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MISSION OF THE COLLEGE

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

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

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

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

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

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

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

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

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

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

Northwestern Connecticut Community College is fully accredited by the Board of Regents for Higher Education of the State of Connecticut and by the New England Association of Schools and Colleges, Inc.

AIMS AND OBJECTIVES

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

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

NOTICE OF NONDISCRIMINATION

Northwestern Connecticut Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, political belief, veteran status, sexual orientation, genetic information or criminal record.

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

VISIT THE DEAN’S WEB PAGE

http://www.nwcc.edu/academics

Updates will be made as necessary

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

Department Chair:
Stacey Williams,
    Computer Science & Business
    (860) 738-6427 (Rm. 216, FX)
    swilliams@nwcc.edu

Department Chair:
Tara Jo Holmberg, STEAM
    (Science, Technology, Engineering,
     Art, Math)
    tholmberg@nwcc.edu

Department Chair:
April Dolata,
    English / Humanities
   adolata@nwcc.edu

Department Chair:
Charles Kelly,
    Behavioral / Social Sciences,
    including Therapeutic Recreation,
    American Sign Language, Deaf
    Studies, Interpreter Preparation,
    Health & Physical Education
   ckelly@nwcc.edu

Program Coordinators:
Michele Better,
    Early Childhood Education
    mbetter@nwcc.edu

Michael Emanuel, Jr.,
    Criminal Justice
    memanuel@nwcc.edu

Division Director:
Constance Hotchkiss
    (860) 738-6372 (Rm. 218, FX)
    chotchkiss@nwcc.edu

Nursing
Allied Health
Medical Assisting
Veterinary Technology

Heather Cappabianca,
    Non-credit Allied Health
    hcappabianca@nwcc.edu

Program Coordinator:
    Jane O’Grady,
    Medical Assisting /
    Allied Health
    jogrady@nwcc.edu

Acting Program Coordinator:
Katherine Smith,
    Veterinary Technology
    Ksmith1@nwcc.edu

All part-time faculty are encouraged to maintain contact with their Program Coordinator, Department Chair, and/or Division Director regarding course content, texts, and other academic matters.
### SUMMER SESSION 2016
Summer Sessions will be scheduled from May 31, 2016 through August 21, 2016

### FALL SEMESTER 2016
(August 25, 2016 through December 23, 2016)

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td>August 23</td>
<td>New Student Orientation (Evening)</td>
</tr>
<tr>
<td>Thursday</td>
<td>August 25</td>
<td>New Student Orientation (Daytime)</td>
</tr>
<tr>
<td>Thur-Fri</td>
<td>August 25-26</td>
<td>Professional Staff Activities</td>
</tr>
<tr>
<td>Friday</td>
<td>August 26</td>
<td><strong>Last Day for 100% Tuition Refund</strong></td>
</tr>
<tr>
<td>Monday</td>
<td>August 29</td>
<td><strong>CLASSES BEGIN</strong></td>
</tr>
<tr>
<td>Monday</td>
<td>September 5</td>
<td>Labor Day – COLLEGE CLOSED</td>
</tr>
<tr>
<td>Monday</td>
<td>September 12</td>
<td><strong>Last Day to Add/Drop Courses and</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Last Day for 50% Tuition Refund</strong></td>
</tr>
<tr>
<td>Monday</td>
<td>September 19</td>
<td>Constitution Day Observed – <strong>Classes in Session</strong></td>
</tr>
<tr>
<td>Friday</td>
<td>September 23</td>
<td>Last Day to change to AUDIT status</td>
</tr>
<tr>
<td>Friday</td>
<td>November 4</td>
<td>Last Day to Make-up Incompletes</td>
</tr>
<tr>
<td>Friday</td>
<td>November 11</td>
<td>Last Day to Withdraw from Classes</td>
</tr>
<tr>
<td>Friday</td>
<td>November 18</td>
<td><strong>JANUARY GRADUATION APPLICATIONS DUE</strong></td>
</tr>
<tr>
<td>Wed-Sun</td>
<td>Nov 23-27</td>
<td>Thanksgiving Recess – <strong>No Classes</strong></td>
</tr>
<tr>
<td>Tuesday</td>
<td>December 6</td>
<td>Reading/Make-up Day* – <strong>No Classes</strong></td>
</tr>
<tr>
<td>Thursday</td>
<td>December 8</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>Friday</td>
<td>December 9</td>
<td>Reading/Make-up Day* – <strong>No Classes</strong></td>
</tr>
<tr>
<td>Sat-Fri</td>
<td>December 10-16</td>
<td>Final Exams</td>
</tr>
<tr>
<td>Wednesday</td>
<td>December 21</td>
<td>Grades due by 9:00 am</td>
</tr>
</tbody>
</table>

