

Quinebaug Valley Community College
Adjunct Faculty Handbook

Course Syllabus

A current syllabus for each course is necessary to assure the integrity of the instructional program. A syllabus communicates to several constituencies what the course is all about. Among these constituencies are students, prospective students, counselors, librarians, faculty colleagues, administrators charged with evaluation of academic personnel and programs, and extra-institutional licensure and accreditation evaluators. Each of these constituencies--but most importantly students--need to understand the purpose, scope and expectations of the courses available.

Responsibility for syllabus preparation rests with each instructor for the course(s) he/she teaches. By the end of the first week of each semester, each instructor is required to provide a copy of the syllabus to each student registered for the course, and an electronic copy, in a PDF format, should be emailed to Christine Mailhot at cmailhot@qvcc.edu.

Syllabi should be prepared in a standard format as follows, and must include at least the following:

I. File Data

- Department, course and section number, course title, and number of credits
- Name of instructor and semester/year for which prepared. Office hours of the instructor.

II. Descriptive Data

- Course description as approved for catalog
- Approved course objectives - includes a brief narrative statement of purpose(s) of the course. Should be stated in terms of outcomes expected of student
- Course content - may be narrative or outline depending on preference of instructor; should detail areas of knowledge to be explored and/or skills to be developed with time frames
- Text(s) - required and recommended. Must include a list of reading assignments and their dates
- Collateral readings and/or bibliography - may be attached
- Attendance requirements and/or expectations

- Final date to drop [withdraw] from the course

III. Evaluation Criteria

- Grading criteria - full indication of all expectations that will affect a student's grades including, where appropriate, the weights to be assigned various factors
- Indicate when exams will be administered and what areas will be covered
- Specify any penalties or expectations regarding late papers, late assignments, etc.

Note: As a general policy final examinations are required in all courses and should be administered during the week designated in the academic calendar. Any exceptions to this policy must be approved by the Dean of Academic Affairs and Student Services. Part-time instructors must send a hard copy of the final grades to Christine Mailhot, Administrative Assistant to the Dean of Academic Affairs and Student Services.

IV. Accommodations for Students with Special Needs

- Please add a comment that tells your students who have special needs due to disabilities to self-identify themselves privately to you. Reasonable accommodations must be made for students with documented disabilities. The office of the Dean of Learning and Student Affairs can assist you with these accommodations. The following wording is suggested:

"Students with disabilities who may need academic accommodations should discuss options with me as early as possible in the semester, preferably during the first two weeks of class. You will need to provide documentation of your disability to either John Lepore, Learning Disability Specialist, or Chris Scarborough, Learning Disability Specialist, in the Student Affairs Office."

- Instructors will provide reasonable assistance and/or accommodations to students who have completed this procedure."

V. Additional

- Gender-biased references are to be avoided in the preparation of syllabi and other instructional materials. If you need assistance or information concerning syllabus preparation, please contact the Dean.
- The syllabus not only provides a critical guide for students but also serves as the instructor's word regarding content, objectives, evaluations, etc. the Dean will rely on the syllabus to resolve issues regarding grades, attendance or other concerns that may arise. Please exercise care and good, professional judgment in the preparation of this important document.

Teaching Tips

Faculty and staff in the Academic Affairs Division were sent a "quick poll," to ask what they thought would be the top five or six items to include in a thorough and effective syllabus. The following is a summary of items sent in response:

Key Items for an Effective Syllabus:

- Course Name, Number, Section, Day and Time, Location
- Instructor Contact Info:
 - Name
 - Phone number (some suggested a home phone-not all agreed)
 - Email
 - Office Location (if applicable) and Hours of Availability
- Course Description and Learning Outcomes
- Course Assignments and Expectations of Responsibilities
 - Including Class Participation
 - Policies on missed/late work
 - Policies on make-up quizzes etc.
 - The 2 to 1 "homework" expectation*
- Day to Day schedule (at least a rough schedule, with note about how flexible it might be)
 - Schedule of readings, discussions, topics etc.
 - Tests
 - Papers
 - Due dates
 - Holidays
 - Last Day to Drop with a W etc.

-Advisement Day

- Required Texts and Other Materials or Supplies
- Grading Info./Evaluation Criteria
- Plagiarism (and/or "cheating") information
- Study tips, if applicable
- Contact Information for Academic Support Services

-Such as the Library, Learning Center

-Information for students with disabilities

-Blackboard information, if applicable (and/or web address for other course related materials)

Did You Know...

- Your syllabus is a contract with your students?
- The Library keeps syllabi on file for two semesters?
- Statement for students with disabilities is not only a good idea, but required?

