

**2024-2025**

# Part-Time Faculty Handbook



**DUTCHESS**  
**COMMUNITY COLLEGE**

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Dates and times published in this document are accurate as of the date of publication. However, the College reserves the right to make changes as needed to dates, times, and locations. Notification of any such changes will be made in as timely a fashion.

## Non-Discrimination Notice:

Dutchess Community College is committed to the principle of equal opportunity in education and employment and does not engage in unlawful discrimination based on an individual's race, color, national origin, religion, creed, age, disability, sex, gender identity, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence or dating violence victim status, or criminal conviction in the execution of its educational programs, activities, employment, daily operations or admission policies, in accordance with all applicable federal, state and local laws. These laws include the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as Amended by the Equal Employment Opportunity Act of 1972, and the New York State Human Rights Law.

Employees, students, applicants or other members of the College community (including but not limited to vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law, or treated adversely or retaliated against based upon a protected characteristic. The College will not tolerate any form of sexual harassment including sexual assault, sexual violence, and sexual misconduct. It is therefore the responsibility and obligation of all members of the College community to report and or to assist others in reporting incidents of sexual harassment. All members of the College community are expected to cooperate and assist in investigations related to such incidents.

Dutchess Community College (DCC) has established a Title IX Coordinator to oversee the investigation of claims of violations of the College's policy of non-discrimination and prohibition of sexual harassment and assault. Reports of violations and or inquiries regarding the application of Title IX and other laws, regulations and policies prohibiting discrimination may be directed to:

Coreen Sims, Interim Title IX Coordinator  
118 Bowne Hall  
Dutchess Community College  
53 Pendell Road, Poughkeepsie, NY 12601  
(845) 431-8671  
[titleix@sunydutchess.edu](mailto:titleix@sunydutchess.edu)

Alternatively, reports or inquiries may be directed to:

The Office of the Dean of Student Services and Enrollment Management  
SSC, Room 304  
Dutchess Community College  
53 Pendell Road, Poughkeepsie, NY 12601  
(845) 431-8974

Inquiries or complaints regarding the College's procedures and compliance with applicable laws, statutes, and regulations may also be directed to:

United States Department of Education's Office for Civil Rights  
32 Old Slip 26th Floor  
New York, NY 10005-2500  
(646) 428-3800  
[OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov)  
400 Maryland Avenue, SW  
Washington, DC 20202-1100  
Customer Service Hotline: (800) 421-3481 TDD (877) 521-2172  
[OCR@ed.gov](mailto:OCR@ed.gov)  
<http://www.ed.gov/ocr>

# INTRODUCTION

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## Welcome

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On behalf of the administration, staff, and students of Dutchess Community College we extend a hearty welcome and our appreciation for your willingness to be a part-time faculty member with our institution. Dutchess Community College is committed to student success and recognizes the integral role of part-time faculty in our college community. We have every confidence that your experience and background will provide students with the necessary skills and knowledge as well as an appreciation for the discipline that we have asked you to teach.

This handbook is intended to provide you with valuable information to assist you in your efforts to provide excellence in instruction and increased student learning. Please do not hesitate to ask for assistance and to take advantage of the many professional development resources the College has to offer.

## Slogan

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Where Community Meets Opportunity.

## Vision

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We empower our community to achieve their intellectual, economic and creative capacities to contribute as informed and engaged members of our society.

## Mission

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Dutchess Community College offers access to a broad range of learning opportunities and experiences to meet the educational needs of a diverse community.

## Core Values

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Collaboration \* Engagement \* Equity \* Innovation \* Excellence

## Lenses

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Student, Learning, Community, Growth

### Lens 1: Students – Develop lifelong learners.

- DCC provides students with a holistic educational experience, which supports greater engagement, persistence and goal completion.
- DCC is committed to being a ‘student-ready’ college.

### Lens 2: Learning – Connect instruction with in-demand skills and careers.

- DCC aligns learning with academic and career paths while promoting intellectual curiosity and growth.
- DCC offers the infrastructure required to support exceptional instruction and learning.

### Lens 3: Community – Ensure access to learning across generations and the education pipeline.

- DCC fosters an internal environment that promotes inclusion, collaboration and a deep sense of belonging.
- DCC strengthens external partnerships with public and private stakeholders to provide and promote learning opportunities.

### Lens 4: Grown – Fuel individual, economic and workforce development.

- DCC uses evidence to develop and improve programming, marketing, recruitment and retention efforts to serve a larger and more diverse community of learners.
- DCC is committed to employee learning and professional development to benefit individuals and the College.

## Fast Facts about DCC

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Some facts and figures about Dutchess Community College, our students, and our graduates:

- DCC has one of the lowest in-state tuitions in New York State.
- Over 30% of Dutchess County public high school graduates who attend college, choose DCC.
- 56% of Dutchess County residents who attend a SUNY college as a first-time student are enrolled at DCC.

## The Open Door Policy

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Admission to Dutchess Community College is based upon the “open door” policy. Subject to program and space limitations, anyone possessing a high school diploma or its equivalent will be admitted. The Admissions office will evaluate individuals not meeting these criteria on an individual basis.

## POLICIES AND PRACTICES – PROCEDURAL ISSUES

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### Information for Part-Time Faculty

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Part-time faculty are appointed by the College upon recommendation of the appropriate academic department chair/department supervisor and the Vice President for Instruction & Learning. The Department Chair retains the discretion to assign courses in a way that best maximizes the use of faculty expertise and balances the needs of the department. The faculty member's proven teaching ability, recent evaluations, and discipline-specific knowledge are factors in considering assignments to courses available. Full time faculty are given preference on all course assignments.

New part-time faculty of Dutchess Community College must complete an employment application through the college website and provide documentation given at the time of hire that includes:

- **Resume/CV & Application:** A current resume or curriculum vitae must accompany your employment application and will be kept on file in Instruction & Learning. You *must* go to our website at [www.sunydutchess.edu](http://www.sunydutchess.edu), under "About/Human Resources/Employment at DCC," and upload a resume as well as complete the online application in full.
- **Transcripts:** The College must be provided with official transcripts for all undergraduate and graduate work. Please request that your transcripts be sent to the Office of Instruction & Learning.
- **Two letters of Professional Recommendation**
- **Withholding Forms:** All part-time faculty must fill out and have on file a W-4 Form and other required forms. Individuals wishing to change their status and/or number of dependents claimed should fill out new forms. These forms must be received in the Business Office two weeks prior to issuance of the first paycheck.
- **Employment Eligibility/Verification:** The College is required to verify all new employees' eligibility for employment under The Immigration Reform and Control Act of 1986. The Office of Human Resources must examine documents establishing both your identity and employment authorization before you start working. An Employment Eligibility Verification form (I-9) will be provided at the time of hire and must be brought to the Office of Human Resources along with required documentation prior to your interview.
- **Background Check Information and Release Forms**
- **Affirmative Action/Human Resources Post Employment Survey**
- **Retirement Program Election Form**
- **Code of Ethics Acknowledgement**
- **Security Standards Information and Acknowledgement**
- **Notice of Electronic Monitoring**

Employment contracts are delivered to you electronically through your DCC email address at the start of classes. You will receive an email from the college with an electronic copy of your contract for teaching in the upcoming term. Please review the document for correctness and then acknowledge your contract electronically in Self-Service Banner by the stated deadline. Directions for Acknowledging your contract in Banner are in the appendix of this handbook or may be found on the *Employee* tab in *myDCC*. Electronic Acknowledgement is very important as paychecks may not be released until you have accepted the contract. **(See Appendix I)**

### Orientation

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A college-wide part-time faculty orientation program will be held each semester. Participation at orientation is mandatory for all part-time faculty teaching for the first time for the College or for those who have not taught for the College for a period of four consecutive semesters. Additionally, participation in any departmental orientation is also mandatory for those individuals.

## Home Phone Numbers, Address Change

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Please be sure to notify the Office of Instruction and Learning and the Office of Human Resources of any changes in your address, phone number(s) and personal email.

## Communications

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The primary means of communication with all part-time faculty will be the DCC e-mail account. Contracts, rosters and other vital information are all sent to you via your DCC email address. In addition, if you are teaching on the main campus, you should check with the department secretary about departmental mail distribution processes. Part-time faculty teaching at DCC@Fishkill will be assigned a mailbox in the faculty prep room adjacent to the DCC@Fishkill office. Part-time faculty teaching at other off-campus locations will receive their class lists/rosters and other communications via e-mail or by mail at their home address. Please check both your DCC e-mail and your mailbox frequently.

## Photo-Identification Cards

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The College requires that all full-time and part-time staff members carry a current photo-identification card in the form of a DCC SUNYCard. Part-time faculty will receive a SUNYCard Authorization Form from the Office of Instruction & Learning in their onboarding packet. The SUNYCard is prepared in the Security Office, Student Services Center, Room 114, and also at the DCC@Fishkill office. Hours of operation for securing an ID at the Main campus are Monday-Friday, 8:00am-10:00pm or when the DCC@Fishkill Office is open. Part-time faculty members must provide a valid photo ID when visiting the Security Office.

## Parking

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Main campus parking Lots A, B, C, & F have been reserved for staff members. Lots D and E are open to students and staff with no reserved areas designated. All part-time faculty should will receive a Parking Permit Form from the Office of Instruction & Learning in their onboarding packet. The Parking Permit is prepared in the Security Office, Student Services Center, Room 114, and also at the DCC@Fishkill office. Hours of operation for securing a Parking Permit at the Main campus are Monday-Friday, 8:00am-10:00pm or when the DCC@Fishkill Office is open. Part-time faculty members must provide a valid photo ID when visiting the Security Office.

## Part-Time Faculty Evaluation

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The evaluation of the professional activities of all employees in a public institution of higher education is essential to the maintenance of academic and professional standards of excellence. The purpose of professional evaluation for part time faculty shall be to recognize and encourage outstanding teaching performance. Through the evaluation process, faculty are able to identify areas of excellent performance and areas for improvement, and supervisors and peers are able to provide useful feedback for consideration.

Evaluation of part-time faculty is also an element of the process through which part-time faculty earn Reemployment Preference (see Article 9.05 of the 2020-2025 Part Time Educator Due Contract).

Part-time faculty seeking promotion shall be evaluated based on total professional performance, according to criteria developed by the Part-time Faculty Criteria and Placement Committee.

### Teaching Evaluation Process

The primary components of the teaching evaluation process are the:

- Classroom Observations and Student Surveys of Teaching to supply first-hand information about the faculty members' teaching practice.
- Review of procedural responsibilities which include Syllabus Review, and Administrative Feedback on submission of grades and use of DCC email to communicate with the College and students.



Evaluations of part-time faculty members shall be uniformly applied and have primary emphasis on teaching effectiveness. Attention shall be paid by supervisors or other evaluators to the various demands and requirements for teaching students at different levels and in different disciplines.

Detailed information about the Evaluation process is located in Appendices F, G, H, I and J of the Due Part-Time Educator 2020-2025 Contract.

### Part-Time Faculty Professional Absences

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For each individual course section taught, part-time faculty shall be granted leave with pay of one class hour per semester for each class hour taught per week of that course. The benefit applies to absences during the times the individual course section meets. Said leave may be used because of illness, to conduct personal business, attend to family affairs, or observe religious holidays. Anyone teaching on an alternate schedule will be pro-rated accordingly. This leave shall not be cumulative and may not be transferred from once course section to another course section.

### Bereavement

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Bereavement leave is the absence due to the death of a part-time educator's parent, spouse/domestic partner, parent of spouse/domestic partner, siblings, children, grandparent, grandchild, or other dependents or household members. Part-time teaching educators may use up to one class hour paid bereavement leave for each class hour taught per week. Said leave is to be used for absences during the time the individual course section meets. This benefit is offered for each loss. Part time teaching educators will notify their supervisors of the need for bereavement leave.

### Jury Duty

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Part-time faculty should notify their department secretary of any potential jury duty obligation and verify jury duty attendance if called. For those part-time faculty serving on jury duty, they will receive \$40 for up to 3 workdays if they serve on a jury. The verification paperwork then has to be submitted to Human Resources with a payment authorization form indicating Jury Duty. As usual, please make arrangements for substitutes.

If part-time faculty have used 3 work days, then they can use their unused allotted time (1 hour for each hour they teach). If they have used 3 work days and all of their allotted time, they will then be docked pay.

Serving on Jury Duty will not affect their standing on the part-time faculty re-employment list.

### Military Leave

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It is the policy of Dutchess Community College to support our faculty and staff who continue to serve their country in the Armed Forces, Reserves, National Guard or other "uniformed services". The College acts to ensure compliance with all applicable Federal and State laws and to safeguard employee rights so that employees:

- Are not disadvantaged in their civilian careers because of their service
- Are promptly reemployed in their civilian position upon their return from duty; and
- Are not discriminated against in employment based on past, present or future military service.

During their military leave, part-time faculty will be granted pay up to a maximum of thirty (30) calendar days. Military leave beyond (30) calendar days will be granted without pay.

Serving in the Military will not affect their standing on the part-time faculty re-employment list.

All absences are to be reported promptly to the Department Supervisor, who will notify the Office of Instruction & Learning. The Departmental Supervisor must approve all substitute instructors, prior to their serving as a substitute for the class session that is being missed. *When a part-time faculty educator chooses to use a substitute to cover their class,*

*this absence is still counted towards the part-time faculty educator's granted professional leave.* In an extenuating circumstance, when the instructional time that has been missed can be made up in a manner that is acceptable to the students and to the Vice President for Instruction & Learning or designee, then salary may not be deducted. If part-time faculty choose to make up the missed class time, whether by using a substitute or by exercising the option to reschedule, the Departmental Supervisor should communicate the specific plan to the Office of Instruction & Learning.

## Modification of Class Schedule

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The published schedule of class meeting dates and times, cannot be changed without approval of the Departmental Supervisor, the Scheduling Office, and the Office of Instruction & Learning prior to implementation.

## Class Cancellation Procedure

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### **Online**

The preferred method to cancel classes is to submit them online. To cancel your class online, log into myDCC and look for the "Faculty Class Cancellations" module. Click on "Submit Class Cancellations," then complete and submit the form. If you have any questions, go to the DCC Wiki at <http://wiki.sunydutchess.edu>.