### WINTER INTERSESSION 2017
Winter Session will be scheduled from January 3, 2017 through January 18, 2017

### SPRING SEMESTER 2017
(January 19, 2017 through May 15, 2017)

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>January 16</td>
<td>Martin Luther King Day – COLLEGE CLOSED</td>
</tr>
<tr>
<td>Tue-Wed</td>
<td>Jan 17-18</td>
<td>Professional Staff Activities</td>
</tr>
<tr>
<td>Tuesday</td>
<td>January 17</td>
<td>New Student Orientation (Evening)</td>
</tr>
<tr>
<td>Wednesday</td>
<td>January 18</td>
<td>New Student Orientation (Snow Date)</td>
</tr>
<tr>
<td>Wednesday</td>
<td>January 18</td>
<td><strong>Last Day for 100% Tuition Refund</strong></td>
</tr>
<tr>
<td>Thursday</td>
<td>January 19</td>
<td><strong>CLASSES BEGIN</strong></td>
</tr>
<tr>
<td>Wednesday</td>
<td>February 1</td>
<td><strong>Last Day to Add/Drop Courses and</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Last Day for 50% Tuition Refund</strong></td>
</tr>
<tr>
<td>Wednesday</td>
<td>February 15</td>
<td>Last Day to Change to AUDIT status</td>
</tr>
<tr>
<td>Fri-Mon</td>
<td>Feb 17-20</td>
<td>Lincoln’s &amp; Washington’s Birthdays Observed</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>No Classes</strong></td>
</tr>
<tr>
<td>Mon-Sun</td>
<td>March 13-19</td>
<td>Spring Break – <strong>No Classes</strong></td>
</tr>
<tr>
<td>Wednesday</td>
<td>March 29</td>
<td>Last Day to Make-Up Incompletes</td>
</tr>
<tr>
<td>Friday</td>
<td>March 31</td>
<td>MAY GRADUATION APPLICATIONS DUE</td>
</tr>
<tr>
<td>Wednesday</td>
<td>April 5</td>
<td>Last Day to Withdraw from Classes</td>
</tr>
<tr>
<td>Fri-Sun</td>
<td>April 14-16</td>
<td>Good Friday/Easter – COLLEGE CLOSED</td>
</tr>
<tr>
<td>Thursday</td>
<td>May 4</td>
<td>Reading Day/Make-up Day* – <strong>No Classes</strong></td>
</tr>
<tr>
<td>Monday</td>
<td>May 8</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>Tue-Mon</td>
<td>May 9-15</td>
<td>Final Exams</td>
</tr>
<tr>
<td>Thursday</td>
<td>May 18</td>
<td>Grades Due by 9:00 am</td>
</tr>
<tr>
<td>Wednesday</td>
<td>May 24</td>
<td>Awards Convocation</td>
</tr>
<tr>
<td>Thursday</td>
<td>May 25</td>
<td>COMMENCEMENT</td>
</tr>
<tr>
<td>Monday</td>
<td>May 29</td>
<td>Memorial Day – COLLEGE CLOSED</td>
</tr>
</tbody>
</table>
The Board of Regents for Higher Education (BOR) of the Connecticut State Colleges and Universities’ respects that the educational mission of its institutions is founded on an atmosphere of mutual trust and respect between all members of the academic community. Faculty members, as well as those individuals upon whom the institution confers managerial, supervisory, or evaluative responsibilities, (including graduate assistants or undergraduate teaching assistants) carry a special responsibility to adhere to the highest ethical and professional standards and to avoid any actions that may appear to undermine this atmosphere of trust and respect and thereby hinder the institution’s educational mission.

Because of the inherent imbalance of power and need for trust, faculty members, supervisory staff, and those with evaluative authority should be aware that dating or sexual relationships that might be appropriate in other circumstances have inherent dangers when they occur between a staff member and a student as well as when they occur between a supervisor and employee. Such relationships can create real conflicts, are susceptible to an appearance of exploitation, and can impair the trust and integrity of the teaching, coaching, or other supervisory or evaluative relationship and may cause a perception of favoritism or bias on the part of the staff. In addition, although these relationships may begin and remain consensual, they may easily be later characterized as non-consensual and could potentially lead to sexual harassment charges.

**Policy**

**Prohibited**

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

**Strongly Discouraged**

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

If this situation exists, no employee should agree to supervise or evaluate a student with whom he or she has, or formerly had, a consensual relationship. A faculty member should inform the Dean if such a student wishes to enroll in a credit bearing course that he or she is teaching so that alternate arrangements can be made. Nor should a faculty member direct the student’s independent study, internship, or thesis; participate in decisions regarding grades; or write letters of recommendation or reference.
Between employee and employee: BOR discourages employees with supervisory or evaluative authority from engaging in romantic, dating or sexual relationships with employees who they supervise or evaluate. If such a relationship exists or develops, the supervisory employee must notify his/her manager so that arrangements can be made for the unbiased supervision and evaluation of the employee. These situations are handled on a case-by-case basis and may require transfer or reassignment of one or more employees.

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

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

NCCC
SEXUAL ASSAULT AND INTIMATE PARTNER VIOLENCE

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

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

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

The NCCC team members are:
Ruth Gonzalez, Ph.D. 860-738-6315 Green Woods Hall Room 207
Susan Berg 860-738-6342 Green Woods Hall Room 223
Kathleen Chapman 860-738-6344 Green Woods Hall Room 110
Michael Emanuel 860-738-6389 Founders Hall Annex Room 308
Seth Kershner 860-738-6481 Library
Jane O’Grady 860-738-6393 Founders Hall Annex Room 212
Robin Orlomoski 860-738-6416 Business Office Room 201
Patricia Bouffard, Ex-Officio 860-738-6319 Founders Hall Room 103
Savannah Schmitt Student Representative

At NCCC we care about our students, staff and faculty and their well-being. It is our intention to facilitate the resources needed to help achieve both physical and emotional health.
FERPA FOR FACULTY AND STAFF
A short course on the Family Educational Rights and Privacy Act of 1974 as Amended

- Faculty and staff may disclose the following directory information upon request:
  - Student Name
  - Full or part time enrollment status
  - Address
  - Awards and honors
  - Dates of Attendance
  - Graduation date
  - Major/Program of Study

- Other information may be released with the student’s written consent. Such written consent must (a) specify the records to be released, (b) state the purpose of the disclosure, (c) identify the party or class of parties to whom the disclosure may be made, and (d) be signed and dated by the student.
  - To fulfill the basic requirements for compliance with the Act, each educational institution must prevent improper disclosure of personally identifiable information from education records, provide opportunity for challenge of the contents of education records as required by FERPA and the regulations, and maintain adequate records of requests and disclosures.
  - An institution is not required to disclose information from a student’s education records to the parents of dependent students (as established by the Internal Revenue Code of 1954, Section 152). It is the responsibility of an institution to ensure that information is not improperly disclosed to the parents of students. Please refer parental requests for information to the Records Office.

- NCCC will disclose information from a student’s educational records only with the written consent of the student, EXCEPT:
  - To school officials who have a legitimate educational interest in the records
  - To certain officials of the U.S. Department of Education. The Comptroller General, and state and local educational authorities in connection with certain state and federally supported education programs
  - In connection with a student’s request for or receipt of financial aid as necessary to determine the eligibility, amount or conditions of financial aid, or to enforce the terms and conditions of the aid
  - If required by a state law requiring disclosure that was adopted before November 19, 1974
  - To organizations conducting certain studies for or on behalf of the College
  - To accrediting organizations to carry out their functions
  - To comply with a judicial order or a lawfully issued subpoena provided that the institution makes a reasonable attempt to notify the student in advance of compliance
  - To appropriate parties in a health or safety emergency

- Should a student ask you to disclose non-directory information from their education record, have the student complete, sign and date a FERPA Release Form and retain this form for your records. You may find this form on our webpage at www.nwcc.edu by clicking on “Registration and Records” and then “Forms and Documents”.

10
DO keep only those individual student records necessary for the fulfillment of your job responsibilities.

DO keep any personal professional records relating to individual students separate from their educational records. (Private records on instructional, supervisory, and administrative personnel and ancillary education personnel are to be kept in the sole possession of the maker and are not accessible or revealed to any person, except a substitute.)

