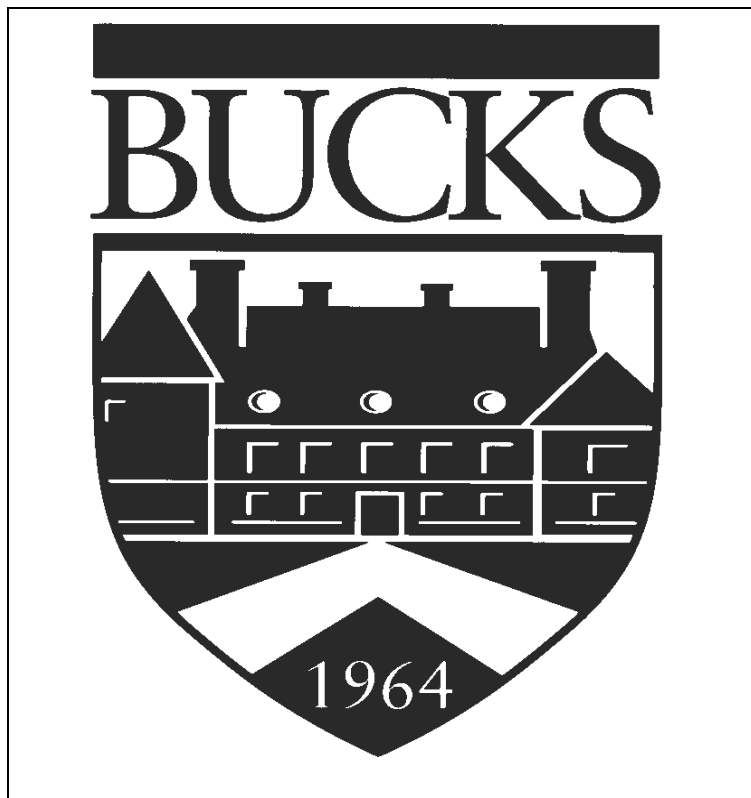


A HANDBOOK FOR PART-TIME FACULTY



Bucks County Community College
275 Swamp Road, Newtown, PA 18940

Revised Fall 2007

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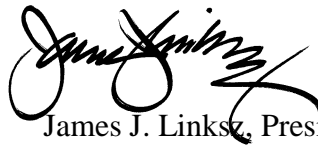
WELCOME

Welcome to the part-time faculty of Bucks County Community College. We are pleased that you have joined the ranks of other talented professionals for whom student learning is vital.

For many in our diverse student body, you will be the only contact they have with the College on a regular basis. Our success is, thus, inextricably intertwined with your best efforts.

We strive to maintain an academic environment where respect, reason, and civil discourse are valued above all, and where quality and continuing improvement in the teaching and learning process is the cornerstone of college excellence. We welcome you to the challenge.

Best wishes for success,

A handwritten signature in black ink, appearing to read "James J. Links". The signature is stylized with large, flowing loops and a long horizontal stroke at the end.

James J. Links, President

VISION, MISSION, VALUES, GOALS

Vision: Bucks County Community College will be a center for innovative educational opportunities with a national reputation for learning earned by the success of our students and the integrity and skills of our faculty and staff.

Mission: The Mission of Bucks County Community College is to provide to the County's diverse population of learners accessible, affordable, convenient, and comprehensive educational, training, and cultural opportunities that will equip them to be competent and effective in their work and as citizens of the world.

Our Educational Program:

Bucks County Community College combines traditional and academic disciplines with flexible educational programs preparing students for a future of technological and social change.

Core Values:

We value:

- respect for the individual
- continuous learning, which fosters success in and out of the classroom
- excellence in teaching and the work we do
- innovation and open-mindedness
- diversity and an understanding of world cultures
- collaboration with co-workers, individuals, business, the community and other learning institutions
- responsible stewardship of resources
- excellence in services to our students, the community, and each other

Institutional Goals:

The goals of Bucks County Community College are to:

- prepare students to transfer to four-year institutions
- prepare students to enter the workforce
- enhance students' performance in the workplace
- provide support and services to help students reach academic success
- develop the social and ethical responsibility of our students
- enrich the cultural recreational and intellectual life of the community
- continue to improve our teaching, learning, service, and technical proficiencies

APPROVED BY THE BOARD OF TRUSTEES – MAY 8, 2003

GUIDELINES FOR INSTRUCTION

Class Schedules

Three-credit day classes for Monday, Wednesday, and Friday meet for 50 minutes; Tuesday and Thursday three-credit classes meet for one hour and 15 minutes. The majority of the evening classes meet once per week from 6:30 p.m. until 9:30 p.m. or from 7:00 p.m. until 10:00 p.m. Four-credit classes meet for a longer time once per week or twice per week from 6:30 p.m. until 8:30 p.m. Saturday classes usually meet from 9:00 a.m. until noon or 1:30 p.m. until 4:30 p.m.

State regulations require 150 minutes of instruction per week for each three credit-hour course. An instructional hour is 50 minutes in length; thus instructors may use flexibility in arranging the class content to suit the academic needs of the course. Breaks in the evening classes should be arranged accordingly; e.g. if a class meets from 7:00 p.m. until 10:00 p.m., instructors may give up to 30 minutes of break time.

The traditional academic semester is 15 weeks in length with an additional week for final exams. Modular courses provide the same amount of instructional time in fewer weeks. Evening and Saturday instructors who intend to administer comprehensive final examinations must do so during the 16th week of class. **Final examinations must be scheduled through the department offices.**

Class Lists (Rosters)

Faculty members will be able to access their class rosters at any time through WebAdvisor. Please see Appendix A for directions. The class list is the official listing for each student in your class. If your course has a prerequisite, please be sure that all students in your class have completed this requirement. If students' names appear on the class list, but the students are not in your class, send a copy of those names and student numbers to the Office of Admissions, Records, and Registration for clarification. If students are present in your class but their names are not on your official class list, have the students contact the Office of Admissions, Records, and Registration immediately to be sure they are registered for the course. During the first meeting of your class, check to be sure students are in the right course and section.

If there are errors or questions, send day students to the Office of Admissions, Records, and Registration, x8100, Pemberton Hall, and/or have evening students contact the Office of Evening and Off-Campus Programs in the lobby of Founders Hall, x8081. If you are teaching at the Lower Bucks or the Upper Bucks Campus, please ask the student to see the Executive Director at that site.

Cancellation of Classes

At times inclement weather or an emergency situation may force the closing of the College or delay its opening. The decision to delay the opening or to close the campus will be made as early as possible. Notification of closings and delays will be conveyed by several methods:

Announcements of closings and delays are made on area radio stations. Most stations will announce the name of Bucks County Community College while providing the status of classes. They include: WBCB 1490 in Levittown, WTTM 920 in Trenton, WNPV 1440 in Lansdale, WFMZ-FM 1007 in Allentown, WPST-FM 97.5 in Trenton, and WHWH-AM 1350. Only KYW 1060 and CBS3 will use a code number to provide the status of classes at the College. The code number for day classes at Newtown and Lower Bucks Campus including Saturday and Sunday, is 760. The code number for evening classes at these sites is 2760. The Upper Bucks Campus closing number is 759 for day classes, 2759 for evening.

Opening one hour late means that the College will open at 10:00 a.m. and that all classes scheduled to end prior to 10:00 a.m. are cancelled. To aid Physical Plant in clearing roads and sidewalks, the gates to the campus will not be opened until 9:30 a.m. Employees and students are not to arrive at the campus prior to 9:30 a.m. **Opening two hours late means that the College will open at 11:00 a.m., and all classes scheduled to end prior to 11:00 a.m. are cancelled.** To aid Physical Plant in clearing roads and sidewalks, the gates to the campus will not be opened until 10:30 a.m. Employees and students are not to arrive at the campus prior to 10:30 a.m. This information also applies to the Bristol Center and the Upper County Campus.

The College web page (www.bucks.edu) will list all emergency closing information. The College intranet will post emergency closing information. A recording is also placed on the College's switchboard number, 215-968-8000.

Should you find it necessary to cancel your class, contact your Department Assistant Academic Dean as early in the day as possible. After 4:30 p.m., if you are teaching at the Newtown campus, contact the Office of the Director of Evening and Off-Campus Programs at 215-968-8081. If you are teaching at the Lower Bucks Campus, call that site at 267-685-4800, or if you are teaching at the Upper Bucks Campus, call 215-258-7700. In the event of your absence, the College will attempt to contact your students to inform them of the cancellation.

If your class does not meet, the time must be made up by adding time to the remaining sessions, by adding an additional session, or by using the final examination period if you are not giving a comprehensive final exam. You must inform your Assistant Academic Dean how you will make up the time. **If the time is not made up, your pay will be adjusted accordingly.**

Course Syllabus and Format

It is your responsibility to distribute a course format to all students **at the first class meeting**. This format usually states attendance policy, grading, and other information necessary for the student, as suggested by your Department. Sample formats are available to you through your Department and a template is attached as Appendix B.

Note, the course **format** is prepared by you, the instructor, as distinguished from the course **syllabus** that is prepared by the department. You are not required to distribute a course syllabus. Copies of the course format must be filed with your Department, and it is required that you strictly follow the Department's approved syllabus.

Examinations and Tests

Tests are given in accordance with each course syllabus. Copies of your tests, examinations, and other materials must also be filed with your Department. It is advisable to give students early feedback; all students appreciate knowing their course status.

The dates for all final examinations are printed in the College calendar. (The calendar is available on the College website at www.bucks.edu). Make arrangements with your Assistant Academic Dean to schedule the room and time for your examination. A schedule will be printed to avoid conflicts. Please note, unless specified in the syllabus, final examinations are at the discretion of the instructor.

Grading System

Each instructor will explain the grading system used in a course and state it in the course format.

Grade	Numerical	Quality Points
A Excellent	90-100	4.0
B+	87-89	3.5
B Good	80-86	3.0
C+	77-79	2.5
C Average	70-76	2.0
D+	67-69	1.5
D Lowest passing grade	60-66	1.0
F Failure	Below 60	0.0
W Withdrawal		
I Incomplete		
P Pass		
AU Audit		

NR – This symbol is used on the computer report of grades when no grade is recorded. It is **NOT** an official grade.

At your discretion you may, until the designated teacher-initiated withdrawal deadline at mid-semester, withdraw students on the basis of non-attendance only. A grade of Incomplete (I)

should only be given for serious reasons such as medical, work-related, etc. It is **NOT** to be given simply because a student has not completed the required work. The (I) grade automatically changes to an (F) grade if course requirements are not completed within 30 days after the start of the following semester. Instructors wishing to give a student an “I” grade should fill out and submit an Incomplete Grade form.

Please note: ONLY the instructor can change a grade.

At the mid-point of each academic semester (Fall and Spring), an “S” (Satisfactory) or “U” (Unsatisfactory) grade is reported to each student for every course in which he/she is enrolled. This grade is only advisory and indicates the quality of a student’s work up to that point of the semester. The advisory grade is not a permanent part of the student’s academic record. All instructors will report grades through WebAdvisor. See Appendix A for instructions.

Withdrawal from Classes

Should a student desire to withdraw from your course, he/she will initiate the procedure by obtaining a withdrawal form from the Office of Admissions, Records, and Registration between 8:00 a.m. and 4:00 p.m. or from the Office of the Director of Evening and Off-Campus Programs in the lobby of Founders Hall. These forms are also available at the other instructional sites. The deadline for student-initiated withdrawal appears in the academic calendar. After that date, students may appeal for a withdrawal to the Academic Performance Committee.

