

ADJUNCT FACULTY HANDBOOK

2011-2012



RICHLAND COLLEGE



DALLAS COUNTY COMMUNITY COLLEGE
DISTRICT



Welcome to Richland College!

The purpose of this handbook is to provide two kinds of information to adjunct faculty:

First, a general introduction to the goals and values that shape the Dallas County Community College District and, in particular, Richland College.

Second, some specific information about what is expected of you and where to go for assistance.

If you have not had the opportunity to review the on-line orientation, please log on to www.rlc.dcccd.edu/adjunct.

Richland College Mission Statement:

The mission of Richland College is Teaching, Learning, Community Building.

Adjunct Faculty College Center & Evening/Weekend Support Services Mission Statement:

The Adjunct Faculty College Center & Evening/Weekend Support Services (ACCESS) provides adjunct faculty with information, direction, and support to maximize student learning and success.

Adjunct Faculty College Center & Evening/Weekend Support Services Vision Statement:

The Adjunct Faculty College Center & Evening/Weekend Support Services (ACCESS) **will** be a Center of Excellence in providing information, direction, and support to the Richland community of faculty, administrators, and students.

The staff members of the ACCESS Center are some of the best resources available to adjunct faculty. They know or can find out the answers to any questions you may have about Richland's instructional procedures and services.

Adjunct instructors' mail carts are located in the work room area of the office. It also has telephones, several worktables, carrels, and small conference rooms for the use of adjunct faculty. Computer terminals are provided, and other equipment includes a Scantron machine and copier. Lockers are available for storing teaching materials.

Spring and Fall semester hours of operation for the ACCESS Center are (unless posted otherwise):

Monday – Thursday	7:00 a.m.	9:00 p.m.
Friday	7:00 a.m.	6:00 p.m.
Saturday	8:00 a.m.	4:00 p.m.
Sunday	Closed	

Winter and May Term:

Monday – Friday	7:00 a.m.	7:00 p.m.
-----------------	-----------	-----------

Summer Hours:

For information, call 972-238-6140

When no classes are in session

8:00 a.m. – 5:00 p.m.

Front Desk (main number) 972-238-6140

Dismissed/Delayed Class.....972-238-6123

ACCESS Center Staff

Andrew Tubbs, Dean of ACCESS..... 972-238-6141

Diane Graifemberg, Administrative Assistant 972-238-6980

Kenya Gabriel, Department Assistant I..... 972-238-6120

Priscilla Palacios, Department Assistant III.....972-238-3740

Table of Contents

District and Campus Purpose & Philosophy

- Richland College and DCCCD Purpose
- Philosophy of the DCCCD
- District Responsibilities
- Philosophy of Open Discussion
- Academic Freedom
- Academic Responsibility
- Profile of Richland's Student Body
- Equal Educational And Employment Opportunity Policy

Instructional Policies and Procedures

- Responsibilities of Adjunct Faculty
- Course Syllabi
- Standard Grade Roll Entries for Richland College
- Grades and Grade Point Average
- Attendance/Class Action Notices
- Incomplete Grades
- Change of Grade
- End of Semester Procedures
- Reinstatement Policy
- Non-Traditional Class Attendance
- Contract Signing/Pay Day
- Evaluation of Adjunct Faculty
- Substitution Policy
- Orientation
- Privacy Restrictions: Grade Posting/Paper Distribution (FERPA)
- Forms

Other Policies and Procedures

- Textbooks
- Need for Evaluation of Student Achievement
- Examinations
- Academic Honesty
- Guest Lecturers
- Field Trips
- Disruptive Classroom Behavior
- Computer Access
- Media Technology
- Lockers
- Test Center

Classroom Management

- Emergency Procedures
- Medical Emergencies
- Inclement Weather/Class Dismissal
- Classroom Cleanliness/Food and Drink Policy
- Class Announcements
- Lost and Found

Instructional Support

- Career Information and Placement Services
- College Police
- The Learning Center
- Computer Labs
- Learn Labs
- Crisis Intervention Pager
- Disabilities Services
- Duplication Services
- Copyright Information
- Financial Aid Office
- College Communications & Marketing
- Health Center
- Library
- Multicultural Center
- Multimedia Learning Center
- Office of Student Life (OSL)
- Technical Education Advising

Professional Development Opportunities

- Adjunct Faculty Association
- Cooperative Learning
- Thunderwater Organizational Learning Institute (TOLI)
- Travel Funds

Miscellaneous Information

- Workplace Policy on Employees' Children
- Commonly Used Terms and Abbreviations

District and Campus Purpose & Philosophy

Richland College and DCCCD Purpose

The purpose of Richland College and the Dallas County Community College District is to prepare students for successful living and responsible citizenship in a rapidly changing local, national, and world community. The District does this by providing accessible, accredited, affordable, cost-effective, quality learning opportunities for development of intellectual skills, job skills, personal growth and/or transfer to a baccalaureate program. In fulfilling the purpose, the District furthers cultural, economic, and workforce development in the communities served. In all its efforts, the District strives to meet the needs and exceed the expectations of those the District serves.

More specifically, Richland College's purpose is to provide:

- Technical programs up to two years in length leading to associate degrees or certificates
- Vocational programs leading directly to employment in semi-skilled and skilled occupations
- Freshman and sophomore courses in arts and sciences
- Continuing adult education programs for occupational or cultural upgrading
- Compensatory education programs designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students
- A continuing program of counseling and guidance designed to assist students in achieving their individual educational goals
- Workforce development programs to meet local and statewide needs
- Adult literacy and other basic skills programs for adults and
- Other purposes as may be prescribed by the Texas Higher Education Coordinating Board or the

Philosophy of the DCCCD

The Dallas County Community College District and the LeCroy Center for Educational Telecommunications are teaching, learning, and community building institutions.

To fulfill the public trust, the DCCCD:



- Offers a student guarantee to the institutions and employers receiving its graduates;
- Measures its collective and individual behaviors against a code of ethics and a statement of organizational values;
- Makes decisions through a line organizational structure which receives input from those most affected by the decisions;
- Strives to provide its services by seeking full formula funding from the State and maintain a balance between the District's local revenue sources with about 40% from tuition sources and 60% tax revenues;
- Seeks to maintain the highest possible credit ratings consistent with other institutional goals and objectives;
- Views itself as a team player in the local community of educators, business people, elected officials, and other community leaders; and
- Sees its role as a weaver of a seamless fabric of learning opportunity for the people of Dallas County.

As a major employer, the DCCCD:

- Follows open search procedures which solicit the best available candidates for positions to provide a balanced workforce which reflects the ethnic composition of the adult workforce of Dallas County
- Involves those most directly affected by hiring decisions in the candidate review process
- Seeks to assure that competent performers do not lose real compensation through inflation

In its organizational culture, the DCCCD:

- Places ultimate value on student success
- Applies the principles of continuous quality improvement to achieve student success
- Uses technology to teach distant learners, but also to educate, train, and re-tool both its students and its employees

District Responsibilities

To carry out the District philosophy, the colleges obviously must offer a wide range of programs and courses, including guidance services. These programs and courses must help each individual attain a high level of technical competence and a high level of cultural, intellectual and social development. In addition, high professional standards for the academic staff must be maintained within a framework prescribed by the Board of Trustees. At the same time, the program and organization of each college must make maximum use of faculty and facilities.



The colleges have a basic responsibility to provide educational and cultural leadership to the community. They must be sensitive to changing community needs and adapt readily to those needs. Individuals capable of continuing their educational development should be given the opportunity to improve their skills. Finally, to continue to meet its responsibilities in changing times, the college system must guard against stagnation. Creativity and flexibility are therefore fostered at the District level and on each campus.

Philosophy of Open Discussion

- DCCCD Board of Trustees believes that in a world of rapid change, a college best serves its community, not as a stronghold of rigid tradition, but as an open, intellectual forum where varying viewpoints may be freely expressed and fairly debated.
- The Board believes that free society functions efficiently only if its citizens have a right to discuss, debate and agree or disagree constructively.
- The Board believes that an educated citizenry, fully aware of all the evidence, is best able to preserve the valuable heritage of American democratic institutions.
- The Board believes that the community college has an obligation to its community and its students to promote healthy discussion as an education force.
- The Board desires to foster in students a respect for differing points of view, the ability to discriminate between fact and fiction, and the capacity to think intelligently.
- The Board encourages the colleges to invite visits from outside speakers representing diverse points of view. In return, it reserves the right to impose specific conditions insuring that opportunity be provided for students to hear opposing sides of a question.

Academic Freedom

The District, like all other institutions of higher learning, serves the common good, which depends upon an uninhibited search for truth and its open expression. The points enumerated below constitute the District's position on academic freedom:

- Faculty members are appointed to impart to their students and to their communities the truth as they see it in their respective disciplines.
- Subject to legal constraints, the following are among the responsibilities which reside primarily with the faculty: planning and revising curricula, selecting textbooks and readings, selecting classroom films and other instructional materials and activities, choosing instructional methodologies, evaluating learners, assigning grades and maintaining classroom discipline.
- It is essential that faculty members be free to pursue scholarly inquiry and to voice and publish their conclusions without fear of institutional censorship or discipline.
- Faculty members are citizens and, therefore, possess the rights of citizens. These rights include, among others, the right as private citizens to speak freely outside the classroom on matters of public concern and to participate in lawful political activities.