DO NOT display student scores or grades publicly in association with names, social security numbers, or other personal identifiers. (If scores or grades are posted, use some code known only to you and the individual student. In no case should the list be posted in alphabetical sequence by student name.)

DO NOT put papers, graded exam, or lab reports containing student names in publicly accessible places. Students are not to have access to the scores and grades of others in class in ways that allow other students to be identified.

DO NOT access or request information from the student educational record without a legitimate educational interest and the appropriate authority to do so.

DO NOT share student educational record information, including grades or grade point averages, with other faculty or staff members unless their official responsibilities identify their legitimate educational interest in that information for that student.

DO NOT share student educational record information, including grades or grade point averages, with parents or others outside the College, including in letters of recommendation, without written permission from the student.

WHEN IN DOUBT, err on the side of caution and do not release student educational information. Contact the Registrar’s Office for guidance.
Faculty and Staff Logon Instructions To:  
Campus Network, College e-mail and myCommNet

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

<table>
<thead>
<tr>
<th>Log-on to …</th>
<th>Username/NetID</th>
<th>Default Password</th>
<th>Password Change Requirements</th>
<th>Where to find Help</th>
</tr>
</thead>
</table>
| College Network  
for use with computers on-campus | 8 digit Banner ID followed by @nwcc.edu
Example: 12345678@nwcc.edu | Your initially assigned password will be as follows:  
1. 1st three characters of birth month with first letter CAPITALIZED  
2. Ampersand character (&)  
3. Last 4 digits of your Social Security Number  
Example: for a birth date of 10/24/79 and SSN of 123-45-6789, the initial password would be: Oct&6789  
You will be prompted to change your default password once you have logged on. | The password you create must contain ALL of the following:  
- minimum of 8 characters total  
- both UPPER and lower case letters  
- some combination of both numbers & letters  
* The system prevents the use of your name in the Password (PIN) and will not allow re-use of previous passwords. | For help using the college computer network contact the helpdesk in the Computer Center, 860-738-6367 or at NW-ITservice@nwcc.edu |
| myCommNet  
My.commnet.edu  
access course rosters, student information and enter grades also… access Blackboard Learn the online course delivery system and College e-mail  
*Access to my.commnet.edu is available from the icon on the homepage of the college website www.nwcc.edu or go directly to http://my.commnet.edu | NETID- use same as above  
12345678@nwcc.edu | Your initial password is same as above.  
You will be prompted to change your default password once you have logged on.  
If you create a password above when using a campus computer, that will now be your myCommNet password. DON’T use the default password! | The new password must be 8 characters in length.  
* You will be asked to choose a security question. Please note the exact answers you provide, as this will help if you ever forget your password (PIN). The answer is case sensitive. | For help using myCommNet contact Laurie Jassen in the Computer Center, 860-738-6369 or at ljassen@nwcc.edu |
HUMAN RESOURCES, ENGLISH BUILDING

PERSONNEL PROCEDURES

Wendy Bovia, Director of Human Resources, 860-738-6325, wbovia@nwcc.edu or Erin Ransford, Human Resources Associate, 860-738-6324, eransford@nwcc.edu are responsible for all questions and concerns on personnel matters.

Prior to the first day of the semester:

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

1. Completed Employment Application Form
2. Internal Communication Form
3. Official Graduate and Undergraduate Transcripts
4. Employment Eligibility Verification Form (Form I-9), Department of Homeland Security. (To be completed in person in the Human Resources Office, English Building, 46 Park Place East)
5. Payroll Information Forms
   a. Signed Contract
   b. New Employee Form
   c. Employee’s Withholding Allowance Certificate, State and Federal (W-4 Forms)
   d. Retirement Forms (CO-931h)
   e. Direct Deposit form

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

   Signed contract

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

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

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

Retirement Options
A choice must be made; it is not optional.

You should be aware that the Retirement Division has determined that employees in higher education have the right to enroll in either
- the State Employees Retirement System (SERS) Tier III,
- the SERS Hybrid Plan,
• the Alternate Retirement Plan
• or if eligible, the Teachers Retirement System (TRS)
• waive participation in a Retirement Plan (see explanation below)

If you are presently employed or were employed by the State of Connecticut in another capacity, you will remain in whatever retirement plan you are already enrolled in.

If you are employed in a position statutorily defined as a state teacher or a professional staff member in higher education you may elect membership in the State Employees Retirement System (SERS), the Alternate Retirement Program (ARP), or, if eligible, the Teachers Retirement system (TRS). All elections must be made by your first day of employment or you will automatically become a member of SERS Tier III. **No change to an employee’s retirement plan membership is permitted after initial election.** However, if you elect ARP membership and are subsequently employed in a position not eligible for ARP participation, you must be enrolled in SERS.

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

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

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

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

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

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

**Rehired Retirees**

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

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

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

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

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

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

**ADJUNCT FACULTY PAY PROCEDURES**

**Payroll Deductions**

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

**Distribution of Biweekly Paychecks**

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

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

PAYROLL DATES FOR ADJUNCT INSTRUCTORS

PER THE BOARD OF REGENTS

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ADJUNCT FACULTY PAYROLL REVIEW AND APPROVALS

Date: March 24, 2016
To: Deans of Academic Affairs
Deans of Administration
Directors of Finance
Human Resource Directors
From: Chris Forster, Controller
      Mike Lopez, Director of HR Administration
Re: Adjunct faculty payroll review and approvals

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

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

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

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

- **Responsibility**
  As the ultimate supervising authority over adjunct faculty, the Dean of Academic Affairs or their designee is responsible for ensuring their contract employees are fulfilling their duties as assigned.

- **Documentation**
  After the last payroll prior to the term end date a report of paid PTLs will be generated and sent to the appropriate designated reviewer. This report is to be reviewed for accuracy, printed, signed and filed with the Dean of Administration’s office or their designee.
  Performance and or attendance issues that were followed up on should be noted and/or back up attached to the report.

- **Implementation Schedule**
  To be implemented with the spring 2016 term end date.

**ABSENCES**
The following procedure applies:

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

1. Call the Faculty Secretaries’ Office at 860-738-6379 (Debbie) or 860-738-6300 (Darlene) to inform them of the cancellation then contact your academic coordinator, program coordinator, or division director.

2. Please email the students via MyCommNet and post an announcement in Blackboard. If time allows, the faculty secretary will run the rosters and email the students to their
personal emails on file, and/or call the students. In all cases, a notice of the cancellation will be placed on the door of the classroom where you would have taught.

