

Bucks County Community College

# College Policies and Procedures

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# 1. General Institutional Policies

## *1.1 BOARD OF TRUSTEES*

The affairs of any community college established under the Community College Act shall be administered and supervised by a Board of Trustees. Subject to any law and to any policies, standards, rules and regulations adopted by the State Board of Education provided for community colleges, the Board shall for the purpose of establishing, operating and maintaining a community college, have the powers, and its duty shall be:

1. To appoint and fix the salary of a president.
2. To hold, rent, lease, maintain and improve land and buildings.
3. To enter into contracts to effectuate the operation and maintenance of the College.
4. To accept and receive gifts of real and personal property and Federal, State and local monies and grants, and to expend the same.
5. To make policies providing for the admission and expulsion of students, the courses of instruction, the tuition and fees to be charged, and for all matters related to the governance and administration of the college.
6. To submit to the State Board of Education for its approval proposed amendments to the community college plan.
7. To enter into contracts for services to high schools of member districts to provide area vocational technical education services.
8. To exercise such other powers and perform such other duties as are necessary to carry into effect the purposes of the Community College Act.

## *1.2 THE PRESIDENT*

The President is the Chief Executive Officer and Chief Educational Officer of the College and is responsible for the administration of the College in accordance with policies established by the Board of Trustees.

### ***1.3 RECEIVING EXTERNAL MONEY AND/OR GIFTS***

#### **1.3.1 Acceptance of Gifts**

The Board of Directors of the Bucks County Community College Foundation is authorized to accept gifts and donations in the name of the College, subject to existing laws.

The Executive Director of the Foundation is authorized to review and to recommend acceptance or rejection of any proposed gift. After careful review, the Board of Directors of the Foundation must then vote on the Executive Director's recommendation.

The Executive Director is hereby directed to establish criteria and procedures for accepting or rejecting any proffered gifts or donations, whether cash, goods, or in-kind services.

The Executive Director of the Foundation will exercise his/her responsibilities regarding the acceptance of gifts and criteria for such action in consultation with the President and Vice President of the College.

*INCORPORATION OF THE BUCKS FOUNDATION BOARD -- AUGUST 12, 1982*

#### **Procedure: Evaluation of Gifts and Donations**

Any gift or donation offered to the College should be evaluated according to the following:

- The purpose of the gift.
- The possible use of the gift by the College, the student body, the community.
- The aesthetic value of the gift to the College.
- Any contingency to the use or acceptance of the gift.
- The intrinsic value of the gift. If the gift is offered as a tax deduction, the donor must submit two (2) appraisals as to its fair value.
- If the President has reason to disagree with the appraisals, he may secure a third appraisal to resolve the matter.
- The donor shall pay the costs of all appraisals.
- The Board of Trustees shall act upon the President's recommendation at its next regularly scheduled meeting.

*APPROVED BY: THE BOARD OF TRUSTEES DATE OF APPROVAL: JANUARY 17, 1973*

### 1.3.2 Externally Funded Projects/Programs

The Institutional Advancement Office, in conjunction with the President and Vice President of the College, will establish procedures governing the authorization and completion of applications for externally funded projects and programs.

#### Procedure: Development and Submission of Proposals for Externally Funded Grants and Contracts: New and Continuing Projects

1. Project Initiation (for projects requiring funding or equipment from government, foundation or corporate foundation sources)
  - a. The person/team developing a proposal notifies the Coordinator of Grants, x8144, before work begins on the project.
  - b. The Coordinator of Grants provides a Project Initiation Form (See attached Form No. 1).
  - c. Project developer fills out the Project Initiation Form, has the department chair or supervisor and the area dean sign it, and returns it to the Grants Office (Penn 229). If the project requires purchase of new technology (hardware and/or software) and training of faculty or staff on that technology, a copy of the initiation form should also be sent to the Dean of Library and Instructional Resources.
2. Project Development
  - a. The Coordinator of Grants assists in identifying potential funding sources and obtaining application materials, if required or requested by the project developer.
  - b. The Coordinator of Grants serves as a resource and support in all stages of proposal development as required/requested.
  - c. The project developer sends a preliminary draft of the proposal to the Coordinator of Grants as soon as it is written. The Coordinator forwards the draft to the appropriate supervisor and dean.
  - d. A meeting with the Grant Accountant, the Coordinator of Grants and the Project Developer will take place to set up all project budgets.
  - e. Project developer creates a preliminary budget and sends it to the Coordinator of Grants. The Coordinator forwards copies of the draft budget to the supervisor and the Budget Director.
3. Proposal Approval and Submission
  - a. Project Developer sends the final draft to Coordinator of Grants five working days prior to submission deadline.
  - b. Coordinator of Grants prepares a Proposal Face Sheet (see Related Forms), and where appropriate, the cover letter for the signature of the President and/or the Executive Director of the Bucks County Community College Foundation.

- c. Project developer or Coordinator of Grants obtains the appropriate approvals and presents the proposal (with the completed Face Sheet) for final review/signature by the President.
  - d. Copies of the signed proposal are filed in the Grants Office and distributed to all interested parties.
- 4. Proposal Follow-up
  - a. If the proposal is funded:
    - i. Coordinator of Grants sends notice to appropriate departments. (If notification and/or correspondence pertaining to an application arrives in a departmental office, the department head should notify the Coordinator of Grants immediately.)
    - ii. Coordinator of Grants works with Accounting Office and Project Director to set up financial record keeping system for the project.
    - iii. Coordinator of Grants reviews time-line for reports, etc., with Project Director.
    - iv. Coordinator of Grants sends notice of reporting dates and other grant accountability requirements to the Project Director throughout the period of the project.
    - v. Project Director sends copies of any interim and final reports to the Director of Grants.
  - b. If rejected:
    - i. Coordinator of Grants solicits feedback from funding source.
    - ii. Coordinator of Grants meets with project developer to discuss resubmission of proposal to alternative funding sources.
- 5. The drawdown procedure is determined by the grant agreement. All drawdowns are based on reimbursable expenditures. Once expenditures have been approved by the Project Director and Grant Accountant, the drawdown will be completed based on the grant guidelines.
- 6. Payment of invoices is based on the drawdown guidelines of the grant. Payment of the invoices will be made within 30 days of receipt of the invoice.

## Related Forms

[Program/Project Initiation Form](#). To be filled out before beginning work on a proposal

[Proposal Face Sheet](#). To be filled out when proposal is ready for final signatures.

## Procedure: Administration of Project and Grant/Contract

- 1. The Accounting Office is responsible for the accounting and financial reporting of all proposals funded. Upon notification of the funding of a proposal, the following information shall be provided to the Accounting Office by the Project Director:
  - a. Copy of grant/contract approval letter and approved grant/contract budget

- b. Breakdown of total budget (including grant and matching monies) by line item in current and succeeding institutional budgets
  - c. Budget breakdown by categories
  - d. Grant/contract period and date and place for submission of close-out financial statement
  - e. Method of procuring funds.
- 2. Upon receipt of this information, the Accounting Office will establish an account number and account title for that grant/contract and forward a copy to the Project Director. These account numbers must be used on Purchase Orders, Invoices, and Check Requests.
- 3. When a subcontractor or subawardee is named in a grant, the following procedures will be followed:
  - a. Each subcontractor or subawardee will provide the Grant Accountant and Project Director with a copy of his proposed budget.
  - b. Payment to the subcontractor or subawardee will be on a reimbursable basis with all invoices signed off on by the Project Director.
  - c. Review of expenditures will be done quarterly to ensure all monies are being spent appropriately according to the budget.
- 4. The Accounting Office will verify that requisitions for materials, personnel payment and equipment are consistent with the provisions contained in the approved grant/contract budget. Where requisitioned items do not appear to be consistent with the items in the approved grant proposal budget, the Grant Accountant will, if necessary, contact the Project Director to resolve the matter.
- 5. The drawdown procedure is determined by the grant agreement. All drawdowns are based on reimbursable expenditures. Once expenditures have been approved by the Project Director and Grant Accountant, the drawdown will be completed based on the grant guidelines.
- 6. Payment of invoices is based on the drawdown guidelines of the grant. Payment of the invoices will be made within 30 days of receipt on the invoice.
- 7. The Project Director shall be responsible for implementing the project's objectives and shall maintain an accurate record and file of non-financial project information relating to such implementation. The Project Director is responsible for preparing all required reports and shall coordinate need for financial data with the Accounting Office. Upon completion of the project, the Project Director shall complete and submit a written evaluative report to the funding agency, President, immediate supervisor, and Coordinator of Grants.
- 8. Any change in project objectives or in the project budget shall require the approval of the Project Director's immediate supervisor and the funding agency and notification to the Coordinator of Grants. Any change in the project budget shall require the approval of the Project Director, appropriate Deans, and Budget Officer, and notification to the Coordinator of Grants.

*REVISED PROCEDURE APPROVED BY VICE PRESIDENT AND DEAN OF ACADEMIC AFFAIRS -- JUNE 2004  
REVISED JUNE 2011*

## 1.4 NAMING FACILITIES

The naming of buildings, rooms, areas, and specialized external spaces at the college shall be the sole province of the Board of Trustees. The President of the College, the President of the Foundation Board, or a Trustee may submit recommendations for the naming of spaces to the Building and Grounds Committee of the Finance Committee, which may make recommendations for action by the full Board.

The President of the college may recommend naming of other on-campus spaces as memorials.

The Foundation Board, working with the Office of Institutional Advancement, will maintain a list of spaces available for naming with appropriate required donation levels to be used in recognition of major gifts to the College. The Board of Trustees will approve revisions to this list prior to initiation of new fund raising endeavors.

*APPROVED BY THE BOARD OF TRUSTEES -- JUNE 23, 1994*

### 1.4.1 Donor Recognition Levels

#### Newtown Campus

<b>Tyler Hall</b>	<b>\$</b>		<b>\$</b>
Dining Room	50,000	Octagonal Room	25,000
Board Room	50,000	Reception Room	25,000
Music Room	50,000	Pub	15,000
<b>Gateway Center</b>	<b>\$500,000</b>		<b>\$</b>
Auditorium	75,000	Computer Room	25,000
Teleconference Center	50,000	Business and Industry Center Room	25,000
Atrium	25,000		
<b>Rollins Center</b>	<b>\$</b>		<b>\$</b>
Cafeteria	25,000	Quiet Study Room	10,000
Fireside Lounge	15,000	Meeting Room	10,000
<b>Library</b>	<b>\$150,000</b>		<b>\$</b>
Tutoring Center	50,000	College Archives Area	5,000
Library Classroom (L212)	25,000	American English as a Second Language Area	5,000
Reference Area	7,500	Studio A Cinema Video	5,000
Reading Area	7,500	Studio B Cinema Audio	5,000
Computer Area	7,500	Film Lab	3,500
Disabled Students' Workstations (2)	5,000	Editing Lab	3,500

Group Study Rooms (2)	5,000		
<b>Wellness Center</b>	<b>\$75,000</b>		<b>\$</b>
<b>Gymnasium</b>	<b>\$150,000</b>		<b>\$</b>
Pool	50,000	Trophy Atrium	15,000
Center Court	50,000		
<b>3-D Arts Building</b>	<b>\$150,000</b>		<b>\$</b>
Sculpture Room	25,000	Foundry	15,000
Figure Modeling Room	15,000	Stained Glass Alcove	10,000
Glassblowing Studio	15,000		
<b>Hicks Art Center</b>	<b>\$</b>		<b>\$</b>
Gallery	25,000	Print Making Studio	15,000
Fine Woodworking Studio	25,000	Jewelry Making Studio	15,000
Classrooms	25,000	Photo Lab	10,000
Atrium Gallery	15,000	Digital Photo Area	7,500
Ceramic Studio	15,000		
<b>New Arts Center</b>	<b>\$150,000</b>		<b>\$</b>
Performing/Rehearsal Hall	75,000	Patio Entrance	15,000
Classrooms	25,000		
<b>Founders Hall</b>	<b>\$</b>		<b>\$</b>
Classroom 239 (Auditorium Seating)	30,000	Reception Area	15,000
Classrooms	25,000		
<b>Penn Hall</b>	<b>\$</b>		<b>\$</b>
Classroom 257 (Auditorium Seating)	30,000	Reception Area	15,000
Classrooms	25,000		
Orangery			\$75,000
Faculty Teaching and Learning Center			\$75,000
Cottages			\$50,000
Farmhouse			\$50,000
Barn (Mailroom, Physical Plant, Shipping)			\$50,000
Early Childhood/Day Care Center			\$25,000
<b>Grounds / Amenities</b>	<b>\$</b>		<b>\$</b>
Tyler Gardens (Fountains) – Bill	15,000	Tennis Courts	7,500

Calkins			
Gazebo (Tyler Gardens)	10,000	Campus Trees	500
Tyler Gardens (Planting Areas)	7,500	Special Garden Arrangements	500
Ball Fields	7,500	Campus Benches	500

### Upper County Campus

<b>Main Building</b>	<b>\$1,000,000</b>	<b>\$</b>	
Art Wing	Gene Fickes	Student Lounge / Community Room	50,000
Library	Penn Color	Classroom	25,000
Amphitheater/Outdoor Classroom	150,000	Lobby/Reception Area	15,000
Boardroom	50,000		
<b>Grounds / Amenities</b>	<b>\$</b>	<b>\$</b>	
Courtyard/Sculpture Garden	100,000	Campus Trees	500
Gazebo	15,000	Campus Bench	500

### Bristol Campus

Strategic decisions are currently being considered for a Bristol campus. The recommendation is for all aspects of this pending new facility to have naming opportunities consistent with the Newtown and Upper County campuses.

<b>Main Building</b>	<b>\$1,000,000</b>	<b>\$</b>	
Library	50,000	Student Lounge / Community Room	50,000
Lobby/Reception Area	15,000	Classroom	25,000
<b>Grounds / Amenities</b>	<b>\$</b>	<b>\$</b>	
Courtyard/Gardens	100,000	Campus Trees	500
Gazebo	15,000	Campus Bench	500



### ***1.5 EMERGENCY COLLEGE CLOSING***

The President is authorized to close the College as the result of an emergency such as snow, power failure, or other event which, in the judgment of the President, is detrimental to the health, safety, or well-being of persons on the campus.

The President is authorized to develop and promulgate regulations and administrative procedures to implement this policy. Such regulations shall include advance notice via radio, when possible, and an emergency telephone contact system.