LEARNING SUPPORT SERVICES

Academic Advising and Counseling Services

Students with a specific major in mind are encouraged to seek advising on course planning from faculty in the academic department in which their major is housed. Should your students require information on specific requirements, they should contact your department's **Advising Specialist**. The current list of Advising Specialists for each department is located [on](#) the Advising and Counseling Resources site located under the Intranet Sites and Workspaces section at the top of the MyBucks Homepage. Certain programs of study have designated contact persons who can be found at <http://www.bucks.edu/advising/depts.html>

Specialized counseling, which includes decisions about change of major, transfer and career planning or educational goal setting, is available through the Student Planning Office, Monday through Friday and some evenings. By guiding students to do careful planning for transfer, career and job search, with assistance to recognize and overcome personal life matters that present obstacles to academic success, and with help setting realistic educational and career goals, Counselors are able to support students. To arrange an appointment, students may call **215-968-8182** or email counseling@bucks.edu.

Counselors enjoy the opportunity to present information to your classes about transfer planning, academic success strategies, time management, study skills, etc. Please call to schedule a class presentation. Any time in the semester is fine if you give a week or so advance notification using the above mentioned contact information to schedule a class presentation.

Advising and Registration

In order to register for classes, full time students are required to obtain advisor approval in the form of a signature or electronic code. This approval can be obtained by a meeting with an advisor in-person, or via telephone or e-mail. Students wishing to enroll part-time are encouraged to seek advising, but in most instances may register without advisor approval.

Placement testing scores are a key component of academic advisement and help to ensure academic success through proper course placement. Advisors rely on placement test scores to inform course choices. Students who place into the READ 090 developmental course and/ or AESL courses are advised by the Coordinator of Developmental Education, or AESL Coordinator, respectively.

Prior to each pre-registration period, the Advising Center is fully staffed in order to assist students with course selections. We encourage students to register early in order to avoid the closed classes and long lines they will experience closer to the start of any semester.

Students may ask faculty how to find out the name of their advisor. Students are not assigned one advisor; rather, they are provided contact information for several faculty members in their academic areas. Information on advising and registration is mailed directly to students in the weeks prior to any registration period. Should you announce any upcoming registrations in your

classes, please stress the importance of seeking advising prior to registering. With so many students planning to transfer after BCCC, it is vital that we help to guide them in making the best course selections for transfer planning. .

Please contact the Assistant Dean, Advising and Student Planning at 215-968-8034 if you have interest in becoming an Advising Specialist or if you would like an *Advisor Handbook*, advising training and other material on Academic Advising at BCCC.

Bookstore

The Bookstore, located next to the Library, is owned and operated by the College for the convenience of its students, faculty and staff. In addition to the required and recommended texts for all classes, the Bookstore also stocks school supplies, clothing and gift items bearing the College name or logo.

Faculty and staff of the College receive a discount when shopping at the Bookstore. The discounts are 15% on textbooks, clothing, and merchandise; 10% on any software (educational licensing may be available for some titles, as well, providing additional discounts from full retail price).

The phone extension is 8459.

Bookstore representatives are at the Lower Bucks Campus and Upper Bucks Campus during the first week of class, with the appropriate books for the classes scheduled at those sites.

Hours of operation at the Newtown Campus Bookstore are as follows:

First week of class:

Monday-Thursday	8:30 a.m. to 9:00 p.m.
Friday	8:30 a.m. to 4:00 p.m.
Saturday	10:00 a.m. to 2:00 p.m.

Second week of class:

Monday-Thursday	8:30 a.m. to 7:00 p.m.
Friday	8:30 a.m. to 4:00 p.m.
Saturday	10:00 a.m. to 2:00 p.m.

Remainder of semester through finals:

Monday-Thursday	8:30 a.m. to 7:00 p.m.
Friday	8:30 a.m. to 4:00 p.m.

The Bookstore is closed for all College holidays.

Faculty should obtain their personal copies of textbooks from their Departmental Secretary before the semester begins.

Classroom Management/Disruptive Student Behavior

Guidelines for dealing with disruptive students are found on page 25 under Important College Policies and Guidelines.

Disability Services

Much of the following material is adapted from “Working Together: Faculty and Students with Disabilities,” Project DO-IT, University of Washington, 2002, available through Disability Services.

Legal Issues

Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act of 1990 prohibits discrimination against people with disabilities. These laws state that no otherwise qualified individual with a disability shall solely, by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity of a public entity. Further information on the laws, compliance, and a faculty members’ responsibility can be provided by Disability Services.

Faculty members are encouraged to respond to the pedagogical needs of all students. Students with disabilities may have additional educational needs of which the instructor should be aware. **We strongly recommend the adoption of a course format statement such as the following: “If you have a disability and wish to discuss academic accommodations, I encourage you to see me as soon as possible.”**

In college it is the student’s responsibility to request accommodations, if needed. In most cases the student will need to provide appropriate documentation of their disability and needs to **Disability Services (DS)**. DS exists to assist the student who may need accommodations and to assist faculty in validating if accommodations are appropriate and how to implement them.

*Examples of Academic Accommodations

Low vision	Seating near front of class Large print handouts, tests, lab signs, etc. TV monitor connected to microscope to enlarge images Class assignments made available in electronic format Computer equipped with magnification software
Blindness	Audio-taped, Brailled or electronic-formatted lecture notes, handouts, and texts Verbal descriptions of visual aids Raised line drawings and tactile models of graphic material Adaptive lab equipment, i.e. talking thermometers and calculators Computer with screen reader software and Braille printer
Hearing Impairment	Note takers, real time captioning, FM system, interpreters Open or closed captioned videos, use of visual aids Written instructions, heavy use of the blackboard

	Use of electronic mail for communication
Learning Disability	Exam modifications such as extra time or oral administration Visual, aural and tactile instructional demonstrations Note takers and/or audio-taped class sessions Computer with voice output, spell checker and grammar checker Textbooks on tape
Mobility Impairment	Adjustable table; lab equipment within reach Note taker/lab assistant; group lab assignments Classroom and field trips in accessible locations Class assignments made available in electronic format Computer equipped with alternative input device, such as voice, trac ball, or special keyboards
Health Impairment	Flexible attendance requirement; extra exam time Assignments made available in electronic format Use of e-mail to facilitate communication

Note that Disability Services has access to many of these accommodations for use by your students. The first step is always to contact Disability Services at x8463.

Disabled – Facilities Access

Instructors and students who need special parking should contact The Office of Security and Safety, ext. 8394. Elevators for those with mobility impairment are available in Founders, Penn, and Pemberton Halls, and in the Library.

Duplicating Services

Please consult your Assistant Academic Dean for procedures concerning duplication or having copies made. To reduce costs, it is requested that the Duplication Service Center located in Tyler Hall be used for all duplication. The copiers in Penn Hall, Founders Hall, and the Library should be used only in an emergency for single copies.

A copier is located in the office at the Lower Bucks Campus for use by faculty and should be used for small duplicating jobs. Requests for duplicating services in larger quantities should be made through your Department. These requests will be handled through the Duplicating Service Center and sent to the Lower Bucks Campus for pick up. There is also a copier in the Faculty Resource Center at the Upper County Campus.

Evening Office

The Evening Office is located in the lobby of Founders Hall. This office is open from 7:45 a.m. until 8:30 p.m. Monday through Thursday, and 8:00 a.m. until 4:00 p.m., Fridays. During the Fall and Spring Semesters the Evening Office is open on Saturdays from 8:00 a.m. until noon. The extension number is **8081**. This office will dispense information and act as an emergency contact for faculty and students.

Intranet Access – See “MyBucks Access” on p. 21

Learning Resources: Online Learning and Learning Technologies Services

The Online Learning staff provides user support primarily in employing instructional technologies, such as Blackboard CE6, in teaching and learning (x8343). This includes support for face-to-face, hybrid, and eLearning classes.

All full-time faculty members are issued a computer through Learning Technologies Services. Part-time faculty have access to departmental shared resources. Contact your Department administrative staff to arrange access. Assistance for using campus technology resources is available to you and your students through the Technology Learning Center (TLC), located on the top floor of the Library (x3987). For more information, visit the TLC website at <http://www.bucks.edu/tlc/>.

To schedule technology-enhanced classrooms or computer labs for occasional use, visit http://www.bucks.edu/learn/lab_reservation.html or call x8001. To schedule audio-visual equipment, visit http://www.bucks.edu/~media/media_form.html, or call x8050. Technical support for computers and media equipment is available at helpdesk@bucks.edu, or by calling x8191. Equipment available includes: slide projectors, overhead projectors, opaque projectors, VHS video cassette recorders, VHS camcorders, DVD players, and laptops and projectors for Power Point presentations.

Technical support for all technology needs is available through 215-968-8191, our new Help Desk phone tree.

Faculty members may consult Marilyn Puchalski, Professor, Teaching & Learning Technologies (puchalsk@bucks.edu or x8056) for best approaches to using teaching and learning technologies in their classrooms. Professor Puchalski serves as the liaison to faculty for all technology-related issues, including professional development, access to resources, and planning for future teaching and learning directions and projects.

Library

You will be issued a BCCC Library I.D. card. As a part-time faculty member, you will need to take a picture I.D. to the Library to pick up your card. The number on this card is your employee number.

The Library’s web site can be found at www.bucks.edu/library. The College Library’s electronic catalog can be searched on or off campus. The catalog not only allows you to search for books in print, but also includes access to over 6500 electronic books. Off campus access to databases including thousands of full text journals and newspaper articles is available to you. Simply click on the database you want to search from home, and you will be prompted for your password. Your user name is the same as your college email/network user ID. Initially, this is a lower case “bd” followed by your date of birth in mmddyy format.

There are three BCCC libraries in the County to assist you. They are located in Newtown, Perkasio, and Bristol. Computers for research and word processing are available at all locations.

Reference service is available during all the hours that the Library is open. Reference assistance is available by calling 215-968-8013, or from Reference Desk Online via the Library web site (<http://www.bucks.edu/library/forms/reform.php>). You can also visit the library web site (www.bucks.edu/library) for hours, directions, and additional information.

Faculty may place materials on reserve by presenting them to the Reference Desk with a Reserve Request Form (http://www.bucks.edu/library/pdf_files_Reserve_Request_Form_000.pdf). It usually takes about seven days to prepare the materials for class use. You may request an information literacy session for your students, which will be conducted by a reference librarian and geared toward the research assignment for your course. Librarians are eager to collaborate with you to make this session relevant to meeting your students' needs in this particular class. You may request an information literacy session online, also, through the Library web page (<http://www.bucks.edu/library/forms/ilform.php>).

Additional handouts and publications are available to you and your class. **Contact the Reference Desk (215-968-8013) for additional information about the Library and its services.**

Tutoring Center

Library 121 (215-968-8044)

The College provides a Tutoring Center where students taking courses involving mathematics, accounting, computer science, writing, reading, study skills, and certain foreign languages can obtain **free** and **user-friendly** tutorial services. In addition, the Center offers tutoring for students whose second language is American English. The Center is staffed by a Director, subject area coordinators, professional tutors, instructional assistants, and peer tutors, who are students here at Bucks. Below are more specific descriptions of our services, including the subject area telephone numbers and our hours of operation. Face-to-face tutoring for writing, reading, study skills, American English as a Second Language, and mathematics is available at the Upper Bucks Campus and Lower Bucks Campus. Accounting tutoring is also available at the Upper Bucks Campus. Please check the website or call 215-968-8044 for hours. In addition, students have access to resources, including handouts, books, and online resources, such as videos, DVDs, and CDs, at all three campuses.