Prior restraint or sanctions will not be imposed upon faculty members in the exercise of their rights as citizens or duties as teachers. Nor will faculty members fear reprisal for exercising their civic rights and academic freedom.

Academic Responsibility

The academic freedom of faculty members is accompanied by equally compelling obligations and responsibilities to their profession, their students, their District and the community. Faculty members must defend the rights of academic freedom while accepting willingly the responsibilities enumerated below.

- Faculty members will be judicious in the introduction of material in the classroom without forfeiting the instructional benefits of controversy.
- No faculty member will attempt to force on students a personal viewpoint intolerant of the rights of others to hold or express diverse opinions.
- Faculty members must recognize their responsibility to maintain competence and adapt to change in their disciplines through continued professional development and to demonstrate their competence through consistently adequate preparation and performance.

Faculty members must recognize that the public will judge the District and their profession by their public conduct. Therefore, faculty members will make clear that the views they express are their own and should avoid creating the impression that they speak or act in behalf of the District or of the profession.

Profile of Richland's Student Body

When striving to implement a "Person-Centered Climate" it is helpful to know more about the persons involved. The following data is from the fall 2010 semester:



- College credit enrollment approximately 20,000.
- Anglo students comprise 35% of our enrollment, while the percentages for other ethnic and racial groups are African-American - 20%, Hispanic - 23%, and Asian-American - 16%. We also have 189 students (1%) from other nations.

- 56% of our students are females.
- 62% of our students are 25 years old or younger. Our average age is 27
- 27% of our students are enrolled full-time.
- 42% of our students are day students only, 12% are evening students only, 25% take courses day and night, and 22% are in distance learning classes.

Equal Educational and Employment Opportunity Policy (EEOC)

The college is committed to providing equal educational and employment opportunity regardless of race, color, age, national origin, religion, sex, disability or sexual orientation. The college provides equal opportunity in accord with federal and state laws. Equal educational opportunity includes admission recruitment, extra-curricular programs and activities, access to course offerings, counseling and testing, financial aid, employment, health and insurance services and athletics. Existing administrative procedures of the college are used to handle student grievances. To file a grievance, refer to the student grievance procedure in the catalog.

Instructional Policies & Procedures

Responsibilities of Adjunct Faculty

The general responsibilities of adjunct instructors are defined in the Dallas County Community College District Board of Trustees Policies and Administrative Procedures Manual, Policy No. IV/D.

A part-time instructional employee is expected:

- To meet all classes at the place and time specified, or, when unable to do so, to notify the ACCESS Center
- To be well prepared for each class session.
- To develop a college syllabus for each course to be taught and post on eCampus for student access. Each syllabus should contain at least the information listed in the next section.
- To check the assigned mailbox before each class period.
- To certify class attendance on the designated certification date.
- To certify and submit final grades in accordance with the deadlines and guidelines established by the Registrar.
- To maintain accurate grade information (using eConnect and eCampus in accordance with the guidelines established by the Vice President for Teaching and Learning .
- To be familiar with the contents of handbooks, instructional resources guides, and other items of information which are distributed for faculty use.
- To enforce district and college policies and procedures.
- To participate in staff development activities that are agreed upon by you and your supervisor.
- If unable to attend class, the faculty member will be required to arrange for class assignments/instruction in consultation with the appropriate supervisor.

- The instructor under contract is responsible for handling any financial compensation of a substitute, should a substitute be used.
- Under unusual and exceptional situations the college may be required to pay the substitute. In those situations the pay of the instructor under contract would be reduced by the amount of the substitute pay.
- In all cases where substitutes are used, the individual engaged is required to have the minimum teaching credentials for the subject area.

Course Syllabi

The instructional staff is responsible for the preparation and maintenance of course syllabi. Each faculty member is required to send an electronic copy of his/her syllabus to your school office at the beginning of each semester. Course syllabi are reviewed and updated prior to each semester. The updated syllabi are placed on file in the school office at the beginning of each semester. Each school dean is responsible for implementing this procedure.

Minimum Elements Required for Richland College Syllabi

(Based on Elements Approved for Use District Wide by Vice Presidents Council)

General Information	
College Name	
Div. Name & Contact Info.	
Semester/Term & Year	
Instructor Information	
Name	
Telephone	Adjunct faculty may use discipline school extension or the ACCESS Center extension.
E-mail Address or Fax	
Office Number	
Office Hours (full-time faculty)	
Course Information	
Course Number	
Section Number	
Credit Hours	
Class Meeting Time	
Course Title	
Course Description	Description as it appears in the DCCCD catalog
Course Prerequisites	
Course Objectives/ Learning Outcomes	
<ul style="list-style-type: none"> • Core Courses (if applicable) OR	Intellectual Competencies and Exemplary Educational Outcomes identified by district discipline committees -- <i>see Exemplary Educational Objectives at www.dcccd.edu/Employees/Departments/EA/Academic+Programs/Core+Curriculum/Faculty+Resources/Exemplary+Educational+Objectives.htm</i> (CTRL + Click to access “Departments” site to “Educational Affairs” to “Academic Programs” to “Core/Curriculum” to “Faculty Resources” to “Exemplary Educational Objectives”)
<ul style="list-style-type: none"> • WECM Courses 	SCANS competencies

(if applicable) OR	
<ul style="list-style-type: none"> Developmental Courses (if applicable) OR	<p>The Texas Success Initiative (TSI) is a statewide program designed to ensure that students enrolled in Texas public colleges and universities have the basic academic skills needed to be successful in college-level course work. The TSI requires assessment, remediation (if necessary), and advising of students who attend a public college or university in the state of Texas. The program assesses a student's basic academic skills in reading, writing, and math. Passing the assessment is a prerequisite for enrollment in many college-level classes such as English 1301/1302, History 1301/1302, Math 1414, etc. Students who do not meet assessment standards may complete prerequisite requirements by taking developmental courses in the deficient area and passing them with a grade of C or higher. In some cases retesting will also be required. It is up to each student to be aware and informed about requirements that are subject to change. <i>Additional information is available from the TSI Office in T170T or T170S (phone number 972-238-6115 or 972-238-3787) or at http://www.rlc.dcccd.edu/regi/resource/tsi.htm</i></p>
<ul style="list-style-type: none"> Specific Course Learning Outcomes (if applicable) 	Specific Course Learning Outcomes are determined by program coordinators and related faculty. (normally for transfer courses not in CORE)
Course Outline	Units or topics of instruction (major dates should be noted)
Required or Recommended Materials	Textbook with complete bibliographic information, manuals, equipment, etc.
ISBN for Textbook	
Evaluation Procedures	Weighting of assignments, exams, etc.
Grading Scale	Method of calculating final grade, using points, percentages, etc.
Exams and Assignments	Number and type of exams and major assignments
Attendance Policy	
Attendance Policy for DL Winter Term	Add one of two statements: "This section will require students to engage in class activities during the winter holiday period." or "This section will not require students to engage in class activities during the winter holiday period."
Institution Policies	
<u>Stop Before You Drop</u> 6Drop	<p>For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions.</p> <p>Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a "W". Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access https://www1.dcccd.edu/6drop</p>
Withdrawal Policy	If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar's Office by (instructor inserts semester's drop date here). Failure to do so will result in your receiving a performance grade, usually an "F." If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a "W" (Withdraw) in each class dropped. For more information about drop deadlines, refer to the current printed Credit Class Schedule, contact the Admissions/Student Records

	office at 972-238-6100 or 6101 (Thunderduck Hall, T170), or contact the division office.
Repeating a Course	Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in additional tuition to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 Semester. <i>See Third Attempt to Enroll in a Course at http://www.dcccd.edu/thirdcourseattempt/</i>
Financial Aid	If you are receiving any form of financial aid, you should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.
Academic Honesty	Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the <u>DCCCD Code of Student Conduct</u> <i>published in the DCCCD Catalog at http://www1.dcccd.edu/cat0506/ss/code.cfm</i> (Select Purpose)
ADA Statement	If you are a student with a disability and/or special needs who requires accommodations, please contact the college Disability Services Office at 972-238-6180 (Voice/TTY), visit Thunderduck Hall, suite T120, or go to http://www.dcccd.edu/Current+Students/Student+Services/Disability+Services/ (CTRL + Click to access “Current Students” site to “Student Services” to “Disability Services”)
Religious Holidays	Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to contract with the instructor to take a make-up examination or complete an assignment within a reasonable time after the absence.
Disclaimer Reserving Right to Change Syllabus	The instructor reserves the right to amend this syllabus as necessary.
Optional: Classroom Policies	
Food, drink, cell phones, etiquette, etc.	Regarding food and drink in the classroom: Instructional staff are responsible for setting policy regarding use of food and drink in each class they teach. In accordance with OM EJ-801 (http://INTRANET.dcccd.edu/intranet/rlc/Operational/EJ801.pdf), faculty will include a statement in course syllabi detailing their policy. Exceptions: This right does not extend to classrooms/areas with or near computers, lab materials, equipment, and/or college-owned books—these are restricted from food and drink.