### **Via Phone**

Faculty who do not have access to a computer may call in their cancellation. You must call (845) 431-8679. Listen carefully to the prompts and respond to all the questions asked by the voicemail interview box.

### **Phone Cancellation Instructions**

The procedure for processing phone cancellations is automated in order to ensure that the information received is accurate and posted immediately to the website.

When calling (845) 431-8679 you will be prompted to verify your identity by:

- Entering your date of birth (first the month, then the day, then the full year)
- Entering the last 4 digits of your social security number.

Then the system will ask if you are:

- Canceling classes for the current day or the following day.
- Canceling all your classes or just specific classes.
  - If you are not canceling all your classes, you will hear a list of all your classes for the day you have selected
  - You will have the option of responding "Yes" or "NO" to cancel specific classes for the day you have selected.

After you have finished entering your cancellations, you will be asked to confirm your choices. Once you have done so, updates will automatically be applied to the college's web pages, the campus message channel displays and the (845) 431-8001 class cancellation line.

We suggest that you add the class cancellation number (845) 431-8679 to your phonebook.

If you have questions, please contact the DCC Help Desk

- Phone on main campus at ext. 4357 (HELP)
- Phone from off campus at (845) 431-8000 (say Help Desk at the prompt) or (845) 431-8005
- Email – [helpdesk@sunydutchess.edu](mailto:helpdesk@sunydutchess.edu)

### Campus Closure

When inclement weather or some other emergency condition requires closure of the campus, all on-campus classes and activities are canceled, and employees will not report to work. This excludes those required to report for work during inclement weather or the emergency condition. Remote classes will proceed without interruption. Employees who are approved to work remotely will not be expected to do so or use benefit time during emergency closures.

Faculty whose class time is affected by a campus closure, delayed opening, or early closure may recoup missed instruction time in a variety of ways, including providing academic materials and content asynchronously or other arrangements with students.

An emergency closing may affect a specific DCC location due to a local inclement weather or other event. When a closure is specific to a particular campus location, information will be provided about the location together with details regarding specifics of the situation.

### Delayed Opening / Early Closure

When inclement weather or some other emergency condition necessitates a delayed opening or early closure that action will apply only to on-campus activities. **Remote classes will proceed without interruption.**

As always, on-campus classes should meet in person if there is a **minimum of 30 minutes of instructional time available** after the opening of classes. For example, when a delayed opening is announced for 11:00 a.m., classes that meet from 10:00 a.m. to 11:50 a.m., should meet at 11:00 a.m. since 50 minutes still would be available for instruction. Labs scheduled across the delayed opening that cannot be completed in the remaining time should meet with the remaining instructional time used for an alternative learning activity.

Faculty whose class time is affected by a campus closure, delayed opening, or early closure may recoup missed instruction time in a variety of ways, including providing academic materials and content asynchronously or other arrangements with students.

### Student Responsibilities

Campus delays and closures apply to on-campus classes only. Classes delivered remotely will proceed as scheduled. Faculty will communicate such plans to students in advance of such an occurrence, and students will be expected to attend these remote sessions.

On days when the campus remains open during inclement weather or emergency condition, students enrolled in on-campus classes should make their own determination whether to attempt to travel to class based on the safety of road conditions in their own locale. Students will not be penalized for missing class under this circumstance, although students are responsible for the work missed and are expected to make it up in a reasonable time, as determined by the instructor.

Students in nursing or EMT/PAR clinicals should plan to attend their scheduled clinicals or classes unless otherwise instructed by their faculty.

**Delay and Closure announcements will be announced via campus email and posted on the College website and social media by 5:30 a.m. The announcements will also be posted on [cancellations.com](http://cancellations.com) and [schoolclosingsnetwork.com](http://schoolclosingsnetwork.com), and sent to area radio stations.**

1. The College is closed.
2. The College will open at \_\_\_\_\_.
3. The College will close at \_\_\_\_\_.

Please note these procedures are subject to ongoing evaluation and may change.

## INSTRUCTIONAL INFORMATION

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### Syllabus

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Your course syllabus is a critical component of the learning process for students. It is also an informal contract between you and your students that provides them with the objectives and expectations that shape the learning environment. Students need clearly defined course guidelines to help them to meet faculty expectations, to help them master the course material, and to help them balance multiple commitments.

Each syllabus must include the following required elements:

1. Name of course, semester, section, and/or CRN number
2. Teaching Educator name and contact information (must include DCC email as a primary form of contact outside of class)
3. Class meeting time and place
4. List of required textbook(s) and/or other required materials
5. Catalog course description (may also include additional course description detail specific to the instructor but shall not contradict or conflict with the catalog description)
6. Course Student Learning Outcomes
7. Institutional Student Learning Outcomes (when applicable)
8. Outline of course and course requirements
9. Grading criteria indicating how final grade is determined
10. Statements regarding academic accommodations, Title IX, and academic integrity. (These statements will be provided to all faculty by the Office of Instruction & Learning. The statements will be available on the Faculty tab in my DCC).

The syllabi statements, located in the Instruction and Learning section of Confluence on myDCC, include optional statements regarding Starfish (an online student engagement tool), a statement for courses that utilize Open Educational Resource (OER) material, and one with information about student health and wellness.

Each department maintains a file of syllabi and course outlines for all current course offerings. You are encouraged to submit a copy of your syllabi to your department supervisor. A final copy of the syllabus must be submitted for each of your sections to the department secretary at the beginning of each semester.

### Office Hours and Faculty Contact Information

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Part-time faculty are not required to keep regular office hours. Those part-time faculty desiring to maintain an office hour will be given the full support of their department and of the Office of Instruction & Learning including desk space, computer access, file storage and telephone line. Office hours for part-time faculty are voluntary and the College will not compensate them for providing office hours.

The College expects that all instructors, both full-time and part-time faculty, will provide students with contact information on the course syllabus distributed at the first class meeting. Part-time faculty must use their DCC email accounts when communicating with students. The College will not release home telephone numbers to students, however part-time faculty may include home or business phones as additional points of contact on their syllabus. Upon request, the College will make DCC voicemail available.

## Textbooks

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Please contact your academic department chair or departmental supervisor for information regarding required textbooks. Instructors must follow academic department policy regarding regular use of required textbooks and/or associated technology. Access to current textbooks and instructional materials can be obtained through the academic department.

Please urge your students to secure required textbooks and associated technology early in the semester. Students who wait until mid-point or later in a given semester to purchase required books may significantly jeopardize their academic success.

Part-time faculty should report any difficulties or discrepancies regarding textbooks or associated technology to their academic department. If students report that a given book is no longer available in the Bookstore, part-time faculty should report this information promptly to the Bookstore Manager at **431-8082**.

Part-time faculty who are using OER (Open Education Resource) material should review the directions provided by your supervisor or academic department to facilitate student access to the material.

## Rosters/Attendance /Grade Reports/Census Data

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Instructors will receive, via DCC e-mail, a temporary class roster at the beginning of the semester and a permanent official roster during the fourth week of classes.

A Record of student attendance should be maintained by the instructor, but is not entered on the final roster. This record may be used for state aid and for student financial aid as well as for good classroom management. A grade report and grade justification, including the final grade determination information for the course and for each student must be submitted to the academic department. A sample of a completed grade report and justification is included in Appendix B and C of this handbook.

The Registrar will require Census data at the end of the third week (or its equivalent in shorter term duration courses). Reminders will be sent to your DCC email regarding process and deadlines for submitting this information.

## Grading System and Grade Reporting

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Best practices in teaching indicate that regular feedback contributes to a student's progress. Quizzes, tests and graded assignments provide students with the structure and accountability that will contribute to their success. Faculty are encouraged to use as many measurements as possible to evaluate students. All graded assignments and evaluations should be noted in the syllabus.

Census data, midterm and final course grades must be entered in Banner. The due date for midterm and final grades is published in the Academic Calendar and, in general, may be entered no more than one week in advance of the deadline. It is extremely important that part-time faculty submit these items on time and as indicated. Midterm and Final grades and unofficial transcripts are available to students through myDCC within 48 hours after the due date for grade submission.

When submitting final grades, there are further steps that must be completed. The grade report and grade justification must also be submitted to the academic department. The permanent official roster with final grades as submitted becomes the College's permanent record of the course.

The grading system used at Dutchess Community College is described in a chart that can be found in Appendix A of this handbook.

**Special Note Regarding Lecture/ Lab Courses:** Where a lecture and lab are taught by different instructors, the grades must be submitted online by the lecture (primary) instructor. Both instructors must submit an official grade report and justification.

**Special Note Regarding Short or Non-standard Courses:** Midterm grades are not required for short or non-standard courses. Final course grades for non-standard courses are due within one week of the end of the course.

### Admission to Class

Any student whose name does not appear on the class roster or official course list via Self-Service Banner should not be allowed to remain in class. In order to remain in class, they would need to show a schedule with the current date on it.

If a student is not on the class list or cannot show the required proof of registration, they should be sent to the Registrar's Office or the DCC@Fishkill office. Auditing students must also follow these procedures. (The class list in the Self-Service Banner has the most up-to-date course enrollment information.)

### Audit Policy

Students may register to audit courses on a space available basis beginning with the first day of classes each term. The approval of the Registrar and faculty member are required for an audit status. Payment is the same as for students taking the course for credit. Under normal conditions, students may not change from audit status to credit status or from credit status to audit status after the third week of the semester.

Senior citizens, sixty years of age or older, may also audit credit courses on a space-available basis. There is no auditing charge for senior citizens. Senior citizen auditors are placed beginning on the first day of the semester.

The faculty member should submit a grade of "U" for a regular auditor or a senior citizen auditor. An auditor should not be given any other letter grade. Auditors do not earn credit for the class.

### Withdrawal from Courses

Students who withdraw from either the College or a particular course must initiate such action in the Office of the Registrar, the ACT Center, the DCC@Fishkill office or electronically, using their myDCC email address. Failure to attend class or provide informal notification to instructors will not be considered official notice of withdrawal.

Withdrawals initiated during the first three weeks of the semester (or its equivalent for shorter parts of term) result in deletion of the course (s) from the record. A student who officially withdraws from a course (s) between the 4<sup>th</sup> week and the end of the 11<sup>th</sup> week of the semester (or its equivalent for shorter parts of term) will receive a grade of "W". If the student has not withdrawn by the end of the 11<sup>th</sup> week or its equivalent, the student will receive the grade that they earned in the course. Please refer to the Academic and/or the Credit Class Student Calendar for withdrawal deadlines.

College Policy regarding refunds of tuition and fees are found in section 15.4 of the Professional Staff Handbook (on myDCC).

Students receiving financial aid should be encouraged to check with the Office of Financial Services to find out how withdrawal may impact their aid.

Students receiving Title IV Federal Aid (PELL) funds shall be subject to U.S. Department of Education, and college policy regarding refunds and the requirement of calculating financial aid eligibility based on the date of withdrawal. Students may be subject to returning federal funds, if unearned at the time of withdrawal, officially or unofficially.

The Registrar will send notification of student withdrawal to faculty.

## Student Absence

The College expects all students to attend and participate in class regularly. Excessive absences, tardiness and/or nonparticipation, may affect the quality of a student's academic performance. Students should be notified on the syllabus how class participation may affect their course grade. Students should be made aware that non-attendance in classes will not result in automatic withdrawal from a course.

The **ZF** grade is a grade that is issued for students who stop attending or never attended a course. The Registrar will send out a chart that shows the dates for each part of term to help you determine when the grade of **ZF** should be submitted by the instructor as the course grade. Please contact the Registrar's Office at [registrar@sunydutchess.edu](mailto:registrar@sunydutchess.edu) or (845) 431-8020 with any questions.

## Student Absences due to Inclement Weather and Delayed Opening of Classes

Please refer to "*Delayed Opening / Early Closure*" on page 12 of this handbook. Nursing students in clinical should follow the instructions of the clinical instructor

## Student Absences due to Religious Beliefs

Below is the College's policy on absences due to religious beliefs as stated in the Catalog:

"Any student at the College who is unable, because of his or her religious beliefs, to attend classes on a particular day or days will be excused from any examination or any study or work requirements. College faculty will provide an equivalent opportunity for the student to make up any work that he or she may have missed because of such absence."

(Section 224, New York State Education Law)

## Final Exams

A final examination period is scheduled at the end of the fall and spring semesters. A session of 2-1/2 hours is set aside for the evaluation activity for each course. Evaluation activities for courses of three or more credit hours should require the full session for completion. Activities for one and two credit hour courses may require less than the full session. Instructors are responsible for informing students in advance of the evaluation activity of:

- a. The nature of the activity.
- b. How much of the course it will cover.
- c. The approximate time to be allotted of each part of the activity.
- d. Whether there will be optional parts or choices.
- e. The weight the grade for the evaluation will have in the final course grade.

Faculty members using an evaluation process other than a final examination are responsible for the preparation and administration of the process. The process should be administered in a manner to ensure that each student is evaluated on the quality of his/her own work or contribution to a joint project. All faculty must meet during the final exam period. A copy of your final exam or alternative final assignment must be submitted to your academic department.

You must keep copies of all your students' finals for two years.

Students may request a conflict exam if they have two exams scheduled at the same time, if they have more than two exams, including evenings, scheduled on the same day or if they have **more than 6 hours of testing scheduled in one day**.

## Posting Grades/Incomplete Grade/Grade Changes

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Posting of student grades is illegal under the Family Education Rights and Privacy Act (FERPA). Grades will be available to students through the College's Student Information System (myDCC/BANNER) promptly at the end of the semester. However, faculty may tell any individual student what grade the student received if he/she chooses to do so. The grades may not, under any conditions, be posted in any format or shared with anyone other than the individual student.

A grade of incomplete (I) must be made up within the next four weeks in which the College is in regular session. Otherwise, the Incomplete (I) automatically becomes an F. Incompletes should only be given if a student has had the conversation and an agreement is reached between the instructor and the student.

A faculty member may change a student grade (including a grade of I) up until one year after the grade was initially submitted. He/she needs to complete a change of grade form in the Registrar's Office. Only Incompletes should be changed to letter grades. Once a final grade is given students should not be allowed to do additional work to increase their final grade.