*In general, for each course a student takes, there is a formal expectation that on average there should be 2 hours of "homework" for each 1 hour spent in the classroom?

Is your syllabus online somewhere? (In Blackboard or elsewhere?)

Paragraph to be included in all QVCC syllabi regarding students with disabilities

"If you are a student with a disability and you believe you will need accommodations for this class, it is your responsibility to contact either John Lepore, Learning Disabilities Specialist, or Chris Scarborough, Learning Disabilities Specialist, and complete a self-disclosure form. To avoid any delay in the receipt of accommodations, you should contact either Mr. Lepore or Mr. Scarborough as soon as possible. Please note that I cannot provide accommodations based upon a disability until I have received an accommodations letter from either of these individuals. Your cooperation is appreciated." --Provided as an example, by Chris Scarborough, Learning Disabilities Specialist

Questions From the Classroom

Recently, a "part time" instructor (someone who seems to be around much of the time despite the "part time" classification) asked me several questions that have been on his mind quite a bit lately. First, he wanted to know "how do we adjuncts know we are "on the mark" with what we are teaching in a given course?" His concern was that with so many adjuncts throughout the college, he wasn't sure there were ways to guarantee that courses had clearly, consistently defined objectives and intended outcomes. "I know that there is a catalog description for each course we teach, and an official "course record," but how much leeway do instructors have" he asked, "to cover certain parts of a given course, and skim over [or skip over] others?" For any course, are there clear ways we have to insure that the "essentials" are taught, while respecting academic freedom?

The other question was about how far adjuncts should be expected to go in their efforts to insure that students get individualized teaching attention when needed. Adjuncts, after all (he pointed out) don't have offices or required office hours; often, they may only have enough time to show up for class, and then leave at the end, with little or no extra time for meeting with students outside of class. I am sure that many adjuncts go far beyond the minimum class-time contact with students, to carry on teaching and learning outside of class. The question, nonetheless, is one that could generate much constructive sharing of ideas and "quick tips." For part time and full-time instructors alike-how do we maximize our resources of time and energy to reach students both in and out of class?

What are your thoughts on either or both, of these important questions? Send them along, to be included in a future Teaching Tips.

Brian Donohue-Lynch and Cindi Brassington, QVCC Center for Teaching

Expectations/Obligations of Adjunct Faculty Members

- Prepare, according to College guidelines, a comprehensive syllabus (see description), which is to be distributed to and discussed with students during the first week of classes. Three copies of your syllabus must be filed with the Office of the Dean of Learning and Student Development by the second week of classes.
- Select and/or use the appropriate text and readings and/or identify for students other appropriate educational materials. Teach the course(s) as described in the catalog or other approved course descriptions and achieve the course content objectives as scheduled by the College.
- Maintain and submit accurate scholastic records of students' attendance, participation and achievements.
- Periodically check your class roster through Web for faculty to ensure that only properly registered students are attending the course.

- Be available to students on a reasonable basis as needed, usually immediately before and/or after class for consultation.
- Evaluate student progress as fairly and objectively as possible, and reflect these evaluations to students on a timely basis.
- Compute and submit final grades electronically to the Registrar in keeping with the published deadline of 48 hours after the final exam date. A hard copy of your grade book must be submitted to Christine Mailhot, Administrative Assistant to the Dean of Academic Affairs and Student Services at that time.
- Final examinations must be given during the final exam period, or other summative activities must take place during this meeting time.
- Students' papers should be available within two weeks of the end of the semester.
- Notify the Office of the Dean of Academic Affairs and Student Services at the earliest possible time of any inability (illness, accident, emergency) to meet a scheduled class by phoning (860) 932-4121. It is the adjunct faculty member's responsibility to arrange make-up of missed class and material.
- Inform the appropriate College office(s) and/or your designated liaison full-time faculty member of any problems affecting instruction at the College.

Administrative and Academic Support

1. Adjunct Faculty mailboxes are located in Room E234 at the Danielson Campus. Please check your mailbox on a regular basis.
2. Each adjunct instructor is assigned a full-time liaison. Your liaison can help you develop a syllabus, order textbooks, answer questions.
3. An access code to duplicate materials for adjunct faculty's classes will be available from Christine Mailhot, Administrative Assistant to the Dean of Academic Affairs and Student Services. This code number must be entered to operate the copier. The duplicating staff should complete any duplicating job over 25 copies. Materials to be copied may be left in baskets located in the Duplicating Room. Please allow ample time for material to be copied.
4. Paychecks will be mailed every other week to your designated address unless other arrangements are made with the Payroll Officer in the Business Office.
5. Classroom space is assigned. Do not change rooms without consulting the registrar's office in the Student Services Office.