### ***1.6 LEGAL HOLIDAYS***

Effective January 1, 2007, Bucks County Community College recognizes the following holidays:

New Year's Eve Day

New Year's Day

Martin Luther King Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Friday following Thanksgiving Day

Day on the 1st scheduled working day preceding Christmas Day, as determined by the College

Christmas Day

*APPROVED BY THE BOARD OF TRUSTEES – November 9, 2006*

### ***1.7 COLLEGE RECOGNITION OF DEGREES***

For the purposes of initial placement, promotion or salary adjustment, the College recognizes only earned degrees conferred by institutions accredited by the appropriate regional accrediting association. An employee who misrepresents academic or other credentials shall be subject to termination of contract for just cause.

## ***1.8 PROGRAM ADVISORY COMMITTEES***

Bucks County Community College attempts to serve its community and to respond to the demonstrated needs of the community. To aid in this effort, the College may form Advisory Committees, especially to obtain the contributions of laymen and their special knowledge.

Advisory committees are appointed by the President in association with particular programs of study. The Program Advisory Committee membership shall serve as individuals rather than as representatives of community organizations, are authorized to advise only, and have no administrative authority.

### **Procedure: Functions**

1. Assess a program of study in relation to the needs of the community and employment possibilities.
2. Recommend ways for improving communications between the College and the Community.
3. Assist the College in recruiting students, providing internships or work experience, and placing qualified students in appropriate employment.
4. Assist in evaluation of the program of study.
5. Recommend competent laymen for teaching appointments in the program of study.
6. Identify the skills, knowledge, and technical information required for the program of study.

### **Procedure: Membership**

1. Composition and size of the membership of a Program Advisory Committee is determined by the College at the time the committee is established.
2. The number of members shall not exceed eleven.
3. Each committee will have at least one faculty member holding a full-time appointment and one College administrator sitting as members.
4. At least fifty percent (50%) of the members must be non-community college faculty and from the community at large.
5. Whenever possible, a seat should be given to a qualified alumnus of the College.
6. Membership is held for one-year renewable terms. However, no more than seventy-five percent (75%) of the members are to be appointed in any one year.
7. Recommendations for appointment to programs identified as transfer are made to the Dean of Academic Affairs and for programs identified as occupational to the Assoc. Dean for Career and Technical Programs by the Department Chairperson responsible for the program of study. The Dean of Academic Affairs recommends all appointments to the President who makes the appointments.

## Procedure: Meetings

1. Committees are organized for one academic year and shall meet at least once every semester or frequently enough to fulfill its functions.
2. Minutes of each meeting must be kept and an approved copy given to each member and one kept on file in the appropriate department office, with copies to the Dean of Academic Affairs and the President.

*APPROVED BY: (IMPLEMENTED BY) DEAN OF ACADEMIC AFFAIRS.  
DATE OF IMPLEMENTATION: (REVISED) MAY 24, 1977*

## **1.9 FUND RAISING ON CAMPUS BY OFF-CAMPUS ORGANIZATIONS**

The President shall consider, on an individual basis, requests for permission to solicit funds on the Bucks County Community College campus.

## **1.10 PURCHASING**

As a public-funded entity, the College follows the purchasing rules and regulations of the County of Bucks and the Commonwealth of Pennsylvania governing the acquisition of supplies, material, equipment, goods and services.

It is the policy of the College to purchase from the lowest priced, responsible vendor able to provide the required goods and/or services in a timely manner.

Purchases of \$1,000 to \$7,499 require at least two (2) written price quotations. Purchases of \$7,500 to \$18,499 require at least three (3) written price quotations. Purchases of \$18,500 or over must be advertised for bid according to County code and regulations; all purchases and contracts for goods or services in excess of \$18,500 require approval by the Board of Trustees.

Professional services related to auditing, architectural services, engineering services, technology consultants, management consultants, insurance services and all other similar professional services shall be solicited by the administration as a Request for Proposal rather than a competitive bid. A Request for Proposal (RFP) is generally required for the purchase of professional services over \$10,000 annually. Requests for Proposal shall be considered on the basis of ability to perform the work and the experience of the assigned professional (s), as well as the submitting firm, price and time frames for completion. When services are requested for a given project, the administration shall solicit Requests for Proposal for that project. When services are rendered over a longer period of time without regard to a project, a new Request for Proposal shall be solicited by the administration at least every five years.

Legal services are to be provided to the College shall be solicited at the sole discretion of the Board of Trustees.

The College shall not be responsible for payment of goods and/or services, in any amount, ordered without prior approval and authorization by the Budget and Purchasing Departments.

## Procedures: Purchasing

Faculty and staff are responsible for providing complete ordering information by using the on-line electronic requisition system. All requisitions require approval by the responsible budget manager and the Executive Director of Budget & Internal Audit to confirm available budget funding.

**For purchases of \$1,000 - \$7,499 at least two (2) written price quotations are required; for purchases of \$7,500 - \$18,499 at least three (3) written price quotations are required.** Written quotations, with date, signature, company name and telephone number are required for all quotations.

**For purchases of \$18,500 or over public bidding is required.** This process generally takes 8-10 weeks to allow time for the following activities:

- preparation, printing and mailing of bid specifications
- newspaper advertising (three times at intervals of not less than three days)
- pre-bid meeting with potential bidders (if needed)
- addendum to specifications (if needed)
- bid opening public meeting
- departmental review of bid responses to determine compliance with specifications and vendor qualifications
- department and purchasing recommendation for contract award to responsible low bidder, meeting specifications
- approval by the Finance/Personnel Committee and Board of Trustees.

Monthly advertising schedules, bid opening dates and Finance/Personnel and Board of Trustee dates are established on an annual basis. Department heads are responsible for complying with the published schedule. Late requests are deferred to the next monthly cycle.

**State contract and single source purchases in excess of \$18,500 require approval by the Board of Trustees.** The College participates in state contract and consortium purchases, when such pooled purchasing agreements are recognized by the Board of Trustees.

Single source purchases apply to the acquisition of an item or service available only from a single supplier, generally identified as a proprietary item. A proprietary item can be purchased only from a single vendor. The requesting department must provide written justification for the item or service available from a single supplier. The Purchasing Department may identify alternate suppliers of comparable and/or equivalent items and referenced comparable pricing for review by department personnel.

**A Request for Proposal (RFP) is generally required for the purchase of professional services over \$10,000 annually,** including architects, engineers, certified public accountants, and other personal services involving professional expert advice.

When professional services are required, the requesting department must provide the following information:

- a statement of the work to be performed
- a preliminary description of professional services to be provided
- activities and deliverables required by the College
- schedule as to the award of the contract and completion of project

- contract and payment requirements
- primary BCCC project contact
- a listing of recommended qualified principals or companies to be invited to submit a proposal.

All professional service contracts require the pre-approval of the area Vice President and/or President. Professional service contracts over \$18,500 require approval of the Finance/Personnel Committee and Board of Trustees.

*REVISED BY THE BOARD OF TRUSTEES JANUARY 12, 2012*  
*REVISED BY THE BOARD OF TRUSTEES DECEMBER 13, 2012*

Materials may be recommended by any member of the College community. Librarians will assist by selecting materials, but their primary responsibility is to assist College personnel by keeping them aware of current offerings in the subject area so that they may select, as well as assist the professional staff in critically evaluating the collection.

The professional library staff share in the responsibility for selecting materials which do not logically fall in the fields of other professional staff. The librarians constantly need to identify and correct inadequate coverage.

The library subscribes to the materials selection principles contained in Parts 1-5 of the Library Bill of Rights adopted by the American Library Association in 1948 and amended in 1961 and 1967. (See General Institutional Policy #1.11.)

### Procedure: Principles of Selection in Specific Areas

1. **Gifts.** Gifts of materials are accepted by the Library with the explicit understanding that, once received, the Director of Library Services will use his discretion in determining whether the materials should be added to the collection, or, if the materials should be discarded. Gift materials will receive normal selection evaluation.
2. **Duplication of Titles.** The Library endorses the policy of adequate provision of significant materials. However, it is not the function of the Library to supply classroom sets of materials nor materials for extended use in faculty offices. If duplicates are necessary for assignments of large numbers of students, a ratio of one title per twenty students should be used as a guide.
3. **Replacement.** Replacement of materials lost or damaged is to occur only after the title is re-evaluated with normal selection evaluation.
4. **Textbooks.** Purchase of textbooks in use on campus is avoided. Texts in general are avoided unless information presented in them is not available elsewhere.
5. **Periodicals and Newspapers.** Periodicals and newspapers are included in the library if accurate and objective, if indexed in standard indices, if representative of points of view or subjects needed in the collection, if of local interest and significance.
6. **Government Publication.** The Library has been designated a Government Documents Depository Library by the U.S. Government. This allows the Library to select on a continuing basis free government publications. Because of the requirements to keep such material for twenty-five years, selections must be judicious, and at times purchased without the resulting requirement inherent in the free acquisitions.
7. **Materials for Faculty Use.** The Library will furnish library materials basic to the support of faculty classroom presentations. The Library is not designed, however, to serve as a research library for the advanced scholar, and is not, therefore, considered as a source of materials for the personal interests and needs of individual faculty members. Interlibrary loan is available for this purpose.
8. **Non-Print Materials.** The same selection process that applies to print materials applies to non-print materials.

9. **Rare Books.** Emphasis in selection is on the information itself, and not original issues. Reprints on reproduced formats are a considerably less expensive means of securing the information contained in expensive first issues and autographed works.

### Procedure: Criteria To Be Considered In Selection

1. Accuracy and objectivity
2. Appearance of title in selection aids
3. Availability or scarcity of materials on the subject in question
4. Coverage in indices (particularly for periodicals)
5. Format
6. Importance of subject matter to the collection
7. Overall purpose of the item
8. Quality of writing
9. Reputation and significance of the author
10. Reputation and standards of the publisher
11. Timeliness or permanence of the item.

### ***1.11 LIBRARY BILL OF RIGHTS***

"The Council of the American Library Association reaffirms its beliefs in the following basic policies which should govern the services of all libraries:

1. As a responsibility of library service, books and other library materials selected should be chosen for values of interest, information, and enlightenment of all the people of the community. In no case should library materials be excluded because of the race or nationality or the social, political, or religious views of the authors.
2. Libraries should provide books and other materials presenting all point of view concerning the problems and issues of our times; no library materials should be proscribed or removed from libraries because of partisan or doctrinal disapprovals.
3. Censorship should be challenged by libraries in the maintenance of their responsibility to provide public information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. The rights of an individual to the use of a library should not be denied or abridged because of his age, race, religion, national origins, or social or political views."

## ***1.12 COLLEGE INVESTMENT POLICY***

The College is permitted to invest in the types of financial instruments authorized under Section 1706 of the County Code and other investments that are limited to educational institutions or educational support institutions which are exempt from taxation. Such institutions are described in Section 501(c) (3) of the Internal Revenue Code under Section 170(b) (1) (A) (ii) or Section 170(b) (1) (A) (iv) of the Code respectively.

The Board of Trustees will adopt appropriate practices and review them annually.

*APPROVED BY THE BOARD OF TRUSTEES JANUARY 12, 2006*

### **Procedure: Investment Objectives**

**General Statement** - Funds of the College will be invested in accordance with State and County laws, the College Investment Policy, and written administrative procedures. College administration will follow the investment strategies adopted by the Board of Trustees.

**Safety and Maintenance of Adequate Liquidity** – Bucks County Community College is primarily concerned about the safety of its principal, as well as, providing liquidity and maximizing allowable interest income in any investment transaction. The College's investments must be structured in conformance with the asset/liability management plan to provide for liquidity necessary to pay obligations as they become due, such as: immediate liabilities, debt service payments, pending land acquisition, new building construction, emergencies, and purchase discounts.

**Interest Rate/Yield** - It is the objective of the College to earn the maximum rate of return allowed on its investments while complying with County, State, and Federal Laws, and adhering to the College's Investment Policy.

**Maturity Restraints** – The maturity of the investment first must be structured to meet the obligations of the College, and secondly to achieve the highest rate of return allowable by law.

**Investment Strategy for Funds** – The funds subject to the Investment Policy will include: Operating Funds, Capital Funds, Debt Service Funds, Special Capital Projects Funds, and Reserves from Fund Balance. The investment strategy for these funds is to assure the needs for adequate safety of principal and liquidity are met to provide sufficient cash flows to cover anticipated obligations.

## ***1.13 HANDLING VIOLATORS OF COLLEGE POLICIES & REGULATIONS***

The Board of Trustees affirms that the Administration shall appropriately prosecute the perpetrators of lawless acts upon the campus and that the Board of Trustees will support the Administration in its efforts to prosecute in order to maintain upon this campus conditions promoting civility and safety for the conduct of the College's educational purposes.



## **1.14 CLEAN AIR ZONE**

There shall be no smoking or use of tobacco products permitted in any campus building or designated Clean Air zone whatsoever. The College subscribes to a tobacco free environment.

### **Procedure: Maintaining Clean Air Zones**

Smoking and use of tobacco products in Clean Air zones is a violation of the College Code of Conduct as well as of College Policy 1.15.

#### **General Guidelines**

1. The sale and distribution of all tobacco products is prohibited.
2. Clean Air Zones are designated by posted signs and zone determination is reviewed on a regular basis.
3. Programs on smoking cessation, support services and information are provided to members of the College community.

#### **Communication**

1. The policy is communicated to the campus community and the public through print and electronic means including but not limited to the College website, catalogs, brochures, intranet, advertisements, and media coverage.
2. Students and employees are advised of the provisions of this policy during new student and employee orientations.
3. External organizations, visitors and independent contractors are to be notified of the policy in advance by their primary campus contact. Failure to comply may disqualify them from future use of the campus.
4. Managers and supervisors are responsible for keeping employees informed.

#### **Enforcement**

1. All employees are authorized and encouraged to communicate and reinforce this policy with courtesy and diplomacy to any person whom they see violating the policy.
2. Compliance with the policy is the responsibility of all members of the BCCC campus community. Violation of the policy by faculty and staff will result in appropriate disciplinary action in accordance with established Human Resources guidelines
3. Students reported to be in violation of the College Code due to use of prohibited tobacco products will be charged and sanctioned by the process detailed within the College Code of Conduct.
4. Visitors or other non-employees will be politely informed of any policy violation and provided with information explaining the policy in a supportive and educational manner. Anyone in violation of the Bucks Clean Air Zone will be asked to cease smoking or using the tobacco product. Any who refuse to do so may be asked to leave campus.