Mathematics Tutoring (215-968-8307):

One-on-one and group tutorial help and workshops are available for all levels of math. The Center also has supplementary instructional material, such as handouts, videos, DVDs, and CDs, which are useful for independent study.

Computer Science Tutoring (215-968-8307):

One-on-one tutoring is available by appointment at the Newtown Campus for select computer courses. Hours vary each semester. Please call the number above for current hours and to schedule an appointment.

Accounting Tutoring (215-504-8617):

One-on-one and group tutorial help is available for most of the accounting courses offered by the Business Studies Department. Computer tutorials are also available for additional assistance. Tutoring in accounting is available at the Newtown and Upper Bucks Campuses during specific hours, which may change from semester to semester. Please call for additional information.

Writing Tutoring (215-968-8378):

One-on-one tutoring, online tutoring, and group workshops are available to all students who would like help with writing for any course at the College. We can provide assistance in organizing and writing research papers, essays, reports, book reviews, business letters, and summaries. We also offer specific help in identifying problems with punctuation, grammar, usage, and documentation. Please call the respective Center to schedule an appointment.

Reading and Study Skills Tutoring (215-968-8044):

One-on-one tutorial assistance and group workshops are provided in reading efficiency, note taking, and test preparation in all disciplines. Please call the respective Center to schedule an appointment.

American English as a Second Language (215-968-8044):

One-on-one tutorial help, group workshops, and conversation groups are available by appointment for students whose native language is not American English. Please call the number above to get the hours of availability and to schedule an appointment.

Foreign Language Tutoring (215-968-8044)

One-on-one tutorial help is available for certain foreign language classes. Please call to check subject availability and hours.

Science Learning Center Tutoring (215-968-8363) Founders 231A

One-on-one tutorial help is available for students in biology, chemistry, and physics classes in Founders 231A.

Tutoring Center Orientations:

At the beginning of each semester, during the first four weeks of school, Tutoring Center orientations are available for individual classes. Instructors are welcome to bring their classes to the Center, or a staff member will be happy to come to a classroom. Orientations can be arranged during the following times:

Monday – Thursday	8:30 a.m. – 7:00 p.m.
Friday	8:30 a.m. – 4:00 p.m.

Please call 215-968-8044 to schedule an orientation.

Additional information and subject handouts can be found at: www.bucks.edu/tutor .

SUPPORT SERVICES FOR STUDENTS

Act 101-GOALS Program (Graduation Opportunity and Learning Skills)

The GOALS Program provides supportive services for new and current students who demonstrate initiative, motivation, and potential but whose backgrounds indicate a need for academic and financial assistance. Support services include tutoring, advising, and counseling. Each student must be enrolled in six or more credits and be eligible for financial aid. Preference is given to full-time students. Economic eligibility is based upon income and financial aid applications. The GOALS Office is located in Room 22 of the Charles E. Rollins Center and is open 8:30 a.m. until 5:00 p.m., Monday through Friday. **For assistance or information, telephone 215-968-8025 and visit our website www.bucks.edu/goals/ .**

Adult and Multicultural Student Services

The Adult and Multicultural Student Services Office develops and implements programs intended to reach communities serviced by the College for the purpose of recruitment, retention, and education of adult and international students, **along with those from diverse area populations.** **For more information, call 215-968-8107.**

Career Services

The Career Services Office, located on the second floor of the Charles E. Rollins Center, provides a wide variety of career planning services for students at any stage in their career development process. The Director and staff offer individual counseling, workshops, personalized career assessments, and easy to use computer programs. Services include a career resource library, a comprehensive career planning website, and an online job board. We assist students with choosing a major, occupational research, goal setting, resume and job search activities. Career counselors appreciate and enjoy the opportunity to present career and job related information to your classes. **For more information, call 215-968-8195.**

Students may receive college credit via non traditional means through Prior Learning Assessment Services in the Career Center. **For information call 215-968-8161.**

Child Care

The Early Learning Center is the child care center on the Newtown Campus serving students and staff of the College for children between the ages of 2 and 6, Monday through Friday, from 7:30 a.m. to 4:30 p.m. The Early Learning Center offers state-licensed, nationally-accredited early childhood programs. For more information call **215-968-8082** or go to the BCCC website at <http://www.bucks.edu/elc/> .

Email

All students are automatically issued College email accounts. As of Sept. 2007, those accounts will be hosted through Google's Gmail service, and are referred to as "BucksMail" accounts. Accounts are set up as s0123456@student.bucks.edu, where the *s0123456* is the student's Bucks ID number. Directions for logging on can be found at <http://www.bucks.edu/bucksmail/>

BucksMail will be the primary method by which the College will communicate important information to your students, so encourage them at your first class meeting to log in to their accounts and to check them frequently throughout the year. To reinforce this, the College strongly recommends that you use only the student's BucksMail address when communicating with the student via email (outside of Blackboard CE6).

The account set up for them is permanent. For new applicants, the account is set up at time of application acceptance. For returning students, it will be set up at the beginning of the first semester for which they register following Sept. 2007.

Financial Aid

The Financial Aid Office is located on the ground floor in the Rollins Center, Room 7. The telephone number is **215-968-8200**. In addition to federal and state loan and grant programs, the College offers a number of scholarship opportunities for students a list of available scholarships are on the website .Please respond to request from our office for Enrollment Verification. We need this information to process the Return to Title IV Aid, a regulation for students receiving financial aid and or loans.

Network Access (including Wireless)

Students are required to log in as themselves to use the College's computing network. All students are automatically set up with College network accounts in each semester that they are registered. The username for the network account is s0123456@student.bucks.edu, where the *s0123456* is the student's Bucks ID number. The initial network password is **bdMMDDYY**, where *MMDDYY* is the student's 6-digit date of birth. For a date of 01/06/1965, the password would be **bd010665**. Students must select the domain **SECUREBUCKS** on the dropdown menu. (Adminbucks is the domain used for faculty and staff accounts.)

Students must change their password immediately upon logging in the first time. The new password must be a minimum of 8 characters and should contain both letters and numbers. The password should be something that is easy for you to remember, but hard for others to guess.

The same login/password is used for access to the campus computing network, the wireless network, and WebAdvisor.

Students, faculty, and staff may access the College's wireless network from their own laptop computers. To do so, connect using the key "**BCCC_WIRELESS**" (entered on the wireless network connection screen). Then open an Internet Explorer window and enter your personal network login/password to authenticate onto the Bluesocket network for the College. Questions or problems access the wireless network should be directed to the Helpdesk at 215-968-8191.

Passport to Success

Students often need specific information in order to navigate through the processes of placement testing, advising, registration and similar activities. The Passport to Success is an online “interview” that asks the student a few targeted questions, then generates a passport telling them, step-by-step what they need to do to complete registration, including how to determine whether they need to complete placement testing. The Passport is campus-specific, providing maps, phone numbers, and the locations or offices where the student will need to go.

The Passport to Success is found online at: <https://www.bucks.edu/apply/passport.php> and is also linked from the Bucks home page during active advising and registration periods.

Perkins Academic Support Services (PASS)

Perkins Academic Support Services (PASS), located in the Rollins Center, room 118, **968-8140**, provides a wide array of services to students in occupational majors and certificate programs. The PASS Center includes a modern computer lab facility staffed by a knowledgeable full-time Information Technology (IT) Instructional Assistant. Tutoring and workshops are also offered covering skills required for the job search process, training in technology, individualized organization and study skill support, career counseling and resume’ preparation, as well as resource referral services.

The Perkins Grant also make available online technology tutorial licenses free of charge to occupational students, providing a flexible and independent alternative for improving IT skills.

Additional support services provided by this grant program are located in a variety of department areas across the campus including the Achievement in Nursing Advising/Support Service Program, job preparedness workshops offered jointly with the Career Center and an organizational skills tutor available through the PASS Center.

Student Financial Accounts

Students with questions about tuition and fees billing should contact the Student Account Office, Tyler Hall 208, **215-968-8039**.

Student Life Programs

The Student Life Programs Office assists in coordinating the activities of more than 40 student clubs and organizations, developing leadership opportunities, implementing New Student Orientation, hearing student code of conduct complaints, and developing educational and cultural programs for the student body. Student Life is also responsible for advising the Student Government Association and the Union Program Board.

Call 215-968-8257 for more information or go to [http://www.bucks.edu/student life/](http://www.bucks.edu/student_life/) .

The Student Life Information Center (SLIC) is adjacent to the main entrance of the Charles E. Rollins Center. SLIC is the College’s information hub. It is a place to pick up brochures, tickets,

bus tokens and schedules, housing lists, and lots of other general College information. **Call 215-968-8261 for more information or go to http://www.bucks.edu/student_life/slic.html**

Testing Center

This office is responsible for administering the Assessment Testing Program for new students, the General Educational Development (GED) Test, and the College Level Examination Program (CLEP), as well as testing services for the Newtown Campus, Bristol Center, and the Upper County Campus Distance Learning testing. Assessment test waivers are granted by the Admissions Office. See College catalog for placement testing exemptions. For guidance as to whether a specific situation requires placement testing, you may also complete the Passport to Success. **For testing information, go to www.bucks.edu/testing, or call the “Testing Hotline” at 215-968-8460.** You may contact the Testing Center directly at 215-986-8466.

Transfer Services

Transfer Services, located on the second floor of the Rollins Center, provides resources and assistance to transfer-minded students. Students are encouraged to work with a counselor on step-by-step transfer planning. Encourage your students to begin exploring transfer options as early as possible during their program at BCCC, in order to ensure a smooth transfer.

The key steps in the transfer planning process can be found on the Transfer web page, at www.bucks.edu/transfer. The backbone of comprehensive transfer advising is contained in the **Transfer Planning Guide**, available at <http://www.bucks.edu/transfer/process.htm>.

Among the transfer resources of the Center are a large collection of college catalogs, books that list colleges by major, course equivalents for many colleges, transfer agreements and advising guides, a schedule of visits by transfer college representatives, and assistance by transfer advisors.

Students often approach faculty with questions regarding transfer. We strive to provide faculty with information you need to best guide students, especially information that relates to transfer programs in your academic area. We welcome your questions and invite you to visit the Transfer Center to learn more about transfer advising.

For assistance or information, call 215-968-8031.

Upper Bucks Campus and Lower Bucks Campus Student Services

The Upper Bucks Campus Student Services Office can be reached by contacting the UBC Coordinator of Student Services at **215-258-7752**. The Lower Bucks Campus Student Services Office can be reached by contacting the LBC Coordinator of Student Services at 267-685-4802. The following services are available at the Upper Bucks and Lower Bucks Campuses: academic advising, admissions and registration, financial aid, disability services, library services, assessment testing, tutoring, career center, counseling, safety and security, student life, and transfer.

Veteran Affairs

The Office of Veteran Affairs is designed to meet the needs of veterans. The office is located in Pemberton Hall and is part of the Office of Admissions, Records, and Registration. Director of Admissions/Veterans Coordinator, **215-968-8119**.

GENERAL INFORMATION: WORKING AT BCCC

Accidents/Injuries/Illnesses

In case of illness or an accident requiring medical attention on campus, contact the Office of Security and Safety at **215-968-8395**. The Office of Security and Safety will provide emergency first aid treatment. They will initiate all calls for external emergency responses. Faculty members should not call 911. This could cause a delay to an emergency response.