Note: Instructors should use the exact wording of the element statements on Academic Honesty, Withdrawal

Additional Syllabus Information Course Support Essential to Student Success

Developmental Courses	The Texas Success Initiative (TSI) is a statewide program designed to ensure that students enrolled in Texas public colleges and universities have the basic academic skills needed to be successful in college-level course work. The TSI requires assessment, remediation (if necessary), and advising of students who attend a public college or university in the state of Texas. The program assesses a student's basic academic skills in reading, writing, and math. Passing the assessment is a prerequisite for enrollment in many college-level classes such as English 1301/1302, History 1301/1302, Math 1414, etc. Students who do not meet assessment standards may complete prerequisite requirements by taking developmental courses in the deficient area and passing them with a grade of C or higher. In some cases retesting will also be required. It is up to each student to be aware and informed about requirements that are subject to change. Additional information is available from the TSI Office in T170T or T170S (phone number 972-238-6115 or 972-238-3787) or at http://www.rlc.dcccd.edu/regi/resource/tsi.htm
Institution Policies	
ADA Statement	If you are a student with a disability and/or special needs who requires accommodations, please contact the college Disability Services Office.
Religious Holidays	Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to contract with the instructor to take a make-up examination or complete an assignment within a reasonable time after the absence.
Academic Honesty	Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the <u>DCCCD Code of Student Conduct</u> published in the DCCCD Catalog at http://www1.dcccd.edu/cat0506/ss/code.cfm (Select Purpose)
Withdrawal Policy (with drop date)	If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar's Office by (semester's drop date). Failure to do so will result in your receiving a performance grade, usually an "F." If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a "W" (Withdraw) in each class dropped.
Repeating This Course	Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in additional tuition to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 Semester. See Third Attempt to Enroll in a Course at http://www.dcccd.edu/thirdcourseattempt/

Financial Aid	If you are receiving any form of financial aid, you should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.
Six Drop Issue	<p><u>STOP BEFORE YOU DROP</u></p> <p>For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions.</p> <p>Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a "W". Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: https://www1.dcccd.edu/6drop</p>

Standard Grade Roll Entries for Richland College

Instructors are responsible for describing attendance policy and procedures to all students enrolled in their classes. The following symbols are recommended for the activities described. Instructors may use additional symbols or entries for daily records keeping.

- P Student was present
- X Student was absent
- ⊗ Excused absence
- E Date the student enrolled in class (not necessarily the date the student first attended). Use the "E" only for students who register late
- E/P Student was present on the date enrolled
- W Date the student withdrew. Drops should not be considered official until the instructor receives a "Class Action Notice" via DCCCD e-mail
- R Date the student was reinstated

It is recommended that these symbols be used for the activities described. Instructors may use additional symbols or entries for day to day record keeping; however, all symbols or entries must be explained to facilitate any administrative or audit review that might be necessary at a future date.

Grades and Grade Point Average

Final grades are reported for each student for every course according to the following grading system:

GRADE	INTERPRETATION	GRADE POINT VALUE
A	Excellent	4 points
B	Good	3 points
C	Average	2 points
D	Poor	1 point
F	Failing (participates in class after drop date	0 points
N	Failing (does not participate after drop date	0 points
I	Incomplete	Not computed
E*	Progress; Re-enrollment required	Not computed
W	Withdrawn	Not computed
CR	Credit	Not computed

* Used for Developmental Studies only

A student's grade point average (GPA) is computed by adding the total grade point values for all courses and dividing by the number of credit hours attempted during the same period. For repeated courses, only the latest grade earned is included in cumulative grade point averages. Transcripts do, however, indicate two different GPA's: (1) based on all DCCCD courses and (2) based on all DCCCD courses except those numbered 099 and below.

Attendance/Class Action Notices

Adjunct instructors will receive student drop notices via email. Students are expected to regularly attend all classes in which they are enrolled. Students have the responsibility to consult with the instructor when an absence occurs. Instructors are responsible for describing their attendance policy and the official drop procedure in the course syllabus. Adjunct instructors should check with their supervisor and/or other full time faculty about attendance guidelines in particular subject areas. It is recommended that the following statement be included in the written syllabus and discussed during the first class meeting. "If a student is unable to complete the course(s) in which he/she is registered, it is the student's responsibility to withdraw from the course by the appropriate date. The instructor cannot initiate the drop process. If the student stops attending class but does not officially withdraw, he/she will receive a performance grade, usually a grade of F."

Incomplete Grades

An incomplete grade of "I" may be given when an **UNFORESEEN EMERGENCY** prevents a student from completing the work in a course. **The "I" must be converted to a performance grade (one with a grade point value) within ninety days after the first day of classes in the subsequent long semester.** If the work is not completed after ninety days, the "I" is converted to the performance grade indicated on the Incomplete Contract form. An Incomplete Contract states the requirements for the satisfactory completion of the course. The Incomplete Contract must be agreed upon and signed by the instructor, the student, and the school dean before sending to the Registrar's Office. If an Incomplete Contract is submitted without the student's signature, the instructor must include a statement indicating that the student is aware of and is in agreement with the contract.

Change of Grade

Grade changes always originate with the instructor. When an instructor finds it necessary to change a student's grade, the completed Change of Grade Authorization form should be sent to the school dean for approval. The grade change request is then sent to the Registrar's Office where it is recorded.

End of Semester Procedures

At the end of the semester, instructors enter or submit (1) final course grades online in eConnect; (2) permanent course records online in eCampus; and (3) the Grade Center Verification Record Form.

Your permanent course records should be stored electronically in the eCampus Grade Center that you created for your course. Then through GroupWise only submit the Grade Center Verification Record form electronically to adjgraderoll-rlc@dcccd.edu.

Specific information will be sent to you via e-mail and in your mailboxes. Please check your e-mail regularly.

Reinstatement Policy after a Student Drops a Class

Reinstatement action generally should be initiated when the instructor believes that the student (presently dropped from the roll) could successfully complete the course objectives if reinstated in the class. The instructor should file the Request for Reinstatement form (available in the ACCESS Center) to the Registrar's Office. The Registrar's Office will then notify the instructor when the student has been reinstated.

Non-Traditional (Section Change) Class Attendance

This form is used to document agreements with students who cannot regularly attend the class in which they are registered because of a conflict that occurs after the beginning of the semester (due to work schedule change or a similar reason). The agreement allows the student to attend another section of the same course on a space available basis. The student will need to contact the instructor of a section he/she can attend and receive permission to attend. Then the student must take the form to the original instructor for signature and return the form to ACCESS Center. At the end of the semester, the receiving instructor must forward a grade for the student to the original instructor (on whose grade report the student's name appears).

Contract Signing/Pay Day



It is very important that you sign your contract (employment agreement) the first or second week of classes. You must ask for your contract at the front desk in the ACCESS Center (A110). The information on the contract includes your name, District ID number, the classes you are teaching, dates of the classes and the amount paid for each class. Please check this information carefully! **You will not be paid without signing and initialing the back of your contract!** Adjunct instructors will be paid on the last working day of the month. Paychecks are direct deposited to the bank you have listed with Human Resources.

Normal payments for full semester classes:

- Fall: 4 equal payments; end of September, October, November, & December
- Spring: 4 equal payments; end of February, March, April & May
- Summer I: ½ of total amount end of June; ½ of total amount end of July
- Summer II: ½ of total amount end of July; ½ of total amount end of August

If a contract is not the exact length of the semester payment (ex. Flex Term or Fast Tracks) will be based on the length of the course in equal payments.

Evaluation of Adjunct Faculty

Adjunct instructors are responsible for the education of many students within the DCCCD. The evaluation of their instruction helps assure that a consistent level of quality is maintained, that assistance in resolving problems can be found, and that outstanding contributions can be recognized. http://intranet.dcccd.edu/intranet/rlc/divisions/div_forms.htm

The “Adjunct Instructor Appraisal” is used to compile evaluative information and to provide an over-all evaluation of the semester's performance. There are seven sections to the Appraisal Form:

- Part I: Syllabus
- Part II: Class Session/Learning Experience Description
- Part III: Class Session/Learning Experience Review (Supervisor's Comments)
- Part IV: Class Visit Appraisal
- Part V: Student Survey of Instruction
- Part VI: Other Areas of Consideration (staff development, attention to administrative detail, department meetings, etc.)
- Part VII: Overall Evaluation of Performance

New adjunct instructors are evaluated during their first semester at Richland. An evaluation is done annually during the first five years and every two years thereafter.