*REVISED BY THE BOARD OF TRUSTEES-OCTOBER 16, 2008*

### ***1.15 RECRUITING/ADVERTISING***

Bucks County Community College subscribes to the concept that the hiring and retention of a quality staff is critical to the effective execution of its stated mission. To this end, it will endeavor to recruit from the widest practical market. For tenure track faculty and exempt positions at the rank of department chairperson or above, the College will advertise in appropriate national publications. The administration shall develop advertising and recruiting expense guidelines that are consistent with the policy's scope and the prudent expenditure of public funds.

#### **REFER TO POLICY -- EQUAL OPPORTUNITY**

### ***1.16 MAIL SERVICES***

All mail will be delivered and picked up at central locations by building only and will not be delivered to or picked up at individual department offices. Outgoing mail should be separated and banded into three (3) categories: Interbuilding, U.S. Post Office, Pre-Stamped and Personal.

Mail pickups/deliveries will be made twice each day unless notice to the contrary is given. Special bulk mailings can be arranged for by calling the Mail Room. Packages will continue to be delivered directly to the department offices.

Each Department will provide mailboxes for full-time faculty members. Adjunct faculty members can make arrangements for a mailbox with either the Director of Evening Programs or their Department Chairperson.

### ***1.17 TUITION WAIVER FOR RETRAINING FOR UNEMPLOYED INDIVIDUALS DUE TO PLANT CLOSINGS AND/OR LAYOFFS***

Workers affected by a plant closing or layoff may enroll at Bucks County Community College for a maximum of one academic year and enroll in a maximum of 30 credits on a tuition free, space available basis.

All costs of tuition will be waived; however, fees, including the application fee, textbooks, and supplies must be paid by the student/applicant.

#### **Eligibility Requirements:**

- The worker/applicant must be a resident of Bucks County.
- The worker/applicant must have been laid off, permanently or indefinitely, from a full-time position within 12 months prior to the time they make application for the program.
- The worker/applicant must not be receiving educational/training financial assistance from his/her former employer or the government.
- The worker/applicant may take a maximum of 30 credits in one academic year.
- This opportunity can be used only one time.

All workers (applicants) must have a letter from their former employers on company letterhead stating the actual lay-off date. This letter must state that the former employees lost their jobs through no fault of their own, but due to a plant layoff or closing.

College staff will assist applicants/students who wish to continue their education to apply for the necessary financial aid.

All applicants must attend a preparatory session to verify their eligibility, complete the proper forms for application, and receive advising.

*APPROVED BY THE BOARD OF TRUSTEES – NOVEMBER 8, 2001*

*For a one year period, January 2002 – January 2003, with students able to complete by August 2003.*

*APPROVED BY THE BOARD OF TRUSTEES – DECEMBER 11, 2008*

*For a one year period, January 2009 – January 2010, with students able to complete by August 2010.*

### ***1.18 USE OF COLLEGE FUNDS BY PRESIDENT AND EXECUTIVE DIRECTOR, BCCC FOUNDATION & ALUMNI RELATIONS***

In their roles as official representatives of the College and/or the Foundation, the President of Bucks County Community College and the Executive Director, BCCC Foundation & Alumni Relations may from time to time be called upon to attend and support the functions of community organizations, requiring the use of College or Foundation funds for that purpose.

Use of College and/or Foundation funds for the following types of expenditures incurred in the performance of their official duties is permissible:

- membership dues
- meals or other hospitality expenses with supporters, College Trustee and Foundation members, donors, potential donors, community and/or civic leaders, visitors and dignitaries
- attendance at, and/or sponsorship of, select events/causes in an effort to build long-term relationships in the community.

In cases requiring weekend attendance, event functions may include purchase of tickets inclusive of a spouse or significant other.

No College or Foundation funds shall be used to support partisan political events, persons, or activities.

The Executive Director, BCCC Foundation & Alumni Relations, shall seek advance approval of the President of the College and shall submit appropriate documentation to support expenses to the Foundation Treasurer and to the President of the College. The Executive Director, BCCC Foundation & Alumni Relations, shall also make a report to the President of the Foundation Board, not less than every six months, of such allowable expenses which have been incurred.

The President of the College shall make a semiannual report to the Chair of the Board of Trustees of such allowable expenses which have been incurred.

*APPROVED BY THE BOARD OF TRUSTEES - FEBRUARY 14, 2008*

### ***1.19 CAPITAL ASSET MANAGEMENT***

It is the policy of Bucks County Community College to maintain accurate records of property, plant, and equipment held and to capitalize, depreciate, and retire these items according to appropriate accounting and regulatory requirements. An item identified as non-expendable tangible personal property with a useful life of more than one year and a cost in excess of \$2500 per item is defined as a capital asset. Capital assets must be acquired for use in operations and not for investment or sale.

All capitalized assets are depreciated using the straight-line method over the useful life of the asset class. Asset life is the period of time over which services are expected to be rendered by

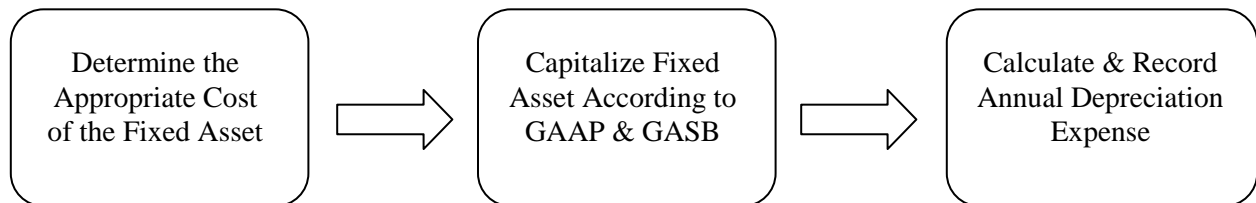
the asset. The calculation of depreciation should be based on historical cost (capitalized costs). All normal expenditures of readying an asset for its extended use are capitalized.

For financial statement and government reporting purposes, capital assets include land, buildings, equipment, leasehold improvements, capital improvements and betterments of existing assets that extend the life or increase the value or productivity of the asset, construction in progress and leased property classified as capital as defined by GAAP.

Disposal of assets is the responsibility of the Purchasing department in coordination with the Accounting department and the Asset Administrator. Authorization is required prior to the disposition of equipment. After disposal, the retirement of the asset is recorded and the asset record is removed from the fixed asset system.

*Pending Board of Trustees approval September 8, 2011  
Revised July 1, 2012*

### Steps



## ***1.20 PUBLIC SAFETY SURVIVORS TUITION WAIVER***

### **Purpose & Eligibility**

This waiver shall provide tuition and fees for spouses and dependent children of public safety personnel who are killed in the line of duty or who die while in the performance of their duties and who are Bucks County residents and work for a county department and/or agency at the time of their death.

### **Public Safety Personnel Defined**

Public safety personnel are defined as:

- Sworn officers who are full and part-time members of a Bucks County police department, Bucks County sheriff department and Pennsylvania constables.
- Full and part-time firefighters (paid or volunteer) of a Bucks County fire department.
- Officer members of the Bucks County Department of Corrections.
- Full and part-time (paid or volunteer) members of a Bucks County EMT squad providing transportation and/or treatment and care for persons with emergency medical needs. Members of private ambulance squads are not included.

### **Selection Procedure**

Eligible individuals will be identified by the Public Safety Survivors Tuition Waiver Selection Committee consisting of: Assistant Academic Dean Department of Social & Behavioral Science, Coordinator Criminal Justice Program, Director Financial Aid, Executive Director Public Safety Training Center and Vice President, Continuing Education, Workforce Development and Public Safety.

The Selection Committee will supply the Financial Aid Office with a list of eligible spouses and dependent children of deceased public safety personnel. The Selection Committee defines what qualifies as killed in the line or duty or died while in the performance of duties.

The Financial Aid Office will coordinate with the Selection Committee in administering this tuition waiver program. Student Accounts will apply a tuition and fee waiver to each recipient's student account after eligibility has been verified.

### **Terms**

The tuition will be available for award starting in Fall 2012 and will cover up to 65 credits toward an academic degree at the in-county tuition rate. The tuition waiver is not financial need based and is intended to be used for up to 48 consecutive months. Students who have a legitimate reason for interrupting their studies must notify the Selection Committee in writing to verify their continued eligibility.

The College reserves the right to ask those eligible to apply for available financial aid grants to mitigate the cost of the program without reduction of the total benefit. Additionally, this waiver will supplement any awards through the existing "Heroes"

scholarship program by covering the gap, if any, between those awards and the costs of attendance at Bucks County Community College.

Additional terms:

- Spouses may begin their studies at any time.
- Dependent children must begin their studies on or before their 21<sup>st</sup> birthday.
- Dependent children must remain in dependent status to qualify.
- Spouses and dependent children must be Bucks County residents during the time of their studies.
- All recipients must remain in good academic standing and comply with the College Code of Conduct, and must complete their studies within 48 months of starting their studies at the College.

#### **Program Review**

The Board of Trustees will receive a written report on the use of the tuition waiver program in September 2014 and in September 2016, at which time the Trustees may elect to modify the program, extend it, or terminate it with notice to those currently enrolled.

*APPROVED BY THE BOARD OF TRUSTEES – OCTOBER 11, 2012*

## **2. Compliance**

### **2.1 EQUAL OPPORTUNITY**

The Board of Trustees of Bucks County Community College hereby re-affirms the commitment of the College and the Board to practices of equal opportunity for all employees, applicants for employment, students and applicants for admission.

Bucks County Community College does not discriminate against any employee, applicant for employment, student or applicant for admission because of race, color, religion, e, sex, ancestry, national origin, age, sexual orientation, , gender identity or expression, an individual's actual or perceived disability, genetic information or veteran status.

Accordingly, all recruiting, hiring, and promoting for all job classifications will be made without regard to race, color, religion, sex, ancestry, national origin, age, sexual orientation, gender identity or expression, an individual's actual or perceived disability, genetic information or veteran status.

All recruiting and admissions of students will be made without regard to race, color, religion, , sex, ancestry, national origin, age, sexual orientation, gender identity or expression, an individual's actual or perceived disability, genetic information or veteran status.

Revised by the Board of Trustees – June 1, 2011

#### **Procedure: Policy Grievance Resolution**

This procedure provides an internal mechanism for the resolution of grievances of classified employees, exempt employees, and students.

1. **GENERAL COVERAGE.** This procedure applies to all grievances which may arise in matters involving rights protected under legislation relating to Equal Opportunity in Employment and Education. This legislation includes the Civil Rights Act of 1964 which prohibits discrimination in employment because of race, color, religion, sex, or national origin; the Age Discrimination Employment Act which prohibits discrimination because of age in the protected age group of 40 to 70 ; Title IX of the 1972 Education Amendments to the Civil Rights Act which prohibits discrimination because of sex; Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination against the physically and mentally handicapped. All classified and exempt employees are covered by this grievance procedure. The grievances of union employees are subject to the provisions of the collective bargaining agreement. Coverage is extended to students except that matters relating to grades, matriculation, and academic discipline shall be subject to separate grievance procedures as set forth in the College Catalogue. Grievances which are not covered by legislation relating to Equal Opportunity in Employment and Education should be referred to the Human Resources Office.
2. **ELIGIBILITY.** Any classified or exempt employee or student, believing that the action of another employee, supervisor, teacher, or other person or persons acting for the College violates the provisions of any of the Equal Opportunity legislation, may bring an informal grievance under these procedures except in matters relating directly to grades, matriculation, or academic discipline.
3. **INTERPRETATION OF COVERAGE.** Where a dispute exists as to whether a particular matter is subject to the jurisdiction of the grievance procedures, final judgment shall lie with the Equal Opportunity Council. In making that judgment, the Equal Opportunity Council will interpret the coverage of these procedures broadly.
4. **GRIEVANCE PROCEDURE**
  - a. The employee or student should first discuss his/her grievance with the person perceived as bringing about the grievance.
  - b. If the grievance remains unresolved, the grievant may discuss it with the supervisor, department head, or director to whom the person perceived is bringing about the grievance reports.
  - c. If the circumstances of the grievance prevent using Step 1 and/or Step 2, or if the supervisor, department head or director does not resolve the grievance within five (5) working days, the employee should discuss the grievance with the Human Resources/Title IX Officer.
  - d. If the grievance is not resolved in the prior step. The grievant should submit a request in writing to the Equal Opportunity Council by way of the Human Resources/Title IX Officer for a hearing. Within ten (10) working days, the EOC will either approve or not approve the request for a hearing. If the request is not approved, the Council shall state the reason in writing.
  - e. If approved, the EOC shall hear the grievance together with such witnesses as it deems germane to the grievance. Proceedings may be opened or closed at the discretion of the grievant. Since these proceedings are internal college procedures, participation is limited to employees and/or students. This limitation is not meant to apply to witnesses that may be called by the other

side. The EOC shall make every reasonable effort to reach its findings and make its recommendations to resolve the matter within fifteen (15) working days of the close of the hearing and present its report to the President for review and appropriate action.

- f. The decision of the EOC may be appealed in writing to the President by the grievant, the supervisor, the department head, or the director within three (3) working days of receipt of the decision.
- g. The decision of the President may be appealed, in writing, to the appropriate committee of the College's Board of Trustees by the grievant, the supervisor, the department head, or the director within three (3) working days of receipt of the decision. The decision of the appropriate committee of the College's Board of Trustees shall be final.

Nothing in this directive supersedes or amends grievance procedures set forth by valid contractual agreement.

Any retaliatory action of any kind taken by any employee of the College against any other employee or student of the College as the result of that person seeking redress under these procedures is prohibited and shall be regarded as a distinct grievable matter under these procedures.

*AMENDED BY THE BOARD OF TRUSTEES -- MARCH 26, 1987  
Revised June 1, 2011*

## **2.2 AMERICANS WITH DISABILITIES ACT (ADA)**

The Board of Trustees recognizes compliance with the Americans With Disabilities Act (ADA) as a high priority for the College and is committed to both the letter and the spirit of the ADA as well as the Rehabilitation Act of 1973 and other laws protecting the rights of persons with disabilities; and to providing opportunities to qualified persons with disabilities in employment and in access to education, where this will not pose an undue burden or fundamentally alter the programs of the institution; and to providing appropriate resources and training to all employees.