## Field Trips

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The Request for Approval of Field Trip form must be submitted for approval of the Vice President for Instruction & Learning at least two weeks prior to the date of the trip and must include a list of students involved. Copies of approved field trip requests will be automatically forwarded to the Director of Scheduling who will post the necessary notice concerning students being excused from classes on Scheduling's Confluence page. In order to minimize class conflicts, faculty members should not generally plan more than one field trip a semester, outside of normal class meeting times, for a given class. Field trips are not to be scheduled during the week when midterm grades are due or during the fourteenth or fifteenth week of the semester. (See Appendix G). Faculty members may schedule field trips at their own discretion. Each faculty member is, however, responsible for making all of the arrangements necessary to make the trip a worthwhile educational experience.

## Speakers

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If a faculty member wishes to invite someone other than a member of the College faculty to speak to one of his/her classes, he/she must inform and receive approval from his/her department chair or departmental supervisor before the event takes place.

## Children in Classrooms, Laboratories and on Campus

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Inasmuch as the presence of children in classrooms, laboratories, college buildings or on the campus could result in injury to the children and/or problems for the College leading to increased liability and litigation, the College hereby states as policy that neither the children of students nor of employees are permitted in classrooms or laboratories at any time, and they are not permitted in College buildings or on the campus unless accompanied by a parent or another responsible adult.

## Food & Beverages in Classrooms

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Food and beverages may **not** be brought into classroom lab facilities, including computer labs. In all other classrooms, the policy on food and beverages, will be determined by the faculty member. Classrooms should be left in the same or better condition than found. Instructors should observe this rule and insist that students do the same.



## Smoke- And Tobacco- Free Campus

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Tobacco use of any kind, including cigarettes, e-cigarettes, cigars, pipes, or other devices that emit toxic smoke or vapors, is prohibited on all grounds and in all buildings and facilities owned or operated by the College. This policy applies to all College employees, students, visitors and vendors.

*Approved by Board of Trustees Resolution #2016-15, dated October 27, 2015; reaffirmed by Board of Trustees Resolution #2020-26, dated January 28, 2020*

## Fire Alarms and Fire Drills

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Unannounced fire drills are held several times throughout the year. All occupants of the building are required to participate in each drill. Instructions for vacating buildings in the event of a fire drill or fire are posted in every classroom and office, and each instructor is responsible for acquainting the students in his/her classes with these procedure. Instructions should be read aloud early in each semester. Refer to the Emergency Action Guide for actions to be taken in a variety of emergencies. The Emergency Action Guide can be found on myDCC, under quick links for students by clicking on the link in the box labeled "DCC Emergency Guide" or in Confluence under Facilities and Public Safety.

A sounding of the horns along with strobe lights is the signal to vacate the building. All windows are to be closed, lights turned off and doors closed. Persons should not use building elevators during any emergency. Building occupants who are unable to evacuate due to disability or infirmity should seek shelter in Areas of Refuge, typically in the building stairwells, and notify Security via the emergency telephones in each Area of Refuge. After leaving the building, all groups must proceed to at least 50 yards from the nearest wall of the building and wait until there is an all-clear signal. Driveways and access roads are to be left clear for the fire equipment.

## STUDENT SUPPORT SERVICES

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### Counseling Center

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The Counseling Center, located in the Student Services Building, Room 303, offers support, information and services to address the mental health and well-being of students while promoting autonomy and empowerment. Services offered include:

- Short-term individual counseling
- Short-term group counseling
- Wellness workshops
- Referrals to additional programming offered on campus, campus offices and/or services, or the community

To set up an appointment, call (845) 431-8040 or email [counselingcenter@sunydutchess.edu](mailto:counselingcenter@sunydutchess.edu)

### Academic, Career and Transfer (ACT) Center

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The ACT Center provides holistic academic advisement for students including career and transfer planning. ACT academic coaches teach students the skills needed to help choose a major and design an achievable academic plan. As students continue their studies at Dutchess, they can rely on academic coaches to deliver academic and transfer programming that will expose them to a variety of occupational and scholastic opportunities. All students may utilize the ACT center. Students are urged to take the initiative in meeting early and regularly with their academic coach and to take full advantage of the advisement services that are available. It is the student's responsibility to make certain that graduation requirements are met. The office number is (845) 431-8600 or email at [ACT@sunydutchess.edu](mailto:ACT@sunydutchess.edu).

### Learning Commons

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The Learning Commons includes the Office of Accommodative Services, CSTEP, the Testing Center, the Ritz Library, the Writing Center, the Math & Science Center, and the Center for Academic Achievement. Below is additional information about some of these areas.

### Office of Accommodative Services (OAS)

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Orcutt Student Service Building, Room 103, 431-8055

The Office of Accommodative Services is committed to providing equal access and an inclusive campus community by providing accessibility services and advocacy for students with disabilities. Students who are ADA eligible must identify themselves to the Office of Accommodative Services, present documentation of a disability and complete the registration process by meeting with a staff member to develop an accommodation plan.

Students will then receive a "Letter of Accommodation" from our office detailing the mandated testing and classroom accommodations authorized. Students are required each semester to present the letter to faculty in those classes they are seeking accommodations for. In terms of testing accommodations, students must notify faculty in a timely manner of their desire to take exams in the Testing Center rather than in the classroom, and reserve a seat in the test center at least 2 business days in advance of the exam in order to ensure space and equipment availability at the time of the exam. Faculty are encouraged to contact our office with any questions or concerns about the accommodation plans presented.

Services include:

- Placement test accommodations
- Classroom and testing accommodations
- Alternative format of textbooks and class material
- Lecture capture assistance

- Assistive technology and training: screen readers, voice to text programs
- CCTV
- Sign language interpreters, FM systems and remote caption services
- Transition to college support
- Coaching/Academic success skills
- Voter registration
- Advocacy and referral to campus and community support services
- Guidance to parents of incoming students
- Assistance with campus accessibility barriers

Additional services include assistive technology training, academic skills support and tutoring. OAS provides support for faculty/staff for the creation of accessible documents and course material.

OAS works collaboratively with faculty/staff, ACCESS-VR (Adult Career Continuing Education Services-Vocational Rehabilitation), New York State Commission for the Blind, Taconic Resources for Independence, the Smart Staffing Group and the Dutchess County Transition Council. OAS also oversees the THINK Ahead college experience for students with intellectual and/or development disabilities.

Suggested Syllabus Statement: “Students with disabilities who believe that they may need testing or classroom accommodations are encouraged to contact The Office of Accommodative Services at (845) 431-8055/SSC 103 as soon as possible to better ensure that such accommodations are implemented in a timely fashion.”

Accessible parking spaces are available; please contact Security at 431-8070 regarding the permit process and questions about access to campus facilities.

For more information, contact OAS at (845)431-8058 or visit our website at:  
<http://www.sunydutchess.edu/academics/accommodative/>

## Make-up and Class Testing

Testing Services proctors various types of exams for the College. This includes make-up testing for students who missed a test in class as well as class tests for students who have approved testing accommodations through the Office of Accommodative Services. The Testing Center is available in the Student Services Center, room 104 in Poughkeepsie and in DF-202 adjacent to the Main Office in Fishkill. Remote proctoring is also available. Full- and Part-Time faculty send exams/quizzes for students to complete in the Center. The Testing Center may be reached at (845) 790-3733 or [TestingCenter@sunydutchess.edu](mailto:TestingCenter@sunydutchess.edu) for information about test proctoring.

For more information, testing center hours and how students can make an appointment, go to:  
<https://www.sunydutchess.edu/around-campus/student-services/testing/>

Faculty may send tests to the Testing Center by emailing [TestingCenter@sunydutchess.edu](mailto:TestingCenter@sunydutchess.edu), delivering the test to SSC-104/Fishkill mail room, or having the student bring the test to the Center using one of the Testing Center envelopes. Please complete a test submission form with the exam to the Testing Center. The test submission form communicates important information such as the length of time students have to take the test, when the test expires, and what aids, if any, a student may use while taking the test. The test submission form can be found on Confluence under the Learning Commons tile. Testing envelopes may be used to send both make-up tests and tests for students needing testing accommodations, however electronic submission is preferred. Test envelopes are available at the Testing Center.

The Testing Center will send completed tests back to the faculty member by scanning and emailing it to faculty’s DCC email address or the center will hold the test for faculty to pick it up in SSC-104.

If the College is closed or cancelled due to inclement weather, testing is also cancelled.

## The Francis U. and Mary F. Ritz Library

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The Ritz Library is dedicated to providing high quality service and support for the instructional and research needs of our diverse college community. Our collection of print and electronic books, periodicals, and media are curated to support the programs offered at DCC.

The Ritz Library is located in Hudson Hall on main campus, providing ample study areas, computers, printers, scanners, and convenient access to a wide variety of multi-media and print resources. DCC @ Fishkill has a learning commons space with comfortable seating and computers.

Students, faculty, and staff can access remote library resources and chat support 24 hours a day through the Library Homepage.

### **Contacts**

Library Homepage	<a href="https://sunydutchess.libguides.com">https://sunydutchess.libguides.com</a>
Details about Library Services and Collections	<a href="https://sunydutchess.libguides.com/services">https://sunydutchess.libguides.com/services</a>
Library Hours	<a href="https://sunydutchess.libguides.com/calendar">https://sunydutchess.libguides.com/calendar</a>
Library Director	845-431-8631
General Library Information	845-431-8630
Reference & Library Instruction	845-431-8634
Circulation / Reserves / Interlibrary Loan	845-431-8639

### **Collections and Research Guides**

Searching the Ritz Library collection begins with the **Search Everything** box on the library homepage. The library features a collection of over 90,000 print books and 250,000 e-books, plus subscriptions to more than 100 databases containing millions of digital items from scholarly journals, magazines, newspapers, and streaming video and audio collections across all academic disciplines. In addition to streaming media, the library maintains a collection of physical instructional media, including DVDs and CDs.

Librarians maintain Ritz Research Guides for every subject area taught at the college, with selections of materials and career information that we think will be useful for getting started in any field of study. Ritz Research Guides also feature resources for learning how to use the library. A full list of guides is at <https://sunydutchess.libguides.com/guidelist>.

### **Library Instruction and Information Literacy**

The librarians offer library instruction and information literacy workshops to students upon request by instructors. Classes can be held in the library, in a classroom outside the library, at DCC@Fishkill, or remotely. Interactive learning options are available for the classes, including a “Jeopardy”-style game, a peer-to-peer learning activity, and other customized lessons. To schedule a class, complete the form at <https://sunydutchess.libguides.com/orientations> or call Reference at x8634.

In addition to local instruction by our librarians, the library offers high quality, standards-based, self-paced information literacy tutorials, videos, and quizzes from some of our professional database providers (Credo and ProQuest). These tutorials may be embedded in courses or used for extra-credit. For instructions, visit <https://sunydutchess.libguides.com/infolit/faculty>. More ideas for incorporating information literacy into the classroom can be found at <https://sunydutchess.libguides.com/classroom>.

### **Borrowing**

A current DCC ID card is needed to borrow items, print, or use group study rooms. Faculty and staff may borrow items for a 16-week loan period. Books borrowed by part-time faculty are due at the of the semester in which they were borrowed.

Instructional media (DVDs, CDs) may be checked out by faculty for use in campus classrooms and may be reserved by calling Circulation at x8639. Media can be borrowed for 3 weeks and renewals are allowed if the item has not been requested by another instructor.

### **Interlibrary Loan**

Interlibrary loan allows patrons to borrow books from other libraries. Current faculty, staff, and students may use this service. For information about interlibrary loan, please see our website at <https://sunydutchess.libguides.com/interlibrary>.

### **Placing Items on Reserve**

The Ritz Library reserve collection includes textbooks for in-person classes offered at the main campus. Students may use reserve textbooks for up to one hour in the library. When possible, faculty are encouraged to donate a copy of a textbook for the reserve collection. A faculty member may also place other items on reserve. All reserve items must comply with copyright regulations and the responsibility for copyright clearance rests with the requesting instructor. Contact the library director with questions regarding copyright compliance. To place items on reserve, visit <http://sunydutchess.libguides.com/coursereserves/faculty>.

Electronic copies of journal or newspaper articles can be added to a course in myDCC. For assistance, contact the Teaching and Learning Center.

### **Library Liaison Program**

Faculty are encouraged to recommend books, journals, media, or databases to enhance the library collections. To make recommendations, contact your department's library liaison. A list of department liaisons and a New Book Request form can be found at <https://sunydutchess.libguides.com/liaison>.

### **OER**

Open Education Resources are teaching, learning, and research resources that reside in the public domain or have been released under an intellectual property license that permits repurposing by others. The library supports faculty efforts to utilize OER and reduce costs for our students. Contact the library director for more information.

## The Writing Center

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Writing Center at Poughkeepsie: Hudson Hall, Room 503 (845-431-8095)

Writing Center at Fishkill: Room 206A (845-790-3639)

At the Writing Center, peer and professional tutors conduct one-on-one tutoring sessions in a friendly, informal atmosphere. During half-hour, in-person sessions, students may receive assistance on writing projects such as scholarship essays, cover letters, and assignments from all disciplines. Students are encouraged to sign up for appointments, but may also drop in and wait for a tutor to become available:

<https://www.sunydutchess.edu/around-campus/student-services/tutoring/writing-center/on-campus-tutoring.html>

The Writing Center also offers sessions over Zoom during any of its operational hours. Currently, the Center is open late two nights a week, but please visit the Center's website for updated hours of operation.

The Writing Center sponsors the annual Denton Writing Awards, which offer monetary prizes to student writers in various categories. Learn more about the Denton Awards here:

<https://www.sunydutchess.edu/around-campus/student-services/tutoring/writing-center/writing-contest/>

The Center's computer lab in Poughkeepsie, staffed by a teaching lab assistant and student aides, offers free assistance to both day and evening students. There are no appointments needed for the computer lab, and its hours of operation are the same as the Center's.