The College provides Workers' Compensation insurance for all employees. An employee injured while working must report the injury to his/her supervisor immediately. The supervisor and employee must prepare an injury report, and report the injury to Human Resources at 215-968-8092 within 24 hours. Employees must treat with a designated physician from the College's panel of doctors to ensure that medical bills will be paid.

College Offices and Hours

Most administrative offices of the College are open from 8:30 a.m. until 4:30 p.m., Monday through Friday. A brief directory of office locations and telephone extension numbers appears at the end of this Handbook. The College's main switchboard is open from 8 a.m. to 7 p.m. Monday through Thursday and from 8:00 a.m. until 5:00 p.m. on Friday.

Continuing Education and Workforce Development

The Continuing Education and Workforce Development Division provides topical, non-credit programming that meets the personal and professional needs of residents, businesses, and organizations in Bucks County. The division provides courses and programs on our three campuses, at the Public Safety Training Center, as well as on-site at businesses, schools, and other community locations. Courses are offered at convenient times on weekdays, weekends, evenings, and online. A listing of the many offerings, including our youth programs, can be viewed at http://www.bucks.edu/lifelong_learning/.

Email and Network Accounts

All faculty have BCCC email and network accounts, which are created by Department request when you are hired. Your *username* is your last name and first initial, up to 8 characters. For example, employee Joe Smith would have a username of smithj, while Janet Smithereen's username would be smithere. **Your username is the same for all BCCC systems, including network logins.**

Your initial network password is **bdMMDDYY**, where *MMDDYY* is your 6-digit date of birth. For a date of 01/06/1965, the password would be bd010665.

To use any campus computer, you will log in using your username and network password, selecting the domain **ADMINBUCKS** on the dropdown menu. (Securebucks is the domain used for student accounts.)

You may also access the College's wireless network from your own laptop computers. To do so, connect using the key "**BCCC_WIRELESS**" (entered on the wireless network connection screen). Then open an Internet Explorer window and enter your personal network login/password to authenticate onto the Bluesocket network for the College. Questions or problems access the wireless network should be directed to the Helpdesk at 215-968-8472.

Your faculty email address is *username@bucks.edu*. You can access your email via Webmail (www.bucks.edu; select e-Services -> Webmail) or can POP your mail to Outlook or another email application of your choice. Directions for accessing your mail through a non-webmail reader can be received by contacting the helpdesk at 215-968-8472.

Employee Benefits

For information on benefits, refer to the faculty contract (on MyBucks, the College's intranet) and contact the Benefits Office at 215-968-8497.

A part-time faculty member at the College is entitled to the following employee benefits as a requirement of law or a College policy:

- Social Security and Federal Medicare
- Worker's Compensation Insurance
- Unemployment Compensation Insurance
- College Liability Insurance
- Tuition Waiver for credit and non-credit courses (Refer to Part-Time Faculty Contract)
- Health Insurance Reimbursement (Refer to Part-Time Faculty Contract)
- Tuition Reimbursement Fund (Refer to Part-Time Faculty Contract)

The part-time faculty at the College are eligible to participate in the following benefits on a voluntary basis and at the employee's expense:

- 403 (B) Supplemental Retirement Plan
- Dental Services Organization Dental Plan
- U.S. Healthcare HMO Health Plan
- Term Life Insurance Plan
- Keystone HMO Health Plan

Part-time faculty members may enroll for medical and/or dental benefits effective the first day of the month following their initial date of employment with the College. If not enrolled when initially employed, the part-time faculty member may enroll for health benefits effective any July 1 by filing an enrollment form with the Employee Benefits Office during the College's annual open enrollment period. The College's Employee Benefits Office, Human Resources Department, can provide plan and enrollment information.

For information on benefits, refer to the faculty contract (on the College's intranet) and contact the Benefits Office at **215-968-8497**.

Evaluation of Instruction

The College maintains a scheduled system of evaluation of instruction for our entire faculty; the purpose of this evaluation is to enhance your teaching skills and effectiveness. Your Department Assistant Academic Dean will contact you according to schedule to make arrangements to do an evaluation. The results of the evaluation will be reviewed with you during or at the end of that semester.

Faculty Center for Teaching and Learning

All faculty members are issued a key to the Faculty Center for Teaching and Learning. If you need a key, please call the Executive Assistant to the Provost at x**8065**. The purpose of the Faculty Center for Teaching and Learning is to provide a locus for staff to share their successful teaching strategies and to provide professional development opportunities. Watch the College's Intranet for announcements of Faculty Center programming. Each department has a representative on the Faculty Center Advisory Board. This person is your contact for questions and requests, or you may call the Executive Assistant to the Provost and Dean of Academic Affairs (x8065), who coordinates the Faculty Center. The Faculty Center website <http://www.bucks.edu/facultycenter/> provides a list of the Advisory Board members as well as programming, resources, and a newsletter .

Food Services

The Cafeteria is located in the Charles E. Rollins Center (also called the Student Center) on the Newtown campus. During the Fall and Spring semesters, the Cafeteria is open during the following hours:

Monday through Thursday	7:30 a.m. – 8:45 p.m.
Friday	7:30 a.m. - 1:30 p.m.
Saturday	7:30 a.m. - 1:00 p.m.

If you have questions or problems with the vending machines, please direct them to CulinArt at **215-968-8210**.

Beverages and snacks are available in the Venditeria at the Lower Bucks Campus.

Coffee, juice, soda and snacks are available in the cafeteria area at the Upper Bucks Campus.

Grants

Faculty who have ideas for College programs that might require outside funding are encouraged to call the Grant Office, Penn Hall 229, at **215-968-8144**. The Coordinator of Grants will assist you in identifying potential sources, getting your project idea approved, and writing and submitting the proposal.

Proposals for applications for professional development of individual faculty members (such as Fulbright or National Endowment for the Humanities fellowships) are coordinated through the office of the Executive Assistant to the Provost and Dean of Academic Affairs, 215-968-8065.

MyBucks (Intranet) Access

MyBucks, the campus intranet, is the gateway to important College information, workspaces, and announcements. It is accessible from any workstation with an internet connection. In other words, you can use it on campus, at home, or while traveling. It is found at: <http://my.bucks.edu>

Up-to-date instructions for logging on and using the intranet can always be found at <http://www.bucks.edu/tlc/ltas.html> . Scroll to the bottom of the web page for intranet-related instructions.

1. Open your browser (i.e., Internet Explorer)
2. Type <http://my.bucks.edu>
3. Enter your username and password. (See Email and Network Accounts, above) –
4. Click BCCC Intranet Start Page to begin

Mailboxes, Voicemail, Email

Ask the Department administrative assistant for the location of your mailbox. Important information will be shared with you through print, your voicemail, your BCCC email account, and the College website and intranet. Please check all of these frequently.

Part-time faculty mailboxes are located in the Office of the Director of Evening and Off-Campus Programs in the lobby of Founders Hall for part-time faculty teaching at the Newtown Campus. Mailboxes are located in the office at the Lower Bucks Campus. The Faculty Resource Room (room 228) houses mailboxes at the Upper Bucks Campus. A few departments maintain mailboxes for their part-time faculty in the Department offices, or at other locations.

The following is a list of the locations by Department of the part-time faculty mailboxes. Remember, some part-time faculty mailboxes are also located in Evening Office. If you have questions concerning the location of your mailbox, please ask your department.

<u>Department/Area</u>	<u>Building</u>	<u>Room Number</u>
Arts	Hicks	125
Behavioral Science	Founders	210
Business Studies	Penn	401
Communications	Founders	107
Health and Physical Education	Gym	102
Language and Literature	Penn	101
Math, Science and Technology	Founders	220
Nursing	Penn	445
Social Science	Penn	301

The College strongly recommends that all faculty regularly monitor their BCCC email accounts and use them as a primary email channel for contact with their students, in lieu of an outside personal email account.

All faculty must give students a method of contact. Voicemail instructions are included in this Handbook as Appendix C. Please see your Department Office to have your voice mailbox and/or e-mail account established. If you prefer that your students use your own telephone number and/or e-mail address, please provide those to your students as well as your Department Office.

Office Space

Most departments, whenever possible, have made provisions for part-time faculty to have office space. Check with your Assistant Academic Dean on the policy regarding office hours. The Upper and Lower Bucks Campuses have several shared faculty offices.

Parking Information

Parking permits are required for all faculty members, staff, and students. Applications and permits are available at the Security and Safety Office, Monday through Friday, 7:00 a.m. to 11:00 p.m. From September through May permits are also issued on weekends from 8:00 a.m. until 4:00 p.m. Faculty permit applications may also be obtained from the administrative staff of your Department.

Please encourage your students to obtain their permits as well. There is no charge; they just need to show their vehicle registration and student identification. Students park in the student parking areas only; they are not permitted to park in employees' or visitors' areas at any time.

Display the parking permit on the back of the rearview mirror of your vehicle. Faculty in Newtown should park in the employee parking lot, which is located in the back of Founders Hall. The Upper County Campus parking lot has an area designated for employees.

Paychecks

The College has a program for direct deposit of paychecks. If you choose to have your paycheck directly deposited into your bank account, you will receive a pay advice on the date of your pay. This advice is accessible through WebAdvisor. Pay advices are no longer printed and mailed to your home. You can access WebAdvisor and view or print your pay advice from any PC with internet access.

This system also allows you to view and/or print previous pay advices for the past 2 years and your current and past W-2 forms.

Directions for accessing online pay advices are at www.bucks.edu/ins/pubs/pay_advices.pdf.

If you choose to receive a paper paycheck, it will be mailed to you at your home address.

If you have questions or problems accessing the account through WebAdvisor, please call INS Help Desk at 215-968-8472 or email webadvisor@bucks.edu. If you have a Payroll question please contact your Department Office or Pat O'Connell, Payroll Manager, at 215-968-8215 or occonnell@bucks.edu. If you have other questions or concerns about the system please contact Debbie Noble at 215-968-8408 or nobled@bucks.edu.

Security Office

The Security and Safety Office is located in Cottage 4. Officers patrol the Newtown campus 24 hours a day, provide assistance in emergencies, enforce campus parking rules and regulations, and open or lock classrooms and offices. They can also help start a car, provide an emergency gallon of gas, or unlock a car if keys have been left in it. From 6:00 p.m to 11:00 p.m they provide shuttle service from the center of campus to the parking lots. For business matters, contact them at 215-968-8394. **In emergencies, contact Security and Safety at ext. 8395.** Security Officers are also available at the Lower and Upper Bucks Campuses all hours the facilities are open.

Telephones

Emergencies: "Blue light" telephones are located in all student parking lots, the Handicapped Parking Row near Founders Hall, both campus entrance gates, between Portables 2 and 3, outside 3D Arts and Cooper Homestead. Emergency telephones are also in the elevators, and on the third floor of Founders Hall.

Courtesy: "Campus Use Only" telephones are located throughout the buildings. Use them to call any extension on campus. **For emergencies dial ext. 8395.**

Public: Public pay phones are located in the Student Union/Rollins Center.

A public pay phone is available in the entrance of the Bristol Center, and one is also available in the vending area at the Upper County Campus in Perkasio.

Withholding Statements

For Federal Income Tax purposes, it is very important that you complete a withholding statement (W-4 form), an Employment Eligibility Verification (I-9), a Newtown Township Earned Income Tax Form, and an Emergency and Municipal Services Tax Form, All of which should be returned to the Human Resources Office (Tyler Hall). This needs to be done only once unless you want to make changes. Paychecks cannot be issued until these forms are completed and returned to the Human Resources Office.