6. Adjunct faculty may not financially commit the College for unauthorized purchases.
7. Guest speakers may be used in class. Honorarium to be arranged through the Dean of Academic Affairs and Student Services at least two (2) weeks in advance. A Requisition for Guest Lecturer form* is to be filled out and signed by the Dean of Academic Affairs and Student Services.
8. Requests for instructional materials must be submitted on the appropriate form (Purchase Requisition*) to the Dean of Academic Affairs and Student Services.
9. Field trips require prior (2 weeks before) approval of the Dean of Academic Affairs and Student Services. Requests for field trips must be submitted on a College Sponsored Field Authorization Form.*
10. Faculty may assign only those grades from the approved QVCC grading scales. Please note the guidelines for posting grades. Grades must be entered into Blackboard during the semester in a timely manner.
11. The Library is open and available to you and your students. Information literacy instruction is available for assignments requiring Internet, database, journal or book research, as well as audio-visual equipment, which must be ordered at least 24 hours in advance.
12. The Learning Center provides tutoring and other learning aids for all students.
13. A voice mailbox is available to adjunct faculty upon request. This is for the convenience of your students and/or other members of the staff to leave a message for you. Please check your voicemail frequently. Adjunct faculty members interested in setting up a voice mailbox should contact Jarrod Borek, Director of IT, at 860-932-4079 or at jborek@qvcc.edu.
14. Our Computer Services has a Laptop Computer Cart available for use in classes. There are 24 laptop computers available. Laptops should be reserved at least two weeks in advance. A sign out form is to be filled out when laptops are picked up. Please allow at least 20-30 minutes before class time for set up of laptops.

*All forms are available in both faculty offices. If you need any assistance, please see Christine Mailhot, Administrative Assistant to the Dean of Academic Affairs and Student Services.

Academic Integrity/Dishonesty

- In order to help students understand and respect the concept of academic integrity (cheating, plagiarism, etc.), instructors are urged to discuss the issue with their classes as early as possible in the semester.
- Academic Dishonesty

- The Board of Regents defines academic dishonesty as, "in general, conduct which has as its intent or effect the false representation of a student's academic performance, including but not limited to:

a) cheating on an examination;

b) collaborating with others in work to be presented, contrary to the stated rules of the course;

c) plagiarizing, including the submission of others' ideas or papers (whether purchased, borrowed or otherwise obtained) as one's own;

d) stealing or having unauthorized access to examination or course materials;

e) falsifying records or laboratory data;

f) submitting, if contrary to the rules of a course, work previously presented in another course;

g) knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed."

Procedures To Follow

In the event of suspected or observed academic dishonesty, an instructor is advised to meet privately with the student, to present the student with evidence of the infraction, and to solicit a response. The instructor may also wish to consult informally with the Dean of Academic Affairs and Student Services.

If the instructor concludes that academic dishonesty has occurred, s/he may assign a penalty in keeping with the gravity of the offense.

An instructor may also decide that the seriousness of the offense warrants that the charge be brought directly to the Dean of Academic Affairs and Student Services. Board of Regents policy is quite specific about the manner in which such a charge must be handled:

"A statement of possible violation must be filed in writing with the Dean of Academic Affairs and Student Services or other designee of the President within thirty days of the date of the alleged violation or within thirty days of the date the alleged violation was known. Said statement must specify the student conduct in question and the part or parts of "Section 2: Proscribed Conduct" which it is alleged said conduct violates."

Student Appeals

Students who wish to challenge the action of an instructor regarding a penalty for academic dishonesty may appeal to the Dean of Academic Affairs and Student Services. See section on ACADEMIC APPEALS.

Once a formal disciplinary action has been initiated, students and staff must follow the procedures as stated in the "Policy on Student Discipline" [Complete, most recent policy should be in Student Handbook.]

Weapons Policy

Subject: Policy Prohibiting Weapons

I. SCOPE

The policy provided herein applies to all Quinebaug Valley Community College faculty, staff, students, visitors and contracted services. The weapons policy applies to both the Danielson campus and the Willimantic Center and offsite activities sponsored by Quinebaug Valley Community College.

II. POLICY STATEMENT

To protect the Quinebaug Valley Community College community from the threat of violent acts, all weapons concealed or otherwise are prohibited on all owned or leased properties of QVCC with the exception of those carried by on duty law enforcement officials according to Connecticut State law (as defined in Section 53-206 of the Connecticut General Statutes).