*APPROVED BY THE BOARD OF TRUSTEES -- MARCH 4, 1993*

## **2.3 FAMILY AND MEDICAL LEAVE**

It is the policy of the College to provide eligible employees with leaves of absence from work in accordance with the Family and Medical Leave Act (FMLA).

The Family and Medical Leave Act (FMLA) entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

**To be eligible for a family and medical leave** an employee must have been employed by the College for at least one year, and must have worked 1,250 hours in the 12-month period preceding the effective date of the requested leave.

Eligible employees are entitled to **twelve work weeks of leave in a 12-month period for:**

- the birth of a child and to care for the newborn child within one year of birth;



- the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- to care for the employee's spouse, child, or parent who has a serious health condition;
- a serious health condition that makes the employee unable to perform the essential functions of his or her job, including incapacity due to pregnancy, prenatal medical care or childbirth and serious health conditions arising from a work-related injury or illness;
- a qualifying exigency arising from the circumstances that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty" or has been notified of an impending order to active duty in a foreign country; or
- Twenty-six work weeks of leave during a single 12-month period to care for a covered military servicemember with a serious injury or illness incurred or aggravated in the line of duty while on active duty, provided the covered servicemember is the spouse, son, daughter, parent, or next of kin to the employee (military caregiver leave).

In some circumstances, Family and Medical Leave may be taken on an intermittent basis.

### **Request for Family and Medical Leave**

Whenever possible, an employee should provide the College with thirty (30) days notice of the need for a Family and Medical Leave. The employee should contact the Human Resources Department to discuss the leave application procedure, the College's Policy on FMLA and the benefits and costs associated with FMLA.

Employees should refer to the College's procedure related to this policy for more information.

### **Paid Leave While on Family and Medical Leave**

College employees may be eligible for paid leave benefits described in their employee contract or handbook. Although the Family and Medical Leave Act does not provide paid leave, it does permit the College to require employees with leave to use some or all available paid leave while on Family and Medical Leave. Employees should refer to the procedure related to this policy and contact the Human Resources Department for information about use of paid leave during Family and Medical leave.

To the extent a serious health condition is also a disability under the College's disability program, an employee with a serious health condition may be entitled to income replacement under the disability program. Employees on Family and Medical Leave due to a work-related illness or injury may receive replacement income under the College's workers' compensation program. Please see the College Policy and Procedure manual for additional information.

The College will establish and maintain procedures and administrative guidelines pursuant to the policy. The policy, administrative procedures, and the guidelines are intended to comply with the requirements of the FMLA. To the extent that they fail to comply with the FMLA, the provisions of the FMLA shall prevail.

*APPROVED BY THE BOARD OF TRUSTEES -- DECEMBER 15, 1994;  
REVISED MARCH 1996;  
REVISED JANUARY 2009  
REVISED JUNE 1, 2011*

## **Procedure: FMLA**

**PENDING**

Employee records pertaining to Family and Medical Leave will be maintained by the Employee Benefits Office in locked file cabinets, separate from other employment and Human Resources records.

*APPROVED BY: BOARD OF TRUSTEES  
DATE OF APPROVAL: DECEMBER 15, 1994;  
REVISED MARCH 14, 1996;  
REVISED JUNE 19, 2003.*

## **2.4 COMMUNICABLE DISEASES**

Employees of the College who believe they have, or have been diagnosed as having or are a symptomatic carrier of a communicable disease shall notify the Human Resources Office immediately.

Each case shall be evaluated and processed by the Human Resources Office in accordance with applicable law and the guidelines for communicable disease adopted by the Board of Trustees.

*APPROVED BY THE BOARD OF TRUSTEES--APRIL 17, 1986*

## 2.5 AIDS IN THE WORKPLACE

Current knowledge indicates that the AIDS virus is not transmitted by any form of casual contact. Accordingly, as a general guideline, employees diagnosed as having AIDS or AIDS Related Complex (ARC) may continue their employment at the College to the extent that they are able to fulfill the obligations of the position. As an employee's medical status may require, the determination as to whether normal work activities should be continued shall be made on an individual basis by the appropriate College personnel in consultation with the employee and the employee's physician.

APPROVED BY THE BOARD OF TRUSTEES -- DECEMBER 19, 1991

## 2.6 DRUG- AND ALCOHOL-FREE WORKPLACE POLICY

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. This includes the dispensing of otherwise legal drugs to a person who is not authorized to receive such drugs, or a person not authorized to deliver such drugs.
- ***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 College 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 , Security and Safety, within five (5) days of the date of the conviction.
- ***It is a violation of the policy*** of Bucks County College to be convicted for any criminal drug violation, including a Summary Offense, regardless of the location where the possession, distribution, sale or usage occurred. If such an event occurs, the employee must notify the Executive Director, Human Resources 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 may result in disciplinary action up to and including discharge from employment.

## Policy Review

It is the policy of Bucks County Community College to review this policy on an annual basis.

## Procedure: Maintaining a Drug- and Alcohol-Free Workplace

In compliance with Federal Regulations stipulated by the Drug-Free Workplace Act of 1988, the college will:

1. Annually disseminate this policy to all employees and make it a part of the information packet given to all new employees. Communicate to affected employees the employer's policy of maintaining a drug-free workplace, the dangers of workplace drug abuse, the penalties the employer will impose for drug violations, and information about any drug counseling, rehabilitation, or employee assistance programs.
2. Include in the statement a notice to employees working on covered grants and contracts that as a condition of such work they must obey the prohibition and notify the employer within five days of their conviction for violating any criminal drug law by action in or out of the workplace and that this information will be provided to the granting agency within ten (10) days of the conviction. Provide a copy of this statement to employees working on covered grants and contracts.
3. Include in the statement a notice to all employees that they must obey the prohibition and notify the employer within five (5) days of their conviction (including Summary Offenses) for violating any criminal drug law in or out of the workplace. Provide a copy of this statement to all employees.
4. Notify the granting or contracting agency within ten (5) days after learning of an employee's conviction of a violation of the drug laws.
5. Within 30 days of learning of such a conviction, discipline the employee or require that he/she complete a drug rehabilitation program.
6. Conduct drug and/or alcohol testing at WORKNET Occupational Medicine, 360 N. Oxford Valley road, Langhorne, Pennsylvania, or other designated facilities, under the following conditions:

**Reasonable Suspicion:** When a supervisor observes and documents signs and symptoms that an employee may be under the influence of drugs or alcohol, or observes other actions or behaviors that indicate a potential violation of the drug-free workplace policy, he/she will corroborate the suspicion with another management-level employee, to include members of the Safety and Security staff. When a co-worker observes and documents signs and symptoms that an employee may be under the influence of drugs or alcohol, or observes other actions or behaviors that indicate a potential violation of the drug-free workplace policy, he/she will report the suspicion immediately to his/her supervisor, or in the absence of the supervisor, to the Director of Security and Safety or designee.

Under corroboration, the supervisor or Director, Security and Safety, or designee, will contact the Office of Human Resources to arrange for a drug/alcohol test at the designated third-party facility. The employee will be transported to and from the facility via the Office of Security and Safety or by taxi or other College-approved means, at the expense of the College. The employee who is suspected of drug/alcohol use or a policy violation is immediately placed on administrative leave with pay and may not return to work while awaiting the results of reasonable suspicion testing and consideration of the matter. Arrangements for the employee's safe transport home will be at the discretion of the Executive Director, Human Resources, in conjunction with the employee's supervisor (or designee) and/or Director, Security and Safety. Failure to submit to a drug/alcohol test may result in disciplinary action, up to and including termination of employment.

**Post Accident:** When an employee has an accident on or off-site in a work-related capacity that results in one or more of the following: fatalities; injuries that require anyone to be removed from the scene for medical care; damage to College vehicles or College property; and/or citations issued by the police for driving under the influence (DUI), the College will order a drug/alcohol test be performed by its third-party facility (WorkNet Occupational Medicine) as soon as possible following the incident to determine whether drugs and/or alcohol were a factor in the accident. In the event the employee is transported by ambulance to a hospital for treatment, the employee is required to provide drug/alcohol test results from the hospital to the College.

The employee is immediately placed on administrative leave with pay and will not be allowed to return to work following the accident, until the results of the drug/alcohol test are received and reviewed by the College and a reasonable determination can be made about the cause of the accident and any disciplinary action, if warranted.

**Return-to-Duty:** When an employee who has tested positive under the auspices of *reasonable suspicion* or *post-accident*, as outlined above, has completed the required treatment for substance abuse and is ready to return to the workplace, the College will order a pre-return drug/alcohol test. Results of this test determine if the employee will be allowed to return to work, or if the College will proceed to further disciplinary action, up to and including termination, based on the egregiousness of the incident/offense and/or if there have been more than one violation of the policy.

The College reserves the right to pursue further disciplinary action, up to and including termination of employment at Bucks County Community College for any of the following: violation of any section of this policy, refusal to take a drug or alcohol test, refusal to sign an authorization for release of test results to the College, and/or attempts to delay the testing process.

7. Maintain a good faith effort to preserve a drug-free work place by continuing to observe the preceding requirements.

AMENDED BY THE BOARD OF TRUSTEES – February 9, 2012  
DECEMBER 20, 1990;  
SEPTEMBER 13, 200;  
JUNE 17, 2004

## 2.7 SEXUAL HARASSMENT

### 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.

### 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.

### **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.

### **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:

- All College Counselors are available to provide information and counseling, on a confidential basis, concerning incidents of sexual harassment.
- A concern or complaint that a College employee engaged in sexual harassment may be reported to the alleged offender's administrative supervisor.
- 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.
- A concern or complaint about a student may be reported to the Director for Student Life Programs

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.

### **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 chairs, 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.

### **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.

*APPROVED BY BOARD OF TRUSTEES -- JANUARY 28, 1993;  
REVISED DECEMBER 9, 1999*

## **Procedure: Resolving Sexual Harassment Complaint**

### **1. Introduction**

Bucks County Community College Harassment Policy reflects a commitment to maintain a community that is free from harassment of any kind. The College will act to stop the harassment, act to prevent its recurrence, and discipline those responsible.

Both informal and formal procedures have been designed for prompt internal resolution of harassment complaints that arise within the College community. The College expects that the use of these procedures will facilitate a prompt resolution of such complaints.

Responsibility for coordinating all reports of sexual harassment and overseeing the timely resolution of harassment claims rests with the Director of Human Resources.



Complainant is the person who brings a charge of sexual harassment. Respondent is the person accused of sexual harassment.

In any instance where a College administrator ordinarily involved in overseeing the proceedings is the respondent, or has a conflict of interest, an alternate will be arranged by the Director of Human Resources or by the President.

## 2. Informal Resolutions

Any student or employee may seek advice, information or counseling on matters related to sexual harassment without having to lodge a formal complaint. Because of the sensitive nature of alleged harassment incidents, every reasonable effort should be made to resolve them on an informal basis as soon as possible, whenever such resolutions can be effected fairly and meet with the approval of the participants and the College.

Resources are available on campus to answer questions about sexual harassment, assist a complainant in determining if a perception of sexual harassment is valid, help individuals understand their rights, provide support, outline options available, and explain how to file a complaint.

Consultation about sexual harassment is available. College Counselors can offer professional counseling in identifying strategies that can be used to communicate with the respondent, in assertiveness training, and in offering practical problem solving techniques for handling the consequences of harassment.

In addition, the Director of Human Resources can provide knowledgeable advice about the nature and appropriateness of various informal procedures for individuals who do not initially wish to file a formal complaint but who seek to end the harassing conduct.

The following are the primary methods for dealing with sexual harassment at the College without filing a formal complaint:

- a. **Direct Communication** - An individual may act on concerns about sexual harassment directly by addressing the other party in person or by writing a letter to the respondent describing the unwelcome behavior and its effect, making it clear that the behavior is unwanted and stating that it must stop. Frequently such communication will cause the unwelcome behavior to cease, particularly where the person may not be aware that the conduct is unwelcome or offensive and may be in violation of College policy and the law.
- b. **Third Party Intervention** - A member of the College community who believes that he or she has been the victim of sexual harassment may seek assistance in informally resolving the matter by contacting the administrative official with authority over the person against whom the complaint is directed, such as the respondent's department chair, director, or dean. The administrator can meet privately with each of the persons involved, clarify College policies on harassment, discuss the perceptions of the situation and attempt to develop a mutually acceptable remedy. This might include a commitment by the respondent to comply with College policy and otherwise insure that the parties understand the ground rules for future interactions. Other possible outcomes of third party intervention include changes in workplace assignments,

substitution of one class for another, or other relief as appropriate and mutually agreed upon. These outcomes will be reviewed and discussed with the EEO Officer.

If both parties agree, the supervising College administrator, in consultation with the EEO Officer, may also arrange and facilitate a non-adversarial meeting between the complainant and the respondent for mediation to informally discuss the situation and permit the parties to reach a mutually agreeable resolution.

No disciplinary action is taken in resolving informal complaints. Action taken by a College official under this provision shall not constitute a finding of harassment

Use of the informal complaint resolution process is voluntary. A complainant always retains the right at any stage to file a formal complaint regardless of whether an informal procedure has been utilized.

During the period the complainant participates in informal resolution efforts, the time limit for filing a formal internal grievance shall be suspended.

Any supervisor or College administrator who receives a written or oral complaint of alleged sexual harassment or related retaliation and who is unable to facilitate an informal resolution shall report it to the EEO Officer.

### **3. Collective Bargaining Grievances**

Sexual harassment is a form of sex discrimination which may be in violation of the “No Discrimination” and “Fair Practices” provisions of the collective bargaining agreements of unionized personnel at Bucks County Community College. In addition to the informal and formal procedures described in this Policy, employees covered by these agreements may choose to utilize established contract grievance procedures to seek relief, where applicable.

### **4. Formal Complaints**

The appropriate formal complaint procedure depends on the status of the person against whom the charge is brought.

- **Respondent Is a Student**

A student who believes he or she has been the victim of sexual harassment by another student may file a formal complaint with the Director for Student Life Programs in accordance with the procedures for major infractions of the Student Code of Conduct, as listed in the College Catalog.

A member of the College community, other than a student, who believes he or she has been the victim of sexual harassment by a student may file a formal complaint with the Director for Student Life Programs in accordance with the procedures for major infractions of the Student Code of Conduct, as listed in the College Catalog, or alternately may file a formal complaint in writing with the Director of Human Resources (EEO Officer). This written complaint shall include the names of the complainant and the respondent and the details of the conduct alleged to be harassment.