3. Homework assignments can be included on the posting notice.
   - It is important that this internal procedure is followed to ensure class coverage in the event of your inability to teach a scheduled class.
   - Weather related closings are made by the President. Please rely on the information from the College’s Weather Line for the most accurate information (860-738-6464).
   - Remember, the earlier you are able to let the secretaries know you won’t be in for class the earlier students can be informed. In many cases this will save students unnecessary travel.

4. **Pay is deducted for absences** unless the College is closed for inclement weather or an emergency.

**PROFESSIONAL DEVELOPMENT**

Part-time Congress bargaining unit members who have completed 18 credit hours of teaching within the system qualify for professional development and may submit proposals for professional development to their supervisors for approval. Forms and procedures may be obtained in the Deans’ office and in the Human Resources Office as well as on Northwestern’s website [http://www.nwcc.edu/about-nccc/human-resources/employee-forms](http://www.nwcc.edu/about-nccc/human-resources/employee-forms). Professional Development Process Part-time and Professional Development Request form. If you have any questions regarding professional development, please contact Erin Ransford, Human Resources Associate, 860-738-6324 or via email eransford@nwcc.edu.
PARKING

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

1. Lot A – 150 Wetmore Avenue
   Center for Workforce Development Non-credit Allied Health (EMT, C.N.A. classes)
2. Lots B, C & J - Green Woods Lot, 119 North Main Street
3. Lot D - The Holabird Avenue Lot, The Art & Science Center, 209 Holabird Avenue
4. Lot E - Administration Building Lot, 22 Park Place East
5. Lot F - The English/Goulet Parking Lot, 46/56 Park Place East
6. Lot G - Learning Resource Center, 2 Park Place East
7. **Lot H - The Joyner Learning Center Lot, 100 South Main**
8. Northwest Community Bank – after 5:00 p.m.

** There will be limited parking at the Joyner Learning Center due to construction. **

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

There will be (2)15 minute drop off zones at the Learning Resource Center (Lot G) and behind Green Woods (Lot B).

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

Mail boxes for all faculty are located on the lower level of Founders Hall inside the Mail Room (B01) or faculty secretary’s office (for off-campus instructors). This is your primary mailbox, even if one is set up for you in another building, the one in Founders Hall needs to be checked each week. The Division Director’s mail box is in the faculty secretary’s office, FX 217. A metal book rack is at the end of the mailboxes for any large packages (i.e. books) that arrive. A message will be placed in your mailbox if you have a package to pick up. Faculty should check their mailboxes weekly, at the very least.

SECRETARIAL ASSISTANCE

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

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

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

MEDIA SERVICES DEPARTMENT

Founders Hall, Art & Science Center, most Green Woods Hall classrooms, and Joyner LC5 have electronic teacher stations fully equipped with computer, document camera, VCR/DVD, speakers and ceiling-mounted projection cameras. Operating instructions are posted in each room or for personal training, please contact Greg Waschak at gwuschak@nwcc.edu.

For classrooms which are not equipped with electronic teacher stations, (e.g., GWH Multipurpose room, several rooms in Joyner Learning Center, etc…) Overhead projectors, TV Monitors, and VCR/DVDs as well as additional audiovisual equipment, such as slide projectors, DVD players, digital cameras, and digital projection equipment are available from the Media Services Department by request.

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

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

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

If you experience any problems with the equipment, please submit a problem incident via email NW-AVRequests@nwcc.edu. In addition, please do not move equipment from one room to another.

COMPUTER CENTER

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

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

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

The classrooms in Founders Hall, Green Woods Hall, Art & Science Center and Joyner (JLC5) have electronic teacher stations fully equipped with computer, document camera, VCR/DVD, speakers and ceiling mounted projection cameras.

Faculty in need of training or reservation for specific Computer Center resources should contact Greg Waschak, Coordinator of Academic Information Technology at 860-738-6366 or gwaschak@nwcc.edu. Please provide adequate time to ensure proper training and resource allocation to meet your needs. (A minimum of 3 business days is recommended.)

ADJUNCT OFFICES

There are two adjunct offices on campus. One is in Founders Hall Annex, room 215 and the other is in the Art & Science Building, room 318. Each office has a computer, phone and access to a printer.
COLLEGIATE EDUCATION FOR THE DEAF AND HARD OF HEARING

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

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

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

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

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

1. Make sure lighting in the classroom is adequate. Inform the interpreter ahead of time when audiovisual materials are to be used so that he/she can bring an interpreter’s light, or when using internet materials used in class, make sure they have closed captioning. This will ensure inclusion for the deaf/hard of hearing student.

2. Stand in a position so that your face is clearly visible; some students will be lip reading you.

3. Maintain a normal rate of speech; the interpreter will be able to keep pace.

4. Talk directly to the student when responding to or asking a question. Most times, the interpreter will interpret simultaneously. Note the difference between: “Will you ask John if he knows what the topic of his term paper is” and “John, what is the topic for your term paper?”

5. Repeat questions asked by members of the class during lecture or discussion for the benefit of students who are lip-reading and listening to you.

6. Contact Sarah Bement, if you need additional information or wish to clarify a situation pertaining to a deaf student or an interpreter in your class. Her office is in Founders Hall, Room 102. Her e-mail address is: sbement@nwcc.edu and phone number is (860) 738-6382.
THE DEAF OR HARD OF HEARING STUDENT

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

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

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

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

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

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

CEDHH SUPPORT SERVICES AT NORTHWESTERN

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

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

- Instructional Specialist: Paul Atkinson, patkinson@nwcc.edu, 860-738-6388
- Instructional Specialist: Maureen Chalmers, mchalmers@nwcc.edu, 860-738-6396
Interpreting services: Interpreters may be assigned to your class for a student who uses American Sign Language or needs to lipread. They usually sit in front of the class or beside your lecture area. Speak at your normal rate. Interpreters can keep up. They will ask for a repeat should they miss something that may be said by you or by a student.

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

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

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

Note taking services: Deaf and hard of hearing students are oftentimes not able to use their vision for receptive communication (i.e., speechreading, or watching the interpreter) and to take notes simultaneously. CEDHH will hire a qualified student in the class to take notes and make copies for their deaf and hard of hearing classmate(s). In the event that a note taker is absent, the deaf or hard of hearing student may ask you to assist them in recruiting a volunteer from the class to share his/her notes.