III. RESPONSIBILITIES AND REPORTING

a. Prohibition

The carrying of any weapon about the person of any individual with the exception of on duty law enforcement officials as cited in the policy portion of this procedure is prohibited. Weapons are defined as follows:

Any pistol, revolver, or other weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, razor slingshot, stick, metal knucks, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such manner as to allow them to swing freely, which may be known as nun chuhka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as throwing star or oriental dart.

b. Prop Weapons

Due to the risk of being identified as a real weapon, any item which looks like a weapon in appearance and which is utilized for any purpose on QVCC property must be reported to and approved by the College administration prior to being used in any activity. Examples of these activities include but are not limited to plays, class presentations and Student Government events.

IV. AMENDMENTS AND ADDITIONS

All amendments and additions to the Weapons Policy are to be reviewed and approved by the Division Council and the Administration.

Grades and Quality Points

Letter grades are given to let students know how well they are learning the material in their courses. Each instructor chooses the factors he/she believes are important in deciding which grade to give (test results, attendance, outside projects, participation in class, etc.). For each letter grade there is a corresponding number of quality points. These are used to provide a numerical expression of a student's work.

The table provided shows the grades and their quality point equivalents:

LETTER GRADE QUALITY POINTS

A = 4.0

A- = 3.7

B+ = 3.3

B = 3.0

B- = 2.7

C+ = 2.3

C = 2.0

C- = 1.7

D+ = 1.3

D = 1.0

D- = 0.7

F = 0.0

I* = 0.0

P = 0.0

AU = 0.0

W** = 0.0

*cannot assign without submitting an Assignment of Incomplete Form

**cannot be assigned by instructor

Final Grade Rosters

Final grade reports are due electronically via my.CommNet.edu in the Records Office not later than 48 hours after the final exam for a course is given. Faculty members are encouraged to submit final grade reports as soon as possible after the administration of each final exam.

Grade Books

All adjunct faculty are required at the end of each semester to leave photocopies of "Grade Book" sheets with Christine Mailhot, Administrative Assistant to the Dean of Academic Affairs and Student Services.

The purpose of this requirement is to provide QVCC officials with some understanding of how grades were arrived at (attendance, class participation, quizzes, hour exams, papers final examination, etc.) in case they are challenged by students after part-time instructors are no longer teaching at the College. Such material should specify the relative weights assigned to various components in arriving at the final grade.

It is no longer necessary to turn in a copy of your final exam. Please retain a copy in your files should a question arise.

Credit by Examination

QVCC offers the opportunity to obtain college credit via written examinations for some courses, provided the student is enrolled in an applicable degree or certificate program. A student who successfully passes a CBE is assigned a "TR" on the academic transcript. No quality points are earned and the student's GPA is not affected.

Why take a CBE?

To gain college credit for completing a beginning course for which the student has acquired knowledge through experience OR to demonstrate mastery of entry level skills in order to enroll in a higher level course.

What factors would make a CBE less desirable?

Students who are planning to transfer probably should avoid CBE 's because they may not transfer. It is important to check with an advisor at the transfer college to determine transferability.

Secondly, if a student has already enrolled in a course for which s/he then decides to do a CBE , the student should be advised that when s/he withdraws from the course, a "W" is placed on the transcript. Often students assume that they will automatically be dropped from the course or that the record of being in the course will be removed. This does not happen and students end up with an "F" as the final grade. Thus, it is important to complete CBE 's before registering for the course dealing with the same skill area. It is critical that any students with financial aid do the CBE before registering for a course since their satisfactory academic progress may be adversely affected. (Financial aid does not cover the costs of CBE 's.)

Third, students who wish to raise their GPA should not take CBE 's because they have no impact on the GPA.

What CBE's are currently available?

A student may take CBE 's for BOT* 111, CSA* 105, MAT* 137. In unusual cases, a faculty member may prepare an individual CBE for a student in a specialty area such as fine arts. There is a fee for each CBE as well as an additional cost to purchase a password for the CSA* 105.

Consult the Learning Center for details.

Timely Feedback to Students

It is clear from the research that students do better and make better decisions when they are provided with timely feedback. As a general rule, please endeavor to return major papers and projects within a two-week period. Shorter assignments should be returned within a week so students can fully benefit from your commentary as they complete other assignments. In fact, a survey of QVCC students revealed that they wanted more feedback, earlier in the semester, regarding their performance.

As part of the College's Quality Initiative, a process improvement team was formed to consider and recommend appropriate feedback mechanisms. Their recommendations are as follows:

The team recommends that all instructors choose one [early warning strategy] from the list below or devise their own appropriate means of "early warning" and use them consistently in all of their courses. The chosen method of early warning should be included in the syllabus.