Working Agreement

At the beginning of each semester, part-time faculty will be given a Working Agreement that will verify the period of employment, salary, and the course and section number of the class to be taught. This form must be signed and returned to the appropriate Department Assistant Academic Dean in order to prepare properly for issuing paychecks.

IMPORTANT COLLEGE POLICIES and GUIDELINES

NB: The complete Policy and Procedures Manual for the College is available on the College intranet at <http://my.bucks.edu/Documents> . You will need to know your email/network username. (See Email and Network Accounts, above, for details)

Cheating, Discipline, Code of Conduct, Plagiarism

All faculty members are strongly encouraged to read and become well acquainted with the Bucks County Community College Policy and Procedures regarding Discipline and the Code of Conduct (Board of Trustees Policy 3.18) found in the College catalog and on the intranet. The Plagiarism and Cheating Policy appears below on page 37.

Classroom Guidelines and Procedures for Dealing with Disruptive Behavior

While the great majority of students conduct themselves responsibly, occasionally a student's behavior may be disruptive. Disruptive behavior is any behavior that persistently or grossly interferes with the teaching or learning process or administrative activities at any Bucks County Community College site. Disruptive behaviors can include sleeping in class, using a cell phone, profanity, heckling, chronic tardiness, etc. Extreme forms of some of these behaviors may threaten the health and safety of students and staff. The following guidelines suggest ways to effectively prevent and deal with disruptive behaviors. No guidelines can be considered absolute since each situation tends to be unique. Discretion and latitude in how to handle a situation may be required. Ideally, the first response of the faculty needs to be preventive or conciliatory.

Preventive Suggestions:

- Set limits from the beginning. Clearly state expectations for behavior in the course format and during a first class "ground rules" discussion. In addition to implementing academic standards, it is also the faculty domain to enforcing reasonable behavior standards in the classroom.
- Convey your interest and concern about each student's learning experience and the learning experiences of the entire class. Focus on the behavior rather than the student's personality.
- Know your students' names. Students are more likely to cause problems if they feel anonymous.
- Model the behavior you expect from your students.
- Don't take things personally. Remain calm and objective.

Level I: Conciliatory In-Class Interventions

- At the first sign of disruption, remind the entire class of the "ground rules," rather than singling out the individual student. Try to diffuse the situation rather than escalate the problem.
- Be specific about the behavior you would like discontinued. Use "I" statements, not "you" statements. Say "I would appreciate it if you would turn off your cell phone when you enter class" vs. "You are being rude and annoying when you leave your cell phone on." Focusing on the behavior rather than personality will help diffuse emotions.

- Look for possible ways to compromise and diffuse a situation. Say, “I would like you to participate in this exercise. If you object, you may leave the class, but you will still be responsible for the work” vs. “You must complete this in-class assignment or you aren’t welcome in my course.”

If the student is not compliant, assign the class a task and ask the offending student to step outside the classroom for a conversation.

Level II Interventions: Dealing Individually With the Student

- Deal with disruptive students individually, outside of the classroom. This affords both of you the privacy you need to deal effectively with the behavior problem.
- Do not argue with the student or answer questions or reply to accusations. Give the student the option of:
 - returning to class with the behavior under control
 - seeing a Student Services Counselor or the Department Assistant Academic Dean to express his/her grievance or concern
 - meeting with you during your office hour to discuss the situation.
- Do not attempt to physically touch, detain or stop a student from leaving or entering a classroom or office.

It is advisable to keep an open-door when dealing individually with students, or have a colleague, Counselor or Assistant Academic Dean available when discussing emotional or controversial issues.

Level III Interventions: Involvement of Security

- If the student will not leave the classroom, or if s/he leaves the room but remains non-compliant, inform the student that you will call Security to help handle the situation.
- The instructor, or a student you designate, should go to a nearby office or use a cell phone to call Security if a student is deemed out of control. If teaching at a site where Security is not available and help is deemed necessary, contact the administrator on duty.
- In an extreme situation (eg. person threatening bodily harm) on the Newtown campus or at a site where Security is not available, our Security staff may be initially bypassed by first directly calling 911 on a cell phone (internal calls to 911 from a Newtown campus office telephone go directly to Security) and then following up with BCCC Security and Safety as soon as possible.
- Wait with the class for the arrival of security, the administrator on duty, or local law enforcement. Dismiss the class if that seems the more appropriate alternative.

In general, it is recommended that the Director or Assistant Director of Security at BCCC be the person to decide when to involve the local police department. A relationship of mutual trust has built up over the years, and this needs to be nurtured and maintained by calling local police only when a potential criminal matter is involved or advice is needed on some aspect of the law. Of course, the extreme situation is the exception to this guideline.

Security/Faculty/Staff Follow-up

- Following an incident where Security is involved, a Security officer will fill out a complaint report that documents the actions of those involved.
- This report will be delivered to the Dean of Student Affairs and the Director of Student life.
- If Security was not involved in an incident, but the faculty or staff member wishes to file a Code of Conduct complaint, Security should be called and an officer will meet with the complainant to complete a complaint form.
- Complaints must be filed in writing within seven days of the incident's occurrence.

Administrative Procedures

- The Director of Student Life will follow up by contacting the faculty member(s), student(s) and appropriate others that may have been involved.
- The Director of Student Life will discuss the incident with these individuals and may ask for an additional written complaint or report from these individuals.
- The Director of Student Life will determine if a violation occurred and which code of conduct (see attached) was violated.
- The individual(s) being charged will be notified in writing by the Director of Student Life.
- When a violation occurs, depending on the severity of the violation, the Director of Student Life has several options:
 - Further investigation of the incident
 - Warn the student that further misconduct could result in disciplinary action and discuss possible choices the student has such as a formal apology, counseling, withdrawing from the course
 - Refer the student to a campus or community resource
 - Impose sanctions such as disciplinary probation, restitution, monetary fines, temporary suspension, suspension, expulsion
 - Other Sanctions – See Code of Conduct II. F in the BCCC College Catalog
- The Director of Student Life will provide appropriate parties follow-up information guided by a students' right to confidentiality and the Family Educational Rights and Privacy Act (FERPA).

Any member of the college community may bring alleged violations of the Code of Conduct to the attention of the Director of Student Life. The student has the right to due process procedures, described below in the Student Code of Conduct. The Student Code of Conduct, Violations and Procedures appear in the Bucks County Community College Catalog.

Student Code of Conduct

Discipline

Any student who exhibits conduct not in keeping with the established standards of the College is subject to penalty with possible fine, probation, suspension, or expulsion from the College. It is the expectation of the faculty and administration of the College that students will grow in maturity and develop the ability to lead and govern themselves.

Code of Conduct

I. Violations

A. Major Infractions

A formal violation is a student action that is classified as a major disciplinary infraction. The penalties for a formal violation(s) could result in long-time suspension or permanent separation from the College. The following student action(s) shall constitute a formal violation:

1. Plagiarism or academic cheating.
2. Forgery or alteration of the College identification card or records.
3. Destruction of, damage to, malicious misuse of, or abuse of College property, or personal property on campus.
4. Assault upon another person or the threat thereof while on campus.
5. Theft of College property or personal property on campus.
6. Lewd or indecent conduct on campus.
7. Possession, use, or sale of unauthorized narcotics or illegal substances on campus.
8. Unauthorized use, possession, or sale of firearms or other dangerous weapons on campus.
9. Drunk and/or disorderly conduct on campus.
10. Possession of alcoholic beverages on campus property except where expressly authorized by the President.
11. Sexual Harassment
12. Violation of other College rules and regulations after publication, distribution, or posting thereof in such a manner to ensure fair notice to the student.

B. Minor Infractions

An informal violation is a student action that is classified as a minor disciplinary infraction. The following student action(s) shall constitute an informal violation.

1. Willful destruction of the passageway, or exit or entrance to the College campus, of a College building or facility, or any portion thereof.
2. Failure to provide proper identification of oneself when especially requested by a College official including security guards, faculty, and staff members.
3. Failure to respond to official correspondence and communication from the College.
4. Gambling on College property.
5. Smoking in unauthorized locations.
6. Disruptive behavior or conduct.
7. Misrepresentation of proper identification of oneself in the transaction of College business and dealings with College officials and representatives.
1. Unauthorized possession of animals on College premises.

II. Sanctions

If a student is found guilty of a major or minor violation(s) one or more of the following sanctions could be imposed.

- A. Expulsion: permanent separation of the student from the College. Notification will appear on the student's transcript and the official disciplinary file in the Office of Student Life Programs. The individual will also be barred from College premises.
- B. Suspension: separation of the student from the College for a specified period of time. Notification may appear on the student's transcript. Notification will appear in the official disciplinary file. The individual shall not participate in any College sponsored activity and may be barred from College premises.
- C. Temporary Suspension: the College reserves the right to temporarily suspend any individual charged under the Code with any violation which is a serious threat to the physical well being of any individual(s) or property. In the event of such temporary suspension, a hearing must be held before the appropriate College official within seven school days of the date of the incident or discovery thereof.
- D. Monetary Fines: not to exceed \$125. Notification will appear on the student's financial records and in the official disciplinary file.
- E. Restitution: the student is required to make payment to the College or other persons, groups, or organizations for damages incurred as a result of commission of a Code violation.
- F. Other Sanctions: to include Disciplinary Probation consisting of written letters of reprimand, restrictions upon participation in College activities, requirement of formal apologies, and explanations, and assignments of research and/or work projects.

III. Procedures

- 1. Any member of the College community may charge any other member of the College community with a code violation.
- 2. Charges must be filed in writing within seven days to the appropriate College office. Academic-oriented charges (plagiarism, cheating, and other classroom offenses) are filed in the Office of the Provost/Dean of Academic Affairs. All other charges are filed with the Director for Student Life in the Office of Student Life Programs.
- 3. Upon the filing of a charge alleging a violation of the code, the individual will be given written notice of the charge by the College.
- 4. Written notice to the charged individual will be issued within one week following the filing of the charge.
- 5. A disciplinary hearing will be scheduled. The charged individual may choose to meet with the appropriate College official as outlined in Section III, Paragraph 2. In addition, those charged with a violation have the option of meeting with the appropriate College official and the Student Judiciary.
- 6. If the Student Judiciary is called into session it will file a written recommendation regarding findings and sanctions against the charged individual to the appropriate College official. The appropriate College official will review the recommendation of the Student Judiciary. He/she will inform the charged individual of the official College ruling in writing no later than seven days following the final disciplinary hearing.
- 7. Appeals to all rulings may be made within fourteen days of the final disciplinary hearing date to the Dean of Student Affairs. All appeals must be in writing. Any other appeals may be made within 14 days to the College President.

IV. Enforcement

1. The ultimate responsibility for enforcement of the Code of Conduct rests with the College President and Board of Trustees.
2. The College President may delegate enforcement of the Code to appropriate College administrative officials and staff members.
3. Chief responsibility for the enforcement of academic-oriented violations rests with the Dean of Academic Affairs.
4. Chief responsibility for the enforcement of non-academic oriented violations rests with the Director of Security and Safety.
5. Chief responsibility for implementation of the Code of Conduct and responsibility for official College disciplinary files rests with the Director for Student Life.
6. Day to day enforcement responsibility rests with all members of the College community including students, faculty, administrators, and staff members.
7. If a student recommendation is requested by the charged individual, the responsibilities for making such a recommendation regarding findings and sanctions rests with the Student Judiciary. The Student Judiciary makes its written recommendation to the appropriate College official involved in the disciplinary hearing. The Student Judiciary is appointed by the President of the College upon the recommendation of the Student Government and is not to exceed five in number. The Student Judiciary will be organized at the beginning of each fall semester. Involvement of the Student Justices regarding a disciplinary matter is the option of the individual charged with a violation of the Code.