The evaluation process begins with the supervisor's review of the adjunct instructor's course syllabus to see that it includes all of the information described in item #3 of the Responsibilities of Adjunct Faculty. The next step is the classroom observation at a time agreed upon by instructor and supervisor. Before the visitation, the instructor completes Part II of the Appraisal form. After the visit, the supervisor completes Part III and sends it to the instructor for review. The evaluation process ends with a final conference between the instructor and the supervisor to discuss all elements of the Appraisal Summary and to sign it. The instructor is given a copy of the final document and it becomes a permanent part of the instructor's personnel file.

A mandatory Student Evaluation of Instruction also occurs every Fall semester. The supervisor reviews this survey and includes it in your evaluation, if it is available.

Substitution Policy

If you are unable to attend class, you will be required to arrange for class assignments and/or instruction in consultation with the appropriate supervisor. The instructor under contract is responsible for handling any financial compensation of a substitute, should a substitute be used. Your School Office can help supply names of current adjunct instructors who are teaching in the same discipline; however, you will be responsible for contacting these instructors and making substitute arrangements as well as financial reimbursement arrangements.



Orientation

Prior to the beginning of each long semester, all new adjunct faculty are required to log-on to an on-line orientation at <http://www.rlc.dcccd.edu/adjunct/>. The purpose of this orientation is to provide Richland's adjunct faculty with essential information in the following areas:

- Overview of Richland College
- ACCESS Center
- Beginning of the Semester
- End of course/semester
- Professional Development
- Student Retention Strategies
- Adjunct Faculty Association

Privacy Restrictions: Posting of Grades/Distribution of Papers (Family Educational Rights and Privacy Act (FERPA) of 1974)

In compliance with the Family Educational Rights and Privacy Act of 1974, the college may release information classified only as "directory information" to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone number, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports (7) dates of attendance, (8) educational institution most recently attended and (9) other similar information, including major field of study and degrees and awards received. Students may request that all or any part of the directory information be withheld from the public by giving written notice to the Registrar's Office during the first 12 class days of a fall or spring semester or the first four class days of a summer session. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged; all requests must be made in person. No transcript or academic record is released without written consent from the student, except as specified by law.

Instructors should not:

- Disclose grades of students
- Disclose student identification of any student
- Post grades other than in summary form'disclose personal contact information for any student to another student

Instructor may provide forms for students to exchange contact information with other students in class.

Forms

The ACCESS Center has a variety of forms available for you.

Change of Contact Information	Scantron Analysis
Change of Grade Authorization	e-mail Request Form
Locker Request	Section Course Change Request
Change of Grade from "F" to "W"	Course Reinstatement Form
Incomplete Contract	Field Trip Approval Request
Direct Deposit Application	Test Center Work Order

Other Policies and Procedures

Textbooks

Adjunct instructors should check with their school dean or program coordinator for information about the textbook(s) currently being used for a particular course. Instructors are expected to use all textbooks selected for the course. Any exceptions to this policy must be cleared through the division dean or subject area coordinator. No books or materials are to be ordered and sold directly by faculty members to students. Following is a list of the available bookstores:

Neebo

445 East Walnut Street, Suite 103
(214) 570-9000

Follett Bookstores Dallas Inc.

Richland Campus – Sabine Hall (E080)
(972) 231-7315



Textbooks are generally adopted for a minimum of two years.

Need for Evaluation of Student Achievement

Throughout the semester, instructors are expected to track the degree to which their students are attaining the goals of the course. This may be done by performance examinations or other appropriate means (papers, projects, reports, etc.). Students should be kept informed of their standing throughout the semester.

Examinations

Instructors are encouraged to construct tests to accomplish the following:

- Cover the important aspects of the course in relative proportion to the emphasis in instruction.
- Measure the important outcomes of the course.
- Assist the students to organize and synthesize their learning experience in class.
- Provide a range in question difficulty to differentiate among the various levels of student achievement.
- Avoid the use of ambiguous questions and include a variety of test items.
- Provide clear, complete and concise directions.
- Indicate to students the relative importance or weight associated with each item.
- Promote development of writing skills through written response to questions.
- Approach testing as a positive learning experience.

Academic Honesty

The following statement clarifies academic honesty for the Richland College teaching-learning community. It identifies appropriate student behavior and describes teachers' expectations of students.

We, the Richland College faculty, administration, and staff, are committed to honesty and fairness as we work with our students. We also expect our students to be honest and fair in the work they submit to us. This statement on academic honesty describes:

-
- What we expect from students.
- The consequences of their failing to meet those expectations.
- Note: As we use the terms "honesty" and "dishonesty," we are referring to actions and behaviors; we are not judging the character of our students.

The Richland College faculty believes only a small minority of students "cheat." However, we believe academically dishonest students cheat the academically honest students. Therefore, we expect students who are aware of cheating to act honorably and report instances of academic dishonesty to the faculty or the appropriate academic dean.

Responsibilities

Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by Board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion.

“Cheating on a test” shall include:

- a. Copying from another student’s test paper.
- b. Using test materials not authorized by the person administering the test. All forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion.

- c. Collaborating with or seeking aid from another student during a test without permission from the test administrator.
- d. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test.
- e. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
- f. Substituting for another student, or permitting another student to substitute for one's self, to take a test.
- g. Bribing another person to obtain an unadministered test or information about an unadministered test.

“Plagiarism” shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work.

“Collusion” shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

We believe academic honesty is essential, and students should avoid actions that misrepresent academic success. We believe Richland College students are academically honest, and they want to be fair and honest in the assignments they submit.

1. All forms of cheating on tests are academically dishonest. Students cheat when they:
 - Participate in any activity that falsely represents their ability to answer test questions.
 - Copy, with or without permission, from another student's test.
 - Use notes (either written or electronically stored in calculators or computers) or any other unauthorized materials.
 - Request answers or assist other students with answers without authorization.
 - Obtain test questions prior to the test (soliciting or in any other way obtaining test questions, answers, or portions of tests).
 - Students' presenting another person's work as their own is unacceptable. Often, academic work permits and even encourages students to use another person's words or ideas, but students must document those words and ideas correctly. Therefore, students cheat when they:
 - Summarize, paraphrase, or quote another person without giving proper credit.
 - Submit papers written by someone else.
 - Copy verbatim (word for word) from other sources (books, Internet, and other similar materials).

When they have questions about when and how to credit other sources, students must seek clarification from the faculty. These matters are the student's responsibility.

2. Unauthorized collaboration on assignments or tests is unacceptable. Richland College supports authorized collaborative, cooperative learning. Therefore, we encourage study groups when students are preparing for tests, but students cheat when they:
 - Provide other students with answers on homework assignments.
 - Present work completed by someone else.

If they have a question about the appropriateness of collaboration, students should seek clarification from the faculty. These matters are the student's responsibility.

Consequences

1. Faculty determines the appropriate consequences for students who fail to be academically honest. Even if the course syllabus fails to address the matter, students are obliged to be academically honest. By enrolling in a course, students are promising to be academically honest.
2. As consequences for academic dishonesty, faculty may:
 - Assign a performance grade of "F" for the course,
 - Assign a performance grade of "F" for the assignment or test,
 - Lower the student's performance grade for the course,
 - Document the incident in the student's Richland College file,
 - Assign additional work,
 - Take other appropriate disciplinary actions.

Repeated violations may result in the student's expulsion or suspension from the college. Students must understand that academic dishonesty carries serious consequences. However, if they believe they have received unfair treatment, students can file a grievance as described in the "Student Code of Conduct" in the Richland College catalog.

Guest Lecturers

In the instructional areas, guest lecturers must be approved in advance by the division dean. Requests to utilize guest lecturers should be sent to the division dean at least one week prior to the requested date. If a speaker is to be reimbursed, a "Request for Approval/Payment for Consultant or Guest Lecturer" form must be filled out and approved by the school dean and the Vice President for Teaching and Learning prior to the date the speaker is on campus.

Field Trips

Instructors are encouraged to utilize the resources of the community through appropriate field trips. Field trips should be developed to assist in meeting the specified objectives of a particular course. Requests for field trips should be forwarded to the division deans. A properly completed field trip packet would include:

- Field Trip Approval Request
- A list of student participants
- Waiver of Liability/Participation Consent for each student
- Health History Form for each student
- Driver's Proof of Insurance (if applicable)

Disruptive Classroom Behavior

Your students are to observe correct standards of conduct and behavior while in your classroom so that optimal learning can take place. Student behavior is disruptive when it persistently or grossly interferes with academic and/or administrative activities on campus and hampers the ability of other students to learn or the instructor to teach. Such behavior is prohibited by the DCCCD Code of Student Conduct, #4, which prohibits "Intentionally interfering with normal college or college-sponsored activities, including but not limited to, studying, teaching, research, college administration, or fire, security, or emergency services." Any student violating the above policy is subject to disciplinary sanctions. Please approach the ACCESS Center staff, your program coordinator, and/or school dean for appropriate advice in dealing with these matters early on if they arise.