- Note taking Coordinator: Paul Atkinson, 860-738-6388, patkinson@nwcc.edu

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

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

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

- Counselor for Students with Disabilities, Dr. Christine Woodcock, 860-738-6318, cwoodcock@nwcc.edu

Telecommunication devices:

- Telecommunications Devices for the Deaf (TTYS) are available in several CEDHH staff offices for student use.
- Videophones are available for use in the lobby of Green Woods near the multipurpose room as well as in the CEDHH main office (FH 102). The videophone allows deaf or hard of hearing individuals to speak directly to others or by the use of a qualified interpreter, through video relay services (VRS). Video relay service (VRS) is a service involving a D-link, a television, and high speed internet access. VRS works through the following process: a person signs (in American Sign Language – ASL) to the videophone and the visual picture screen is transmitted by a high speed internet connection to a VRS remote site. An interpreter then voices the ASL into spoken English via a telephone line to the hearing person. The interpreter then signs the hearing person’s spoken
English reply to the videophone, which sends the visual signal back to the ASL user’s television monitor. This works the same as an interpreter in your classes.

If you have any questions on how to make your class more accessible for your deaf and hard of hearing students, please contact Sarah Bement at 860-738-6382 or via e-mail at sbement@nwcc.edu. The office is located on the first floor of Founders Hall, Room 102.

ACADEMIC SUCCESS CENTER

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

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

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

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

The Success Center is the site of a federally funded out-of-school youth program, Team Success, which helps 19-21 year olds make the transition to college and the workplace. There are other grant funded programs that might benefit your students. For more information please contact Laura McCarthy, lmccarthy@nwcc.edu.

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

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

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

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

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

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

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

For general assistance or information services:
Library Homepage: http://www.nwcc.edu/current-students/library
(860) 738-6480 or NW-LibRequests@nwcc.commnet.edu

Fall and Spring semester Library hours
   Monday and Tuesday               8:30 AM to 8:00 PM
   Wednesday and Thursday           8:30 AM to 4:30 PM
STUDENT ATTENDANCE

Each instructor may develop his or her own attendance policy. This policy needs to be included in the course syllabus/overview. Faculty members are required to send the Dean a list of the names of the students who have not attended class by the drop date. These students will receive an N grade for the course. This is the only case in which an N grade should be used. Students on financial aid who do not attend class risk losing their aid.

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

CLASS LISTS

For part-time instructors, initial class lists are provided by the Registrar’s office and placed in the instructor’s mailbox prior to the first day of classes. It is IMPORTANT that you verify that each student in your class is on the list. If a student’s name does NOT appear on the class list, contact the Registrar’s office at 860-738-6312 or x5312. A non-registered student should NOT be allowed to attend classes until they present evidence of registration and they appear on your class list.

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

FINAL EXAMINATIONS

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

FINAL GRADES

All final grades must be entered on the web at http://my.commnet.edu. A notice will be sent to all faculty via your NCCC email account notifying you of the deadline for entering grades. Final grades should be entered within 48 hours of your scheduled exam time. UNDER NO CIRCUMSTANCES are grades to be entered later than 9:00 a.m. on the deadline day. If you fail to submit grades by the deadline, a grade of “N” will be issued to your students and you will need to submit a Grade Change Form for each individual student. For instructions on entering Final Grades, please see Appendix A.

Fall 2016 deadline – Wednesday, December 21, 2016, 9:00 a.m.
Spring 2017 deadline – Thursday, May 18, 2017, 9:00 a.m.

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

Final grades should be checked very carefully before being entered on the web. If you wish to change a grade after entering it on the web, you may do so until 9:00 a.m. of the following day. After that, you must fill out and submit an Official Notice of Grade Change Form to the Office of the Dean of Academic & Student Affairs.

GRADING SYSTEM

Grades for College level courses (numbered 100 or above)

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

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

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

Posting of “F” Grades

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

- **F**: This grade is reserved for students who have, in the judgment of the instructor, completed assignments and/or course activities throughout the term sufficient to make a normal evaluation of academic performance possible, but who have failed to meet course objectives.

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

**In order to enter and save the UF grade notation, the instructor will be required to provide the last date of participation in the course.**

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

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

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

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

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

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

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

AU - Audit
An administrative transcript notation for students auditing a course. This status will allow them to participate in class activities without being required to meet the examination requirements of the course. A student who wishes to change from credit to audit status must request this within the first four weeks of the course, using such forms and procedures as the college may prescribe. Students auditing a course may not change to credit status.

I - Incomplete
A temporary grade assigned by the faculty member when course work is missing and the student agrees to complete the requirements. The use and management of this grade is prescribed in Board of Trustees policy 3.5.1—Granting of an Incomplete, adopted July 23, 2001.

M - Maintaining Progress
An administrative transcript notation used for developmental courses only to indicate that the student is maintaining progress. It may be given to a student for a course only twice.

P - Pass
An administrative transcript notation for successful completion of courses taken on a pass/fail basis. Students failing will receive a grade of “F”.

R - No Grade
An optional administrative transcript notation for any situation where there is no grade reported by the instructor at the end of the traditional semester.

TR- Transfer
An administrative transcript notation in lieu of grades for courses accepted for credit from other colleges and universities.

W – Withdrawal
An administrative transcript notation used to indicate that a student is withdrawn from a course in accordance with the procedures prescribed by the college.

Updated August 13, 2015

If a student is contemplating withdrawing from your course, it is advisable to refer the student to the Financial Aid Office for advisement of any possible implications in losing eligibility for further financial assistance. Since the Community College System requires that the academic progress of financial aid applicants be measured after each academic term, including Summer Session, a student who has not completed two-thirds (66.66%) of all credits attempted (including developmental coursework) will be determined to be "Not Making Satisfactory Academic Progress". Additionally, financial aid applicants must also meet "Inclusive" Grade Point Average requirements of 1.5 if less than 16 credits have been earned, and a 2.0 Inclusive Grade Point Average after having earned 16 credits or more. Students who fall short of those requirements will automatically be placed on a one-time semester probation to allow them the opportunity to improve their academic performance. Refer students by sending an email to the Financial Aid Office (NW-FinAid@commnet.edu) or calling 738-6326.
If a veteran withdraws from a course, he/she is required to notify the Veterans’ Counselor immediately and must follow the withdrawal procedures of the College. When the veteran withdraws, the College must notify the Veterans’ Administration which may reduce the educational assistance payments to the veteran. Reduction in the veteran’s training status becomes effective the first day of the semester unless mitigating circumstances are found.

**Northwestern Connecticut Community College**  
**ACADEMIC APPEALS**  
**BY STUDENTS**  
~ Policy Statement ~

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

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

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

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

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

**Timing of Appeals**  
Academic Appeals by a student must be initiated no later than fifteen calendar days after the posting of the student's final grade. The student can obtain the Appeal Packet from the office of the Dean of Academic and Student Affairs. Each successive step in the appeals process must be initiated within four calendar weeks of completion of the prior step.