Drug And Alcohol-Free Workplace Policy(Board of Trustees Policy 2.1.15)

It is the policy of Bucks County Community College to maintain a working environment that is free of the ill effects of alcohol and other drug use/abuse. For this reason, the Community College has established the following terms of the *Drug and Alcohol-Free Workplace Policy*:

- ***It is a violation of policy*** for any employee to possess, sell, trade, or offer for sale illegal drugs or otherwise engage in the use of illegal drugs on the job.
- ***It is a violation of policy*** for any employee to report to work under the influence of illegal drugs or alcohol, including the abuse of prescription medication. (It is not a violation of policy for an employee to use legally-prescribed medications, but the employee should notify their supervisor if the prescribed medication will affect their ability to execute their job duties and responsibilities.)
It is a violation of policy for any employee to be in the possession of alcohol with the intent to consume or cause others to consume it on college grounds. It is a violation to be in possession of alcohol in open containers on college grounds. Alcohol may be consumed by employees on college grounds only in conjunction with official Bucks County Community College functions at designated locations or at events where previous approval by the President of the Collage has been obtained.
- ***It is the policy*** of Bucks County Community College that in the event of any conviction for a criminal drug violation occurring on College property, in a College facility, or while in or operating a College owned or leased vehicle, the employee must notify the Director of Security and Safety within five (5) days of the date of the conviction.

- *It is the policy* of Bucks County Community College to make Employee Assistance Services available to all employees for confidential, professional assistance in addressing any personal concerns about the use or abuse of alcohol or any other drug.

Disciplinary Action

Violation of this policy will result in disciplinary action up to and including discharge from employment.

Responsible Use of Electronic Communications (Policy 1.23)

1.23 RESPONSIBLE USE OF ELECTRONIC COMMUNICATION

Access to the electronic information and communication sources of Bucks County Community College is a privilege granted to students, faculty, staff and retirees of the College. The College aims to provide the best possible information services with the fewest restrictions to members of the campus community. Electronic means of information access and exchange such as personal computers, cellular or desktop telephones, fax machines, photocopiers, printers, cameras, server user accounts and all other network access are to be used only for the purposes for which they are assigned. Appropriate uses fall within the College priorities on instruction, research, and other educationally related communication. This policy applies to all electronic systems and services owned by Bucks County Community College, all company electronic records including emails and all users with system access both temporary and permanent.

Equipment

Equipment utilized in electronic communication is costly and funds available for acquisition are limited. Users of such equipment are expected to take excellent care of equipment assigned for their use. Any malfunction must be reported immediately and a notice of malfunction placed on the appropriate equipment. No one other than authorized personnel is permitted to repair or modify the equipment. Theft or vandalism of equipment, software or documentation will be subject to disciplinary action.

Software

The College does not condone the illegal duplication of software, including related documentation. Any duplication of licensed software, except for backup purposes authorized by the College or as expressly authorized by the software developer, is a violation of the Federal Copyright Law. According to the U.S. Copyright Law, illegal reproduction of software can be subject to civil damages of as much as \$150,000 and criminal penalties including fines and/or imprisonment.

Personal computers are issued to faculty and staff with College licensed software installed. Other software can be installed only by authorized staff after proper licensure information has been supplied to either Learning Resources Technology Services or Information/Network Services. The College will not tolerate any unauthorized copying of software. Any person

working for Bucks County Community College found copying software for other than authorized backup purposes is subject to termination and/or prosecution.

Account Activation/Termination

Faculty and staff system access is controlled through individual accounts and passwords. Each user of the College computing system is required to read and acknowledge the content of this policy prior to receiving a system account with password access. Account termination will occur at the time of severance of the employment relationship (with the exception of retirees) or may occur as a result of user misuse as outlined in College procedures. The College is under no obligation to store or forward the electronic document files after their term of employment has ended.

Student account activation is based on credit course enrollment at the College as well as enrollment in approved non-credit courses and programs. Account termination will occur during periods of non-enrollment or may occur as a result of user misuse as outlined in College procedures.

Password Security

Password security is every user's responsibility. Users may not give their password to any other individual, allow their password to become known, or attempt to obtain the password of another user. Users are encouraged to change passwords frequently. Incorporating symbols and numbers along with letters minimizes the opportunities for misuse of a password. Before leaving a workstation, users must log off to prevent unauthorized access to files.

College staff who are given passwords to access administrative systems, servers and functions are expected to follow College policies to protect the security of these passwords and the integrity of all systems and services. Technicians who share these passwords with unauthorized users, use such passwords for inappropriate access or who alter system functions or services without authorization, are subject to termination and/or prosecution.

Monitoring and Confidentiality

All electronic systems and services used at Bucks County Community College are owned by the College and its products are therefore property of the College. This gives the College the right to monitor any and all activity on its systems, including all email traffic, network traffic and Internet access obtained through use of College resources. While the College does not actively seek to read user email or monitor documents and communications, IT staff may inadvertently scan such items during the course of managing College systems.

In addition, backup copies of messages and documents may exist, despite end-user deletion, in compliance with the records retention policy of Bucks County Community College. The goal of these backup and archiving procedures are to ensure system reliability and prevent business data loss.

If Bucks County Community College discovers or has good reason to suspect activities are ongoing which do not comply with applicable laws or this policy, electronic records may be

retrieved and used to document the activity in accordance with the due process. All reasonable efforts will be made to notify an employee if his or her electronic communication records are to be reviewed. Notification may not be possible, however, if the employee cannot be contacted, as in the case of employee absence due to vacation.

In legal matters which involve electronic records, the College will follow appropriate federal and state guidelines.

Reporting Misuse

Any allegations of misuse by faculty or staff of any form of electronic communication should be promptly reported to a supervisor. Student users should report such abuse to Information Network Services at 215.968.8472.

Disclaimer

Bucks County Community College assumes no liability for direct and/or indirect damages arising from the use of its electronic communication systems by authorized users. Users are solely responsible for the content they disseminate. Bucks County Community College is not responsible for any third-party claim, demand, or damages arising out of use of the Bucks County Community College's electronic communication systems or services.

Email User Responsibilities

Email is a critical mechanism for business communication at Bucks County Community College. Use of the College email system is a privilege, not a right, and therefore must be used with respect and in accordance with the goals of the College. Email users are expected to comply with normal standards of professional and personal courtesy and conduct. Additionally, all users of College email services are required to comply with the procedures detailing user responsibilities and appropriate use. [Link to procedures](#)

Allegations of misconduct related to email use will be adjudicated according to established procedures. Sanctions for inappropriate use of Bucks County Community College e-mail systems and services may include, but are not limited to, the following: loss of email access, disciplinary action, termination of employment or legal action according to applicable laws and contractual agreements.

Cell Phone Assignment & Reimbursement

The College recognizes that certain job functions require that an employee be accessible at all times by cell phone. To facilitate this communication, the College will provide cell phones to select employees whose job function either involves considerable time away from the assigned work area or requires accessibility outside of scheduled working hours.

The Provost, Vice President or Dean will determine whether the job duties of an individual warrant the assignment of a College cell phone.

All College cell phones will be acquired through the Vice President, Administrative Affairs, or his/her designee, who will ensure that service plan selection is adequate to meet the varied needs of employees. The Provost, Vice President or Dean will select the service plan that best considers both employee needs and cost factors, monitor usage for call appropriateness and quantity, and authorize changes in plan selection should calling needs change. Upon receipt of the College cell phone, the employee and the approving senior manager are required to sign the "Statement of Receipt and Responsibility for Bucks County Community College Cellular Phone".

College issued cell phones are intended to be used for official College business. However, numerous factors including lack of control over incoming calls, determination of call nature being dependent upon circumstances, as well as blocks of unlimited calling time, make this goal difficult to attain. Therefore, the College expects employees to exercise prudent judgment in keeping calls to a minimum and to comply with established reimbursement procedures.

A College cell phone is the property of Bucks County Community College and as such may be removed from the employee's possession at any time. Abuse of College cell phone privileges will result, at a minimum, in the loss of the College cell phone privileges and employee reimbursement of inappropriate expenses.

PROCEDURES RELATED TO: POLICY NO. 1.23
POLICY TITLE: ELECTRONIC COMMUNICATION – EMAIL USER
RESPONSIBILITIES

The following procedures apply to all e-mail user accounts, systems and services provided by Bucks County Community College. Failure to adhere to the following procedures may put individual user's systems at risk for facing technical obstacles that are irresolvable.

User Responsibilities and Appropriate Use of College e-mail :

- 1 Read and understand the College's policy and procedures related to Electronic Communication.
- 2 Operate e-mail client software according to the standards set by the College's Technology Policy and Planning Group which are designed to optimize system performance for all users.
- 3 Back-up email on your personal workstation.
- 4 Practice efficient mailbox management which includes archiving and deletion of unnecessary messages.
- 5 Check e-mail in a consistent and timely manner in order to be aware important announcements and updates and to fulfill associated role-oriented responsibilities.
- 6 Practice professional and personal courtesy in all e-mail transactions.
- 7 Use caution when communicating confidential or sensitive information via e-mail. Keep in mind that all e-mail messages sent out of Bucks County Community College become the property of the receiver.
- 7 Report e-mail misuse or abuse. Employee users should report this to their supervisor. Student users should report this to Information Network Services at 215-968-8472.

- 8 Use your College e-mail account appropriately. Avoid inappropriate use which includes but is not limited to:
- a. Use of e-mail for illegal or unlawful purposes, including copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, soliciting for illegal pyramid schemes, and computer tampering (e.g. spreading of computer viruses).
 - b. Use of e-mail in any way that violates Bucks County Community College's policies, rules, or administrative orders.
 - c. Viewing, copying, altering, or deleting of e-mail accounts or files belonging to Bucks County Community College or another individual without authorized permission.
 - d. Sending unreasonably large e-mail attachments, according to ([link here](#) to the current standards which include settings for inbox and attachment size, default settings, client names, etc.).
 - e. Client e-mail applications (i.e. Outlook) set to leave messages on e-mail server.
 - f. Opening e-mail attachments from unknown or unsigned sources. Attachments are the primary source of computer viruses and should be treated with utmost caution.
 - g. Sharing e-mail account passwords with another person, or attempting to obtain another person's e-mail account password. E-mail accounts are only to be used by the registered user.
 - h. Excessive personal use of Bucks County Community College e-mail resources. BCCC allows limited personal use for communication with family and friends, independent learning, and public service so long as it does not interfere with staff productivity, pre-empt any business activity, or consume more than a trivial amount of resources. Bucks County Community College prohibits personal use of its e-mail systems and services for unsolicited mass mailings, non-Bucks County Community College commercial activity, political campaigning, dissemination of chain letters, and use by non-employees.

Responsibilities of the College for BCCC e-mail:

- 1 Initial set up of client e-mail according to current College standards
- 2 Provide reasonable access via phone and e-mail to College technical support staff for assistance.
- 3 Advance notification of scheduled system maintenance and downtime.
- 4 Provide training for users in e-mail customization, security and back-up procedures.

- 5 Assist employee users in backing-up e-mail for transfer during workstation upgrade periods.
- 6 Follow-up on all reports of misuse and abuse.