Computer Access



Computers are available in the faculty area of the ACCESS Center for your use. You will need to complete a DCCCD LAN/OFFICE SUPPORT ID REQUEST form to obtain a Login ID for your e-mail account. This usually takes seven to ten working days. Once the account is established, you will be notified via letter in your mail folder. The letter will inform you of your Login ID as well as your password and instructions how to access your E-mail account.

You may also access your e-mail from off campus via www.dcccd.edu/employees.

Lockers for Adjunct Faculty

There are lockers located in the ACCESS Center. As you can readily calculate, this is not an adequate number to accommodate all 900+ adjunct instructors. Lockers will be issued in a fair and equitable manner. If you would like to have a locker, please fill out the appropriate Locker Request form at the beginning of the semester and submit it to an ACCESS Center employee for processing.

Media Technology (B220)

The Media Technology department offers assistance with computer based classroom technology, training and other support services to faculty, including a variety of video resources available through our extensive media collection. Media personnel are available during class times to assist faculty members with any technical difficulties that you may experience with the equipment located in your classroom. Classrooms require a key to access the media equipment. These key can be acquired from Media Technology in Bonham B220. Video resources are available for in-class use. Additional titles are available upon request. A twenty-four hour notice is required for mobile media equipment or additional equipment needed for your room. Call the Media Technology at 972-238-6085 for more detailed information.

Test Center (M105)

The Testing Center handles a wide variety of tests including assessment, THEA and CLEP. Students must have a photo ID (driver's license, etc.) and a current Richland ID in order to take any test through the Testing Center. No full class testing is given. For more information, see Test Center Policies under Other Policies and Procedures section.

Richland's Test Center provides instructional *Make-Up* testing for instructors who allow their students to complete tests at times other than during the regularly scheduled class times.

Instructional "MAKE-UP" Testing Hours:

Monday	8:00am – 9:50pm	Last test given at 8:30pm
Tuesday	8:00am – 9:50pm	Last test given at 8:30pm
Wednesday	8:00am – 9:50pm	Last test given at 8:30pm
Thursday	8:00am – 9:50pm	Last test given at 8:30pm
Friday	8:00am – 4:20pm	Last test given at 3:00pm



Instructional testing is done to allow students to take make-up exams. Instructional *Make-Up* testing is limited to a maximum of nine (9) students per class/section. However, those "LGI" classes or sections with large enrollments may exceed the nine student limit **with permission of the Test Center Director or the Test Center Coordinators.**

The following guidelines have been established by the Richland College Administrative Team:

- Instructional testing in the Richland Test Center is limited to make-up testing. Permission for a student to take a make-up test is solely the decision of the instructor, but it must be understood that the intent of this service is not to relieve any instructor from doing tests during regularly scheduled class times which are described in the class syllabus.
- In the case of a family emergency, on the part of the instructor, the test center stands ready to perform this service.
- In all cases other than emergency situations, instructors are responsible for completing all forms and

- dropping off adequate numbers of tests IN PERSON at the test center.
- FAXING work orders is not acceptable. It is important that face-to-face communications occur in each case to insure proper test security and clarity of instruction.
- No tests will be accepted by any other method. Occasionally instructors slip tests under the door when the test center is closed. Cleaning crews have access to the center when it is closed, and we will not be responsible for materials left in this manner. Orders over the phone are similarly excluded since test security cannot be assured, and we will not be responsible for making copies or altering tests in any way.

Please call the test center to discuss how we can serve you and your students. We realize the information above may seem a little negative but rest assured, we are eager to serve you and our students in any way we can which doesn't place the integrity of the test environment in an untenable situation.

The Richland Test Center routinely gives more than 20,000 tests a year so we must be organized. Losing a single test is our biggest nightmare and is not acceptable. We need your help in this pursuit of an extremely difficult goal. Your understanding of our need for what might appear to be obsessive internal control is appreciated.

Classroom Management

Emergency Procedures

Emergency phones are located in various hallways throughout the campus. Emergency phone numbers are mounted on the hallway walls for your use. Please use these phones for emergency only. All instructors should be aware of the location of the nearest emergency phone to each of their classrooms.

Steps to take in all emergency situations which threaten life, limb or property:

1. Contact College Police at x911 and
 - a. Give your name;
 - b. Give nature of situation, including presence of weapons, if any;
 - c. Give the exact location, including the building name and room number;
 - d. Give name of person(s) involved; and,
 - e. Return to emergency situation if feasible.
2. College Police and/or another Emergency Response Team member will report to the situation and follow through.
3. College Police and other appropriate divisions shall do documentation and follow-up.
4. After an emergency, a member of the Emergency Response Team will initiate a debriefing for all members involved in the emergency when appropriate.



Medical Emergencies

If you witness an accident or medical emergency, i.e., if someone falls, faints, has a seizure, or suffers an injury or sudden illness, the procedure should be as follows:

1. Call the Health Center at x6135 or College Police at 911 from a campus phone.
2. Give the following information when you call:
 - a. Your name;
 - b. What happened; and,
 - c. The exact location of the incident, including the building name and room number.
3. Stay with the victim until assistance arrives, and most importantly, **DO NOT MOVE THE VICTIM.** If the injured person attempts to move, encourage him/her to remain still until appropriate personnel can assess the situation.

4. Basic first aid directs that the victim should never be moved unless it is absolutely necessary for safety reasons. These efforts are directed toward preventing further injury.
5. Because of the risk of exposure to blood borne pathogens, avoid touching any blood or body fluids. All blood or body fluid spills must be cleaned by Facilities Services, x6170.
6. Decisions to call outside help must be made by the Health Center or College Police.

This procedure and other emergency crisis procedures may be found in the flip chart EMERGENCY/ CRISIS PROCEDURES located in each classroom.



Inclement Weather/Class Cancellation

972-238-6912

Class cancellation due to inclement weather is determined by the President's Office and communicated to the campus via College Police and local television and radio stations. Announcements will affect all the Dallas County Community College District campuses, which includes the Richland College campus. You may call the Inclement Weather Employee Hotline at 972-238-6912 for updates and information. The Inclement Weather Hotline for Students is 972-238-6196. Please give this number out to your students instead of the employee number. Information can also be found on the Richland College website www.richlandcollege.edu

Classroom Cleanliness/Food & Drink Policy

The instructional staff is responsible for setting policy regarding the use of food and drink in each class that they teach. In accordance with OM EJ-801 <http://intranet.dcccd.edu/intranet/rlc/operational/EJ801.pdf> faculty will include a statement in course syllabi detailing their policy. The faculty member and the students in the course are responsible for observing the established policy throughout the semester. Except where otherwise determined by a faculty member, food and drink are expressly prohibited in classrooms and labs. Where faculty choose to enforce the “no drink, no food” policy in their classroom, a statement to such effect must be listed in their syllabi. When faculty members determine that it is permissible for members of a given class to have drinks and/or food in the classroom, they must circulate the “Statement of Responsibility” near the beginning of the semester (*see statement below), which must be signed by all students who intend to bring drinks or food into the classroom. In essence, this is an agreement to be responsible for removing cans, bottles, trash, etc. from the learning environment. The faculty member is responsible for maintaining the signed statements on file during the semester and insuring that students meet the conditions of the agreement.



Statement of Responsibility

“We the undersigned understand that bringing drinks and food into the college classroom is a privilege and a responsibility. Out of respect for other members of the Richland College community, we agree to take full responsibility for our actions. This includes but is not limited to removing cans, bottles, trash, etc. from the classroom when we leave, and depositing our trash in appropriate receptacles outside the classrooms. Also, we agree to clean up spills and, if special cleaning is needed, to contact appropriate college personnel immediately.”
 [Faculty may add wording regarding the prohibition of certain kinds of foods, such as foods with strong odors, etc.]

The right and responsibility for setting classroom food and drink policy does not extend to classrooms or other areas where students and faculty are working directly with or around college property such as computers, lab materials, equipment, and/or college-owned books. Classroom and other spaces such as these will be restricted from the use of food and drink at all times for students and college personnel. In addition, the right and responsibility for setting classroom food and drink policy does not extend to items that are generally prohibited from the campus (e.g. alcohol, tobacco products).

Class Announcements

Employees needing to communicate with the entire college population through class announcements will do so by securing the approval of the appropriate Vice President and having the announcement printed on blue paper. Instructors are obligated to read to their classes only those announcements that appear on the appropriate blue form. Faculty members should not characterize as official any other announcements.

Lost and Found (Pecos 160)

The College Police Department maintains a storage area for "lost and found" items. Officers are on duty 24 hours a day. Additionally the computer lab (D229) has a place for lost textbooks.

972-238-6174



INSTRUCTIONAL SUPPORT

Career Information and Placement Services (E093)

972-238-6921

Career Information and Placement Services serves as a resource for credit and non-credit students as well as alumni of Richland College. A Career Resource Library is available for student use. Books include career planning, occupational research and employment skill development. Students may use the service at their leisure; however, appointments are encouraged for using the Computer Guidance Programs. Instructors are encouraged to refer students to Career Information and Placement Services. Arrangements can be made for class visits by contacting the office.