List of Suggested "Early Warning" Measures

- By mid-term, the instructor should ensure that each student is informed as to whether he/she is passing or failing at that point in the semester; for example,
- Initiate and maintain dialogue with the student
- Provide informal mid-term grades
- Quiz frequently, covering small amounts of material and promptly return corrected quizzes with feedback
- Arrange and encourage individual conferences with students
- Return assignments in a timely fashion with adequate feedback or comments
- Attempt to contact any student who has missed approximately one week of class

Instructors may certainly choose to incorporate several of these suggestions, remembering that the provision of timely, instructive feedback is important to students' progress. Your faculty liaison can help you with questions about incorporating these ideas.

All grades are to be posted in a timely manner in the grade book of Blackboard.

Confidentiality of Student Information

Please be advised that class rosters which contain confidential information (phone numbers and Banner ID numbers) should not be passed around in class or posted in any area. In addition, because Banner ID numbers, like Social Security numbers, can be linked to a specific individual, Banner ID numbers may NOT be used for any postings or for computer log-ons or any other use for which they have not been designed. If you have specific questions, please see Amy Kacerik, Registrar.

See FERPA for more information.

Professional Development Funds

Part-time employees/adjuncts eligibility for use of professional development funds is limited to:

- Part-time lecturers who have taught at least eighteen credit hours in the community-technical college system
- Part-time non-teaching employees who have worked at least nine hours per week for at least three semesters

Funding limit: The committee establishes a per person limit on funding for activities each year. If the money we receive is not allocated by the end of April, we will consider giving additional funding to individuals whose expenses exceeded that amount, or who have participated in more than one activity. (Keep all receipts and program information!)

Center for Teaching

The Center for Teaching, which is funded by the Board of Regents, is a statewide organization dedicated to promoting excellence in teaching at Connecticut 's community and technical colleges. QVCC receives an annual allocation of Center for Teaching monies to fund proposals to enhance teaching excellence.

Any person on the staff (teaching or non-teaching) can apply for funding. The QVCC Center for Teaching Committee makes recommendations to the President on which proposals to fund; final approval rests with the President.

Recently funded activities have included a cross-cultural training workshop for faculty and staff and a faculty retreat to evaluate the Teacher as Researcher project.

Probably the most popular event sponsored by the Center for Teaching is the Annual Spring Seminar, held at the Mercy Center in Madison. Modeled after the National Seminar for Master Teachers, the Spring Seminar brings together faculty members (usually two or three) from each college in the system for three days in May to exchange ideas on teaching in a relaxed setting. Past participants have returned from the experience refreshed and invigorated, eager to discuss new ideas and the insights they have gained into the teaching process.

Anyone interested in applying for any of the above activities should contact the QVCC Center for Teaching representative, Cindi Brassington, for more information.

College-Sponsored Trip Policy

Quinebaug Valley Community College requires that:

1. All College-sponsored trips have a faculty/staff member designated as representing the College.

2. Anyone organizing a College-sponsored trip must complete a College-Sponsored Trip Authorization Form at least two weeks prior to any trip and file that form with the Dean in his/her area. The form is available in both faculty suites, E182 and E234.
3. Planning for any College-sponsored trip includes the development of any necessary accommodations to ensure that the trip is accessible to people with disabilities.
4. Necessary arrangements with the Business Office must be completed.

Weather Closings

In the event of inclement weather, the College will announce closings on these radio stations:

WINY 1350 AM WZMX 93.7 FM

WILI 1400 AM WTIC 96.5 FM

WICH 1310 AM I-98 98.3 FM

WTIC 1080 AM WNLC 100.5 FM

WCTY 97.7 FM WTYD 101 FM

WXLO (MA) 103.5 FM

QVCC Website: www.qvcc.commnet.edu-box on homepage will list the closing of the College due to inclement weather.

This is just to remind you that the decision to cancel classes due to weather is made by the College President and should not be made individually by instructors. In the event that a class is cancelled, teaching time must be made up. Please inform the Dean of Academic Affairs and Student Services office in writing of your plans for making up class time.

Emergency Procedures

In case of an emergency:

1. Go to the nearest phone and call 911. Clearly state the problem and location.
2. Report the situation to the Security officer station located in the Atrium.
3. Evacuate the building by exiting calmly through nearest outside door.
4. Non-ambulatory persons on the second floor should be brought to the Center Stairwell.

New or Revised Policies

- 3.1 Common Course Numbers

Common course numbering is now in effect. Please consult the college website for information. Courses now have titles that include a prefix, an asterisk and a number. While course contents have not generally changed, it is likely that the prefix, number and title have changed.

- Academic Probation and Dismissal

A new policy will be in effect for the Spring 2006 semester. Please consult the college website.

- 3.3.7 English as a Second Language

The Connecticut Community College System shall award academic credit, specifically foreign language credit, to students enrolled in English as a Second Language (ESL) courses at the intermediate through advanced ESL levels. The number of applicable credits shall be determined by existing foreign language credit limitations.