Part-time faculty may review a variety of writing-related texts in the Center's library in Poughkeepsie. Faculty are also welcome to use the form on the Writing Center's web page to request an orientation or workshop from the Writing Center. It can also be found by clicking here:

<https://forms.office.com/r/J7bZhyAHgW>

Additionally, the Writing Center sponsors and co-sponsors activities that might be of interest to part-time faculty. Events are announced via campus email.

## Math and Science Center

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The Math and Science Center provides places for math and science learning and beyond. Students may work on assignments, with other students, or with guidance from peer and professional staff. The Center offers drop-in and appointment tutoring from both peer and professional tutors in Biology, Chemistry, Computer Information Systems, Computer Science, Mathematics, Accounting, Economics, Nursing, Engineering, and Physics. Tutorials using graphing calculators, MS Excel, and Desmos are also available.

The Math & Science Center is located on three floors in the Allyn J. Washington Center for Science and Art. Study space is located at Washington 126. The first-floor study space, where study sessions, faculty office hours, and workshops happen is in W126. The second-floor location is Washington 224. This is a large space that offers drop-in tutoring by peer and professional tutors in Chemistry, Computer Information Systems, Computer Science, Mathematics, Accounting, Economics, Nursing, Engineering, and Physics. Workshops and faculty office hours happen in W224 as well. The third floor is located in W324 and has drop-in tutoring in Biology with a professional tutor. In addition, the Math & Science Center provides professional tutors for Nursing in the Center for Business Industry building.

Computers, printers, and dry erase boards are available in each location. Calculators may be signed out for quizzes and exams from W224. The second floor also has a scanner and textbooks for most math and science courses. For more information, call (845) 431-8538, email at [masc@sunydutchess.edu](mailto:masc@sunydutchess.edu), follow us on Instagram @dcc\_masc, or visit our website at [www.sunydutchess.edu/masc](http://www.sunydutchess.edu/masc)

## Center for Academic Achievement

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The Center for Academic Achievement (CAA) promotes student academic success by offering free personalized and group tutoring support with course-specific learning skills and study strategies. Located in Hudson Hall 315, CAA professional tutors will assist students through various subject based coursework, as well as specialized Reading and Literacy, English as a Second Language (ESL), and Direct Support Professional (DSP) programs, by using tutoring techniques that encourage independent critical thinking. CAA peer tutors are DCC students who have excelled in relevant coursework, been recommended by faculty members, and are well-equipped to foster participation and engagement with their fellow students. Furthermore, the CAA's scope of tutoring varies from test preparation, time management, notetaking skills, project preparation, and contest-based strategies for developing research papers.

The CAA boasts a significant tutoring area, ideal for workshops and events, such as 'Study at Night,' group tutoring, as well as a conference room, three offices, computers and laptops to facilitate and foster deep learning. For more information about the Center for Academic Achievement, please visit <https://www.sunydutchess.edu/around-campus/student-services/tutoring/center-academic-achievement.html>, email at [caa@sunydutchess.edu](mailto:caa@sunydutchess.edu), or call 845-431-8090.

## Online Tutoring

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On myDCC and Brightspace, you'll find access to free online tutoring that connects students to tutors in a variety of subjects, including math, science, writing, world languages, economics, and more. Tutors are available during the day, evenings, and weekends, with select subjects offered 24/7. This tutoring is offered through our on-campus tutoring centers and through online services.

## Health Office

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The College Health Office, located in the Orcutt Student Services Center, Room 110, is open Monday through Friday. For medical emergencies, contact Safety and Security (x8070) or call 911. The Health Office does not provide emergent care on campus.

In requesting medical assistance, the College merely acts as an agent for the injured party. All medical costs are the responsibility of the injured party.

In accordance with the Educational Rights and Privacy Act of 1974 (Buckley Amendment), medical information will not be released without written consent of the individual party.

## DCC CARES

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DCC CARES can provide awards of up to \$2,000 to students facing sudden and unexpected financial emergencies and helps connect students with community resources to help prevent future crises. Eligible students must be enrolled for 6 or more credits, have a GPA of 2.0 or higher, and meet financial-need criteria. Qualifying emergencies can include (but are not limited to): threat of eviction or homelessness, unforeseen medical bills and transportation needs, or loss of employment. In addition, our Student Emergency Fund may be able to help with needs related to academics, such as tuition and fees, books and supplies, and childcare; DCC CARES also has a limited number loaner laptops available to students who qualify based on need.

Students can complete the online application at [https://cm.maxient.com/reportingform.php?SUNYDutchess&layout\\_id](https://cm.maxient.com/reportingform.php?SUNYDutchess&layout_id) to request emergency assistance.

For more information, email [dcccares@sunydutchess.edu](mailto:dcccares@sunydutchess.edu) or call DCC Cares at (845) 431-8973.

## SUPPORT SERVICES FOR PART-TIME FACULTY

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### Help Desk

The Information Technology department provides implementation and support services for all faculty and staff members. Please use the Help Desk as the primary access point to services provided by the department.

#### **DCC Help Desk**

The college staffs a Help Desk service for all technology related problems.

The Help Desk can be reached by:

- Phone on main campus at ext. 4357 (HELP)
- Phone from off campus at (845)-431-8005
- Email – [helpdesk@sunydutchess.edu](mailto:helpdesk@sunydutchess.edu)
- Web – Look for the Help Desk Module at the DCC Portal Website

Hours of operation are posted in the DCC Wiki <http://wiki.sunydutchess.edu>

Faculty and staff working at any DCC satellite locations may contact the main campus for remote support using the methods provided above.

Help Desk staff will assess the nature of your issue, create a work request, and if necessary, dispatch a technician to assist you.

#### **Classrooms**

Most college classrooms are equipped with data projectors, visual presenters, and instructor workstations. Please contact the DCC Help Desk to request training, or in the event you are experiencing difficulty with classroom operations during your class. Information on how to use the audio/video equipment in classrooms along with “virtual room tours” can be found in the DCC wiki.

Smart room guides:

Main campus: <https://confluence.itec.suny.edu/confluence/x/w4rzCw>

DCC Fishkill: <https://confluence.itec.suny.edu/confluence/x/v4rzCw>

#### **Grade Scanners**

Grade scanners are located in various locations around campus. For information on locations please contact the Teaching Learning Center (TLC) or your department secretary for assistance.

#### **myDCC Portal**

The myDCC campus portal provides features designed to help you interact more effectively with the college via email, calendar, course tools, and other features. Content is displayed through modules that provide easy access to information, applications and web resources you may wish to access. You can access myDCC from any page on the campus website <http://www.sunydutchess.edu>

#### **Banner**

The College uses the Banner student information management system. This system allows students to register online and to view their grades, financial obligations, courses and other information about their status as a DCC student. Faculty can view class lists online and are required to enter student grades online. Students and faculty can access Banner through the myDCC portal on the College’s. For additional training on Banner and other technology related resources, contact the Teaching Learning Center (TLC).



### **Technology Training**

The Teaching Learning Center located in Hudson-232 is your resource for personalized technology assistance and technology training materials. The TLC can be contacted at ext. 8959. Please refer to the TLC section in this handbook for more information.

### **Dr. Mary Louise Van Winkle Professional Staff Teaching Learning Center (TLC)**

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The Teaching Learning Center aspires to promote active teaching and learning by making current instructional technologies available and accessible to the faculty and professional staff at Dutchess Community College. The Center serves as a resource and support center where faculty and professional staff can obtain access to and technical assistance and training for software used for course-related purposes. The Center provides a central facility for academic departments, faculty, and professional staff to enhance, present, organize and manage their course content and administrative materials through the use of various technologies. Equipment, software, and training sessions are available to assist faculty and staff with the design and creation of multimedia instructional materials for both traditional and online courses.

The Teaching Learning Center can assist with:

- **Technology Training:** Getting up to speed with Brightspace, Banner, or myDCC.
- **Course Enhancement:** Enhancing a traditional classroom course with a multimedia format.
- **Component Design and Development:** Creating a new online feature or component of a traditional, hybrid or fully online course.
- **Course Conversion to Online Formats:** Adapting a face-to-face course to a partially or completely online format.
- **Course Design and Development:** Design and development of a new online course tutorial, or lesson.
- **Accessibility:** Making a course accessible for students with disabilities.

The Center provides a computer lab and a software tutorial and resource library located on the lower level of the Francis U. and Mary F. Ritz Library in Hudson Hall. The computer stations and multimedia software are available for use by the faculty and professional staff. Staff can answer questions about and assist with a wide variety of software issues ranging from creating electronic course presentations and online learning modules, creating and editing video and audio files, and organizing course-related content on Brightspace.

The Teaching Learning Center is open Monday Friday, 9:30am – 5:00pm in H232 or by appointment. It is advisable that you phone in advance, 431-8959 to check on the availability of staff and computer resources.

Regardless of your technical skills, we're here to assist and empower you with technology for your classroom management and content delivery. For more details, email [tlchelp@sunydutchess.edu](mailto:tlchelp@sunydutchess.edu).

## PART-TIME FACULTY COMPENSATION AND ELIGIBILITY FOR BENEFITS

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The Part-Time Faculty Unit of Dutchess United Educators (DUE) represents part-time faculty at Dutchess Community College. Two elected members of the DUE Executive Council are part-time faculty.

An electronic copy of the DUE Part-Time Faculty Contract is posted on myDCC/ Faculty and Staff Information/ Dutchess United Educators/ DUE Documents/ Contracts / 2020-2025 Part-Time Educator Contract. Click the link: [DUE PT Contract 2020-2025](#)

### Compensation

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Compensation for part-time faculty is determined according to the rates negotiated and published in the current contract as noted above. Compensation is paid in equal installments on a bi-weekly basis during the semester.

Contracts for teaching each term are delivered electronically via email to your *sunydutchess.edu* email address. You should expect to receive your contract just prior to the start of the semester. When you receive the email with the attached contract, please review the document for correctness and acknowledge your contract electronically in Self-Service Banner. Directions for acknowledging your contract in Banner may be found in the appendix to this handbook and on the myDCC, Employee tab, Employee Tools box, Instructions for Acknowledging Employee Contracts in Banner. Contracts must be acknowledged in Banner before any paychecks can be released.

Part-time faculty have the option to sign up for Direct Deposit of paychecks. If someone elects this option, their initial check for the first semester will be mailed to the home address. All subsequent checks will be direct deposited unless Payroll receives written notice to cancel or change the direct deposit instructions. If a part-time faculty member does not elect Direct Deposit, all checks will be mailed to the home address. Part-time faculty who teach courses that run on schedules other than the regular academic semester should refer to their employment agreement for a pay schedule.

Part-time faculty who are in their first semester of teaching for DCC may be paid on an alternate schedule if the required paperwork (DCC application, Form I-9 Employment Eligibility Verification form, tax withholding forms and Retirement Information card) is not on file with the Office of Instruction & Learning and the Payroll Office in a timely manner.

(New with the 2020-2025 DUE Contract) 10.04 Compensation for Class Cancellation  
If the College: (a) cancels or reassigns a section of a course that a Part-Time Teaching Educator has been assigned in the Master Schedule within one week of the first day of that section; and (b) did not assign the Part-Time Teaching Educator an alternative section of any course, the Part-Time Teaching Educator will be paid a lump-sum payment of \$400 as compensation for the work that went into preparing the section of the course originally scheduled.

### Health Insurance

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Part-time faculty who have taught a minimum of two consecutive semesters (not counting summers or winter session) may elect to participate in one of the College's health insurance options. For more information, contact the Human Resource Management Office or consult section 7.05 of the DUE PT Contract 2020-2025.

## Retirement Systems

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Part-time faculty may join the New York State Teachers' Retirement System (TRS) or the New York State Employees' Retirement System (ERS). If one of these elections is made, membership and contributions will be in accordance with state law and the rules of the individual plan.

Members of SUNY Optional Retirement Plan, often referred to as TIAA, who are or have been full-time employees of other SUNY units may participate in this plan, subject to the conditions noted above.

Part-time faculty must complete a Retirement Selection form when they are hired, which will be kept on file. Specific details about each individual's situation may be obtained in the College's Human Resource Management Office, Bowne Hall, Room 118. Part-time faculty who elect to not join the retirement system and change this election at a future date need to notify the Human Resource Management Office of this change.

## Mileage Reimbursement

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Part-time faculty teaching at off-campus sites whose travel distance from home to the off-campus site is greater than their distance from home to the primary work location are entitled to reimbursement of the mileage difference at the rate per mile in effect for the semester. Forms for claiming reimbursement, along with the guidelines, are available from either Departmental Supervisors, Department Secretaries or the Office of Instruction & Learning. The deadline for submitting a mileage reimbursement request is 10 business days after the close of the semester/term.

## Professional Development Opportunities

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Part-Time Educators may seek out, and the College administration may recommend opportunities for professional development. Funds may be available for financial support of these endeavors. Please contact the Office of Instruction and Learning to receive the Application for Professional Support Travels Funds.

Please refer to the Part-Time Educators contract for a full description of professional development opportunities for Part-Time Faculty.

## COLLEGE POLICIES

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### Academic Integrity Policy

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Dutchess Community College is committed to the principles of honesty, integrity, and ethical behavior. It is expected that students will recognize these values and adhere to all aspects of student conduct and academic honesty inside and outside of the classroom.

Academic dishonesty in any form is regarded by the College as a breach of academic ethics and may result in disciplinary action.

Academic dishonesty includes, but is not limited to, the following:

- Cheating on examinations
- Plagiarism: the representation of another's ideas or writing as one's own. Examples include:
  - presenting all or part of another person's published work as something one has written;
  - paraphrasing or summarizing another's writing without proper acknowledgement (citation);
  - representing another's artistic or technical work or creation as one's own.
- Willingly collaborating with others in any of the above actions which result(s) in work being submitted which is not the student's own.
- Submitting work containing any content that was generated by an Artificial Intelligence bot or website when not explicitly directed to do so by the instructor.
- Stealing examinations, taking electronic images, falsifying academic records and other such offenses.
- Knowingly permitting another student to use one's work or cheat from one's examination.
- Submitting work previously presented in another course without permission of instructor.
- Unauthorized duplication of computer software.
- Unauthorized use of copyrighted or published material.