- **Respondent Is an Employee or College Representative**

Formal complaints of sexual harassment against faculty, administrators, or staff should be filed in writing with the Director of Human Resources (EEO Officer). **This written** complaint shall include the names of the complainant and the respondent and the details of the conduct alleged to be harassment.

**5. Investigation and Hearing Procedures**

- a. If the EEO Officer determines that the alleged conduct of the College staff member, if true, would be in violation of the Harassment Policy, the EEO Officer shall initiate an investigation with appropriate administrative assistance. Within 7 working days of receiving the written complaint, the EEO Officer shall notify the respondent and provide the respondent with a copy of the complaint by certified mail or by signed-for, hand delivery along with a copy of the College Sexual Harassment Policy and Procedures.

If no written complaint is filed by the complainant, the EEO Officer may determine an investigation is warranted either because of the severity of the factual allegations by the complainant or because of the frequency of allegations against the alleged offender.

- b. Within 7 working days following receipt of the complaint notification, the respondent must submit to the EEO Officer a written response to the charges. Failure to respond may result in a finding against the respondent. Upon receipt of the respondent's answer to the complaint, the EEO Officer shall forward a copy of the response to the complainant.
- c. If the investigation indicates that there is merit to the complaint and there has not been an informal resolution, the EEO Officer shall, within 30 working days after receiving the complaint, schedule and conduct a hearing which will include testimony from the complainant, the respondent, witnesses, and anyone else who, in the judgment of the EEO Officer, might have information that would be helpful. If the written complaint is initiated by the EEO Officer, the President shall appoint a member of his staff to serve as the Hearing Officer.
- d. The following guidelines are intended to protect the rights of both parties and to assure the fairness of the process:
  - Both parties shall be provided written notice of the time and place of the hearing.
  - Both parties may attend any part of the hearing.
  - The complainant is required to establish the basis for the complaint, providing supporting evidence or testimony where possible.
  - The respondent may refute the basis for the complaint, providing supporting evidence or testimony where possible. The respondent may also remain silent.
  - The hearing officer will question the complainant and the respondent, and any witnesses they produce. Only the hearing officer may ask

questions. There will be no direct questioning or cross-examination of witnesses by either complainant or respondent.

- No attorneys will be present at the hearing. However, the complainant and the respondent each have the right to bring an advisor to the hearing. The advisor may be anyone of the complainant's or respondent's choosing except an attorney. The advisor may confer with the party during the hearing but is not permitted to speak for or on behalf of the complainant or the respondent or otherwise participate in the hearing.
- All participants in the harassment complaint resolution process shall respect the confidentiality of the proceedings. A complaint alleging an intentional breach of confidentiality may be pursued using the steps followed for a complaint of harassment.
- The hearing will be closed to the public.
- No official verbatim record will be made of the hearing by tape, video or transcription. The hearing officer may elect to tape the proceedings in order to assist in the preparation of a summary. A copy of the summary with findings will be provided to each party.
- Following the call to order and explanation of the purposes and procedures of the hearing by the hearing officer, the following sequence will be observed:
  - i. The complainant's presentation - required
  - ii. The respondent's presentation - optional
  - iii. Examination of witnesses for the complainant, if any
  - iv. Examination of witnesses for the respondent, if any
  - v. Rebuttal questions submitted by either party
  - vi. Hearing officer poses rebuttal questions, if any
  - vii. Complainant's summation – optional
  - viii. Respondent's summation – optional
  - ix. Final questions by the hearing officer
  - x. Reminder of confidentiality and adjournment

## **6. Findings**

The Hearing Officer shall determine whether the preponderance of evidence supports the allegation of the complainant. If the charge is not found to have been substantiated, the Hearing Officer shall render a written decision to both parties dismissing the case. If the Hearing Officer finds that the respondent violated the College's policy against harassment, the Hearing Officer shall, within 5 working days after the conclusion of the hearing, submit findings of fact on the validity of the charge to the Vice President and Dean of Academic Affairs, or his or her designee, for disciplinary action.

If, after reviewing the written report and conferring with the Hearing Officer, the Dean determines that disciplinary action is warranted, no later than 10 working days after the hearing's conclusion, the Dean shall deliver to the complainant and the respondent a written notice of the Hearing Officer's findings and a description of the sanction to be imposed. The disciplinary action may include, but not be limited to, reprimand, probation, suspension or dismissal, depending on the severity of the offense. Penalties of dismissal shall be referred to the President for review and implementation.

## **7. Appeals**

If either the complainant or respondent is not satisfied with the resolution, within 10 working days after receipt of the decision either may present written arguments to the President as to why the Hearing Officer's findings or the Dean's sanction was inappropriate. The President shall have 5 working days from receipt of such arguments to act. The President may act in accordance with the decision, set aside the decision, or return the matter to the Hearing Officer with a request for further information or findings of fact on specific issues.

## **8. Timeframes**

Harassment complaints are best resolved if addressed early. As time passes it becomes more difficult to investigate and substantiate complaints. All formal complaints of harassment should be filed as soon as possible after the offending conduct, but not more than 120 calendar days following either the most recent conduct alleged to constitute harassment or the termination of attempts at informal resolution. The College may, for good cause, grant a reasonable extension of any time period established in these guidelines.

*APPROVED BY THE BOARD OF TRUSTEES: DECEMBER 9, 1999*

## **2.8 PRIVACY POLICY FOR HEALTH INFORMATION PROTECTED UNDER HIPAA**

It is the policy of the College to assure the privacy of the health information of all members in the health benefit plans the College offers to employees, retirees and their eligible dependents.

Effective April 14, 2004 the College will comply with the privacy provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and will adopt policies and procedures required by the Act and any future amendments to it.

In addition to protecting the privacy of protected health information, the College will not interfere with the rights of members of covered health plan(s) to request access to their own protected health information or to file a privacy complaint as provided under HIPAA. The College will not require any person to waive his or her rights under HIPAA as a condition of

receiving payments, enrolling in a covered health plan, or eligibility for membership in a covered health plan.

*APPROVED BY THE BOARD OF TRUSTEES – APRIL 8, 2004*

## Procedure: Managing HIPAA Compliance

- **Privacy Officer.** The Dean of Administrative Affairs will serve as the College's Privacy Officer to assure that the College complies with the privacy provisions of HIPAA. The Privacy Officer may execute Business Associate Agreements which may be necessary to assure that business associates of the College who have access to protected health information will also comply with the privacy provisions of HIPAA. These business associates may include, but not be limited to, consultants, brokers, auditors, insurance companies and other entities that provide services related to the College's health plans.
- **Complaint Officer.** The Director of Human Resources will serve as the College's Complaint Officer to receive and investigate any allegations that the College, its employees or business associates may have violated the privacy provisions of HIPAA and/or the College's administrative procedures for complying with those privacy provisions.
- **Notice to Health Plan Members.** No later than April 14, 2004 the Department of Human Resources will distribute initial notices to all active members in the College's health plans advising them of their rights to the privacy of their protected health information under HIPAA. This notice will be provided to new health plan members as they become eligible for benefits, and will be amended and re-distributed as required under HIPAA.
- **Administrative Procedures.** The Department of Human Resources will develop and maintain a manual of procedures the College will follow to comply with the privacy provisions of HIPAA. Those procedures will include, but not be limited to:
  - Administrative responsibilities of specific College departments
  - Procedures to safeguard paper and electronic records containing protected health information
  - General recordkeeping procedures including complaint procedures
  - Procedures for health plan members' access to their personal health information
  - Training provided to College staff members with access to protected health information.
  - Disciplinary procedures for unauthorized disclosure of protected health information
  - Business agreements with external consultants and organizations which have access to protected health information
  - Privacy notices, authorization forms and logs required to document compliance with HIPAA

The Department of Human Resources will review the HIPAA procedures manual annually and will make changes as needed with the approval of the Privacy Officer.

- **Reporting.** The Privacy Officer, Complaint Officer or their designee(s) will report information requested by the Office of Civil Rights, the Department of Health and Human Services or other authorized agencies regarding protected health information and the College's HIPAA policy and procedures.

*APPROVED BY: BOARD OF TRUSTEES  
DATE OF APPROVAL: APRIL 8, 2004*

## **2.9 CONFIDENTIAL COMPLAINT REPORTING (WHISTLE-BLOWING)**

The members of the Board of Trustees and College administration place the highest priority on ethical behavior as outlined in the College Code of Ethics. To ensure both that a high standard of conduct is maintained and that employees have an avenue through which to voice concerns, this policy establishes a confidential complaint reporting mechanism. All such complaints or comments will be held in the strictest confidence and there will be no personal repercussions to the person making the complaint.

Any member of the College community may report, and is encouraged to report, concerns or complaints regarding behavior occurring during the conduct of College business which conflicts with the Code of Ethics. Items reported may include concerns or complaints referencing any of the following: failure to follow College Policies and Procedures, conflict of interest, neglect/inappropriate conduct of fiduciary duties, or financial issues such as questionable accounting practices, inadequate internal controls, and auditing matters.

*APPROVED BY THE BOARD OF TRUSTEES – NOVEMBER 10, 2005*

### **Procedure: Confidential Complaints**

1. Confidential complaints regarding the conduct of College business shall be reported to the Director, Internal Audit.
2. No staff member or supervisor should conduct, directly influence or be involved in any investigative capacity in any inquiry into the activities of their own department or unit.
3. Should the Director, Internal Audit, be the subject of the concern, or directly party to it, or should the person submitting the complaint prefer another reporting option, the complaint may be made to the President, the Chair of the Audit Committee of the Board or the Board Chair.
4. Persons submitting complaints may self-identify or remain anonymous. Such individuals may choose to report in person, in writing, or via a telephone number established for this purpose on which caller identity is blocked. Regardless of the reporting vehicle chosen, individuals are encouraged to provide as much detail as possible to ensure accurate understanding of the concern.
5. Persons initiating disclosures are protected by law from retaliation for disclosing any conduct that the employee reasonably believes violates provisions of Federal law or is unethical fiduciary behavior that may adversely affect the College. Protecting the identity of individuals who report will be a primary concern for investigators.
6. The Director, Internal Audit, or alternate if required as noted in #2 above, shall accept and log all complaints received on the form established for this purpose.

7. Upon receipt of a complaint, the Director, Internal Audit, will notify immediately the Chair of the Audit Committee of the Board, the Board Chair and the President.
8. Each complaint will be taken seriously and investigated thoroughly. Under the direction and oversight of the Audit Committee of the Board, the Director, Internal Audit, will coordinate the investigation of all complaints received. When appropriate, complaints will be referred for review and input to the Executive Director, Human Resources or College legal counsel.
9. Investigations shall be completed within 30 days of the receipt of the complaint unless extraordinary circumstances warrant an extension. More timely reporting may be requested by the Chair of the Audit Committee.
10. Following the completion of the investigation the Director, Internal Audit, will submit a report to the Chair of the Audit Committee, the Board Chair and the President. The report shall include investigation findings, complaint resolution and recommendations. Such recommendations may include notification of external authorities and, following consultation with the Executive Director, Human Resources, disciplinary action may be taken as appropriate. Should the President be a subject of the complaint, the recommendation shall be made directly to the Chair of the Audit Committee and Board Chair.
11. If required, corrective action will be taken after review and consensus by the Audit Committee of the Board, the Board of Trustees and the President.
12. If the individual making the complaint or concern is identified, that individual will receive a response from the Director, Internal Audit, or alternate as described above. The response shall indicate that the matter has been investigated and that a report/recommendation has been made to address the matter. The specific recommendation or action is not normally included in the response to the complainant.
13. The Audit Committee of the Board shall provide the Board of Trustees with an annual report summarizing confidential complaint activity.
14. The Audit Committee has the authority to retain external counsel, such as legal or accounting resources, as appropriate to address complaints received.

*APPROVED BY THE BOARD OF TRUSTEES – FEBRUARY 13, 2009*



## **2.10 ETHICS**

Bucks County Community College is committed to standards of performance which comply with the laws of the Commonwealth of Pennsylvania. Additionally it is expected that trustees, faculty and staff of the College will act ethically and with the sole purpose of advancing the best interest of the College and its constituents. All persons who represent the College have the responsibility to do so with a high standard of personal and business ethics which protects the integrity of the College at all times. To ensure that this goal is understood and achieved the Board of Trustees established the following code of ethics to serve as the standard applicable to all individuals when performing their duties as representatives of the College.

### **2.10.1 Standards for Ethical Conduct**

College trustees, faculty and staff shall:

- Perform their duties to the best of their ability/in good faith while supporting the objectives and policies of the College.
- Protect the confidentiality of all information to which they have access.
- Act impartially and not give preferential treatment to any individual or organization.
- Refrain from using their position to secure special privileges or gain for themselves or other persons.
- Refrain from making unauthorized commitments or promises binding to the College.
- Refrain from unauthorized use of College facilities or property for their benefit or that of any other person.
- Refrain from accepting gifts of more than nominal value from people or organizations with whom the College has a business relationship.
- Refrain from accepting employment or participating in any business or professional activity that conflicts, or may appear to conflict with official duties and responsibilities at the College.
- Refrain from personal activities in which they could use, or might appear to have the opportunity to use, for personal gain, confidential information or special knowledge gained as a result of their relationship with the College.
- Provide full disclosure of any business or financial enterprise or activity in which they are involved, either directly or through family connections, which might influence, or might appear to have the capacity to influence, his or her official decisions on College matters.
- Recuse themselves from participation in any activities or decision making which may be impacted by a potential conflict of interest situation.

### **2.10.2 Acceptance of Gifts**

No trustee, faculty, or staff member shall directly or indirectly seek or accept any payments, fees, services or other gratuities outside the normal course of the individual's business duties from any person, company or organization which does or seeks to do business with the College. Acceptance of cash in any amount is strictly prohibited.

Trustees, faculty and staff members may not accept gifts of more than token or nominal value from a supplier or vendor under any circumstances. While at times it may be difficult to quantify the cost of a gift, it is always important to consider the appearance of impropriety and unfair business practice. The following are characteristic of items which are presumed not to influence the conduct of business and are therefore acceptable: occasional lunch or dinner during a business meeting, unsolicited plants, flowers or food products and promotional items of nominal value. Additionally, the Commonwealth Ethics Act requires disclosure annually of any gifts valued in the aggregate of \$250 or more.