Equal Opportunity Statement

Bucks County Community College is committed to providing equal education and employment opportunities. This encompasses persons in legally protected classifications in regard to race, color, national origin, sex, handicap, age, religion, disabilities and Vietnam military veterans and sexual orientation. The College provides reasonable accommodations for persons with disabilities in accordance with the Americans with Disabilities Act (ADA). Please call the Campus Coordinator for Equal Employment Opportunity in advance to request or clarify accommodations or to address issues concerning equal opportunities at 215-968-8090. The EEO office is located in Room 130, Tyler Hall.

Family And Medical Leave (Board of Trustees Policy 2.1.12)

It is the policy of the College to provide eligible employees with family and medical leave of absence from work in the following circumstances:

- the birth of a child and in order to care for such child;
- the adoption and care of a child, or the care of a foster child;
- to care for a child, spouse, or parent who has a serious health condition;
- an employee's own serious health condition which renders the employee unable to perform the functions of his or her position
- an employee's chronic health condition
- pregnancy

Family Education Rights and Privacy Act of 1974 (FERPA)

As faculty, you have the right, on a need to know basis, to view academic information about your students and advisees. This information includes transcripts, academic history, transfer information, and other similar data. This access carries the responsibility to protect the student's right to privacy.

Grades, attendance, or any other student records are private information which only the student has a right to view. Others, including spouses and parents, do not have the right to view students' grades or other records without the written permission of the student. This prohibition also includes discussing a student's grades, attendance, or any other records on the phone with spouses, parents, or others.

Student files, transcripts, graded papers, and all other private information should be handed directly to the student or kept in files or folders in your office secure from others' view.

If you have questions about FERPA, please contact your Assistant Dean.

Plagiarism and Cheating Policy (Board of Trustees Policy 3.20)

The expectation at Bucks County Community College is that the principles of truth and honesty will be rigorously followed in all academic endeavors. This assumes that all work will be done by the person who purports to do the work without unauthorized aids. In addition, when making use of language and some idea not his or her own, whether quoting them directly or paraphrasing them into his or her own words, the student must attribute the source of the material in some standard form, such as naming the source in the text or offering a footnote.

Individual instructors are responsible for completing the “Plagiarism/Cheating Incident Report” form within fourteen (14) days of the discovery of an offense. The instructor should maintain copies and forward originals of the Report and supporting documentation to the Office of the Dean of Academic Affairs. The Dean of Academic Affairs will notify the instructor’s Department Assistant Academic Dean, the Assistant Academic Dean of the student’s major,, and the Dean of Students.

Instructors should include in their course formats an explanation of the Cheating and Plagiarism Policy and its penalties.

The Office of Academic Affairs will maintain a central record and monitor all policy violations.

Penalties for Cheating and Plagiarism

First Recorded Offense

When an instructor charges a student with cheating or plagiarism, the instructor must complete a Plagiarism/Cheating Incident Report within fourteen (14) days of the incident’s discovery. The instructor must take one of the following two actions:

Level 1 - Issue warning with the requirement that the offending portions of the work be revised.

OR

Level 2 - Issue an automatic failing grade (F) for the work in question, e.g., quiz, essay, examination.

Second Recorded Offense

When the Office of the Dean of Academic Affairs receives a Plagiarism/Cheating Incident Report, a review of the central record file will be made to determine if any previous incidents have been reported on the same students. If one previous offense has been recorded, the instructor filing the Incident Report will be contacted and must resubmit the Incident Report taking one of the following two actions:

Level 3 -Issue an automatic withdrawal grade (W) for the course. (This action must be taken within the normal course withdrawal period). OR

Level 4-Issue an automatic failing grade (F) for the course.

NOTE: Instructors should always complete the Incident Report as a First Recorded Offense unless contacted by the Office of the Dean of Academic Affairs to resubmit the Incident Report as a second offense.

Third Recorded Offense

If the Office of the Dean of Academic Affairs receives a third recorded offense on the same student, it will notify the instructor, and the College will take the following action:

Level 5 - Three year suspension from the College.

- Any incident or penalty except Level 5 shall be levied by the instructor in writing and recorded in the Office of the Dean of Academic Affairs..
- No information pertaining to the offense shall be disclosed to external entities such as colleges, employers, or agencies.

Cheating and Plagiarism Appeals

Normal appeal routes shall be followed with normal time allocation for the student to seek counsel, should he or she desire to appeal the instructor's actions.

- Appeals pertaining to Levels One and Two should be directed to the Department Assistant Academic Dean. If resolution is not achieved at that level, the final step in the appeal process is the Dean of Academic Affairs.
- Appeals pertaining to Levels Three and Four should be directed to the Committee on Academic Performance.
- Appeals pertaining to Level Five should be directed to the Dean of Students.

Sexual Assault (Board of Trustees Policy 2.1.17)

Sexual assault violates the standards of conduct expected of every member of the College community and is strictly prohibited.

Definitions:

Sexual Assault -- Sexual assault includes any of the following:

Any intentional, unconsented touching, or threat or attempt thereof, of: an intimate bodily part of another person such as a sexual organ, buttocks or breast; any bodily part of another person with a sexual organ; or any part of another person's body with the intent of accomplishing a sexual act; or

Unwanted, inappropriate disrobing of another person, or purposeful exposure of one's genitals to another without the other's consent; or

Forcing, or attempting to force, any other person to engage in sexual activity of any kind without his or her consent.

Consent -- An affirmative statement or action shall not constitute consent if it is given by a person who is unable to make a reasonable judgment concerning the nature or harmfulness of the activity because of his or her intoxication, unconsciousness, mental deficiency or incapacity, or if the consent is the product of threat or coercion.

The College will provide supportive resources to individuals who have been sexually assaulted, and will use appropriate disciplinary procedures against any member of the College community who violates this policy.

Sexual Harassment Policy, (Board of Trustees Policy 2.1.16)

A. Policy Statement

Bucks County Community College is committed to providing a place of work and study free of intimidation, exploitation, or discrimination. It is expected that students, faculty and staff will treat one another with respect.

Sexual harassment violates the College's long-standing policy, established at its founding, prohibiting discrimination on the basis of sex. Further, sexual harassment is a violation of state and federal law, including Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. It will not be tolerated at Bucks County Community College.

This Harassment Policy applies to all persons who are enrolled, employed, or serve in any official capacity at the College while they are on College property or are participating in any College-sponsored activity off-campus. Individuals who violate this policy are subject to the full range of internal institutional disciplinary actions from reprimand up to and including separation from the College.

The College is also committed to broad dissemination of information to raise the level of understanding concerning the nature of harassment.

B. Definition of Harassment

Harassment is a prohibited act of sexual discrimination and is unlawful. It is the creation of an environment in which verbal or physical conduct, due to its persistence and/or severity, interferes with the performance of students or employees. The two presently recognized elements of harassment are:

Quid Pro Quo Harassment

Quid pro quo ("something for something") harassment is sexual coercion perpetrated by someone who is in a College position of influence over the individual being harassed. It exists where sexual advances or requests are made under circumstances implying that submission or refusal might affect academic or employment decisions. For example, a supervisor who suggests that a subordinate employee could get a promotion or a professor who suggests that a student could get a higher grade by submitting to sexual advances is making a sexually discriminatory *quid pro quo* offer and is engaging in sexual harassment.

Hostile Environment Sexual Harassment

Sexual harassment exists where unwelcome sexual conduct is sufficiently severe or pervasive that it creates a hostile or abusive atmosphere. A discriminatorily abusive work or educational environment can and often will detract from employees' or students' performance, discourage them from remaining at the College, or keep them from advancing in their careers. When the workplace or academic environment is permeated with discriminatory intimidation, ridicule, and insult that is sufficiently severe or pervasive to alter the conditions of the victim's employment or education and create an abusive working or educational environment, federal law and College policy are violated.

Sexual harassment can be verbal, visual, physical or communicated in writing or electronically. Continuous incidents of unwelcome sexual conduct such as sexual comments, gestures, sexual advances, or touching constitute sexual harassment when they result in a pattern of behavior that creates a hostile environment which impairs an individual's ability to work, learn, or participate in any College function.

Not every act that might be offensive to an individual or a group necessarily will be considered as harassment and/or a violation of the College's standards of conduct. Whether an environment is "hostile" or "abusive" can be determined only by looking at all the circumstances. These may include the frequency of the discriminatory conduct; its severity; whether it is physically threatening or humiliating, or a mere offensive utterance; and whether it unreasonably interferes with an employee's or student's performance.

A single egregious sexual incident such as coerced sexual intercourse or other physical assault is sufficient to constitute harassment.

C. Freedom of Expression

Bucks County Community College is committed to the principles of free inquiry and freedom of expression for all members of the College community. Vigorous discussion and debate are fundamental to college life. Sexual Harassment Policy is intended to protect against sex discrimination, not to regulate the content of constitutionally protected speech. Academic discourse which is relevant to course subject matter is protected by the First Amendment even if it is offensive to individuals.

D. Advice and Assistance

Any member of the College community who believes that he or she has been the victim of sexual harassment is encouraged to take action by obtaining further information or initiating either informal or formal procedures to resolve a complaint by one or more of the following means:

1. All College Counselors are available to provide information and counseling, on a confidential basis, concerning incidents of sexual harassment.
2. A concern or complaint that a College employee engaged in sexual harassment may be reported to the alleged offender's administrative supervisor.
3. Employees working under a collective bargaining agreement may contact the appropriate union officer in regard to resolving a concern or complaint of violations of the nondiscrimination provision of their contract.
4. A concern or complaint about a student may be reported to the Director for Student Life Programs

- 5 Information or assistance in filing a complaint is available from the Director of Human Resources, who is the BCCC Equal Employment Opportunity (EEO) Officer and College Coordinator for Sexual Harassment Policy compliance efforts (Room 130, Tyler Hall, 968-8090).

Sexual Harassment is prohibited by state and federal law. In addition to the internal resources described in this policy, individuals may pursue complaints directly with the government agencies that deal with unlawful harassment and discrimination claims. Individuals may contact the appropriate state and local agencies, the Equal Employment Opportunity Commission, or the United States Department of Education, Office of Civil Rights.

E. Confidentiality

The College recognizes the importance of confidentiality. College officials will honor the confidentiality and privacy of individuals reporting or accused of sexual harassment to the extent reasonably possible, as long as it does not compromise the College's obligation to investigate allegations of sexual harassment and take corrective action. However, it is not possible to guarantee absolute confidentiality under all circumstances.

Because of their position of authority as officials of the College, administrators such as department Assistant Academic Deans, directors, and deans must notify the Director of Human Resources once they are informed that sexual harassment may be occurring.

For those wishing to discuss possible harassment in a more informal and confidential setting, consultation about sexual harassment is available from College Counselors, some of whom are licensed psychologists who by law have special status protecting the privileged communications shared with them. Information that is discussed with any College Counselor, or even that a person came to a Counselor for assistance, is strictly confidential and no information will be released to anyone outside the counseling center without that person's written consent.

F. Protection of Rights

The College seeks to protect the rights of all members of the College community to fair procedures. Retaliation against an individual for raising allegations of sexual harassment is also considered sex discrimination and is a violation of Harassment Policy and the law. Any such retaliation is cause for disciplinary action using the procedures followed for a complaint of harassment.

Charges made in willful disregard of the truth may subject the complainant to disciplinary action as a violation of Harassment Policy. Complaints filed in good faith shall not subject a complainant to disciplinary action even when they are found to be unsubstantiated or erroneous.

Note: Online training for faculty on sexual harassment issues may be found at <http://training.newmedialearning.com/psh/bucksccc/> .