If, based on substantial evidence, an instructor deems that a student is responsible for a violation of the Academic Integrity Policy, the instructor may take the following actions:

- The instructor may require that the student repeat the assignment or examination, or
- The instructor may give the student a failing grade for the assignment or examination, or
- The instructor may give the student a failing grade for the course.

As an institution of higher education, it is incumbent on the College to ensure that students understand and uphold the highest standards of academic honesty and that there be accountability in cases where students repeatedly violate those principles. In order to build an intellectual culture of academic integrity and ensure that students learn appropriate behavior in their academic endeavors, faculty and staff who judge that a student intentionally violates the Academic Integrity Policy shall report said violation to the Office of Instruction & Learning.

Students' right to privacy will be upheld, and all students shall have the right to appeal any action that results from this process.

*Attachment to Board of Trustees Resolution #2020-31, dated February 25, 2020*

*Revised Attachment to Board of Trustees Resolution #2023-37, dated July 25, 2023*

## DCC's Policies

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You will find many important DCC Policies in the *“Board of Trustees Manual Bylaws, Structure and Responsibilities, Policies, and Presidential Evaluation Procedure”*. Here is an example of some of the policies you will find there:

- Academic Integrity
- Equal Opportunity Policy: Access, Employment, and Fair Treatment.
- Sexual Harassment and Sexual Violence
- Anti-bullying Policy
- Firearms and Weapons Policy

The Board of Trustees Manual can be found on myDCC in the Faculty and Staff Information Tab, Confluence, Board of Trustees Manual, or you can click here:

<https://confluence.itec.suny.edu/confluence/display/dutdocs/Faculty+and+Staff+Information?preview=/21626895/290227116/Board-Manual-Updated-December-2023.pdf>

## Technology Policies - Professional Staff Handbook Section 11.0

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All computer facilities and related services at Dutchess Community College are provided for the needs of the College in student instruction, academic uses by faculty and students, administrative data processing, and other activities sponsored or contracted by the College. The full policy is available in myDCC in the Faculty and Staff Information Tab, Confluence, Professional Staff Handbook, or you can click here:

<https://confluence.itec.suny.edu/confluence/display/dutdocs/Faculty+and+Staff+Information?preview=/21626895/268903398/Professional%20Staff%20Handbook%20AUGUST%202023%20FINAL.pdf>

## Copyright

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The College adheres to the guidelines of the Teach Act and the “fair use” provisions of the copyright law, and College personnel are assumed responsible in adhering to copyright law when using materials in their teaching. College owned media may only be used for DCC-sponsored functions. Restrictions apply to exhibition of “Home Use” video programs rented from local outlets or purchased by instructors as well as programs taped “off-the-air” by individuals at home. Unauthorized copies of copyrighted programs cannot be used on campus. For more detailed information about Procedures for Duplication of Copyrighted Materials, see section 14.3 of the Professional Staff Handbook. The handbook is available in myDCC in the Faculty and Staff Information Tab, Confluence, Professional Staff Handbook, or you can click here:

<https://confluence.itec.suny.edu/confluence/display/dutdocs/Faculty+and+Staff+Information?preview=/21626895/268903398/Professional%20Staff%20Handbook%20AUGUST%202023%20FINAL.pdf>

## OTHER INFORMATION

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### Bookstore

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The DCC Bookstore is located in Dutchess Hall.

Regular Bookstore hours for the fall and spring semesters will generally be:

Monday - Friday 8:30AM –5:00PM

### Cafeteria (Drumlin Hall)

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#### Hours of Operation:

Monday – Friday : 08:00AM – 08:00 PM

Saturday: 11:00 AM – 04:00 PM

Sunday 04:00 PM – 08:00 PM

### College Information

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On myDCC you will find information about many important topics such as Emergency Services, Help Desk, Faculty and Staff Information, Faculty Resources, Testing Center, Class Cancellations and Quick Links. Some items also are displayed over the College's closed-circuit TV system.

### Emergency Phones

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In the event of an emergency, dial 911 from campus phones or your cell phone. By dialing 8070 from a campus phone, you will be connected directly to the Security Office.

Emergency Call Boxes are located throughout campus. Just push the button on the emergency call boxes and the emergency telephone number automatically rings to Security.

Refer to the **Emergency Action Guide** for actions to be taken in a variety of emergencies. The Emergency Action Guide can be found on myDCC, under quick links for students by clicking on the link in the box labeled "DCC Emergency Guide" or in Confluence under Facilities and Public Safety.

## Campus Safety and Security

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### EMERGENCY MASS NOTIFICATION

Dutchess Community College has implemented an emergency notification system that broadcasts emergency messages through speaker systems and all cisco telephones when it is deemed prudent to alert the campus community of a hazard or potential hazard. These emergency messages will provide information about the type of hazard and will recommend immediate action to take.

People with hearing impairment may participate in a program that provides a text and/or email format of emergency notification messages to a wireless device, such as a cell phone. Please contact Campus Safety & Security (845-431-8070) or the Accommodative Services Office (845-431-8055) for further information.

### SAFETY & SECURITY

To provide round-the-clock protection against fire, theft, and vandalism, the College employs Campus Guards, Peace Officers and private security services under the direction of the College's Chief of Campus Safety & Security. Uniformed security guards are on duty, making continuous tours of the campus and all buildings 24 hours a day, seven days a week. Staff members wishing to enter buildings at times when the College is normally closed should use their DCC ID cards for swipe access or contact the Security Office (ext. 8070 or 845-431-8070) located in the Student Service Center. Staff cooperation in providing proper identification is requested.

### SECURITY ESCORT

When requested, the Office of Safety and Security will provide an escort or mobile transport to students, faculty, staff members, or visitors on the main campus in cases of disability, illness, injury, or if there is a concern for personal safety. To utilize this service, call the Security Office at 845-431-8070. Escorts are generally limited to a single requesting person at a time.

### PERSONAL PROPERTY

Record serial numbers of electronics, or mark personal belongings so they are identifiable in case of theft. Take pictures of valuable jewelry. Always secure items in an area out of view of others. If securing items in your car, the safest place is the trunk or a locked luggage compartment.

### PREVENT CRIME

Do not leave personal items unsecured and unattended. Secure your property to prevent theft. Lock vehicle doors when leaving the vehicle unattended.

### PHOTO-IDENTIFICATION

The College requires all full-time, part-time staff and faculty members to carry a DCC I.D. card with them. This card is necessary to use the Library and other college services. The onboarding packet contains a letter to bring to the Office of Campus Safety & Security (S114, ext. 8070) who will issue a DCC I.D. card. A photo identification must be presented before the DCC I.D. can be issued. The photo I.D. window is open Monday through Friday, 8 a.m. to 10 p.m.

### PARKING

Parking lots A, B, C and F have been reserved for staff members. Parking lots D and E are open to students, staff and visitors. New faculty and staff members should obtain parking permits as soon as possible from the Security Office located in room 114 of the Student Service Center. Professional staff, faculty or students requiring handicap permits should apply at their City, Town or Village Clerk's office. Staff members with more than one car should obtain an additional permit for each vehicle they may use during the year. Temporary permits are available for additional vehicles which are to be used for very brief periods.

### LOST & FOUND

Lost or found items should be reported and/or brought to the Office of Campus Safety & Security located Orcutt Student Service Center, room 114.

## CONTACTS

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### Administrative Offices & Hours

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#### **Office of Instruction & Learning**, Bowne Hall, Room 210 | Monday - Friday, 9:00AM to 5PM

- Dr. Raymond Houston, Vice President
  - 431-8954, [raymond.houston@sunydutchess.edu](mailto:raymond.houston@sunydutchess.edu)
- Bonnie Gallagher, Associate Dean – Learning Commons
  - 431-8666, [bonnie.gallagher@sunydutchess.edu](mailto:bonnie.gallagher@sunydutchess.edu)
- Karen Ingham, Interim Associate Dean – Learning Commons
  - 431-8966, [ingham@sunydutchess.edu](mailto:ingham@sunydutchess.edu)
- Fred Herbst, Associate Dean – Precollegiate Programs and Title III
  - 431-8953, [frederic.herbst@sunydutchess.edu](mailto:frederic.herbst@sunydutchess.edu)
- Vacant, Associate Dean – Curriculum, Assessment and Compliance

#### **Office of Enrollment and Student Success (ESS)**, Student Services Center, Room 304 | Monday - Friday, 9AM to 5PM

- Scott Schnackenberg, VP for ESS, 431-8971, [scott.schnackenberg@sunydutchess.edu](mailto:scott.schnackenberg@sunydutchess.edu)

#### **Admissions Office**, Student Services Center, Room 101 | Monday - Friday, 8AM to 5PM

- Michael Roe, Associate Dean of Student Services/Admissions, 431-8018, [michael.roe@sunydutchess.edu](mailto:michael.roe@sunydutchess.edu)

#### **Business Office**, Bowne Hall, Room 205 | Monday - Friday, 8AM to 5PM

- Donna R. Rocap, Associate Vice President of Administration, 431-8066, [rocap@sunydutchess.edu](mailto:rocap@sunydutchess.edu)

#### **Payroll Department**, Bowne Hall, Room 205

- Debra Ramsay, Assistant Dean of Administration/Payroll, 431-8307, [ramsay@sunydutchess.edu](mailto:ramsay@sunydutchess.edu)

#### **Counseling Office**, Student Services Center, Room 303 | Monday - Friday, 9AM to 5PM

- Diana Kiernan, Director of Mental and Physical Health Services, 431-8040, [diana.kiernan@sunydutchess.edu](mailto:diana.kiernan@sunydutchess.edu)

#### **Accommodative Services**, Student Services Center, Room 103 | Monday - Friday, 9AM to 5PM

- Linda Bertolozzi, Director of Accommodative Services, 431-8058, [bertoloz@sunydutchess.edu](mailto:bertoloz@sunydutchess.edu)

#### **Student Financial Services**, Student Services Center, Room 202 | Monday - Friday, 8AM to 5PM

- Cheryl Verdile, Bursar, [cheryl.verdile@sunydutchess.edu](mailto:cheryl.verdile@sunydutchess.edu) 845-431-8061
- Robert Zasso, Director of Financial Aid, [zasso@sunydutchess.edu](mailto:zasso@sunydutchess.edu) 845-431-8033

#### **Registrar's Office**, Student Services Center, Room 201 | Monday – Friday, 8AM to 5PM

- Angela Romano, Registrar, 431-8096, [angela.romano@sunydutchess.edu](mailto:angela.romano@sunydutchess.edu)

#### **Security Office**, Student Services Center, Room 114 | Open 24 hours per day, 7 days per week

- Russell Tompkins, Chief of Security, 845-431-8071, [Russell.tompkins1@sunydutchess.edu](mailto:Russell.tompkins1@sunydutchess.edu)
- Barbara Warren, Director of Campus Safety and Project Management, 845-431-8667, [Barbara.warren@sunydutchess.edu](mailto:Barbara.warren@sunydutchess.edu)

#### **Cafeteria**, Drumlin Hall

- Sean Herdina, 431-8588, [sean.herdina@compass-usa.com](mailto:sean.herdina@compass-usa.com)



## Off-Campus Locations & Coordinators

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Dutchess Community College offers courses at off-campus locations. The policies and procedures previously described will apply to off-campus courses unless specifically indicated to the contrary.

DCC@Fishkill  
461 Route 9  
Fishkill, New York 12524  
(845) 790-3600

Director of Off-Campus Centers  
Tim Decker (845) 790-3614  
[tdecker@sunydutchess.edu](mailto:tdecker@sunydutchess.edu)

DCC@HVR Airport  
237 New Hackensack Road  
Wappingers Falls, NY 12590

Aviation Programs  
John Trosie (845) 790-3662  
[trosie@sunydutchess.edu](mailto:trosie@sunydutchess.edu)

Family Partnership Center (FPC)  
29 North Hamilton St., 3rd Floor  
Poughkeepsie, NY 12601

HSE/GED Program Coordinator  
Judith Lopez (845) 790-3590  
[Judith.lopez@sunydutchess.edu](mailto:Judith.lopez@sunydutchess.edu)

ESL Program Coordinator  
Kimberly Bacon (845) 790-3590  
[kimberly.bacon@sunydutchess.edu](mailto:kimberly.bacon@sunydutchess.edu)

## Part-Time Faculty Supervisors

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Part-Time Faculty Supervisors assist the Academic Department Chairs in supervision of course sections taught by part-time faculty. They can be a source of support for part-time faculty by providing course outlines, sample syllabi and by sharing a written evaluation with the part-time faculty of observations of their classroom. Part-Time Faculty Supervisors are appointed on an annual basis. Please contact your Academic Department Chair or Department Secretary for the name and contact information for your Part-Time Faculty Supervisor.