**Conflict of Interest**  
If there is an apparent conflict of interest involving a Committee member, that member shall not participate in the recommendation process.

**Electronic Evidence**  
The admission of electronic evidence of any type will be determined by the Committee on an individual case basis.
Confidentiality
Under the Family Educational Rights & Privacy Act of 1974, as amended, a student’s education record may not be disclosed without the written permission of the student. The materials from this process will not be disclosed and will remain in the possession of the office of the Dean of Academic and Student Affairs.

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

Process

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

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

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

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

Both the faculty member and student will sign the Appeal Form in the appropriate spot indicating that the student’s appeal has been (A) accepted or (B) denied.

Step 2: In the event that the student’s appeal has been denied and the student has additional information to provide, he or she may appeal to the Division Director within four calendar weeks. If there is no additional information, the appeal has no basis and will be denied.

The second level of appeal in Step 2 would be with the Division Director responsible for that area of study. The instructor will be given the option of attending this meeting. Reasons for or against must be stated on the Appeal Form (Form 2). At the conclusion of the meeting, all parties will sign the Appeal Form in the appropriate spot indicating that the student's appeal has been (A) accepted or (B) denied. If a satisfactory resolution is not accomplished at this stage, then the student may proceed to Step 3.

Step 3: In the event that the student's appeal has been denied and the student has additional information to provide, he or she may appeal to the Academic Policy Committee within four calendar weeks. If there is no additional information, the appeal has no basis and will be denied.

The student may submit his or her completed Appeal Form to the Chairperson of the Academic Policy Committee. The Chairperson shall submit the student's Appeal Form, and any other additional written accompanying materials to committee members for review. The Academic Policy Committee may dismiss an appeal where it concludes:
1. No new evidence has been presented to change a decision.
2. The appeal was not filed in a timely manner
3. The appeal is being pursued concurrently in another college procedure or administrative tribunal.
4. The appeal is intended to harass, embarrass, or has been otherwise filed in bad faith.

All persons involved in a dismissed appeal will be notified in writing and an explanation of this dismissal will be provided on the Appeal Form (Form 3).
If the appeal is not dismissed then the committee shall meet with both parties. The committee shall make a decision based on all the evidence presented. The student is entitled to a written response within thirty days of the completion of his or her presentation.

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

Step 4: In the event that the student's appeal has been denied and the student has additional information to provide, he or she may appeal to the Dean of Academic and Student Affairs. If there is no additional information, the appeal has no basis and will be denied.

The student may submit his or her completed Appeal Form to the Dean of Academic and Student Affairs. The Dean of Academic and Student Affairs will receive all documents pertaining to the dispute or appeal. After making a decision, the Dean of Academic and Student Affairs will inform the student and all persons involved in the appeal process on (Form 4).

Step 5: The foregoing decision may be appealed to the president by filing a statement of appeal within ten calendar days of the date of the decision. The student must submit all Appeal Forms to the college president for review. Review by the president shall be on the basis of the written record unless he or she decides that fairness requires broader review. The decision of the president shall be final.

CAMPUS ALERT NOTICE
SEE APPENDIX C

Occasionally faculty may encounter a situation with a student that may be dangerous or warrant investigation. Or, the faculty member believes that an incident should be recorded with the Dean of Academic & Student Affairs’ office.

The College has developed a Campus Alert Notice to facilitate the recording, investigation or action of any incident concerning student conduct or classroom disturbance other than a student injury during a lab/studio session.

See Appendix C for the Campus Alert Notice, or obtain a copy from Debbie Payne, Founders Hall Annex, Room 217, Darlene Fogerty, Founders Hall Information Center, Room 104 or Cheryl Braman, Office of the Dean of Academic & Student Affairs, Founders Hall Room 103.
STUDENT INCIDENT REPORT FOR LAB/STUDIOS
SEE APPENDIX D

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

STUDENT GRIEVANCE PROCEDURE

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

COUNSELING

Counselors are located in the Center for Student Development on the second floor of Green Woods Hall and are available Monday through Friday from 8:30 a.m. to 4:30 p.m. Evening hours are on Monday until 7:00 p.m.

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

Students with personal problems should be referred to the Center for Student Development and will be referred to outside agencies if necessary. If you have concerns about individual students and would like to talk to a counselor or refer the student, call (860) 738-6420. Use the Early Alert form to request counselor follow-up with particular students, available at http://www.nwcc.edu/current-students/center-student-development/early-alert-referral-form. Disruptive behavior in the classroom should be discussed with the Division Director. Students can be referred to the Dean of Academics & Student Affairs, FH 103.

FINANCIAL AID SERVICES

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

In accordance with Federal Student Aid Regulations and Board of Regents Policy, the Financial Aid Office is required to measure and review academic progress by student aid applicants after every academic term including summer session. To qualify for financial assistance, a student aid applicant is required to meet or exceed the following standards to be making satisfactory academic progress:

- Successfully complete two thirds (66.66%) of all credits ever attempted at NCCC. Transfer credits are counted as both attempted and completed.
- Earn and maintain an Inclusive Cumulative Grade Point Average of:
  1. 1.50 if less than 16 credits are earned.
2. 2.00 after having earned 16 or more credits. Credits are counted for both developmental and college level courses; henceforth the reference to an inclusive measurement of academic progress.

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

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

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

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

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

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

SERVICES FOR STUDENTS WITH DISABILITIES

Students with a learning, physical, psychiatric or other disability should speak to Dr. Christine Woodcock, the counselor for students with disabilities, at the Center for Student Development in Green Woods Hall room 211. After documentation is submitted, she works with the student to identify appropriate academic adjustments. The student is responsible for bringing the Academic Adjustments Form to the instructor the first week of class or within one week of completing the form.

The Faculty Guide for Students with Disabilities is available at the Center for Student Development on the second floor of Green Woods Hall, at the Faculty Office, and online: Disability Services - http://www.nwcc.edu/current-students/center-student-development/students-with-disabilities under Other Resources. If you have any questions please contact Dr. Woodcock at (860) 738-6318, email: cwoodcock@nwcc.edu or Video Phone: (888) 387-3830.
# COURSE SYLLABUS/COURSE OVERVIEW

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

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

## NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE

### COURSE SYLLABUS

<table>
<thead>
<tr>
<th>Course Title:</th>
<th>Course #:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Course Description:**
Include Credits

**Pre-requisite/Co-requisite:**

**Goals:**

**Outcomes:**

**College Policies**

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

**Americans with Disabilities Act (ADA):** The College will make reasonable accommodations for persons with documented learning, physical, or psychiatric disabilities. Students should notify Dr. Christine Woodcock, the Counselor for Students with Disabilities. She is located at Green Woods Hall, in the Center for Student Development. Her phone number is 860-738-6318 and her email is cwoodcock@nwcc.edu.