In a process internal to each college, colleges may continue to offer beginning ESL levels through the credit division and may seek college approval for foreign language credit for these courses to meet college, not graduation, requirements.

ADOPTED

Board of Regents

July 23, 2001

- 3.5 Grades

All colleges will use the same system of values for grades awarded, which values shall be used for all calculations of grades, averages, and related matters, as follows:

A 4.0

A- 3.7

B+ 3.3

B 3.0

B- 2.7

C+ 2.3

C 2.0

C- 1.7

D+ 1.3

D 1.0

D- 0.7

F 0.0

This system shall be effective beginning with the Fall 2000 semester. Colleges will revise all policies and procedures to bring them into consonance with this system, and all documents and publications shall be changed to reflect this change.

The calculation of the Grade Point Average (GPA) shall be to two decimal places truncated, and this policy shall be implemented immediately for use in the Spring 2001 semester.

(Adopted June 19, 2000)

(Amended January 22, 2001)

- Policy on Withdrawal Grades

General

Students who officially drop a course in accordance with the procedures established by the college within the add/drop period of the semester will receive no grade or transcript notation for that course. Those who drop after the period but before the end of the drop period in the

Academic Calendar will receive a grade of "W." Students enrolled in courses whose term is shorter than that for the regular semester, or those enrolled in summer session courses, should consult the LSD office, since the withdrawal dates will vary accordingly.

- The "W" Grade

The grade for withdrawing from a course after the add/drop period but before the end of the drop period is "W". Students with grades of "W" are ineligible for semester honors. They are eligible for graduation honors.

- Failure to Withdraw Properly

Students who stop attending class or who fail to officially withdraw from a course will receive a grade of "F."

- 3.5.1 Granting of an Incomplete

1. An incomplete is a temporary grade assigned by the faculty member when coursework is missing and the student agrees to complete the requirements. Although a student may request an Incomplete, the faculty member is not required to honor the request. The faculty member should assign an Incomplete when there are extenuating circumstances such as illness that prevent a student from completing the assigned work on time and the student has completed most of the course requirements and, in the judgment of the faculty member, the student can complete the remaining work within the time limit established by system policy.

2. A faculty member who assigns an Incomplete shall file a system report form that includes:

a. student's full name, address, and Banner ID

a. a brief description of the requirements to be completed;

b. the date by which the coursework must be submitted to the faculty member, which is the end of the tenth week of the next standard semester;

c. a statement that the Incomplete will change to a specified letter grade if the work is not completed by the end of the tenth week of the next standard semester.

The faculty member shall submit the form signed by both the faculty member and the student and submit to the Dean of Academic Affairs and Student Services. Once signed, the original will be sent back to the faculty member, a copy will be mailed to the student, and another copy will be sent to the registrar. The form, shown in the attachment, shall be standard for all colleges and is available in both faculty suites.

3. All Incompletes must convert to a letter grade by the end of the following semester. If a student submits the required work on time, the faculty member shall calculate a grade to replace the Incomplete and submit it to the registrar by the end of the semester. If a student fails to complete the required work or fails to submit the work by the specified time, the registrar shall convert the Incomplete to the letter specified in the report form, and that letter grade shall be entered on the student transcript.

Adopted

Board of Trustees

July 23, 2001

- 3.21 Honors - Semester and Graduation

Semester Honors

Effective Fall 2013, full-time students who are matriculated in a certificate or degree program and who successfully complete 12 or more credits of work in a semester with a grade point average of 3.4 or higher shall be recognized by having their names placed on the Dean's List.

Part-time students who are matriculated in a certificate or degree program are also eligible for Dean's List recognition when they have completed 12 or more credits of work with a cumulative grade point average of 3.4 or higher. They may be subsequently recognized at the completion of an additional 12 or more credits of work with a cumulative grade point average of 3.4 or higher, and at successive intervals of 12 credits.

A course Withdrawal or Incomplete shall make the student ineligible for the Dean's List recognition that semester. Upon completion of the Incomplete, the student may be recognized retroactively.

Students who are in a probationary status are not eligible for Dean's List recognition, even if their cumulative grade point average might otherwise make them eligible.

- Graduation Honors

Students with exemplary academic performance shall be recognized at graduation with the following designations either in Latin or English (Quinebaug Valley has chosen English) as the college may choose:

- Summa Cum Laude/Highest Honors for students with a 3.9 - 4.0 grade point average
- Magna Cum Laude/High Honors for students with a 3.7 - 3.89 grade point average

- Cum laude/Honors for students with a 3.4 - 3.69 grade point average

Students with an Incomplete may become eligible retroactively for graduation honors upon completion of the course requirements, and recognition shall appear on the transcript provided that the student has earned the required grade point average.