College Police (P 160)

Emergency on campus 911 (from a land line on campus)

off campus 972-860-4290 (or from a cell phone)

Richland College Police enforce all general and criminal laws of the state. Specially trained personnel are commissioned to protect the physical property of the campus community and the persons and property of campus citizens. Officers are responsible for enforcing rules, regulations and board policies of the college, including the code of conduct for students. Officers are on duty 24 hours a day.

The Learning Center (M216)

972-238-6226

The Learning Center provides the following services for instructors: in-class presentations tailored to faculty/student needs (writing papers, study skills, note taking, etc.) as requested by the instructor; in-class diagnostic testing of reading and English skills; instructional support materials; free tutoring in most subjects by appointment; and drop-in tutoring labs for accounting, English/writing skills, ESL and math. In addition, the TLC provides free tutoring for Richland students in most subjects.



Computer Labs (D229 and WH 159)

972-238-6317

Instructors in any subject area can bring their classes to the computer labs for instruction in using word processing or other relevant software. The computer lab personnel will conduct introductory lessons in the use of software if requested. Requests for use of a lab for a class session need to be made at least one week in advance. Students must present a current semester Richland ID card and a driver's license or a picture ID in order to use the labs.

Learn Labs

Learn Lab classrooms are designed to enhance student engagement while using current technology. These classrooms are arranged and designed unlike any other classrooms on Richland's campus. An instructor wanting to teach in the Learn Lab is required to take the Learn Lab training and to complete Cooperative

Learning.

Counseling Services

972-297-9981

Richland licensed professional counselors are available to help current students with personal, career, and academic concerns. Counselors provide short term, solution focused personal counseling, crisis intervention, and make community agency referrals. Richland Counseling Services is located inside the E082 suite, in El Paso Hall. During normal business hours M-Th 8:00 a.m.-7:00 p.m. and F 8:00-5:00 you can call the center at 972-238-3771, send or bring a student in person, or utilize the crisis pager in a crisis situation and a counselor can come to you. There is more information available on the Counseling Services website, including information about each of our counselors at www.richlandcollege.edu/counseling

CRISIS Situations

During business hours *Faculty and Staff ONLY* can utilize a confidential crisis pager number to contact a counselor on duty to respond within 5 minutes.

Counselors may be reached by dialing (972) 297-9981 and after hearing three beeps, enter the number of the phone you are calling from. Then hang up the phone, keep the line clear and wait. When you are contacted: (a) give your name, exact location, and person(s) involved; (b) give nature of the situation and your concerns; (c) specify your role and clarify any assistance is needed. If a counselor does not respond within five minutes, (or after 7:30 p.m. or on weekends), contact College Police at x911 for assistance.

Disability Services –T120

972-238-6180

The Disability Services office provides services for students with disabilities. The office provides information, special assistance and support services to students with disabilities. To heighten awareness, the office promotes a continuing educational effort to enhance attitudinal growth among the college community and to increase an understanding of the needs of students with disabilities. Support services include special testing arrangements, taped textbooks, sign language interpreters and CART providers, scribes, note takers, special classroom seating arrangements and referral for tutoring services. A manual (available upon request) has been created to assist faculty, administrators, and staff in making reasonable accommodations and appropriate academic adjustments in the classroom for students who have disabilities.

Students who request accommodations will obtain documentation of disability from a doctor or other appropriate health professional and bring it to disability Services for review. Disability Services will issue an authorized student request for academic accommodation for the student to give to the instructor.

Instructors should contact Disability Services for any questions.

Duplication Services

There are two locations that provide duplication services for adjunct faculty:

1. The RICOH Print Shop (WH160) 972-238-6279 offers a walk-up copying service to all adjunct instructors. Material will be copied while you wait after you have completed and have approval by the ACCESS Center staff a "Duplication Request" form (available in the ACCESS Center and on-line). Please note that students will not be allowed to pick up duplication orders; if you choose the walk-up service you must wait for your order to be completed.

2. The ACCESS Center will provide duplication services for small projects (100 copies max) while you wait or you can leave duplication requests to be completed which may require up to two working days depending on size of project. Complete the request form available in the ACCESS Center and place material in the DUPLICATION tray at the front desk. Completed projects will be available at the front desk.

Copyright Information

The limitations stated below shall not apply to current news periodicals and newspapers and current news sections of other periodicals.

- **Single Copy for Teachers:** A single copy may be made for any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class:
 - A chapter from a book;
 - An article from a periodical or newspaper;
 - A short story, short essay or short poem, whether or not from a collective work;
 - Charts, graph, diagram, cartoon or picture from a book, periodical, or newspaper.
- **Multiple Copies for Classroom Use:** Multiple copies (not to exceed in any event more than one copy per pupil in the course) may be made by or for the teacher giving the course for classroom use or discussion, provided that: The copying meets the test of brevity and spontaneity tests described below and each copy includes a notice of copyright.
- **Definitions: *Brevity***
 - **Poetry:** (a) A complete poem if less than 250 words and if printed on not more than two pages, (b) from a longer poem, an excerpt or not more than 250 words.
 - **Prose:** (a) Either a complete article, story or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less. (In the case of works between 2500 and 5000 words, you may use an excerpt of up to 500 words). The numerical limits stated above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.
 - **Illustration:** One chart, graph, diagram, drawing, cartoons or picture per book or per periodical issue.
 - **Special works:** Certain works in poetry, prose or in “poetic prose” which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Despite the numerical limits above, such “special works” may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words found in the text thereof, may be reproduced.
- **Definition: *Spontaneity***
 - The copying is at the instance and inspiration of the individual teacher, and the inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.
- **Definitions: *Cumulative Effect***
 - The copying of the material is for only one course in the school in which the copies are made.
 - Not more than one short poem, article, story, essay or two excerpts may be copied from neither the same author, nor more than three from the same collective work or periodical volume during one class term.

- There shall not be more than nine instances of such multiple copying for one course during one class term.

Prohibitions to Above: Notwithstanding any of the above, the following shall be prohibited:

- Copying shall not be used to create or to replace or substitute for anthologies, compilations or collective works. Such replacement or substitution may occur whether copies of various works or excerpts there from are accumulated or reproduced and used separately.
- There shall be no copying of or from works intended to be ‘consumable’ in the course of study or of teaching. These include workbooks, exercises, standardized tests, and test booklets and answer sheets and like consumable material.
- Copying shall not:
 - Substitute for the purchase of books, publishers’ reprints or periodicals;
 - Be directed by higher authority;
 - Be repeated with respect to the same item by the same teacher from term to term;
 - Result in a charge to the student beyond the actual cost of him photocopying.

Agreed March 19, 1976: Ad Hoc Committee on Copyright Law, Revision by: Sheldon Elliott Steinbach Author-Publisher Group, Authors League of America, by: Irwin Karp, Counsel. Association of American Publishers, Inc. by: Alexander C. Hoffman, Chairman, Copyright Committee. (Library of Congress, Copyright Office, Circular 21 <http://www.copyright.gov/circs/circ21.pdf>).

Financial Aid Office—T130

972-587-2599 (The Call Center)

The Office of Financial Aid assist students to complete their online financial aid, loan and scholarship applications at Richland. Students interested in applying for financial aid need to complete a Free Application for Federal Student Aid online at WWW.FAFSA.ED.GOV The information will determine eligibility for grants. To apply for Direct Loans students log on WWW.STUDENTLOANS.GOV. Emergency student loans go to Financial Aid Forms on Richland’s website to apply for on-campus student employment through the College Work-Study Program and other institutional scholarships available through the DCCCD Foundation Office. The Office of Financial Aid also assists students who are recipients of private sources of scholarships. Funds through outside scholarship sources are routed through the Financial Aid Office and made ready to be utilized by the student. The Financial Aid Office is located in Thunderduck Hall.

College Communications & Marketing, B227

College Communications & Marketing strives to reach internal and external communities to report and market student and employee success and economic, workforce, institutional, and community development opportunities and news. Services provided include: printed and online marketing materials (class schedules, catalogs, brochures, and fliers); Maintenance and design of the college website; Media relations and buying efforts (press releases, internal newsletters, and advertising); Coordination of photography for faculty, staff and administration; Promotional items relative to marketing for all departments on campus; and Coordination of the State Employee Charitable Campaign (SECC) and the Alumni Association

For more information call 972-238-6194, or visit www.richlandcollege.edu/ccm

Health Center—T110

972-238-6135

Medical Emergency: Call Health Center at (972) 238-6135 or Richland College Police at (972) 860-4290.