**School Cancellations:** If snowy or icy driving conditions cause the postponement or cancellation of classes, announcements will be made on local radio and television stations and posted on the College’s website at [www.nwcc.edu](http://www.nwcc.edu). Students may also call the College directly at (860) 738-6464 to hear a recorded message concerning any inclement weather closings. Students are urged to exercise their own judgment if road conditions in their localities are hazardous.
Use of Electronic Devices: Some course content as presented in Blackboard Learn is not fully supported on mobile devices at this time. While mobile devices provide convenient access to check in and read information about your courses, they should not be used to perform work such as taking tests, quizzes, completing assignments, or submitting substantive discussion posts.

Sexual Assault and Intimate Partner Violence Resource Team: Sexual Assault and Intimate Partner Violence Resource Team: The Northwestern Connecticut Community College Sexual Assault and Intimate Partner Violence Resource Team is to provide a safe process for students and staff to report any incidence of sexual assault in a coordinated, respectful, victim centered manner, that assists the victim with resources and support. The Northwestern Connecticut Community College Sexual Assault and Intimate Partner Violence Resource Team has adopted written procedures for reporting acts of sexual assault and intimate partner violence as a vital service to the College Community. Any student or staff member wishing to confidentially report acts of sexual assault and intimate partner violence should report the matter to a SART member:

The NCCC team members are:

Ruth Gonzalez, PHD  860-738-6315  Green Woods Hall Room 207  
Susan Berg  860-738-6342  Green Woods Hall Room 223  
Kathleen Chapman  860-738-6344  Green Woods Hall Room 110  
Michael Emanuel  860-738-6389  Founders Hall Annex Room 308  
Seth Kershner  860-738-6481  Library  
Jane O’Grady  860-738-6393  Founders Hall Annex Room 212  
Robin Orloffski  860-738-6416  Business Office Room 201  
Patricia Bouffard, Ex-Officio  860-738-6319  Founders Hall Room 103  
Savannah Schmitt  Student Representative  

At NCCC we care about our students, staff and faculty and their well-being. It is our intention to facilitate the resources needed to help achieve both physical and emotional health.
Check with the department if you use a common book (i.e., Math, Science, some Art courses) to make sure the information is updated and correct.

COURSE OVERVIEW
(Semester/Year)

<table>
<thead>
<tr>
<th>Course Title:</th>
<th>Number &amp; Section:</th>
<th>CRN#</th>
<th>Course Type: (Lecture, lab, studio, etc.)</th>
</tr>
</thead>
</table>

Instructor:
Phone: Office number:
E-Mail: Office hours:

Text/Course Materials:

Dates: Topics: Assignments (optional)

Grading Policy:

Attendance:

Other Policies:
FIELD TRIPS: PLANNING POLICIES

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

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

FIELD TRIP POLICIES AND PROCEDURES: CONDUCT OF TRIP

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

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

WEATHER RELATED CLASS CANCELLATION

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

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

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

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

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

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

INFORMATION CENTER/SWITCHBOARD

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

TEXTBOOKS

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

Textbooks required for each course are now located on the NCCC website and include the name of each book, author, publisher, ISBN#, edition and instructor. All books/materials are required unless noted as “optional”. There is a link located on the home page of the NCCC
website
http://www.bkstr.com/webapp/wcs/stores/servlet/LocateCourseMaterials?storeId=10693&categoryId=9604&catalogId=10001&langId=-1. This listing is updated on a weekly basis to ensure the most accurate information is available.

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

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

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

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

For more information contact your Division Director.

CENTER FOR TEACHING

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

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

EVALUATION OF PART-TIME FACULTY

Beginning with the fall semester of the 1988-89 academic year, Northwestern Connecticut Community College instituted a formal evaluation process for part-time faculty consistent with the provisions of the “Agreement for Part-Time Employees” of the Collective Bargaining Agreement, articles IX and VIII.

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

Part-time faculty will normally be scheduled for evaluation in the first semester of their teaching and then once every two years until three evaluations have been completed. Additional evaluations may be initiated any time thereafter and will be performed at least once every five years. Part-time faculty shall be notified in advance of the classroom visitation and shall be given an opportunity to meet and discuss the evaluation with the evaluator, if they so wish.

Part of the evaluation process will include evaluation by students.
APPENDIX
APPENDIX A

Faculty Quick Guide to myCommNet

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

For information on printing from MyCommNet, please click on this link:
https://websupport.ct.edu/content/how-do-i-print-banner-self-service

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

**Class Lists (Rosters)** – Provides class list and summary information for each student.
- Click on Term Selection to select the appropriate term
- Click on CRN Selection and select the appropriate CRN from the dropdown menu and click Submit
- Click on Class List and Roster menu and then View/Print Class Roster submenu
- To print your roster, right click and select print or
- You can click on Spreadsheet at the bottom of the roster to bring your roster information into an Excel spreadsheet and print it from Excel

**Email Students in your Course** – from the View/Print Class Roster screen, click on the Email the entire class highlighted text
- This should be done from campus computers that are configured to use Microsoft Outlook
- This does not work in Outlook web mail or from home computers. To email students from an off campus location, Blackboard should be used. To do this:
  o Add the Email tool button to your course menu (hide the menu item if desired)
  o Click the Email button and send an email to all students

**Registration Overrides** – Provides an instructor the ability to override class enrollment limits and prerequisites for their own sections. From the Faculty/Advisor Services menu:
- Click on Registration Overrides
- Select a term and click Submit
- Enter Student’s ID number in @xxxxxxx format OR under the Student and Advisee Query, enter student’s Last Name and First Name and click Submit
- To select a different student, scroll to the very bottom of the screen and click on ID Selection located in the box
- Select CRN and Override type from pull-down menu and click Submit
  - NWCC Permission Req Override – to override a full/closed class or for courses requiring instructor approval
  - WV Prereq-must add comment - to override/waive prerequisite requirement
  - Select the CRN from the drop down menu and click Submit
Faculty Quick Guide to myCommNet

**View a Student's Schedule** – to view a student’s schedule for a given semester.
- Click on **Student and Advising**
- Click on **View Student Schedule**
- Select a term and click **Submit**

**View a Student's Placement Test Scores** – to view math/English placement test scores
- Click on **Student and Advising**
- Click on **View Placement Test Scores**

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

**Student Transcript** – Faculty can view transcript information for students in their class sections and advisors can view any student’s transcript.
- Click on **Student and Advising**
- Click on **Display Student Transcript**
- Select **NCCC Credit** from the dropdown menu and then click **Display Student Transcript**

**CONFIDENTIALITY:** This information is disclosed to you as a “school official” having a legitimate educational interest. It does NOT constitute authorization to share this information with a third party without the student’s written consent. Such information, when it has fulfilled its original specified purpose, should be destroyed or returned to the originating office for appropriate disposition.
**Degree Evaluation** – To help determine if a student is eligible to graduate in their current major OR to see how many requirements they’ve met for a different major.