## Department Chairs

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### **Allied Health & Biological Sciences (AHBS)**

Elizabeth Justin, 431-8331, [justin@sunydutchess.edu](mailto:justin@sunydutchess.edu)

### **Behavioral Sciences (BHS)**

Michael Hall, 431-8341, [michael.hall@sunydutchess.edu](mailto:michael.hall@sunydutchess.edu)

### **Business, Aviation and Construction Professions (BACP)**

Joan McFadden, 431-8388, [mcfadden@sunydutchess.edu](mailto:mcfadden@sunydutchess.edu)

### **English & Humanities (ENG)**

Dr. Joseph Allen, 431-8451, [allen@sunydutchess.edu](mailto:allen@sunydutchess.edu)

### **History, Government & Economics (HGE)**

Todd Wilmot, 431-8515, [todd.wilmot@sunydutchess.edu](mailto:todd.wilmot@sunydutchess.edu)

### **Mathematics, & Computer Sciences (MCS)**

Philip (PJ) Darcy, 431-8540, [darcy@sunydutchess.edu](mailto:darcy@sunydutchess.edu)

### **Nursing (NUR)**

Carmel Dorner, 431-8570, [carmel.dorner@sunydutchess.edu](mailto:carmel.dorner@sunydutchess.edu)

### **Performing, Visual Arts & Communications (PVAC)**

Dr. Tommy Costello, 431-8623, [tcostello@sunydutchess.edu](mailto:tcostello@sunydutchess.edu)

### **Physical Sciences, Engineering and Technology (PSET)**

Tim Welling, 431-8535, [welling@sunydutchess.edu](mailto:welling@sunydutchess.edu)

## WHERE TO GET ANSWERS

<b><u>QUESTION</u></b>	<b><u>OFFICE</u></b>	<b><u>LOCATION</u></b>	<b><u>PHONE</u></b>
Academic Advisement	ACT Center	S-301	431-8600
Activities	Student Activities	D-201	431-8050
Adding/Dropping a course	Registrar's Office	S-201	431-8020
Auditing a Course	Registrar's Office	S-201	431-8020
Aviation Programs	Aviation Education Center	HVR	790-3660
Books & Supplies	Bookstore	D-211	431-8082
Car Registration	Security Office	S-114	431-8070
Certificate of Residence	Student Financial Services	S-202	431-8061
Counseling-Personal	Counseling Office	S-303	431-8040
Disabled Student Concern	Accommodative Services	S-103	431-8055
DCC@Fishkill	DCC@Fishkill	Front Desk	790-3614
Early Admission	Admissions	S-101	431-8010
Emergencies	Security	S-114	431-8070 or 911
English as a Second Language	ESL	FPC-304	790-3590
Financial Aid	Student Financial Services	S-202	431-8061
First Aid	Health Office	S-110	431-8075
GED (General Education Diploma)	HSE (High School Equivalency)	FPC-304	790-3590
Immunizations	Health Office	S-110	431-8075
Matriculation	Registrar's Office	S-201	431-8020
Parking	Security Office	S-114	431-8070
Proficiency credit/exams	Registrar's Office	S-201	431-8020
Registration	ACT Center	S-301	431-8600
Room Conflicts	Scheduling Office	S-201	431-8685
Security	Security	S-114	431-8070
Student Concerns	Student Advocacy & Accountability	S-203	431-8973
Student Concerns	DCC Cares	S-203	431-8973
Student I.D. Cards	Security Office	S-114	431-8070
Test Scanner	Computer Center	C-130	431-8921
Transcripts, final grades	Registrar's Office	S-201	431-8020
Transfer Credit	Registrar's Office	S-201	431-8020
Transfer Counseling	ACT Center	S-301	431-8600
Tuition Costs	Student Financial Services	S-202	431-8061
Veteran's Benefits	Veteran's Resources	H-212	431-8339
Withdrawal from classes	Registrar's Office	S-201	431-8020

Locations:

C – Center for Business & Industry  
 D – Dutchess Hall  
 H – Hudson Hall  
 S – Student Services Center  
 DF- Dutchess Fishkill  
 FPC – Family Partnership Center  
 HVR – Airport

## APPENDIX

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- A. GRADING SYSTEM
- B. ATTENDANCE AND HOW TO COMPLETE A GRADE JUSTIFICATION & GRADE REPORT
- C. SAMPLE GRADE REPORT
- D. PART-TIME FACULTY EVALUATION FORM
- E. STUDENT SURVEY OF TEACHING FORM
- F. GRADE APPEAL PROCESS AND FORMS
- G. REQUEST FOR APPROVAL OF FIELD TRIPS AND COLLEGE VEHICLE USE
- H. DCC INFORMATION SECURITY STANDARDS
- I. INSTRUCTIONS FOR ACKNOWLEDGING PART-TIME FACULTY CONTRACTS IN BANNER

## APPENDIX A - Grading System

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GRADE	QUALITY	GRADE POINTS	NUMERICAL EQUIVALENT
<b>A</b>	Excellent	4.00	93-100
<b>A-</b>		3.67	90-92
<b>B+</b>		3.33	87-89
<b>B</b>	Good/Above Average	3.00	83-86
<b>B-</b>		2.67	80-82
<b>C+</b>		2.33	77-79
<b>C</b>	Satisfactory/Average	2.00	70-76
<b>D</b>	Acceptable but below graduation standards. <i>If received in a prerequisite course, student may not qualify for the next course in the sequence.</i>	1.00	60-69
<b>F</b>	Failing	0.00	0-59
<b>ZF</b>	Failure due to never or stopped attending	0.00	0.00
<b>I</b>	Incomplete. <i>A temporary grade given in cases where students have not completed course requirements due to reasons beyond their control. The course requirements must be completed and a grade submitted within the first four weeks of the following semester (fall or spring) or the "I" would automatically become an "F".</i>		
<b>J</b>	Proficiency, <i>a grade that meets graduation requirements, earned by examination or life experience. To earn credit by proficiency a student must perform at the level of C or better.</i>		
<b>P</b>	Passing <i>(given only as a midterm grade with permission of the Vice President for Instruction &amp; Learning)</i>		
<b>U</b>	Audit (No credit)		
<b>W</b>	Withdrawn		

**Grades in remedial courses (course numbers under 100) are followed by a # sign, for example, B+#.**

## APPENDIX B - Attendance and How to Complete a Grade Justification & Grade Report

While DCC does not maintain attendance records, the college encourages you to maintain attendance records for your class.

### Grade Justification and Grade Reporting

Each Part-Time Faculty must complete and submit a Grade Justification and Grade Report at the end of each academic term. These records must be given to the appropriate Department.

- The Grade Justification must show the *Mid-term Grade*, the *Final Exam Grade* for **EVERY** individual component of the student's final grade.

Printouts of spreadsheets or electronic grade books such as from *Brightspace* can be submitted in lieu of filling in the details on the Grade Justification.

### Sample Grade Justification

All faculty members are required to submit a properly completed grade justification attached to the Grad Report for each course they teach.

In the example below, there were 3 *Tests*, a *Project* and a *Class Participation* grade.

If there were quizzes or homework assignments, each individual grade should be recorded.

	Mid-term Grade	Final Grade	Final Points	Final Exam	Total Tests	Test 1	Test 2	Test 3	Team Project	Class Participation
Adams, John	A-	B+	89.17	89	90.33	91	87	93	91	8
Jefferson, Thomas	B+	A-	92.70	93	91.00	91	93	89	93	10
Madison, James	B+	B	83.33	85	84.67	87	82	85	75	9
Monroe, James	C+	D	65.47	67	63.33	71	57	62	67	7
Washington, George	B-	B	84.53	91	82.67	87	79	82	85	8

**DON'T FORGET TO SIGN AND DATE ALL PAGES OF THE ROSTER BEFORE YOU HAND THEM IN.**

# DUTCHESS COMMUNITY COLLEGE

53 PENDELL ROAD POUGHKEEPSIE, N.Y. 12601

## GRADE REPORT

### IMPORTANT INSTRUCTIONS

The report is an official college document. All information must be legible and accurately entered. The following data must be included:

Instructor: \_\_\_\_\_

Course Number: \_\_\_\_\_

Section Number: \_\_\_\_\_

Semester: (Check box and fill in year)

Fall \_\_\_\_\_

Winter \_\_\_\_\_

Spring \_\_\_\_\_

Summer \_\_\_\_\_

### FINAL GRADE DETERMINATION

Type(s) of evaluation used (please list) e.g: quizzes exams homework term paper/project lab work written work mid-term final class participation other	# GIVEN	% OF FINAL GRADE
1. Final Exam	1	20
2. Tests	3	50
3. Term Project	1	20
4. Class Participation		10
5.		

The individual scores for each student for each type of evaluation must be included on this roster.

Signature: P. J. Chips Date: 5/20/09

## APPENDIX D - Part Time Faculty Educator Evaluation Form

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### Part Time Faculty Educator Evaluation Form

**Name of Part Time Faculty Educator:** Click or tap here to enter text.

**Name of Part Time Faculty Supervisor:** Click or tap here to enter text.

**Department:** Click or tap here to enter text.

**Date:** Click or tap here to enter text.

**Overall Evaluation:**

<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Requires Significant Improvement. Attach Formal Improvement Plan (Found in separate document).
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**Essential Components of Evaluation:** Verify that each attachment is included.

- Attachment A: Syllabus and Other Procedural Responsibilities of Part Time Faculty Educator
- Attachment B: Supervisor's Observation Report of Part Time Faculty Educator
- Attachment C: Summary of Student Surveys of Teaching
- Signature Page

Also include a Formal Improvement Plan only when you have checked "Requires Significant Improvement" box above.

**NOTES:**

1. Best practice is to make sure that the Part Time Faculty Educator is aware of the evaluation form and requirements before the term begins.

## Attachment A: Syllabus and Other Procedural Responsibilities of Part Time Faculty Educator

### Instructions:

1. The Supervisor should fill out the checklist below, and engage the Part Time Faculty Educator in discussion of these elements as appropriate.
2. If you respond N or NA to any item, please provide a very brief clarification in the Supervisor Comment box after the table.

EACH CURRENT SYLLABUS INCLUDES THE FOLLOWING ITEMS		Y/N/NA
1.	Name of course, semester, section and/or CRN number	Click or
2.	Faculty name and contact information including DCC email (or appropriate email for concurrent courses.)	Click or tap here to
3.	Class Meeting Time and Place	Click or
4.	List of required textbooks(s) and/or other required material	Click or
5.	Catalog Course Description (may also include additional course description detail specific to the instructor but shall not contradict or conflict with the	Click or tap here to
6.	Course Student Learning Outcomes	Click or
7.	Institutional Student Learning Outcomes (when applicable)	Click or
8.	Outline of course and course requirements	Click or
9.	Grading criteria indicating how final grade is determined.	Click or
10	Statement provided by the College regarding academic honesty.	Click or
11	Statement provided by the College regarding academic accomodations.*	Click or
12	Statement provided by the College regarding Title IX.*	Click or
PROCEDURAL RESPONSIBILITIES		Y/N/NA
13	Submits class syllabi to the department on time.	Click or
14	Submits the grade justification on time.	Click or
15	Submits the grade report on time.	Click or
16	Administers Student Surveys of Teaching as	Click or
17	Submits final grades on time.	Click or
18	Uses DCC email to communicate with College and	Click or
19	Submits class census data on time.*	Click
20	Submits midterm grades on time. *	Click or
21	Completes mandatory obligations such as Human Resources training on time. (As appropriate based on when mandatory training was required.)*	Click or tap here to enter text.
22	Signs employment contract(s) on time. *	Click or

\* Starred categories are not required for Concurrent Enrollment Courses. These should be marked as NA.



## Attachment B: Supervisor's Observation Report of Part Time Faculty Educator

### 1. Classroom Observation

**Date of class visit:** Click or tap here to enter text.

**Department/Course/Section:** Click or tap here to enter text.

#### Communication with Part Time Faculty Educator:

• Contacted Part Time Faculty Educator before observation (Can be by email, phone or in person.):  
 Yes  No

• Consultation with Part Time Faculty Educator after observation (Preferably in person.):  
 Yes  No

**Class Narrative: This area is a reflection of what occurred during the class time.**

Click or tap here to enter text.

**Address each of the following areas:**

- **Command of the subject matter**
- **Ability to organize and present course materials**
- **Ability to engage students in the learning environment**

**Include specific supporting details/examples. Comments may include recommendations for continued development as an effective Educator.**

Click or tap here to enter text.

**2. Other Comments/Observations** may address items such as departmental standards, management of the learning environment, and may include information gathered outside of the classroom observation.

Click or tap here to enter text.

#### Comments of Part Time Faculty Educator (Optional):

**(May include additional materials as per the Part Time Educator Contract 2020-2025 Appendix F: 4)**

Click or tap here to enter text.

## Attachment C: Summary of Student Surveys of Teaching

The intent and purpose is to use information from Student Surveys of Teaching to assist the faculty member in his/her growth and development as an educator. Consideration of data from these surveys shall be with the understanding that student feedback is an important but limited vehicle for understanding the effectiveness of an individual's teaching. Data can be used to guide future professional development and shall not be used to initiate disciplinary procedures. (See Part Time Educator contract for 2016-2020 Appendix I.)

Any comments in this section may not be the basis for a Formal Improvement Plan.

**Supervisor: Provide written comments summarizing the contents of student surveys of teaching completed each semester that the Part Time Faculty Educator taught since the last evaluation. No surveys should be directly attached here.**

Click or tap here to enter text.

**Part Time Faculty Educator: (Strongly Recommended). Provide a brief written reflection on these same student surveys.**

Click or tap here to enter text.

## Signature Page

The completed evaluation must be signed by the Part Time Faculty Educator, the Supervisor, and the Department Chair, and shall be submitted to Office of Instruction & Learning within four weeks of the last day of classes in the semester/term of the evaluation.

The signatures below indicate that:

- The Part Time Faculty Educator Evaluation has been completed, including all appropriate attachments.
- The Part Time Faculty Educator has had the opportunity to review the entire evaluation document and include comments as s/he deems appropriate.

Click or tap here to enter text.

Part Time Faculty Name (please type)    Part Time Faculty Signature\*    Date

Click or tap here to enter text.

Supervisor Name (please type)    Supervisor Signature    Date

Click or tap here to enter text.

Department Chair Name (please type)    Department Chair Signature    Date

\* The Part Time Faculty Educator may indicate that he/she is electronically signing this evaluation by writing an email from his/her DCC account indicating that s/he had the opportunity to review the entire evaluation document and had the opportunity to include comments as s/he deemed appropriate directly in the document Attachment B (optional) and C (strongly recommended). This email should be attached to this evaluation by the supervisor.

# APPENDIX E - Student Survey of Teaching

## DRAFT

Class Climate	Student Survey of Teaching	

Mark as shown:     Please use a ball-point pen or a thin felt tip. This form will be processed automatically.  
 Correction:     Please follow the examples shown on the left hand side to help optimize the reading results.

### 1. Instructions

This form provides an opportunity to give feedback about this class. Your instructor will tell you how to fill out the form and should then leave the room. After final grades are turned in, these forms will be reviewed by the instructor with his/her supervisor. Your participation is important to and valued by the College.

### 2. Reason

2.1 Reason for taking this course:  Elective  Requirement

### 3. Part A of the Student Survey of Teaching Form

- 3.1 The instructor provided a syllabus, either hard copy or electronically, that included a course outline. (Check Not Applicable if LAB section only.)  Yes  No  Not Applicable
- 3.2 The instructor provided his/her DCC email address and how best to contact them outside of class.  Yes  No

Use the scale below to express your opinion on each of the statements listed. Enter your response below.