### **2.10.3 Conflict of Interest**

The College desires to avoid any conflict of interest or appearance of conflict between the College's interests and those of any trustee, faculty or staff member. Any circumstances which could cast doubt, or even the appearance of doubt, upon an individual's ability to act with total objectivity regarding the College's interests represent a potential conflict of interest situation.

A conflict of interest exists when a person is in a position to benefit personally, directly or indirectly, as a result of a business transaction or arrangement of the College. All employees and trustees have an obligation to avoid conflict, the appearance of conflict, between their personal interests and the interests of the College in dealing with outside organizations or individuals.

### **2.10.4 Disclosure**

Most concerns regarding conflict of interest may be resolved and appropriately addressed through prompt and complete disclosure. As conflict of interest situations may be complex and subject to different interpretation, the practice of disclosure is aimed at preventing an individual from inadvertently placing himself in a questionable situation. To achieve that end, trustees, senior administrative staff and selected other employees will be required annually to complete a Conflict of Interest Disclosure Form. Additionally trustees and other staff as identified by the County of Bucks will be required annually to complete, and file with the County of Bucks, the Commonwealth Financial Interest Statement.

The following are required to complete the Conflict of Interest Disclosure Form:

- Trustees
- President
- Vice Presidents, Assistant Vice Presidents
- Deans, Assistant Deans
- Purchasing Department Management staff
- Controller
- Executive Directors: Foundation, Physical Plant, Human Resources, Public Relations & Marketing
- Grants Officers
- Other individuals as designated by the President

### 2.10.5 Compliance

All members of the College community are responsible for reviewing this policy carefully to ensure that each fully understands those portions of the policy which may be applicable to the position held at the College. Likewise each individual must comply with whatever is required of them. Additionally each individual bears the responsibility of disclosing any violation of this policy and may do so publicly or by following the steps outlined in Policy 1.22 Confidential Complaint Reporting. Failure to comply with this policy, to disclose a potential conflict of interest or to comply with the College's requirement for managing a determined conflict of interest may result in disciplinary action.

APPROVED BY THE BOARD OF TRUSTEES – DECEMBER 11, 2008

## 2.11 OPEN RECORDS

The Board of Trustees recognizes the importance of public records as the record of the College's actions and the repository of information about the College. With certain exceptions, subject to law, College policy and administrative regulations, the College shall make the public records of the College available for public access and duplication to requesters, in accordance with the Pennsylvania Open Records Law, which is effective as of January 1, 2009.

### 2.11.1 Definitions

**Financial record** - any account, voucher or contract dealing with the receipt or disbursement of funds or acquisition, use or disposal of services, supplies, materials, equipment or property; or the salary or other payments or expenses paid to an officer or employee, including the individual's name and title; and a financial audit report, excluding the audit's underlying work papers.

**Public record** - a record, including a financial record, that is not protected by a defined privilege or is not exempt from being disclosed under one of the exemptions in Pennsylvania's Right-to-Know Law or under other federal or State law or regulation, or judicial decree or order.

**Record** - information, regardless of physical form or characteristics, that documents a College transaction or activity and is created, received or retained pursuant to law or in connection with a College transaction, business or activity, including: a document; paper; letter; map; book; tape; photograph; film or sound recording; information stored or maintained electronically; and data-processed or image-processed document.

**Response** - the College's notice informing a requester of a granting of access to a record or College's written notice to a requester granting, denying, or partially granting partially denying access to requested record.

**Requester** - a legal resident of the United States, or an agency, who requests access to a record.

### 2.11.2 Delegation of Responsibility

The Board of Trustees herein designates the Executive Assistant to the President and the Board of Trustees as the Open Records Officer, and the responsibilities of said Open Records Officer to be as follows:

1. Receive written requests for access to records submitted to the College.
2. Review and respond to written requests in accordance with law, College policy and administrative regulations.
3. Direct requests to other appropriate individuals at the College.

4. Track the College's progress in responding to requests.
5. Issue interim and final responses to submitted requests.
6. Maintain a log of all record requests and their disposition.
7. Ensure the College's staff is trained to perform assigned job functions relative to requests for access to records.
8. In concert with the administration of the College, shall make recommendations to the Board of Trustees for the purpose of determining a fee schedule and adopting standard forms.

Upon receiving a request for access to a record, the Open Records Officer shall:

1. Note the date of receipt on the written request.
2. Compute and note on the written request the day on which the five-day period for response will expire.
3. Maintain an electronic or paper copy of the written request, including all documents submitted with the request, until the request has been fulfilled.
4. If the written request is denied, maintain the written request for thirty (30) days or, if an appeal is filed, until a final determination is issued or the appeal is deemed denied.

*APPROVED BY THE BOARD OF TRUSTEES – DECEMBER 11, 2008*

### Procedure: Posting Requirements

The College shall post at the administrative offices and on the College's web site, the following information:

1. Contact information for the Open Records Officer.
2. Contact information for the appeals officer of the State's Office of Open Records or other applicable appeals officer.
3. The form to be used to file a request, with a notation that the State Office of Open Records form may also be used even if the College decides to create its own form.
4. College policy, administrative regulations and procedures governing requests for access to the College's public records.

### Procedure: Request for Access

A written request for access to a public record shall be submitted on the required form(s) and addressed to the Open Records Officer. Written requests may be submitted to the College in person, by mail, to designated facsimile machine 215.968.8129, or to a designated e-mail address [openrecs@bucks.edu](mailto:openrecs@bucks.edu). The College shall not require an explanation of the reason for the request or the intended use of the requested record, unless otherwise required by law.

Each request must include the following information:

1. Identification or description of the requested record, in sufficient detail.
2. Medium in which the record is requested.
3. Name and address of the individual to receive College's response.

## Procedure: Guidelines for Access

Requesters may access and procure copies of the public records of the College during the regular business hours of the administrative offices. A requester's right of access does not include the right to remove a record from the control or supervision of the Open Records Officer. The College shall not limit the number of records requested.

When responding to a request for access, the College is not required to create a record that does not exist, nor to compile, maintain, format or organize a record in a manner which the College does not currently use.

Information shall be made available to individuals with disabilities in an appropriate format, upon request and with sufficient advance notice.

## Procedure: Fees

Except for the duplication fee established by the State, the College Trustees shall approve a list of reasonable fees relative to requests for public records. The College shall maintain a list of applicable fees and disseminate the list to requesters. No fee may be imposed for review of a record to determine whether the record is subject to access under law.

Prior to granting access, the College may require prepayment of estimated fees when the fees required to fulfill the request are expected to exceed \$100.

The Open Records Officer may waive duplication fees when the requester duplicated the record or the Open Records Officer deems it is in the public interest to do so.

## Procedure: Response to Request

College employees shall be directed to immediately forward requests for access to public records to the Open Records Officer. Upon receipt of a written request for access to a record, the Open Records Officer shall determine if the requested record is a public record and if the College has possession, custody or control of that record.

The Open Records Officer shall respond as promptly as possible under the existing circumstances, and the initial response time shall not exceed five (5) business days from the date the written request is received by the Open Records Officer.

The initial response shall grant access to the requested record; deny access to the requested record; partially grant and partially deny access to the requested record; notify the requester of the need for an extension of time to fully respond; or request more detail from the requester to clearly identify the requested material.

If the College fails to respond to a request within five (5) business days of receipt, the request for access shall be deemed denied.

## Procedure: Extension of Time

If the Open Records Officer determines that an extension of time is required to respond to a request, in accordance with the factors stated in law, written notice shall be sent within five (5) business days of receipt of request. The notice shall indicate that the request for access is being reviewed, the reason that the review requires an extension, a reasonable date when the response is expected, and an estimate of applicable fees owed when the record becomes available.

One thirty (30) day extension for one (1) of the listed reasons does not require the consent of the requester. If the response is not given by the specified date, it shall be deemed denied on the day following that date.

A requester may consent in writing to an extension that exceeds thirty (30) days, in which case the request shall be deemed denied on the day following the date specified in the notice if the Open Records Officer has not provided a response by that date.

## Procedure: Granting of Request

If the Open Records Officer determines that the request will be granted, the response shall inform the requester that access is granted and either include information on the regular business hours of the administration office, provide electronic access, or state where the requester may go to inspect the records or information electronically at a publicly accessible site. The response shall include a copy of the fee schedule in effect, a statement that prepayment of fees is required in a specified amount if access of the records will cost in excess of \$100, and the medium in which the records will be provided.

A public record shall be provided to the requester in the medium requested if it exists in that form; otherwise, it shall be provided in its existing medium. However, the College is not required to permit use of its computers.

The Open Records Officer may respond to a records request by notifying the requester that the record is available through publicly accessible electronic means or that the College shall provide access to inspect the record electronically. If the requester, within thirty (30) days following receipt of the College's notice, submits a written request to have the record converted to paper, the College shall provide access in printed form within five (5) days of receipt of the request for conversion to paper.

A public record that the College does not possess but is possessed by a third party with whom the College has contracted to perform a governmental function and which directly relates to that governmental function shall be considered a public record of the College. When the College contracts with such a third party, the College shall require the contractor to agree in writing to comply with requests for such records and to provide the College with the requested record in a timely manner to allow the College to comply with law.

If the Open Records Officer determines that a public record contains information both subject to and not subject to access, the Open Records Officer shall grant access to the information subject to access and deny access to the information not subject to access. The Open Records Officer shall redact from the record the information that is

not subject to access. The Open Records Officer shall not deny access to a record if information is able to be redacted.

If the Open Records Officer responds to a requester that a copy of the requested record is available for delivery at the administration office and the requester does not retrieve the record within sixty (60) days of the College's response, the College shall dispose of the copy and retain any fees paid to date.

### Procedure: Notification to Third Parties

When the College produces a record that is not a public record in response to a request, the Open Records Officer shall notify any third party that provided the record to the College, the person that is the subject of the record, and the requester.

The Open Records Officer shall notify a third party of a record request if the requested record contains a trade secret or confidential proprietary information, in accordance with law and administrative regulations.

### Procedure: Denial Of Request

If the Open Records Officer denies a request for access to a record, whether in whole or in part, a written response shall be sent within five (5) business days of receipt of the request. The response denying the request shall include the following:

1. Description of the record requested.
2. Specific reasons for denial, including a citation of supporting legal authority.
3. Name, title, business address, business telephone number, and signature of the Open Records Officer on whose authority the denial is issued.
4. Date of the response.
5. Procedure for the requester to appeal a denial of access.

The Open Records Officer may deny a request for access to a record if the requester has made repeated requests for that same record and repeated requests have placed an unreasonable burden on the College. The Open Records Officer may deny a request for access to a record when timely access is not possible due to a disaster, or when access may cause physical damage or irreparable harm to the record.

To the extent possible, a record's content shall be made accessible even when the record is physically unavailable. Information that is not subject to access and is redacted from a public record shall be deemed a denial.

If a written request for access to a record is denied or deemed denied, the requester may file an appeal with the State's Office of Open Records within fifteen (15) business days of the mailing date of the Open Records Officer's response or deemed denial.

## **2.12 RECORD RETENTION**

### **2.12.1 Scope**

This policy establishes the guidelines and processes for the retention and disposal of College records. The policy is intended to ensure compliance with local, state and federal laws, proper retention of records, and record disposal when no longer needed or of value to the College.

### **2.12.2 Record Access**

The public may access College records only by contacting the Open Records Officer and following the procedures outlined in Policy 1.26. Any staff member receiving a public request for records access should direct such requests to the Open Records Officer.

### **2.12.3 Record Defined**

A record is defined as any capture of information which documents the business activities of the College. Such information may be maintained in multiple formats including, but not limited to, paper, optical disk, network storage devices, email, photographs, tapes, recordings or other documentary material prepared by or received by an employee of the College during the conduct of official business. All records, regardless of format, are subject to the retention schedule. Non-records, not subject to retention requirements, may include such items as routing slips, phone messages, miscellaneous notices or memoranda, copies of widely distributed materials, rough drafts, and duplicate copies of documents retained for convenience. Whenever there is any question regarding the nature of information, it should be considered a record until determined otherwise.

### **2.12.4 Record Retention**

The College maintains a record retention schedule documenting the holding period for various categories of records. This schedule utilizes the retention periods specified by regulatory agencies when applicable or a retention period specified by College administrative officials when no legal mandate exists. A master schedule is included with this policy; detailed department specific schedules are maintained on the College intranet. Compliance with the retention schedule is the responsibility of management staff in the department accountable for the records and identified as such on the retention schedule. Record management responsibility includes the provision of appropriate storage, security, and destruction, as well as periodic review and update of retention periods. Incidental copies retained in other departments are not subject to the retention schedule. For example, the Payroll department maintains the official records of the College; copies existing in originating departments are not records which must be maintained according to the schedule.

### **2.12.5 Email Retention**

Email as a specific category has no defined amount of time that it should be retained. Retention of email is determined by the nature of the message. All email incoming to or outgoing from a bucks.edu address will be retained by a hosted system for a period of one year. Email retained on this system may be retrieved by authorized College staff only, in conjunction with legal discovery, open records requests, or other investigative requirements. Users may view incoming or outgoing email on their desktop for 12 months from the date of receipt. Email which the user anticipates needing beyond the 12 month retention period for personal



reference or to satisfy record retention requirements may be retained indefinitely when transferred to a personal mailbox. Users may not retrieve or download personal email onto College owned computer equipment. Faculty and staff should be aware that any College email transferred to a personal email account or non-College owned computer may subject the computer or email account to legal discovery efforts during litigation.

### 2.12.6 Record Destruction

When the prescribed retention period for College records has passed, records should be properly disposed of. College records that are confidential in nature must be disposed of by rendering them illegible by shredding or another similar means. Electronic documents should be erased or otherwise rendered unreadable. Confidential records include, but are not limited to, personnel files, student academic records, protected health information and all administrative records of the College. Departments disposing of records appearing on the retention schedule or other confidential records must maintain a log documenting the nature, date, and mechanism for such disposal. Non-records should be discarded when they have outlived their usefulness as determined by the user department.

### 2.12.7 Litigation Holds

When litigation against the College or its employees is filed or threatened, the College is legally obligated to preserve all records pertinent to the issue in question. Departments must immediately notify the Office of the President if they receive notice of litigation, subpoena, audit or investigation. Immediately upon notice of potential or actual litigation, a litigation hold will be issued by College administration to the specified departments of official records. Litigation holds may also be imposed during the conduct of audits, investigations or dispute resolution. No employee who has been notified of a litigation hold may alter or delete an electronic record that falls within the scope of that hold. A litigation hold suspends all established retention schedules and dictates the retention of all related records until notice of litigation resolution is given.