Adopted

Board of Regents

July 23, 2001

- 6.3 Tuition and Fee Waivers

I. Student Financial Aid - Tuition Account Set-aside

The chancellor is directed to establish administrative and fiscal policies and procedures by which each community college will be authorized to implement the waivers/remissions of tuition, grants for educational expenses, and student employment authorized by subsection (e) of section 10a-77 of the general statutes, as amended, provided that only those persons classified as in-state students under sections 10a-26 through 10a-31 of the general statutes and enrolled as full-time or part-time matriculated students in a degree-granting program, or enrolled in a precollege remedial program, who demonstrate substantial financial need shall be eligible for tuition waivers, remissions, grants for educational expenses, and student employment under this policy.

II. Statutorily-Based Waivers - Pursuant to section 10a-77 of the general statutes, as amended, the tuition and/or fees of Connecticut residents in the following categories shall be waived as specified in the general statutes.

Veterans

Pursuant to section 10a-77(d)(2) of the general statutes, as amended, the payment of tuition fees shall be waived for any veteran having served on active duty in time of war as defined in section 27-103(a) of the general statutes, provided that the veteran is a resident of Connecticut at the time of registration. * Proof of eligibility shall include official U.S. Department of Defense discharge records and/or such other official records as the college deems necessary.

Dependent Children of Certain Veterans

Pursuant to section 10a-77 of the general statutes, the tuition of veterans and the dependent children of persons missing in action or former prisoners of war shall be waived, as provided below, at all community colleges effective with the fall semester of 1973:

1. The payment of tuition fees shall be waived for any dependent child of a person who, while serving in the armed forces of the United States after January 1, 1960, (a) was declared to be missing in action, or (b) was declared to have been a prisoner of war, provided that the person missing in action or the former prisoner of war was a resident of Connecticut.

2. The requirements for eligibility under this provision shall include the presentation of appropriate documentation from the U.S. department of defense concerning the status of a person as one who had been declared to be missing in action or as a former prisoner of war.

National Guard Members

Pursuant to section 10a-77 of the general statutes, as amended, the tuition of any member of the Connecticut army or air national guard shall be waived, as provided below, at all community colleges:

1. To be eligible for such waiver, a member of the Connecticut army or air national guard must

a. be a resident of Connecticut,

b. be certified by the adjutant general or his or her designee as a member in good standing of the guard, and

c. be enrolled or accepted for admission in a community college in a degree-granting program.

2. The tuition waiver authorized by this policy shall be reduced by the amount of any educational reimbursement received from an employer.

3. The chancellor shall establish administrative procedures necessary for the implementation of this policy.

Persons Over Sixty-two Years of Age

Pursuant to section 10a-77 of the general statutes, as amended, the tuition and fees of Connecticut residents sixty-two years of age or over shall be waived as provided below at all community colleges:

1. The application fee and all general fees shall be waived for any Connecticut resident sixty-two years of age or older who has been accepted for admission.

2. Tuition shall be waived for any Connecticut resident sixty-two years of age or older who has been accepted for admission, provided, at the end of the regular registration period, there is space available in the course in which the person intends to enroll.

3. The requirements for eligibility under this provision shall include the presentation of appropriate evidence of age.

Dependent Children of Certain Police or Firefighters

Tuition is waived for any dependent child of a police officer, as defined in section 7-294a of the general statutes, or firefighter, as defined in section 7-323j, killed in the line of duty.

III . Miscellaneous Fee Waivers and Transfers

A. Application Fee Waiver - CONNTAC and Upward Bound - Presidents are authorized to waive the application fee in the cases of students applying through referral by the Connecticut talent assistance cooperative for higher education (CONNTAC) and students recommended for admission through their participation in the upward bound program.

B. Application Fee Waiver - Hardship Cases - One of the hurdles hindering disadvantaged minority group individuals from taking advantage of the open door education policy of the community colleges is the inability to pay the initial application fee. Therefore, each president is authorized to waive such fee in hardship cases where application has been made for such waiver, providing total waivers under this section do not exceed five percent of the total applications made.

C. Application Fee and Program Enrollment Fee Transfer - The board authorizes the transfer of the application fee and the program enrollment fee from any one of the community colleges in Connecticut to any one of the other public higher education units in which such student (full-time or part-time) thereafter enrolls, provided such enrollment occurs no later than sixty days after the beginning of the academic term in the institution to which the student originally applied. The board authorizes the transfer of such fees from one community college to another community college in Connecticut provided that the student presents evidence of payment and that enrollment in the second institution occurs no later than the following semester of the regular academic year. In lieu of actually transferring the fee, the colleges involved may agree to waive the fee at the second institution in which the student has enrolled.