	<i>Strongly Agree</i>	<i>Somewhat Agree</i>	<i>Neutral</i>	<i>Somewhat Disagree</i>	<i>Strongly Disagree</i>	<i>Not Applicable</i>
3.3 The instructor clearly communicated how the course grade was to be determined.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4 The instructor usually begins class on-time as scheduled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.5 The instructor usually uses the instructional time available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.6 The instructor expects students to use the required course materials (such as textbooks, online resources, films, software).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.7 The instructor is responsive to students' questions and concerns.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.8 The instructor gives clear explanations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.9 I had a strong desire to take this course.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.10 I was able to access the resources required for the course.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.11 I was able to commit the time and effort necessary to be successful in the course.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.12 I feel my prior knowledge in the subject matter was a significant factor in my ability to be successful in the course.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## DRAFT

# DRAFT

## 4. Part B of the Student Survey of Teaching Form

Enter your comments for each of the prompts provided below.

- 4.1 Please comment on your impression of the instructor's teaching effectiveness.

- 4.2 Please comment on the organization and structure of the course.

- 4.3 Please comment on your interactions with the instructor.

- 4.4 Please comment on the text book and materials used in the class.

- 4.5 Please add any other comments you would like to make, including your overall summary of the course and suggestions for improvement. Give examples where you can.

# DRAFT

### **Informal Appeal Process**

If a student wishes to discuss a grade that he/she has received for a test or an assignment or the final grade in a course, this step is for the student to meet with the instructor to resolve the concern in an informal manner.

### **Formal Appeal Process**

#### **Introduction**

It is the responsibility of Dutchess Community College faculty members to establish clear grading policies and standards for academic performance in their courses. These policies must be stated in writing. Individual approaches to grading are valid, as long as faculty members evaluate student work fairly and consistently, there should be no need for students to challenge their grading.

#### **Grounds for Formal Appeal**

Students may appeal grades in DCC courses on the following grounds, provided that they have evidence, or believe that evidence exists, to support their claims:

- A. Failure by the instructor to explain clearly the method by which grades in the course would be determined.
- B. Assignment of a course grade by substantial departure from the announced method.
- C. Capricious or prejudiced grading.

#### **Step 1**

To initiate a formal appeal, the student must obtain a Grade Appeal Form from the academic department secretary, The Office of Student Services, or the Office of Instruction & Learning. Complete the first portion of the Grade Appeal Form and submit it to the instructor and request a meeting. This meeting should normally take place within fourteen days of the instructor's receipt of the Grade Appeal Form. If the student goes first to the VP, Academic Department Chair or Departmental Supervisor, that person should refer the student to the instructor as the first step in the process. Under extraordinary circumstances, the Department Chair may choose to waive the first step and proceed to set up a meeting with the student and the instructor as outlined in Step Two.

The formal appeal of a grade for a test or assignment must begin within thirty calendar days of the receipt of the grade. If the appeal is related to the grade for a course, the process is similar to that for an assignment or test grade, except that the student has until the end of the second week of the following semester to begin the process.

#### **Step 2**

If the meeting with the instructor does not result in a solution satisfactory to the student, the student has fourteen calendar days to appeal to the Department Chair.

The Department Chair will review the Grade Appeal Form and attached materials, and meet with the student and the instructor to discuss the matter. The Department Chair will report his/her decision and rationale in writing to both the student and the instructor within fourteen days of meeting with the student and the instructor.

### **Step 3**

If the decision of the Department Chair does not result in a satisfactory resolution, the student or instructor may submit, within fourteen days of receiving the decision of the Department Chair, the Grade Appeal Form to the Vice President for Instruction & Learning, as an appeal to an Academic Review Committee. The Committee, consisting of three members, will be chaired by an Associate Dean, appointed by the Vice President for Instruction & Learning. The Associate Dean will choose the two additional members of the committee from the faculty on the Academic Standards Committee. The faculty selected for the committee will be from outside the academic department with which the appeal is concerned.

The Academic Review Committee will meet and consider all the documentation provided by the Department Chair, the student and the instructor. Both the student and the instructor will be given an opportunity to appear before the Academic Review Committee. The Committee will report its decision and rationale in writing to the student, the Department Chair and the instructor normally within fourteen days of the Committee meeting. A copy of the Academic Review Committee's decision and rationale will also be sent to the Vice President for Instruction & Learning.

### **Step 4**

If the student or instructor does not accept the decision of the Committee, that decision may be appealed to the Vice President for Instruction & Learning within fourteen days for final review. The Vice President for Instruction & Learning, with full access to all documentation from previous levels of appeal, and any additional conferences with involved parties, will be the final College arbiter of the appeal. The VP's decision will normally be made within fourteen calendar days of the date on which the appeal was received from the student or instructor.

The VP will report his/her decision and rationale in writing to the student, the Department Chair, the instructor, and the members of the Academic Review Committee.

**NOTE:** *The timetable noted above assumes no interruptions in the regular college calendar, such as semester or spring breaks, which would alter the timetable. For an appeal of a grade for a spring semester course, the "following semester" is defined as the following fall semester.*

DUTCHESS COMMUNITY COLLEGE

Grade Appeal Form – Step #1

To be completed by the Student:

Name: \_\_\_\_\_ Student ID # \_\_\_\_\_  
Telephone # \_\_\_\_\_

Course for which appeal is requested: \_\_\_\_\_

Reason for grade appeal

- Failure by the instructor to explain clearly the method by which grades in the course would be determined.
- Assignment of the course grade by substantial departure from the announced method.
- Capricious or prejudiced grading.

Attach typewritten supporting statement if more space is needed.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Student

To be completed by the Instructor:

Date Appeal Received: \_\_\_\_\_

I have met with the student and reviewed his/her appeal.

Attach typewritten supporting statement.

- The issue was resolved to the satisfaction of both parties.
- There was no resolution. The student may appeal to the Department Chair within 14 days by \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Instructor

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Student

Distribution:

White – Vice President for Instruction & Learning  
Pink – Instructor

Yellow – Student  
Gold – Department Chair

\\appeal\_grd rev 2/05



DUTCHESS COMMUNITY COLLEGE  
Grade Appeal Form – Steps 2-4

To be completed by the Department Chair:

Date Appeal Received: \_\_\_\_\_

I have met with the Instructor and the Student and reviewed the appeal.  
Attach typewritten supporting statement.

- The issue was resolved to the satisfaction of all parties.
- There was no resolution. The Student and/or the Instructor may appeal to the Academic Review Committee within 14 days by \_\_\_\_\_.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Department Chair

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Instructor

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Student

To be completed by the Vice President for Instruction & Learning:

Date Appeal Received: \_\_\_\_\_

I have agreed to convene an Academic Review Committee, chaired by Associate Dean \_\_\_\_\_ Date: \_\_\_\_\_

To be completed by the Associate Vice President for Instruction & Learning:

Date Appeal Received: \_\_\_\_\_

The Academic Review Committee has reviewed the appeal.  
Attach typewritten supporting statement

- The issue was resolved to the satisfaction of all parties.
- There was no resolution. The Student and/or the Instructor may appeal to the Vice President for Instruction & Learning within 14 days by \_\_\_\_\_.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Associate Dean of Instruction & Learning

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Instructor

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Student

To be completed by the Vice President for Instruction & Learning:

Final disposition:  
Attach typewritten supporting statement

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Vice President for Instruction & Learning

Distribution: White – Vice President for Instruction & Learning Yellow – Student  
Pink – Instructor Gold – Department Chair

# DUTCHESS COMMUNITY COLLEGE

## Request for Approval of Field Trips and College Vehicle Use

(This form must be submitted at least 2 weeks prior to the date of the trip – **4 weeks prior if overnight trip.**)

Requested by: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Course & Section (s) or Club Name: \_\_\_\_\_

Destination of trip: \_\_\_\_\_

Date(s) of Trip: \_\_\_\_\_ (Rain Date: \_\_\_\_\_)

Time of Departure: \_\_\_\_\_ Time of Return: \_\_\_\_\_

Number of Students: \_\_\_\_\_ (Attach sheet with names of participating students.)

Method of Transportation: \_\_\_\_\_ Distance to Destination: \_\_\_\_\_

College Vehicle: Van \_\_\_\_\_ or Car \_\_\_\_\_ (Driver MUST be College Employee)

(Drivers MUST have taken Defensive Driving. Van Drivers must have also taken the College Van Training Course)

Driver(s) Name: \_\_\_\_\_

Driver(s) License Number: \_\_\_\_\_

Cell Phone of Driver of College Vehicle: \_\_\_\_\_

Account Number to be Charged: \_\_\_\_\_

Instructor or Advisor's Signature: \_\_\_\_\_

**Academic Field Trip** I approve of this trip. Dept. funds are adequate to cover the expenses of the trip

\_\_\_\_\_  
Department Chair Approval and Date

**Academic Field Trip** Permission is granted for this trip

\_\_\_\_\_  
Vice President for Instruction & Learning

Approval and Date

**Student Activities/Co-Curricular Trip** I approve of this trip.

Funds are adequate to cover the expenses of the trip.

\_\_\_\_\_  
Dean of Students Approval and Date

**Administrative Business Trip**

\_\_\_\_\_  
Vice President of Administration Approval and Date

**Trip over 150 miles** I approve of this trip in a College Vehicle

\_\_\_\_\_  
Vice President of Administration Approval and Date

Copies to: Requester (Original), Scheduling, Security, Department Chair, Instruction & Learning/Student Services  
\*(If Overnight Trip: Please attach the Agreement and Release for Overseas/Domestic Travel form, including Emergency Contact Information, for each student)

## APPENDIX H - DCC Information Security Standards

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- Information security is the responsibility of EVERYONE who has access to information contained in college administrative systems. That information may reside on computer systems or on paper reports.
- The protection of DCC students and employee information is REQUIRED BY LAW
  - The college must adhere to Federal Family Educational Rights and Privacy Act (FERPA) and Health Insurance and Portability and Accountability Act (HIPAA) laws.
  - New York State requires the college to adhere to a minimum set of information security standards. The NYS policy can be viewed in myDCC on the Working@DCC tab.
- What data is “confidential”?
  - **Information maintained in college administrative systems should be assumed to be confidential unless otherwise specified**
  - **MOST** personal student and employee data is confidential and must be protected.
  - **Only** directory information is considered public information.
    - Directory information is limited to: Name, Email, Dates of attendance, Date of graduation, Degree Enrollment Status.
    - ***A student may submit a waiver prohibiting the college from releasing their directory information, so even releasing directory information requires judgement***
- Employees are responsible for understanding and complying with policies regarding to access, and the secure disposal of information they have access to.
  - Staff employees should discuss and review policies with their supervisor.
  - Faculty should review policies with the Office of Instruction & Learning.
  - College policies documents can be viewed from myDCC Portal by selecting the Confluence tab under the “Faculty and staff information” link. Policies are found under the Quick links section on the right.
- Employees should raise an alarm if they think information is not being properly handled. They should notify their supervisor or the Associate Dean of Information Technology.
- Data stored in, on or by DCC electronic equipment is considered the property of Dutchess Community College. Employees should have no expectation of privacy regarding the information stored on college computer systems, including e-mail, internet usage histories and stored documents.
- Employees are accountable for their actions.

### Information Security Best Practices

- NEVER release information over the phone unless you can positively confirm the identity of the caller.
- Be vigilant and protect access to your computer account – NEVER allow ANYONE to use your computer account and password
- NEVER download college data to laptops or removable storage (CDs, diskettes or flash drives).
- Be sure records on your desk cannot be viewed by the public. Always keep reports an arm's length away from public areas
- ALWAYS keep reports locked up when not in use.
- ALWAYS shred/discard in secure disposal containers any forms and printouts with student information
- Save the *MINIMUM* data required by the NYS Records Retention and Dispersal Schedule available in your office. Make a particular effort to dispose of old records.
- Faculty must be vigilant and keep each student's information (grades, schedule, etc.) private.
- ALWAYS lock your computer screen when you step away (Windows Key/L)
- Voice your concerns about information security questions or if you witness any security breaches. Report any security breaches to the Associate Dean of Information Technology.

Remember, without YOUR diligence and support, student and employee information cannot be protected.

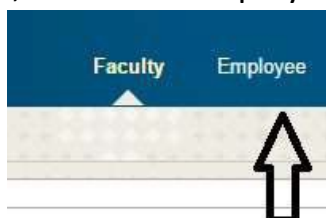
## APPENDIX I - Instructions for Acknowledging Part-Time Faculty Contracts in Banner

These instructions will guide you through the process to use Banner to **Acknowledge** (confirm and accept) your Part-time faculty or Extra Service assignment. It is imperative that you acknowledge your contract by the deadline given.

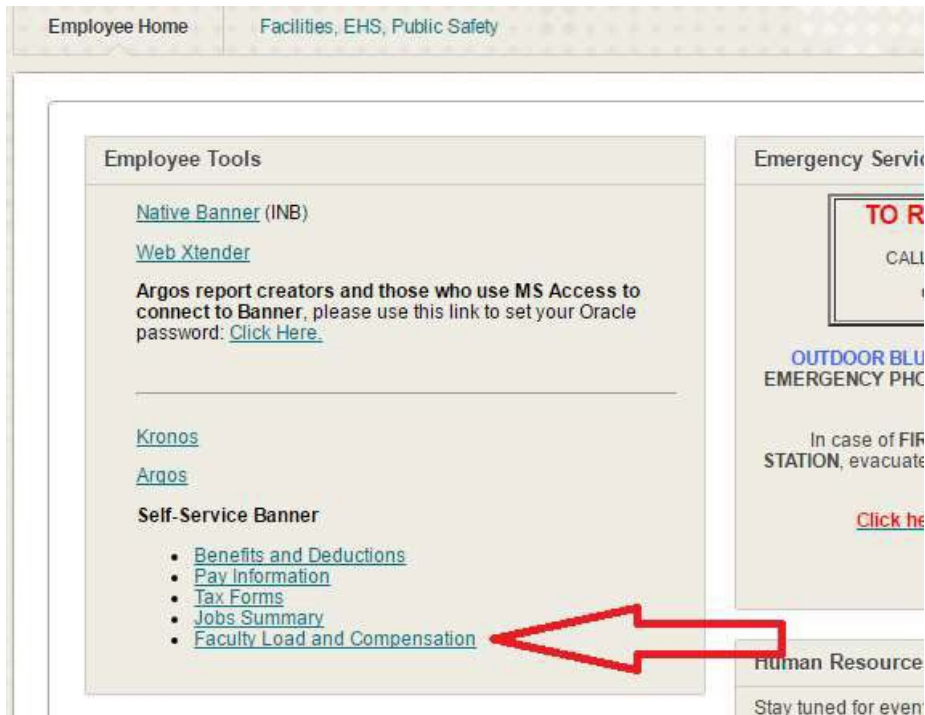
**STEP 1:** Log on to **myDCC**.