### 2.12.8 Consequences of Failure to Comply with Record Retention Requirements

Failure to comply with the record retention requirements established by this policy may result in disciplinary action, up to and including dismissal, and penalties applicable by law.

Category	Type	Examples of Records	Retention Period Range	Steward
Financial	Accounting	Banking, grants, tax forms, AR & property, ledgers, audit reports	3 years – permanent	Controller
Financial	Payroll	Time sheets, IRS forms, salary history, wage tables	3 years – permanent	Manager, Payroll
Financial	Budget/AP	AP records, budget documents, state reports	3 years – permanent	Asst Vice President, Budget & Internal Audit
Financial	Purchasing	Bids, invoices, insurance,	7 years -	Director,

Category	Type	Examples of Records	Retention Period Range	Steward
		incident reports	permanent	Purchasing
<b>Financial</b>	CFO	Bond documents, contract files, construction management	3 years - permanent	Vice President, Administrative Services & CFO
<b>Institutional</b>	Academic Affairs	Faculty personnel files, Title IX, Grants	Permanent	Provost
<b>Institutional</b>	Human Resources	Employment, recruitment, benefits, related litigation	6 months - permanent	Executive Director, Human Resources
<b>Institutional</b>	Archives	History of College	Permanent	Director, Library
<b>Institutional</b>	Information Technology Services	Electronically stored data – email, enterprise system databases, instructional files	3 years – permanent	Asst VP, Chief Information Technology Officer
<b>Institutional</b>	Research	Statistics: enrollment, grade, degree; IPEDs reports, surveys	3 years – permanent	Exec. Director, Planning, Research & Assessment
<b>Institutional</b>	Trustee-Legal	Open records, ethics/conflict of interest, charter, bylaws, minutes	3 years – permanent	President
<b>Plant</b>	Construction Documents	Building plans, blueprints, permits	Permanent	Executive Director, Physical Plant
<b>Public Safety</b>	Security	Crime reports, vehicle use, motor vehicle license verification	1-7 years	Director, Security & Safety
<b>Student</b>	Financial	Loan records & reports, recipient records, program reports	3 years after aid award, last attended or report submission	Director, Financial Aid
<b>Student</b>	Non-Financial	International students, military, Veterans Administration	3-5 years	Director, Admissions
<b>Student</b>	Non-Financial	Academic records, academic actions, applications, degree audits	1 year - permanent	Director, Records

Category	Type	Examples of Records	Retention Period Range	Steward
<b>Student</b>	Non-Financial	Schedule of classes	Permanent	Director, Registration

APPROVED BY THE BOARD OF TRUSTEES – JUNE 18, 2009  
REVISED BY THE BOARD OF TRUSTEES – SEPTEMBER 10, 2009

## 2.13 IDENTITY THEFT PREVENTION

This policy ensures compliance with the federal regulations known as the Federal Trade Commission (FTC) Red Flag Rules which require the adoption of practices to detect, prevent and mitigate identify theft. This policy applies to certain College financial activities described below. The College has implemented other guidelines and policies regarding privacy and information security. This policy does not replace or supersede any of those policies, but is intended to address issues specific to identify theft and to complement existing policies.

The terms as defined below and utilized in this policy are intended to have the meaning inherent in the Red Flag legislation. These definitions have been modified to be relevant to the specific activities of the College which are vulnerable to identify theft.

**“Red Flag”** means a pattern, practice or specific activity that indicates the possible existence of identity theft.

**“Identity theft”** means a fraud committed or attempted using the identifying information of another person without authority.

**“Covered account”** means any College controlled account that involves multiple payments or transactions, such as a loan or deferred payment account, or an account or record that the College maintains where confidential and private or identifying information is collected or stored. Such accounts may cover faculty, staff, students or donors.

In the event the College engages a service provider to perform an activity in connection with one or more Covered Accounts, the College will require that the service provider review and comply with this program including reporting any Red Flags to the College.

The procedures associated with this policy shall include detailed but reasonable steps to do all of the following:

1. Identify the Covered Accounts of the College and assess risk of identity theft based on:
  - a. Types of Covered Accounts
  - b. Methods used to open Covered Accounts
  - c. Methods used to access Covered Accounts
  - d. Prior history of Identity Theft at the College
2. Identify specific Red Flags including:
  - a. Notification and warnings from credit reporting agencies
  - b. Suspicious documents
  - c. Suspicious identifying information
  - d. Suspicious account activity

- e. Alerts from others
- 3. Detect Red Flags in appropriate areas including:
  - a. Student Enrollment
  - b. Existing Covered Accounts – notably Student Accounts, Financial Aid,
  - c. Foundation and Human Resources
  - d. Credit Report Requests
- 4. Take one or more of the following steps when a Red Flag is triggered:
  - a. Deny access to the Covered Account until other information is available to eliminate the Red Flag
  - b. Contact the account holder
  - c. Change any passwords, security codes or other security devices that permit access to a covered account
  - d. Notify law enforcement
  - e. Determine no response is warranted under the particular circumstances.
  - f. Identify and ensure compliance of service providers for Covered Accounts.

The President of the College will designate a College staff member who will serve as the Program Administrator and is responsible for developing, implementing and updating the Program. The Program Administrator will be responsible for: ensuring appropriate training of staff, reviewing reports regarding the detection of Red Flags, determining which steps of prevention and mitigation should be taken in particular circumstances and considering periodic changes to the program. Annually, the Program Administrator will provide a report to the Audit Committee of the Board of Trustees addressing effectiveness of the policies and procedures in addressing the risk of identity theft in connection with the opening and maintenance of covered accounts, service provider agreements, significant incidents involving identity theft and management's response, and recommendations for changes to the program.

College staff responsible for implementing the program shall be trained in the detection of Red Flags and the steps to be taken when a Red Flag is detected. Staff members are expected to notify the Program Administrator once they become aware of an incident of potential identity theft or the failure of the College to comply with this program.

*APPROVED BY THE BOARD OF TRUSTEES – OCTOBER 8, 2009*

## ***2.14 THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (BUCKLEY AMENDMENT)***

The College informs students annually of the Family Education Rights and Privacy Act of 1974. This act was designated to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with The Family Education Rights and Privacy Act (FERPA) Office concerning alleged failures by the College to comply with the act.

Local policy explains in detail the procedures to be used by the College for compliance with the provisions of the act. Copies of the policy can be obtained in the Office of Admissions, Records, and Registration in Pemberton Hall. An appendix to the policy contains a Directory of Records which lists all education records maintained in regard to students by the College.

Questions concerning FERPA may be directed to the Office of Admissions, Records, and Registration.

The College has designated the following student information as public or Directory Information. Such information may be disclosed by the College for any purpose.

- Name
- Address
- Telephone number
- Date and place of birth
- Major field of study
- Dates of attendance
- Degrees and award received
- Previous institution(s) attended
- Participation in officially recognized sports and activities
- Weight and height of members of athletic teams

Such information may be disclosed at the discretion of the College to individuals, agencies, and institutions for purposes relating to activities approved by and associated with Bucks County Community College. Examples of these activities are student elections; recognition of degrees and awards by publishing in newspapers, commencement programs, etc.; recognition of participation in College sports and activities by publishing in newspapers, programs, etc.; and, student insurance plans that are approved by the Board of Trustees of the College. Directory Information will not be disclosed for purposes unrelated to activities approved by and associated with Bucks County Community College. Examples of these unrelated activities are: developing mailing lists to engage in a commercial enterprise; dissemination of political information; solicitation of funds by individuals, agencies, and institutions; and notification of opportunities to attend meetings of, engage in a contract with, participate in, order goods or services from, or join an organization, institution, agency, or individual that is not approved by and associated with Bucks County Community College. A student directory is not published by

the College because of the expense incurred in such an undertaking and the potential for invasion of students' privacy.

Currently enrolled students may withhold disclosure of any category of information under FERPA. To withhold disclosure, written notification must be received by the Office of Admissions, Records, and Registration prior to three weeks after the first day of classes for the semester in which the withholding of Directory Information is to take effect. The College assumes that failure on the part of any student to specifically request withholding of categories of Directory Information indicates approval for disclosure.

#### **2.14.1 Change of Address, Name, or Telephone Number**

Students are requested to record changes in name, address, or telephone number as soon as possible at the Office of Admissions, Records, and Registration, Pemberton Hall. Official correspondence or other communication is based upon data currently on file.

#### **2.14.2 Clearance Letters**

When a student wishes to transfer, the transfer institution often requests a Letter of Clearance. This letter is sent to the college of the student's choice explaining whether he or she was involved in any disciplinary actions, his/her dates of attendance and general standing at Bucks County Community College. A Letter of Clearance is not a transcript.

Forms to have a Letter of Clearance issued are available in the Office of Student Life Programs, located on the lower level of the Charles E. Rollins Center. If the transfer institution issues its own form, that is mailed with the Letter of Clearance.

#### **2.14.3 Transcripts**

A transcript of grades will be sent to each student at the conclusion of a semester provided the student has no financial obligation to the College. There is no charge for this service.

Students may request the mailing of a transcript to another college or to an employer through the Office of Admissions, Records, and Registration or the Office of the Evening Director. There is a two-dollar fee for each transcript.

### **2.15 *FEDERAL DEBARMENT***

Bucks County Community College follows Federal Executive Order (E.O.) 12549 "Debarment and Suspension" which requires that all contractors receiving individual awards, using federal funds for \$25,000 or more, and all sub recipients, certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government. Transactions on funds 142 through 152 (most notably 144) must be cleared of Federal Debarment before an award is made. No award is to be made before debarment status has been reviewed and approved.

Each vendor or service provider will furnish a statement that their company, and its principals have not been debarred, suspended, proposed for debarment, declared ineligible, are not in the process of being debarred, or are voluntarily excluded from conducting business with a federal

department or agency of the federal government. This certification can take the form of a signed letter, or a signature block within a procurement document or ASSA.

*Approved by the Board of Trustees – October 13, 2011*

## **2.16 CHILD ABUSE REPORTING**

Bucks County Community College is committed to the prevention of child abuse. The College is also committed to complying with legal and ethical requirements for reporting child abuse. For purposes of this policy, child abuse means physical injury, sexual abuse, or emotional abuse inflicted on a child (as defined by Pennsylvania law) other than by accidental means, by those responsible for the child's care, custody and control or by persons who are agents or employees of the College. All persons hired by the College in any capacity and volunteers are required to acknowledge having received this policy and are expected to comply with the policy and the associated procedures, as well as with applicable state law.

### **Procedure – Child Abuse Reporting**

1. Any observer of child abuse of any kind has the affirmative duty to promptly report the matter directly to the President's designee, the Director, Security and Safety. The observer of child abuse also has the option of reporting the incident directly to the State Child Line.
2. The Director, Safety and Security, shall complete an intake form which records and acknowledges that a report has been filed with the Security and Safety Office and shall provide the reporter with a copy of the completed form.
3. The Director, as a mandated reporter, shall call the State Child Line at 1-800-932-0313 if the person assaulted is a child. In the event of an active assault, the Director shall also call the police.
4. Immediately after notifying the Child Line and/or police, the Director, Safety and Security, shall notify the President of the College, the appropriate Vice President, and shall also notify the initial observer of the abuse of the date/time at which the incident was reported to Child Line.
5. The President shall notify the Chair of the Board of Trustees, who may direct that all Trustees be notified.
6. The President shall also notify the Executive Director, Human Resources, if an employee is involved, the Vice President, Student Affairs, if a student is involved, and the Executive Director, Public Relations, to prepare for media inquiries.
7. All parties shall keep a documentary record of the communications and timelines to aid in future investigatory processes.
8. If a child is involved, all offices are directed to cooperate with the related investigatory processes of the Children and Youth Services investigators, as well as the Office of Safety and Security and any police organizations.
9. A copy of this policy and procedure, as well as contact information for the Office of Security and Safety, shall accompany every application form that is sent to

third parties seeking permission to use campus facilities. Such third-party individuals and groups shall be advised of their responsibility to comply with this policy and procedures and must acknowledge having received and accepted the responsibilities pursuant to the policy of the College.

10. Groups using campus facilities who will be bringing youth on campus shall, as a condition of use, must submit both their own policy on reporting child abuse and a certification (warranty + representation in legal terms) that their staff and volunteers who will be on campus have undergone background checks.

*Approved by the Board of Trustees – January 12, 2012*



## 3. Personnel Administration

### 3.1 DUAL EMPLOYMENT

It is the policy of the College to prohibit employees from holding second College jobs, subject to certain exceptions.

#### Effective Date

This policy is effective July 1, 2001.

#### Application

This policy applies to all full-time and regular part-time employees of the College.

#### Exception to Dual Employment

Full-time and regular part-time employees may be permitted to hold second jobs at the College but only if they are specifically approved to do so by the President for the following reasons:

- Temporary Emergency Coverage
- Critical Areas of Expertise

Full-time Faculty who teach Con-ed classes, Adjunct Faculty, and other full-time and regular part-time employees who teach or coordinate Con. Ed. assignments will not be considered as working a second job unless the second job is a regular assignment that continues from semester to semester and/or exceeds the equivalent of nine hours per week of scheduled time.

Per Diem employees may continue to hold more than one Per Diem job as long as the combined time worked in all Per Diem jobs does not exceed 40 hours in a pay week and 500 hours annually.

Second jobs are allowed in the following areas but only at the beginning of each semester, and only if the total elapsed time worked is two (2) weeks or less and the total hours worked is twenty (20) hours or less:

- Bookstore
- Admissions
- Administration

The manager requesting an exception to this Dual Employment policy will complete and forward a Personnel Action Form and Position Requisition form to the Director of Human Resources along with a detailed justification and funding source for the request.

The Director will forward the request to the Dean of Administration for review with the Deans' Council. If approved by the Deans' Council, the request will be forwarded to the President for a final decision. The Director of Human Resources will inform the requesting Manager whether the request has been approved or denied.

*APPROVED BY THE BOARD OF TRUSTEES – JUNE 14, 2000*

### **3.2 RETIREMENT SYSTEM MEMBERSHIP**

Participation in a retirement system is mandatory for all college employees who meet the eligibility requirements. Full-time and regular part-time employees shall, at the time of employment and based on eligibility, elect to join the Public School Employees Retirement System (PSERS), the State Employees Retirement System (SERS), or the Teachers' Insurance & Annuity Association/College Retirement Equities Fund (TIAA/CREF).

