Vaccinated Unknown

If incident involves risk of human BBP, please provide student's HEP B vaccination status:

Vaccinated Not Vaccinated Unknown

1. Full Incident/Occurrence Description:

a. Student Account (must be filled out by student if able):

b. Staff Member Account:

2. Causal Factors: (to be filled out by student if able)

a. Root Cause (elimination of which would likely have prevented the incident)

b. Other Contributing Causes

3. Lessons Learned: (to be filled out by student if able)

4. **Corrective Actions to Prevent Recurrence:** (to be filled out by student if able)
a. What actions have been taken immediately after the incident

b. What actions have been planned for the future to avoid similar incidents

5. **Comments by Faculty Member:**

6. **Comments by Campus Safety Officer:**

Student Signature (if able): _____ Date: _____

Faculty Signature: _____ Date: _____

Campus Safety Officer Signature: _____ Date: _____

**NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE
COLLEGE POLICIES**

THIS MANUAL CAN BE READ IN ITS ENTIRETY AT
<https://www.nwcc.edu/human-resources/employee-policies>

- Accommodation of Religious Beliefs and Practices
- Affirmative Action Grievance Procedure
- Code of Ethics
- Computer Resources
- Copyright Act & Photocopying Policy
- Crime Awareness & Campus Security Act
- Drug-Free Workplace Policy
- Essential Employees (NP-2)
- Equal Opportunity Policy Statement
- Family Educational Rights & Privacy Act (FERPA)
- Freedom of Information Act
- Inclement Weather Policy
- Jury Duty
- Non-Discrimination Policy
- Persons with Disabilities
- Policy on Aids & Other Communicable Diseases
- Policy Against Sexual Harassment
- Policy on Racism & Acts of Intolerance

— Policy on Violence Prevention & Response

— Records Retention & Management

— Standards of Conduct

This handbook is maintained annually by Deborah Payne in conjunction with the Office of the Dean of Academic & Student Affairs.

A special thank you to all departments/staff assisting in the updates to this manual.

Revised August 2019