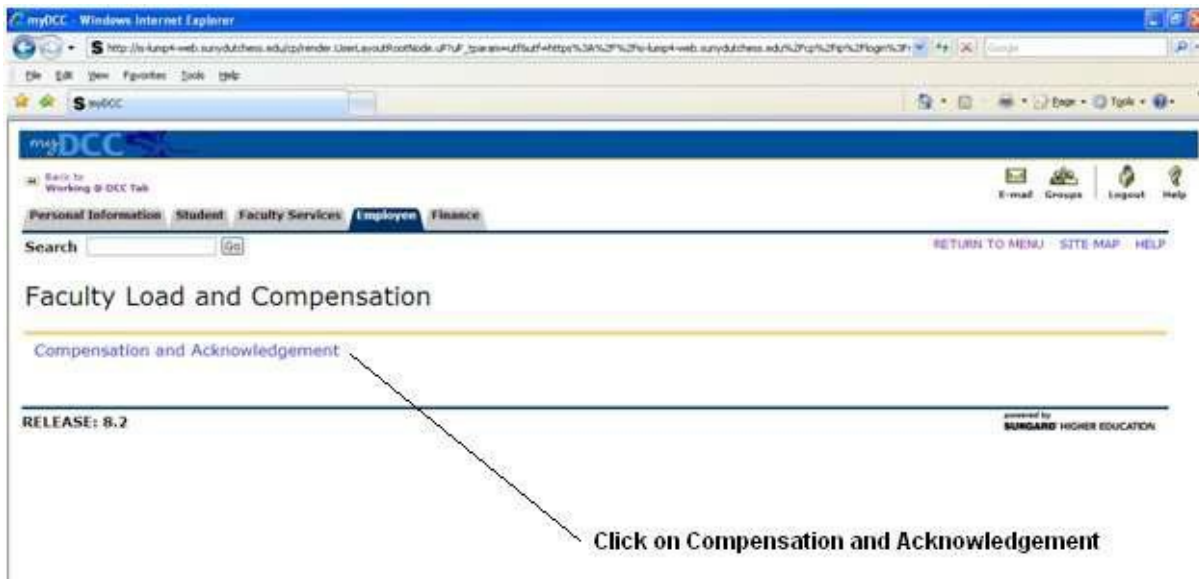
**STEP 2:** From the Home Page, Select the Employee Tab.



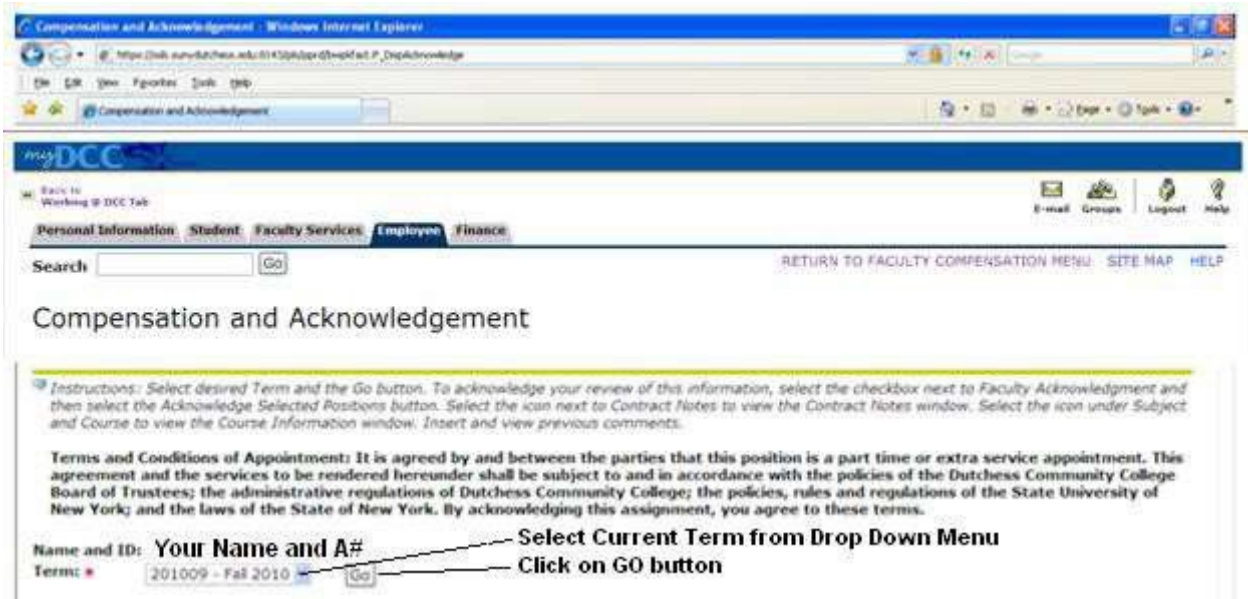
**STEP 3:** On the Employee tab, click “Faculty Load and Compensation” in the Employee Tools module.



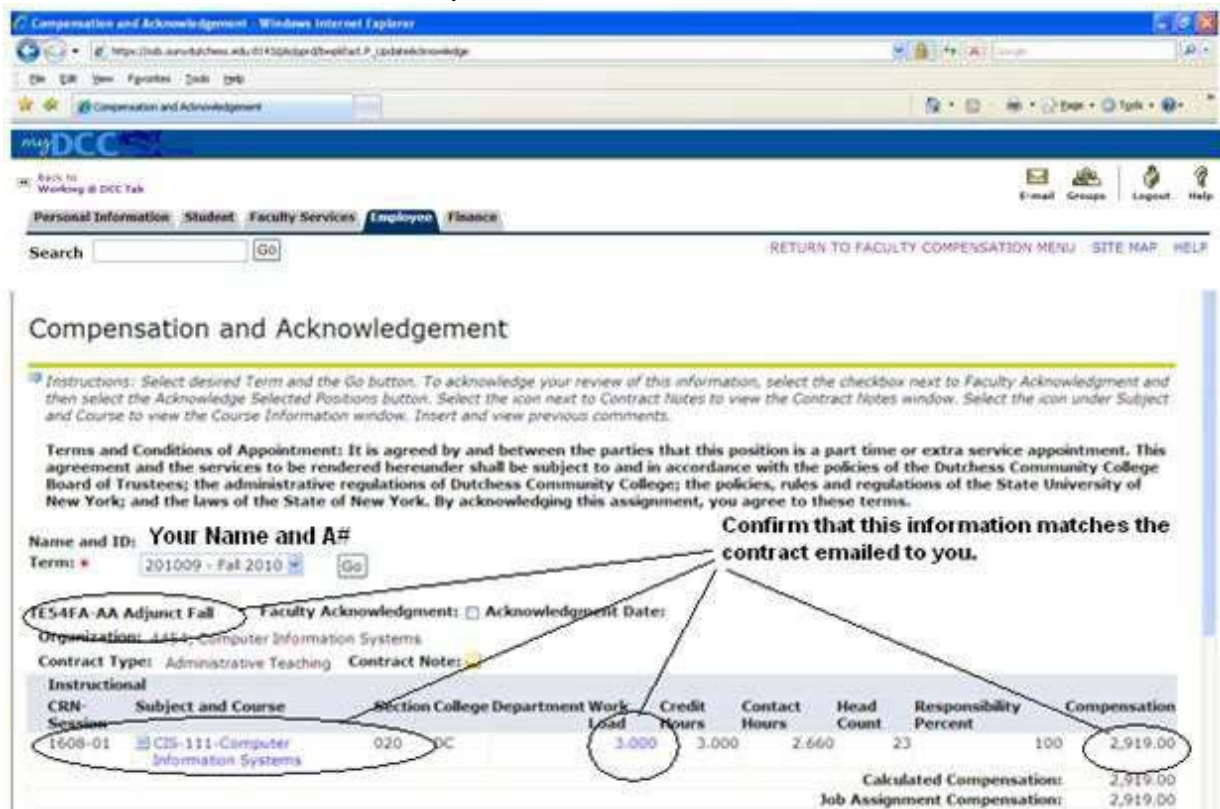
**STEP 4:** Click on the link to **Compensation and Acknowledgement.**



**STEP 5: Read the Acknowledgement for Faculty Contract and Terms then select the Term for the assignment that you are acknowledging and click on the Go button.**



**STEP 6: Review each individual teaching assignment and confirm that it matches the contract that was emailed to you.**



**STEP 7:** If you have multiple assignments, be sure to scroll down to see every course section that you will be teaching.

Term: 201009 - Fall 2010

TE54FA-AA Adjunct Fall Faculty Acknowledgment:  Acknowledgment Date:

Organization: 4454, Computer Information Systems

Contract Type: Administrative Teaching Contract Note:

CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
1608-01	CIS-111-Computer Information Systems	020	DC		3.000	3.000	2.660	23	100	2,919.00

Calculated Compensation: 2,919.00  
Job Assignment Compensation: 2,919.00

TE54FA-AB Adjunct Fall Faculty Acknowledgment:  Acknowledgment Date:

Organization: 4454, Computer Information Systems

Contract Type: Administrative Teaching Contract Note:

CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
3587-01	CIS-107-Computer Information Systems	610	DC		3.000	3.000	2.830	8	100	2,919.00

Calculated Compensation: 2,919.00  
Job Assignment Compensation: 2,919.00

Comment

Be sure to scroll down to confirm the information for EACH COURSE

**STEP 8:** Click on the Faculty Acknowledgement checkbox next to each course

Instructions: Select desired Term and the Go button. To acknowledge your review of this information, select the checkbox next to Faculty Acknowledgment and then select the Acknowledge Selected Positions button. Select the icon next to Contract Notes to view the Contract Notes window. Select the icon under Subject and Course to view the Course Information window. Insert and view previous comments.

Terms and Conditions of Appointment: It is agreed by and between the parties that this position is a part time or extra service appointment, this agreement and the services to be rendered hereunder shall be subject to and in accordance with the policies of the Dutchess Community College Board of Trustees; the administrative regulations of Dutchess Community College; the policies, rules and regulations of the State University of New York; and the laws of the State of New York. By acknowledging this assignment, you agree to these terms.

Name and ID: Elen Gambino, A00000564

Term: 201009 - Fall 2010

TE54FA-AA Adjunct Fall Faculty Acknowledgment:  Acknowledgment Date:

Organization: 4454, Computer Information Systems

Contract Type: Administrative Teaching Contract Note:

CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
1608-01	CIS-111-Computer Information Systems	020	DC		3.000	3.000	2.660	23	100	2,919.00

Calculated Compensation: 2,919.00  
Job Assignment Compensation: 2,919.00

TE54FA-AB Adjunct Fall Faculty Acknowledgment:  Acknowledgment Date:

Organization: 4454, Computer Information Systems

Contract Type: Administrative Teaching Contract Note:

CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
3587-01	CIS-107-Computer Information Systems	610	DC		3.000	3.000	2.830	8	100	2,919.00

Calculated Compensation: 2,919.00  
Job Assignment Compensation: 2,919.00

Click on FACULTY ACKNOWLEDGEMENT next to EACH COURSE!



**STEP 9:** Click on the **Acknowledge Selected Positions** button at the bottom of the screen.

Terms: 201009 - Fall 2010

TES4FA-AA Adjunct Fall Faculty Acknowledgment: Acknowledgment Date:  
Organization: 4454, Computer Information Systems  
Contract Type: Administrative Teaching Contract Note:

CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
1608-01	CIS-111-Computer Information Systems	020	DC		3.000	3.000	2.660	23	100	2,919.00
Calculated Compensation:										2,919.00
Job Assignment Compensation:										2,919.00

TES4FA-AB Adjunct Fall Faculty Acknowledgment: Acknowledgment Date:  
Organization: 4454, Computer Information Systems  
Contract Type: Administrative Teaching Contract Note:

CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
3587-01	CIS-107-Computer Information Systems	610	DC		3.000	3.000	2.830	8	100	2,919.00
Calculated Compensation:										2,919.00
Job Assignment Compensation:										2,919.00

Comment

**After Acknowledging ALL courses, click on ACKNOWLEDGE SELECTED POSITIONS**

**Click here if you would like to download this information to Excel.**

**STEP 10: Confirm** that your Acknowledgement has been **saved** for each course:

Faculty Acknowledgement:  Acknowledgement Date: 08/04/2010

Faculty Acknowledgement:  Acknowledgement Date: 08/04/2010

**Confirm that each of your courses is acknowledged. A check should appear next to "Faculty Acknowledgement" and the current date should appear in "Acknowledgement Date".**

Acknowledge Selected Positions    Save Comment

Download Compensation Data

RELEASE: 8.0

## DCC Campus Map



- 1** Allyn J. Washington Center for Science and Art (Art Gallery)
- 2** Bowne Hall
- 3** Center for Business and Industry
- 4** Conklin Hall (Student Housing)
- 5** Drumlin Hall (Dining)
- 6** Dutchess Hall (Bookstore, Student Lounge, Theatre)
- 7** Falcon Hall (Gymnasium)
- 8** Hudson Hall (Library)
- 9** Louis Greenspan Day Care Center
- 10** Orcutt Student Services Center (Admissions, Financial Aid, Registration, Student Accounts)
- 11** Taconic Hall

- P** Parking
- Parking for Persons with Disabilities
- Blue Light Emergency Phones

Proud to be a smoke- and tobacco- free campus.