Smoking on Campus (Board of Trustees Policy 2.1.22)

Bucks County Community College is an educational facility concerned about the health of students, employees, and visitors. Consequently, **SMOKING IS PROHIBITED IN**

ALL CAMPUS BUILDINGS.

Violation Of State Or Federal Law (Board of Trustees Policy 2.1.22)

The College expects that all employees will comply with the Federal and State Criminal Laws. The actions of employees may affect the College and as such, the violation of any criminal statutes, regardless of where the act may have been committed, may trigger disciplinary action by the College. Such disciplinary action may include termination of employment. Issues associated with violations of the criminal laws of the State and Federal Government involving employees off campus will be reviewed on a case by case basis. The action of the College related thereto shall be determined following a thorough review of the following factors:

1. The nature of the offense;
2. The relationship of the offense to the College;
3. The impact of the offense upon the College, its mission, as well as the impact on the neighboring community; and
4. The impact on the welfare, safety and security of the College campus.

The procedures related to disciplinary proceedings will be followed with respect to any action taken by the College as a result of the violation of this policy.

KEY CONTACTS

Academic Affairs Division

	Office	Phone
Provost and Dean of Academic Affairs Annette Conn	Tyler 122	215-968-8048
Dean, Academic and Curricular Services Catherine McElroy	Tyler 127	215-968-8213
Dean, Learning Resources Maureen McCreadie	Library	215-968-8004
Director, Evening and Off Campus Programs Clare M. Doyle	Founders 163	215-504-8564
Executive Director, Upper Bucks Campus Rodney Altemose	Upper County Campus	215-258-7750
Executive Director, Lower Bucks Campus James Sell	Lower Bucks Campus	267-685-4800

Academic Department Assistant Deans

	Office	Phone/Fax
The Arts John Mathews	Hicks 123	215-968-8421 (fax) 215-504-8530
Business Studies Thomas Zaher	Penn 401A	215-968-8225 (fax) 215-504-8509
Health, Physical Education, and Nursing Dr. Priscilla Rice	Gym 102	215-968-8450 (fax) 215-968-8452
Language and Literature Susan Darrah	Penn 103	215-968-8152 (fax) 215-504-8503
Math, Science and Technology Lisa Angelo	Founders 114	215-968-8306 (fax) 215-968-8294
Social and Behavioral Science John Petito, Interim	Penn 303	215-968-8272 (fax) 215-968-8489

Administrative Division

	Office	Phone
V.P. for Administrative Affairs and CFO Dennis Matthews	Tyler 235	215-968-8301
Executive Director, Human Resources Susan Clarke	Tyler 130	215-968-8091
Supervisor-Payroll Patricia O'Connell	Tyler 311	215-968-8215
Director, Security & Safety Christopher Lloyd	Cott. 4 105	215-968-8393
Supervisor, Student Accounts Sandy Scarborough	Tyler 108	215-968-8036

Student Affairs, Planning & Assessment

V.P. for Planning & Assessment & Dean of Student Affairs Karen Dawkins	Rollins 01	215-968-8105
Asst. Dean, Advising & Planning Christine Hagedorn	Rollins 08	215-968-8034
Director, Testing & Retention Dr. Lou Woodruff	Rollins 102	215-968-8467
Director, Transfer Services Barbara Ford	Rollins 132	215-968-8194
Asst. Dean, Admission, Records & Registration Elizabeth Kulick	Pemb 110	215-968-8123
Director, Student Life Programs Matt Cipriano	Rollins 12A	215-968-8255

IMPORTANT TELEPHONE NUMBERS

Admissions, Records, Registration	215-968-8100
Bookstore, Newtown	215-968-8459
Lower Bucks Campus	267-685-4800
Cafeteria, Newtown	215-968-8210
Emergency	215-968-8395
Evening Office, Newtown	215-968-8081
Faculty Center for Teaching and Learning, Newtown	215-968-8065
Human Resources	215-968-8090
Library	215-968-8009
Online Learning	215-968-8052
Payroll	215-968-8336
Physical Plant	215-968-8390
Security and Safety	215-968-8394
Student Life Programs Office	215-968-8257
Student Life Information Center (SLIC)	215-968-8261
Student Services Center	215-968-8182
Technical Support	215-968-8191
Tutoring Center, Newtown	215-968-8218
Upper Bucks Campus	215-258-7700

COLLEGE LOCATIONS

Bucks County Community College
Newtown Campus
275 Swamp Road
Newtown, PA 18940
215-968-8000

Middle Bucks Institute of Technology
2740 Old York Road
Jamison, PA 18929
215-343-2480

Bucks County Community College
Upper Bucks Campus
One Hillendale Drive
Perkasie, PA 18944
215-258-7700

Bucks County Community College
Lower Bucks Campus
1304 Veterans Highway
Bristol, PA 19007
267-685-4800

Appendix A – Faculty Guides for WebAdvisor

You will use WebAdvisor to view and/or print class rosters and post grades, among other things. Guides to specific processes are found on the Information Networking Services website at www.bucks.edu/ins

Links to certain time-sensitive processes are also found on the Faculty page in WebAdvisor, which is available after you log in. For example, links to the process for viewing your roster are posted for the first 3 weeks of each semester. However, those process documents are also available at any time on the INS site.

Faculty topics having process document on the site include:

- Viewing and/or printing class rosters
- 3rd week withdrawals
- Grading (midterm and final)

Other topics include:

- Viewing your W2 online
- Viewing and/or printing your direct deposit pay advice online

Appendix B: Creating Course Formats

COURSE FORMAT

This part is to be completed by each person teaching the course and is to be revised whenever the course content changes.

Minimum information to be included:

1. College Name, Department Name, & Course Name and Number
2. Instructor's Name, Office Hours, Voice-Mail Number, and E-Mail Address
3. List of Departmentally agreed upon Core Goals and Objectives for this course
4. Attendance Policy and Withdrawal Information
5. Testing/Grading Procedures
6. Assignments/Topics Covered
7. Required Text(s) and Supplementary Materials
8. Reference to Cheating & Plagiarism Statement in Catalog
9. Additional Policies of Instructor (Optional)
10. Extra Credit/Help Procedures (Optional)
11. Study Requirements (Optional)

Instructors are required to distribute copies of their course formats to all students and to inform them that course syllabi are kept in the department office, the Vice President and Dean of Academic Affairs Office, the Library, and the Transfer Center.

COURSE FORMAT TEMPLATE



BUCKS COUNTY COMMUNITY COLLEGE

Department Name

Course Name and Number

Instructor's Name

Office Hours

Voice mail number

Email address

List departmentally approved Core Goals and Objectives for this course exactly as written: i.e.

Core Goals:

The students will:

Cultural Perspectives:

1. *appreciate diverse cultural views by establishing familiarity with, empathy for, and awareness of cultures.*

Critical Thinking and Reading

1. *assess the credibility of a communication and the strength of claims and arguments.*
2. *communicate and justify clearly the results of their reasoning.*

Adapting to Livelong Change

1. *gain confidence in their ability to adapt to or initiate change.*

Core Objectives:

The students will be able to:

Cultural Perspectives:

1. *compare, contrast, analyze, and/or defend differing world views and practices. (1)*

Critical Thinking and Reading

1. *determine if an argument makes sense. (1)*
2. *locate and cite evidence to confirm or disconfirm alternatives. (2)*

Adapting to Livelong Change

1. *accurately assess threats and opportunities in their social and work environments and make choices appropriate for a changing world. (1)*

Attendance Policy and Withdrawal Information:

List here items such as whether you take attendance, how many absences you permit, if you will withdraw students at mid-term if they exceed your number of absences, how they may withdraw themselves, the deadline for student initiated withdrawal, procedure for student withdrawal.

Testing/Grading Procedures:

Inform the students of the items that will make up their grade.

Example:

Final grades will be determined using the following criteria:

Mid-term: 30%

Final: 25%

Homework: 30%

Quizzes: 10%

The instructor, based on interest, class participation, and initiative demonstrated throughout the semester will determine the remaining 5% of the grade.

Each homework or class assignment is worth ten points.

The due dates for assignments are shown on the tentative schedule supplied at the first class.

Assignments turned in late will receive no higher than 7 of the 10 points.

Assignments/Topics Covered:

List the topics or assignments. One way to handle this is to display the Catalog course description.

Required Text(s) and Supplementary Materials

List text titles, authors and publishers.

Reference to Cheating & Plagiarism Statement in Catalog:

This could encompass the departmental statement regarding plagiarism, if one has been developed, as well as that in the College Catalog.

Example:

BCCC considers plagiarism a serious offense. Please read the College Catalog, page 159 for further information and penalties.

Optional:

Additional Policies of Instructor:

Extra Credit/Help Procedures:

Study Requirements:

Please note: Items do not need to be in the exact order as listed in the procedure manual, as long as all required items are included.

Appendix C: Telephone and Voice Mail

How To Use Your Telephone:

- Your Primary number is the first number that appears on your telephone keypad.
- Your “Secondary Line” is for outgoing calls and on-campus calls only.
- You cannot use your secondary line for incoming calls from off campus.

Some Helpful Hints about “Dedicated” Keys:

Recall

- Delivers another dial tone.
- Is used instead of switch hook.
- NOT related to calling back.

SPD

Speed Dial

- Press the function key.
- Press an open line key. (keys at the top of your display telephone)
- Dial the number (remember to put a “9” if it’s outside the campus)
- Press function again.

TRF

Transfer

- With caller on the line, press TRF.
- Hear interrupted dial tone.
- Enter number -- called party answers.
- Announce call
- Hang up.

CNF

Conference

- Press TRF button.
- Hear interrupted dial tone.
- Enter number.
- Called party answers
- Press CNF button.

**** 3 parties may be on a conference call at one time.***

SPKR

Speaker

- Depress SPKR to make hands-free call
- MIC light must be activated in order to be heard after caller answers.

HOLD

- To retrieve a caller on hold, press the flashing green line key.
- BE AWARE OF EXCLUSIVE HOLD.

If you inadvertently tap the HOLD button twice, or depress it with force, you may engage a feature known as Exclusive HOLD. This means that no one else may pick up the call.

When you have engaged Exclusive Hold, your display window shows EHL D.

UP AND DOWN ARROWS

Regulate:

- Display window contrast.
- Ringer volume.
- Handset volume.

Ringer volume may be adjusted only while the phone is ringing.

FWDALL

Forward All

- With dial tone, press FWDALL.
- Hear interrupted dial tone
- Enter extension or voice mail number
- See SET in window.

To Cancel:

Lift handset.

- Press FWDALL button
- Hear solid tone, and note CNCL in window.
- When this feature is engaged, the key marked FWDALL will display a red light

Voicemail

To initialize your voicemail box:

- dial 215-504-8500 from off-campus
- press #
- enter your four digit mailbox extension number
- enter your initial password
- you will be asked to change your password to a new 9 digit confidential password
- follow the instructions given to record your greeting and record your name

To retrieve your messages:

- dial 215-504-8500 from off-campus
- press #
- enter your mailbox extension number
- enter your personal password
- press 1 to play your messages
- press 11 to play new messages
- press 7 to erase the message
- press 9 to save a message
- press * to return to the main menu
- press * to exit

To send messages:

- dial 215-504-8500 from off-campus
- press #
- enter your mailbox extension number
- enter your personal password
- press 2 to record a message (to an individual student or a group of students)
- press # when finished recording
- enter the destination mailbox number
- press * to return to the main menu

To reply to messages

- -After playing message:
- press 8 to answer message
- press # when finished recording the reply
- press the destination mailbox number or # to send by name
- press 9 to save the message