The Health Center is a multi-purpose facility that promotes health, wellness, and preventive care for the college community. Registered nurses coordinate and provide the health services. Health services are available to current students and staff at no cost. Individuals do not need to be sick to come to the Health Center. Health questions and concerns are welcome. Students with chronic health problems are encouraged to visit the Health Center to discuss any special concerns with the nurse before

attending classes and/or whenever problems arise. Some of the services provided by the Health Center are the following:

Emergency medical care
Non-prescription medication
Blood pressure monitoring
Vision/Hearing Screening
TB skin test
Pregnancy tests

Rest facilities
Health Information/Screening programs
Community Health Resource Information
Student Health Insurance Information
Employee Wellness Program

Library—L102

972-238-6081



Richland College Library provides faculty and students with a collection of over 90,000 print volumes, over 150 subscription databases, and 28,000+ E-books. There are 44 computers in the library for online access, along with a print collection of current magazines and newspapers. Research assistance from professional librarians and the circulation of instructor-designated reserve materials are available 67 hours per week. Online access to electronic databases and the library catalog is available at any time. The librarians teach a three-session information literacy program, open to all students. The class schedule for the semester is posted on the library's Web site. Instructors

can consult with librarians about bringing their class to the library for research or for targeted instruction by calling x6082 (reservations required). Instructors are welcome to request titles to be purchased to support their curriculum; contact Cynthia Clements at x6153. Please present a staff ID card to check out library materials.

Multicultural Center—T150

972-238-6900

The Multicultural Center is an advising and referring center designed to meet the academic needs of students whose native language is not English or students who were born outside the United States. Services of the Multicultural Center include:

ESOL advising
International student advising
Course selection
Registration, degree planning
New and transfer student's orientation
Financial aid information

Tutoring referral
Career advisement
Testing referral
ESOL conversation partner referrals
Community referrals
Personal counseling referrals

Multimedia Learning Center—T246

972-238-6001

The Richland Multimedia Center is a dual purpose specialized computer facility serving students enrolled in multimedia programs and the Richland staff and faculty. Various certificate programs are available including Internet Communications, Multimedia Authoring, Visual Design and Multimedia Development Specialist. Staff and faculty may use the Center for image scanning and to work on multimedia projects to be used in the classroom.



Office of Student Life —E040

972-238-6130

Office of Student Life (OSL) provides a variety of programs -- entertainment, films, speakers, and creative involvement -- that seek to integrate life experiences with students' formal educational process. The office of Student Life encourages all students and faculty to make suggestions for future programs.

Technical Education Advising—T162

972-238-6391

The purpose of Technical Education Advising is to provide students with individualized comprehensive service regarding the following majors: Business, Computer Science, Computer Information Systems and Richland College Technical Education programs.

PROFESSIONAL DEVELOPMENT OPPORTUNITIES

Richland Adjunct Faculty Association

The purpose of the Richland Adjunct Faculty Association (RAFA) is:

- To further the interests of adjunct faculty.
- To act as a point of communications between adjunct faculty and administration.
- To act as a point of communication between adjunction faculty and full-time faculty.
- To further the contributions of adjunct faculty to the Richland Community.



The Association, which meets monthly, is made up of adjunct instructors who represent the various subject areas across the campus. Meetings are also attended by the Dean of ACCESS Operations or the dean's representative. The Association provides a regular opportunity for open discussions between adjunct faculty and speakers on topics of interest to adjuncts for professional development. Any adjunct instructor is invited to attend any of these meetings. Thunderwater Organizational Learning Institute credit for professional development is awarded for attendance.

There are several ways you can become involved in the Association:

- Join our E-mail group or check our web page
- Attend any meeting of the Association
- Become a member of the Association

A schedule of meetings will be posted in the Adjunct Faculty College Center & Evening/Weekend Support Services or on eCampus (<http://ecampus.dcccd.edu>).

Cooperative Learning

Cooperative Learning is a most successful pedagogy that enlists specific techniques and the instructional use of small groups. Students, faculty and staff work together to maximize their own and each other's learning. Techniques for cooperative learning are taught for free seminars in Fall and Spring. Watch for notices in your mailbox. For more information, contact [Becki Williams](#) at 972-238-6362.

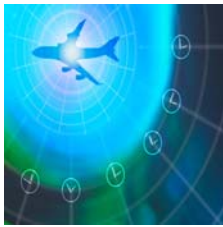
Thunderwater Organizational Learning Institute (TOLI)

Mission Statement: Richland College's *Thunderwater* Organizational Learning Institute will support the ongoing development of Richland College as a successful learning organization by facilitating access for all employees (staff, full time, and adjunct) to professional development opportunities which are:

- grounded in the learning and service needs of our students and communities;
- foster institutional goals and priorities; and
- responsive to departmental and individual initiatives.

Please see http://www.rlc.dcccd.edu/thunderwater/index_adjunct.htm for adjunct professional development opportunities. Twenty-six hours of professional development are required of full time faculty only. Any professional development hours adjunct submit to TOLI will be added to records in the Colleague System and may be referenced for applications for any position for fulltime or otherwise.

Travel Funds



Each year funds to help adjunct faculty attend professional conferences, workshops, etc. are budgeted by the college. A committee headed by the Treasurer of the Adjunct Faculty Association makes decisions on individual awards. Information about the procedure for requesting funds is available from the staff of the ACCESS Center. Requests should be made as early in the semester as possible. See the RAFA web page on eCampus.

Recipients of travel fund monies will be asked to provide a brief report of the event they attended, to the Adjunct Faculty Association. This can be done preferably by attending an Adjunct Faculty Association meeting or by submitting a brief written report. Depending on monies available, if more than one member from the same department applies for funds to the same event, monies allocated may have to be divided equally among the applicants.

MISCELLANEOUS INFORMATION

Workplace Policy on Employee's Children

The Dallas County Community College District values its employees and strives to support them through the employment policies and benefits that it adopts. While the District seeks to focus on providing an environment open to work and family issues, it also believes that the workplace should not be used in lieu of a child care provider.



Further, the District believes that it is inappropriate for minor children of employees to be in work areas during work hours for several reasons: the potential liability to the District, risk of harm to the children, and decreased employee productivity due to distractions and disruptions.

It is the District's policy that minor children of employees not be present at an employee's worksite—for example, office, classroom, etc.—in lieu of other child care arrangements during the employee's work hours.

This policy is not intended, however, to prohibit children from the campus when the purpose of their visit is to attend classes, to gain occasional informal introductions to the college environment, or to participate in activities specifically scheduled for their benefit. Further, the supervisor may approve short-term exceptions for an emergency, or other non-routine, presence of an employee's child(ren) in the office.

Employees who do not abide by this policy may be subject to disciplinary action.

<http://www.dcccd.edu/people/hr/hrog/gen/wpvisit.htm>

Commonly Used Terms and Abbreviations

- **A.C.C.E.S.S.:** Adjunct Faculty College Center & Evening/Weekend Support Services
- **Academic Advisor:** A member of the college staff who helps students set educational goals and selects courses to meet those goals.
- **Add:** During any single semester, to enroll in additional course(s) after registration.
- **Admission:** A person wishing to enroll must complete an application, be accepted and receive acknowledgement of acceptance from the Admissions Office before registering. An application can be acquired online at www.dcccd.edu.
- **Audit:** Enrollment in a credit course without receiving academic credit.
- **College-Based Distance Learning Class:** A College-based Distance Learning Class has more than 50% of the instructional contact hours delivered at a distance, with occasional college-based instructional requirements, i.e. testing and review sessions. Most student services are delivered on

campus. College-based Distance Learning Classes are offered using one or more of the distance learning course delivery formats.

- **Career and Technical Courses:** Courses that lead to a Certificate or Associate in Applied Science Degree in a technical or occupational program. These courses are designed to aid the student in developing entry-level skills to be used in the job market. Consult an advisor regarding transferability if you plan to attend a four-year institution.
- **Catalog:** Available on line with course descriptions, certificate and associate degree requirements, and general information.
- **Class Schedule:** Available on line prior to each semester listing classes, sections, dates, times, instructors' names and meeting places. This is used by students in preparing personal class schedules each semester.
- **Common Course Numbers:** Beginning in Fall 995, the Common Course Number became the official number of the course. This same Common Course Number is being used for the same course by a number of colleges throughout Texas to help students identify how a course will transfer. However, the lack of a Common Course Number does not necessarily mean a course will not transfer.
- **Concurrent enrollment:** (a) Enrollment by the same student in two different colleges of the DCCCD at the same time; (b) Enrollment by a high school student in one of the DCCCD colleges while still enrolled in high school; (c) Enrollment in both a college of the DCCCD and another college or university at the same time; (d) Enrollment in both credit and continuing education courses at the same time.
- **Core:** The 48 prescribed hours of a 61-hour degree plan that a student must successfully complete in order to receive an Associate in Arts or an Associate in Sciences Degree.
- **Course Load:** The number of hours or courses in which a student is enrolled in any given semester.
- **Credit:** The numerical value assigned to a course (See "credit hours/semester hours.")
- **Credit hours:** The unit of credit earned for course work. Each college course is worth a certain number of credit or semester hours. This number is determined by the type of class and the number of hours per week it meets. For example, a three-credit-hour class (English, history, etc.) meets three hours per week during the fall/spring semester; a four-credit-hour class (science, languages, etc.) meets six hours per week. Check the Catalog or the current Class Schedule for the value of any course you wish to take (see semester hour and course load).
- **Credit Classes:** Credit classes are those that award academic credit and may apply toward a degree.
- **DCCCD:** Dallas County Community College District. The district is composed of Brookhaven, Cedar Valley, Eastfield, El Centro, Mountain View, North Lake, Richland Colleges as well as Bill J. Priest and Dallas Telecollege. These colleges are all subject to the policies established by the DCCCD Board of Trustees.
- **Developmental Studies:** Courses that develop prerequisite skills in reading, writing and mathematics. Because of the nature of these courses, the credit earned will not count toward graduation requirements and may not be transferred to colleges outside the DCCCD.
- a specific major or degree at a four-year college or university.
- **Transcript:** An official copy of a student's academic record which can be obtained through the Admissions Office. An official transcript must have the seal of the college affixed and the signature of the Registrar.
- **Withdrawal:** The act of ending enrollment in classes. A student withdrawing must go through a formal procedure. It is the student's responsibility to withdraw officially by the appropriate date. See the Academic Calendar in this catalog or in the College Class Schedule for the "Last Day to Withdraw". A "W" is not calculated into GPA.
- **Distance Learning:**

Distance Learning Definitions
Approved June 2011 VP Council

If a course has more than 50% online, it is to be paid off the distance learning payment grid. If the course is less than 50%, is not paid off the distance learning grid.