D. Student Activity Fee Waiver - Off-campus Students - Presidents are authorized to waive the student activity fee for students enrolled in courses offered at off-campus locations.

E. Fee Waiver - Special Programs - Presidents are authorized to waive student fees for students enrolled in special programs when the circumstances of such students render them incapable of paying the fees or of benefiting from the services for which the fees are charged.

F. Fee Waiver - TV Courses - General fees (college services fee and student activity fee) shall be waived for a student enrolled in a TV course unless the student is enrolled for other courses being taught in college facilities for which regular tuition and general fees are charged.

IV. Employee Waivers - The application fee, program enrollment fee, college services fee and student activity fee shall be waived at all community colleges for full-time employees of the Connecticut community college system and their spouses and dependent children.

A. Waiver of Tuition and Miscellaneous Fees - CCCC Bargaining Unit - The Board of Trustees authorizes the waiver of general fund tuition, the application fee, the program enrollment fee, the college services fee, and the student activity fee for members of the Congress of Connecticut Community Colleges bargaining unit who work twenty or more hours a week and their spouses and dependent children at all community colleges, as provided in article XXI, section 8 of the 1989-93 collective bargaining agreement, such waiver of tuition and certain fees to be effective for the 1993-94 and subsequent academic years subject to agreement with the congress union that implementation of such waivers shall not limit the board's right to provide for more limited waivers in the future.

B. Waiver of Tuition and Miscellaneous Fees - Other Bargaining Units - The board authorizes the chancellor to develop policies and procedures to implement the provisions of other bargaining unit contracts which relate to waiver of tuition and fees at community colleges. Such contracts include waiver of general fund tuition and the student activity fee for AFT and AFSCME administrator bargaining unit members who have completed six months' full-time service, and their spouses and dependent children; provided that space is available and courses do not interfere with the employee's employment obligation.

C. Waiver of Tuition and Miscellaneous Fees - Non-bargaining Unit Unclassified Employees - Pursuant to authority granted by section 5-200(r) of the general statutes, the Board of Regents authorizes the following benefits for its unclassified employees who work at least twenty hours per week, and are not covered under a prevailing bargaining unit contract, subject to approval of the office of policy and management, and effective upon such approval: waiver of general fund tuition for such employees, their spouses, and their dependent children at all community colleges.

V. GENEX Waivers - All fee waivers applicable to students enrolled in general fund courses shall be applicable to students enrolled in GENEX courses.

(Adopted March 21, 1994; amended May 16, 1994, September 18, 1995, and January 22, 2001)

* According to section 27-103(a), "(1) 'Armed forces' means the United States Army, Navy, Marine Corps, Coast Guard and Air Force; (2) 'veteran' means any person honorably discharged from, or released under honorable conditions from active service in, the armed forces; (3) 'service in time of war' means service of ninety or more days except, if the war, campaign, or other operation lasted less than ninety days, 'service in time of war' means service for the entire duration of the war, campaign or other operation, unless separated earlier because of a service-connected disability rated by the Veterans' Administration, during the Spanish-American War, April 21, 1898, to August 13, 1898; the Philippine insurrection, August 13, 1898, to July 4, 1902, but as to engagements in the Moro Province, to July 15, 1903; the Boxer

Rebellion, June 20, 1900, to May 12, 1901; the Cuban pacification, September 12, 1906, to April 1, 1909; the Nicaraguan campaign, August 28, 1912, to November 2, 1913; the Haitian campaign, July 9, 1915, to December 6, 1915; the punitive expedition into Mexico, March 10, 1916, to April 6, 1917; World War I, April 6, 1917, to November 11, 1918, but as to service in Russia, to April 1, 1920; World War II, December 7, 1941, to December 31, 1946; and the Korean Hostilities, June 27, 1950, to January 31, 1955; and shall include service during the Vietnam era, December 22, 1961, to July 1, 1975; and shall include service while engaged in combat or a combat support role during the peace-keeping mission in Lebanon, September 29, 1982 to March 30, 1984, the invasion of Grenada, October 25, 1983 to December 15, 1983, Operation Earnest Will, involving the escort of Kuwaiti oil tankers flying the United States flag in the Persian Gulf, February 1, 1987 to July 23, 1987, and the invasion of Panama, December 20, 1989 to January 31, 1990; and shall include service during Operation Desert Shield and Operation Desert Storm, August 1, 1990 to June 30, 1994; and shall include active duty for service in the demilitarized zone in South Korea after February 1, 1955, in Somalia after December 2, 1992, and in Bosnia after December 20, 1995, and shall include service during such periods with the armed forces of any government associated with the United States."