- Click on **Student and Advising**
- Click on **Perform Student Degree Evaluation**
- To perform a degree evaluation for their **CURRENT** major, click **Generate New Evaluation**
  - Click on the box next to the correct program and click the **Use In Progress Courses** box if you want the courses they are currently registered for to be included in the evaluation and click **Generate Request** and then click **Generate Request**
  - Select **Detail Requirements** and click **Submit**

**Note:** The final area “Non Program Courses” will ALWAYS show as being NOT MET. That is because this area is designed to simply show all remaining courses a student has taken that are not required for the selected program of study.

- To perform a degree audit for a **DIFFERENT** major (“What If Analysis”) click **What-If Analysis**
  - Select the entry term (this is the catalog term they would be following for the new major) and click **Continue**
  - Select the new major from the dropdown menu and click **Continue**
  - In the campus dropdown menu select **Main Student Body (CR & NonCR)**
  - In the first major dropdown menu select the major and click **Submit**
  - Select the evaluation term (the term they expect to graduate) and click **Use In Progress Courses** box if you want the courses they are currently registered for to be included in the evaluation and click **Generate Request**
  - Select **Detail Requirements** and click **Submit**

**Note:** The final area “Non Program Courses” will ALWAYS show as being NOT MET. That is because this area is designed to simply show all remaining courses a student has taken that are not required for the selected program of study.

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

Assignment of an Incomplete

Name of Student ____________________________________________________________

Student Banner ID Number ___________________________________________________

Name of Faculty Member _____________________________________________________

Course Number/Section ____________________________ Term ______________________

Policy

An Incomplete (I) is a temporary grade assigned to a student who, because of special circumstances, cannot complete the requirements of a course within the regular semester, and who has received a written time extension form the faculty member. The course work must be completed by the end of the tenth week of the next standard semester, and the Incomplete converted to a letter grade, or it automatically converts to the grade of __________ (Faculty Member Must Indicate.)

Requirements

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

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

------------------------------------------------------------------------------------------------

Faculty Member’s Signature _______________________________________________________

Student’s Signature ____________________________________________________________

Dean of Academic & Student Affairs’ Signature ______________________________________

Date signed ____________________________________________________________________

Copies: Student, Academic Dean, Registrar.
Faculty member retains the original signed copy of this agreement.
APPENDIX C
Campus Alert Notice
Office of the Dean of Academic & Student Affairs

Today’s Date ___________________ Reported By ____________________________________

☐ Student ☐ Non-Student ☐ Special Program Attendee ☐ Other _______________________

Name
Address (if known)
Phone
Student ID & E-mail

Incident or Issue                      Date of Occurrence

Recommendation: ☐ Attentive ☐ Observe ☐ On-Alert ☐ Immediate Action ☐ Meeting

Witnesses:

Faculty/Staff:

Notifications (subject to FERPA)

☐ Waiver on File

☐ Received by Dean’s Office (date ______________________)

FERPA permits disclosure without consent to school officials with legitimate educational interests. A “school official” includes but is not limited to the following: a person employed by the College in an administrative, supervisory, academic, research or support staff position (including law enforcement and security personnel, counseling and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, collection agent or official of the National Student Clearinghouse); a person serving on the Board of Regents and authorized to act on its behalf; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities. This includes the safety of its community members.
**Fill out this form in its entirety and return to the Campus Safety Officer**

<table>
<thead>
<tr>
<th>Name of injured student:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID Number: @</td>
<td>Date: __________  Time of Incident: ________</td>
</tr>
<tr>
<td>Location (Building and Room):</td>
<td></td>
</tr>
<tr>
<td>Course and CRN:</td>
<td></td>
</tr>
<tr>
<td>Faculty member present:</td>
<td></td>
</tr>
</tbody>
</table>

If incident involves an animal, please provide animal's rabies vaccination status:
- [ ] Vaccinated
- [ ] Expired Vaccination
- [ ] Not Vaccinated
- [ ] Unknown

If incident involves risk of human BBP, please provide student's HEP B vaccination status:
- [ ] Vaccinated
- [ ] Not Vaccinated
- [ ] Unknown

1. **Full Incident/Occurrence Description:**
   a. Student Account (must be filled out by student if able):

   b. Staff Member Account:

2. **Causal Factors:** (to be filled out by student if able)
   a. Root Cause (elimination of which would likely have prevented the incident)

   b. Other Contributing Causes
3. **Lessons Learned:** (to be filled out by student if able)

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

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

5. **Comments by Faculty Member:**

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

   Student Signature (if able):__________________________  Date:____________________________

   Faculty Signature:_________________________________  Date:________________________

   Campus Safety Officer Signature:_____________________ Date:____________________________
NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE
COLLEGE POLICIES

THIS MANUAL CAN BE READ IN ITS ENTIRETY AT
http://www.nwcc.edu/about-nccc/human-resources/employee-policies

☐ Affirmative Action Grievance Procedure

☐ Code of Ethics

☐ Computer Resources

☐ Copyright Act & Photocopying Policy

☐ Crime Awareness & Campus Security Act

☐ Drug-Free Workplace Policy

☐ Essential Employees (NP-2)

☐ Equal Opportunity Policy Statement

☐ Family Educational Rights & Privacy Act (FERPA)

☐ Freedom of Information Act

☐ Inclement Weather Policy

☐ Jury Duty

☐ Persons with Disabilities

☐ Policy on Aids & Other Communicable Diseases

☐ Policy Against Sexual Harassment

☐ Policy on Racism & Acts of Intolerance

☐ Policy on Violence Prevention & Response

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

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

Revised August 2016