Online—(Coded DL) All content delivered through computers and multimedia. These courses use eCampus and may include CD's and audio/video streaming. **No on-campus testing or activities are required; however, off-campus proctored exams may be required.**

(NOTE: LeCroy has a list of proctors; however, it is the student's responsibility to find proctor.)

- 100% online
- Coded DL on SOFF under Schedule Type
- Paid from DL grid
- Has 9xxx sections linked

Online Partial—(Coded DL) Most of the content delivered through computer and multimedia. These courses use eCampus and may include CD's and audio/video streaming. **On-campus testing, orientation, and/or other activities may be required.** Be sure to explain in the annotation that a campus visit for orientation or testing will be required. (NOTE: If students are asked to attend regular weekly on-campus class meetings, the class becomes an online/classroom—see below.)

- 51% or greater online
- Coded DL on SOFF under Schedule Type
- Paid from DL grid
- No 9xxx sections linked.

Online/Classroom—(Coded DL) Content delivered through an even distribution of 50%-50% of online and classroom activities. These courses use components of computer instruction, multimedia activities, and classroom time. **On-campus classroom time is required.**

- 51% or greater offered **online**
- Coded DL on SOFF under Schedule Type
- Online portion of the course is paid from the DL grid
- NO 9xxx sections linked

(Be sure annotation shows days/times required on campus and first date of class. Two weeks prior to class certification date, Academic Schools must remove the lec or lab times from the SOFF screen. Classes coded DL cannot have specific times listed on the SOFF screen. Use SCO for the "building" and SCOCL for the "room." If the times are not removed from the SOFF screen, the course will be removed from state reporting, and campuses will lose funding.)

Note: Deans might see lecture/lab combinations (science course, ESOL, practicum, etc.). For example: In a Science course, if the lecture portion of the course is taught online then the lecture portion is paid off the distance learning grid. If the lab portion is on campus, then the lab portion is NOT paid off the distance learning grid.

Online/Campus—(NOT Coded DL) Content delivered with 51% or higher of on-campus activities. These courses use components of computer instruction, multimedia activities, and classroom time. **On-campus classroom time is required.**

- 51% or greater offered on **campus**
- Coded as regular section (D, N, FD, FN etc.) on SOFF under Schedule Type
- **Not paid from DL grid**
- NO 9xxx sections linked (Be sure annotation shows days/times required on campus.)

Video-Based (not offered at RC)—Content delivered through a local cable channel, CD, DVD, MP4 system, or VHS cassette. **On-campus testing or activities may be required. Content is not delivered through computer Internet activities, but instructor may provide some communications, syllabus, orientation, and test review by email.**

Richland Only: Web-e (enhanced)—Most of the content delivered in a classroom, but may include various forms of

technology, including but not limited to eCampus, Internet, etc. **On-campus courses with Internet enhancement.**

- **Drop:** The act of officially withdrawing from a particular course without penalty before a specified date. See the Academic Calendar in this catalog for "Last Day to Withdraw." It is the student's responsibility to drop a course by the date published.
- **Dual credit:** Credit earned for both high school and college via concurrently enrolled high school students.
- **eCampus:** eCampus is a course management system that allows faculty to share specific course information online. Faculty may post course syllabi, assignments, and additional course material on eCampus. This system also enables faculty to inform each student of his or her grades and attendance information throughout the semester. All distance learning courses use eCampus but it can also be used to support on-campus classes.
- **eConnect:** eConnect is a web application that allows you to search, register and pay for your credit classes, view your grades and access your financial information online.
- **Electives:** Courses that do not count toward a major but are required for most college degrees. Electives are selected for personal interest, skill development, or to increase one's knowledge or understanding. Consult with an advisor before deciding upon electives.
- **Flexible-entry course:** A course beginning and ending on dates that are different from the regular semester. This is also referred to as "flex-entry" or "short semester." Consult the Class Schedule for further information.
- **Former student:** One who has not attended a college of the DCCCD in the past year.
- **Full-time student:** A student who is enrolled for at least 12 credit hours during a semester or for six credit hours during a summer session. The student may be enrolled in one or more colleges of the DCCCD as long as the total number of hours meets the full-time requirement.
- **GPA:** Grade Point Average. Two different ways of computing a GPA are utilized. GPA1 includes all course work including any developmental/remediation course work. GPA2 is calculated for all college level courses and does not include developmental/remediation course work.
- **Lab hours:** The number of hours a student spends each week in a laboratory or other learning environment.
- **Lecture hours:** The number of hours a student spends each week in a classroom other than a laboratory.
- **Major:** A concentration of courses (generally 10-13 credit hours) within a specific discipline.
- **Non-Credit Classes:** Non-credit classes do not apply toward a degree and are usually offered as continuing education courses.
- **Part-time student:** A student who is enrolled for less than 12 credit hours during a semester or less than six credit hours in a summer session. The student may be enrolled in one or more colleges of the DCCCD as long as the total number of hours meets the part-time requirement.
- **Performance grade:** A grade of "A," "B," "C," "D," "F," or "N." This does not include the grades of "W," "I," or "E".
- **Prerequisite:** A requirement that must be met before registering for a specified course. For example, the prerequisite for English 1302 is the successful completion of English 1301. A prerequisite may be another course (high school or college), an appropriate assessment score, or instructor's permission.
- **Probation:** A warning for a student whose academic work or behavior is unsatisfactory. Students on academic probation may be suspended if their academic performance does not improve.
- **Richland Collegiate High School:** Students enroll in junior standing and are integrated into college courses. Upon successful completion of the program students graduate with a high school degree as well as an Associate degree and then transfer to a four-year college in junior status.
- **Registration:** The official process for enrolling in courses. This involves selecting classes with the help of an advisor, completing all registration forms and paying fees. Check the class schedule for registration dates.

- **Registration Number:** A number indicating the course, day/evening, hour, room number and name of instructor for a particular course.
- **Semester:** A term denoting the length of time a student is enrolled in a specific course. For example, there are two long semesters (Fall and Spring) each of which lasts approximately 16 weeks. There are two summer sessions or "semesters" (Summer I and Summer II) each of which lasts approximately 5 weeks.
- **Syllabus (Syllabi):** An outline for a course of study. Students usually receive a syllabus from the instructor at the beginning of each course.
- **THEA:** Texas Higher Education Assessment
- **TSI:** Texas Success Initiative
- **Technical/Occupational Courses:** Courses that lead to a Certificate or Associate in Applied Science Degree in a technical or occupational program. These courses are designed to aid the student in developing entry-level skills to be used in the job market. Student should consult an advisor regarding transferability if they plan to attend a four-year institution.
- **Tech-Prep:** An educational process where the college and the public high school districts cooperatively develop and implement a planned sequence of course work to prepare students for technologically advanced careers. Tech Prep programs are endorsed and approved by The Texas Education Agency (TEA) and The Texas Higher Education Coordinating Board (THECB). Through the Tech Prep process students earn college credit while in high school and advance to college programs after graduation.
- **Telephone registration:** Touch-tone registration is available for continuing students during regular registration. The telephone number for touch-tone telephone registration is 972.613.1818.
- **Transfer courses:** Courses that are designed to transfer to other colleges and universities. Students need to consult with an advisor or counselor or check on the college web site about the transferability of specific courses. Although a course will transfer, it does not mean it will apply toward a specific major or degree at a four-year college or university.
- **Transcript:** An official copy of a student's academic record which can be obtained through the Admissions Office. An official transcript must have the seal of the college affixed and the signature of the Registrar.
- **Withdrawal:** The act of ending enrollment in classes. A student withdrawing must go through a formal procedure. It is the student's responsibility to withdraw officially by the appropriate date. See the Academic Calendar on line for the "Last Day to Withdraw." A "W" is not calculated into GPA.