- Eligibility for Public School Employees Retirement System is 500 hours worked in a fiscal year.
- Eligibility for the State Employees Retirement System is 750 hours worked in a calendar year.
- Eligibility for Teachers' Insurance & Annuity Association/College Retirement Equities Fund is 1000 hours worked in a fiscal year.

Current retirement plan participants are grandfathered and may continue to participate in their current plan according to plan guidelines.

Effective July 1, 2006, Bucks County Community College will waive the 1000 hour TIAA-CREF eligibility requirement for Part-Time Faculty who are receiving PSERS retirement benefits. The eligibility waiver will end if legislative relief is enacted that allows Part-Time Faculty to teach without loss of PSERS retirement benefits.

Per diem, part-time faculty, and contract employees must join a retirement plan once they meet an eligibility requirement and will automatically be enrolled by Human Resources. It is the employee's responsibility to complete the contract and salary reduction agreement within one month of being notified of eligibility.

A supplemental tax sheltered retirement annuity program under Section 403(b) of the Internal Revenue Code is also available to all employees.

#### **Procedure: Retirement System Eligibility**

Fulltime and Regular Part-time employees will be enrolled at their date of hire if their anticipated work schedule satisfies pension eligibility.

The work schedules of part-time employees will be monitored. Supervisors must submit requests for employees to work 500 hours and above on the Request for Approval to Exceed 500 Hours form. Deans Council must approve schedules that will exceed 500 hours in a fiscal year. Approval must be requested on an annual basis. The College retains the right to restrict current and future part-time employees to fewer than 500 hours in a year.

Continuing Education, per diem and contracted employees and part-time faculty will be notified by Human Resources of pension participation requirements and enrolled in a pension plan when they meet eligibility. Pension eligibility is based on total hours worked for all positions held by an employee in a fiscal year.

## Procedure: Recordkeeping

- **Part-time Faculty**

For pension eligibility purposes, 1 credit teaching or load credit equivalent per semester equals 15 hours worked. Therefore, a 3 credit class would be counted as 45 hours worked. Faculty contract limits will pertain.

Part-time faculty working as advising specialists, advisors, counselors, librarians, tutors or music lesson instructors will be credited for work hours based on logs or timesheets, rather than credits.

Part-time faculty with assignments that exceeded 500 hours during fiscal year 2004-05 will be grandfathered for pension purposes. Faculty schedules will not be restricted in order to circumvent pension eligibility.

- **Continuing Education, contracted and per diem employees**

Continuing Education, contracted and per diem employee hours will be credited for hours worked as recorded on their payroll records.

## Procedure: Special Conditions of Eligibility

- Active members of Public School Employees' Retirement System (PSERS) or State Employees' Retirement System (SERS)

Part-time employees who are active PSERS or SERS members at another employer must contribute to PSERS or SERS upon employment at the College. It is the employee's responsibility to notify the Human Resources Office if they are active PSERS or SERS members.

- Retirees receiving benefits from the Public School Employee Retirement System (PSERS)

PSERS retirees may be employed by Bucks County Community College only if one of the following conditions apply: employment is due to an emergency or shortage of school personnel; employment is in an extracurricular position under a separate contract; or the employee is eligible for and elects to join an approved alternative pension plan.

Employment as a part-time employee in the areas of Continuing Education, Workforce Development and Public Safety will be considered extra-curricular, paid under a separate contract and will not impact an employee's public school retirement benefit.

In order to provide an approved alternate pension plan, Bucks County Community College will waive the TIAA-CREF plan 1000 hour eligibility requirement for Part-Time Faculty who retired with PSERS benefits. Their eligibility waiver will end if legislative relief is enacted that allows Part-Time Faculty to teach without loss of PSERS retirement benefits.

- Retirees receiving benefits from the State Employee Retirement System (SERS) -  
SERS retirees are not eligible to work at Bucks County Community College and receive SERS retirement benefits unless an emergency exists that would create a serious impairment of service.
- Retirees receiving benefits from TIAA-CREF -  
TIAA-CREF retirees are eligible to work for Bucks County Community College, but will be enrolled in a pension plan if eligibility is met.

*APPROVED BY THE BOARD OF TRUSTEES – MAY 11, 2006*

### **3.3 SALARY CHECKS**

Salary checks for employees will be issued on alternate Fridays. Normally, twenty-six (26) paychecks will be issued during each pay year. When pay dates fall on holidays, checks will be issued on the work day preceding the holiday. The College has a program for direct deposit of paychecks. Contact the Payroll Office for further information.

### **3.4 OVERTIME PAY**

It is the policy of the College to provide Overtime Pay to employees whose positions are determined as eligible for Overtime Pay by the Fair Labor Standards Act according to the following guidelines.

#### **Effective Date**

This policy is effective July 1, 2001

#### **Classified Employees**

Overtime will be paid for all hours worked in excess of 37 1/2 hours in a pay week.

An employee's immediate Supervisor must approve all overtime hours in advance.

Overtime will be paid either by

- **Overtime Pay** which equals 1.5 times the sum of the employee's regular hourly pay rate + any shift differential + the employee's hourly Benefit Waivers rate, if any, or
- **Compensatory Time Off** which equals 1.5 times the number of hours worked in excess of 37 1/2 hours in a pay week.

An employee's hourly Benefit Waivers rate, if any, can be determined by calling the College's Benefits Manager.

The employee and his/her immediate Supervisor must agree in advance of the Overtime hours being worked that Compensatory Time Off will be taken in lieu of Overtime Pay.

If Overtime Pay is elected by the employee, his/her overtime hours worked must be reported to Payroll in a timely manner so that he/she will receive his/her Overtime Pay on the next regularly scheduled payday following the pay period during which the Overtime Pay was earned.

If the employee elects Compensatory Time Off, the earned Compensatory Time Off must be taken within the same pay period in which the Compensatory Time Off is earned. If the anticipated Compensatory Time Off cannot be taken within the same pay period, the employee must receive Overtime Pay instead.

Only actual hours worked in a pay week and time when the College is closed due to an Emergency that occur during an employee's regularly scheduled work time will be counted as time worked for overtime calculation purposes. No other hours will be considered as time worked for overtime calculation purposes.

The College will also honor all additional overtime obligations as detailed in the applicable Personnel Policies for Classified Employees handbook.

### **Security, Maintenance and Custodial Employees**

Overtime will be paid for all hours worked in excess of 40 hours in a pay week.

An employee's immediate Supervisor must approve all overtime hours in advance.

**Overtime Pay** equals 1.5 times the sum of the employee's regular hourly pay rate + any shift differential + the employee's hourly Benefit Waivers rate, if any.

An employee's hourly Benefit Waivers rate, if any, can be determined by calling the College's Benefits Manager.

The College will also honor all additional overtime obligations as agreed to in the applicable contract covering Security, Maintenance and Custodial employees.

### **Exempt Employees**

Exempt employees are not eligible for Overtime Pay.

*APPROVED BY THE BOARD OF TRUSTEES – JUNE 14, 2001*

## **3.5 INCOME TAX WITHHOLDING/I-9 COMPLIANCE**

A new employee, when beginning work, must complete a Withholding Tax Form for income tax deductions. In addition, he/she must provide eligibility verification via appropriate identification as outlined by the Department of Justice-- Immigration and Naturalization Service on form I-9.

### **Procedure: Recordkeeping**

All newly hired employees must complete and sign the Immigration and Naturalization Service's I-9 form (dated 11-21-91 or later) to establish identity and employment eligibility.

Forms I-9 and copies of documents submitted by applicants will be kept in a separate file in the Human Resources Office for at least three (3) years from the date of hire or one (1) year from the date of termination, whichever is later.

If an employee is rehired within three (3) years of the date the I-9 was originally completed, the original I-9 can be reviewed and, if authorization has not expired, the

date of rehire noted. If work authorization has expired, the employer should examine, photocopy, and record current document information.

### **3.6 BENEFITS**

**Worker's Compensation Insurance** covers each employee of the College at the expense of the College and complies with the laws of the Department of Labor of the Commonwealth of Pennsylvania. Any injury incurred in the line of duty must be promptly reported within a twenty-four (24) hour period on forms supplied by the Human Resources Office. Every accident must be reported regardless of the degree of the injury.

**Medical and dental insurance** is available for all full-time and regular part-time employees and their eligible dependents. Both the College and the employee share in the cost of medical and dental insurance. (Refer to current contracts and employee agreements for specific information.) Eligible full-time and regular part-time employees may elect to waive medical and/or dental benefit coverage--See Policy #2.1.6.

The College assumes the cost of **life insurance** as described in current employee contracts and employee agreements.

**Internal Revenue Code 125**--The College provides to employees participating in the medical and dental plans the option of participating in a 125 plan. A 125 plan is an Internal Revenue regulation that allows premium conversion. The purpose of premium conversion is to allow employees to pay no federal or social security taxes on the contributions they make towards their medical and dental insurance plans. The plan is based on the College's understanding of the current provisions of the Internal Revenue Code. The College reserves the right to amend or discontinue the Plan if regulations or changes in the tax law make it advisable to do so.

**Employee Assistance Program** -- BEACON (Bucks Employee Assistance Consortium) offers guidance and confidential support services to all full-time and regular part-time employees of the College. The College pays all cost for this service. The BEACON program is designed to help employees and their families solve whatever personal problems may be affecting an employee's performance and personal fulfillment.

**Social Security**--The College participates in the Federal Social Security program.

### **3.7 BENEFITS WAIVED BY EMPLOYEE**

Eligible full-time and regular part-time employees may elect to reduce and/or waive medical and/or dental benefit coverage, and receive as taxable compensation a portion of the premium cost savings realized by the College.

*APPROVED BY THE BOARD OF TRUSTEES -- REVISED JUNE 28, 1990*

#### **Procedure: Eligibility and Election**

Benefit-eligible Employees may elect to waive their medical and/or dental insurance coverage if they are able to secure coverage through:

1. their spouse's medical and/or dental insurance; or
2. by obtaining medical and/or dental insurance through another source.

Employees may apply for benefit waiver compensation at time of employment or during the annual Open Enrollment period each May for the benefit plan year starting the following July 1 by completing a Request for Employee Benefit Waiver form available in the Human Resources Office.

It is the responsibility of the employee to provide proof of coverage and to secure and maintain coverage during the period of time that coverage through the College is waived.

Once approved, an employee's benefit waiver shall remain in effect until such time that the employee makes a written request to the Human Resources Department to receive medical and/or dental benefit coverage.

### Procedure: Benefit Waiver Amounts and Method of Payment

The benefit waiver compensation payments in effect each plan year (July 1 through June 30) shall be communicated to all employees during the annual Open Enrollment period.

The medical benefit waiver compensation will be calculated separately for employees hired in benefit-eligible positions before or after January 1, 2004. The medical waiver amounts will be the same for all employees, based on their dates of hire.

The dental benefit waiver compensation in effect each plan year (July 1 through June 30) shall be calculated in the same manner for all employees, regardless of hire date. The maximum dental waiver compensation may not exceed fifty (50) percent of the College's net cost for the highest single coverage premium cost for dental benefits in effect on July 1 of each plan year.

Benefit waiver compensation for benefit-eligible, regular part-time and voluntary partial leave employees will be pro-rated according to their work schedule.

The annual amount of an employee's benefit waiver compensation shall be paid to employees in 26 equal payments through the payroll system. To be eligible for the bi-weekly benefit waiver payment, employees must be in active pay status or eligible for health benefits under the Family and Medical Leave Act. Benefit waiver compensation shall be separate from the employee's regular earnings and is subject to Internal Revenue Service (IRS) taxable income reporting requirements.

For employees hired during the plan year, the annual benefit waiver compensation amount shall be pro-rated and paid during the remaining portion of the plan year. For employees changing employment status during the plan year, the annual benefit waiver compensation amount will be recalculated and pro-rated based upon the change in employment status. For employees separating from the College during the year, the final employment date shall be the basis for pro-rating the annual benefit waiver compensation amount.

### Procedure: Qualifying Event Changes

In accordance with IRS rules, the election of benefit waiver compensation must remain in effect for the entire plan year (July 1 through June 30). If an employee loses medical and/or dental coverage during the plan year due to a "qualifying event" designated

under Section 125 of the Internal Revenue Code, the employee may apply for coverage in one of the College's medical or dental plans by submitting a written request and proof of the loss of coverage to the Human Resources Office within 30 days of the event.

If notice is made in a timely manner, the change will be effective on the first day of the month following the day of the event with the exception of a birth, adoption, or placement of a child. For births, adoptions, or placement of a child, the effective date is the date of the event provided the employee notifies Human Resources within 30 days.

The employee's applicable medical and/or dental waiver compensation payments will cease on the date the health insurance benefits become effective.

*APPROVED BY THE BOARD OF TRUSTEES -- NOVEMBER 21, 1985;  
REVISED JUNE 28, 1990, and MAY 10, 2007.*

### **3.8 TUITION WAIVER**

Tuition, out-of-county and out-of-state capital fees are waived for full-time and regular part-time employees of the College and their spouses and eligible children, regardless of residence. Effective with the Fall Semester 2004, tuition and the applicable capital fees will be waived for an employee's children, stepchildren, adopted and foster children who have not attained age 25 prior to the start of the academic term for which waiver is requested.

Part-time faculty members are eligible for tuition, out-of-county and out-of-state capital fee waiver for College courses which they take themselves. Their spouses and children as defined above are eligible for tuition, out-of-county and out-of-state capital fee waivers on a pro-rated basis, according to the work schedule of the part-time faculty member as compared to the College standard credit hour teaching requirement in the semester in which the part-time faculty member is working. Effective with the Fall Semester 2004, this pro-rated tuition and applicable fee waiver applies to the part-time faculty member's children, stepchildren, adopted and foster children who have not attained age 25 prior to the start of the academic term for which the waiver is requested.

Tuition waiver does not include application fee, college services fee, technology fee, student activity fee, or charges for textbooks. These fees are to be paid at the time of registration. The College reserves the right to require the payment of any outstanding fees before approving tuition waivers.

Employees must submit a completed Request for Tuition Waiver form with the signatures of their supervisor and dean to the Human Resources Office prior to enrolling in any course. These forms are available through the Human Resources Office.

Employees registering for a course offered by the College are encouraged to take it outside the standard work hours.

#### **Procedure: Classified Employees**

Classified employees may register for a course offered by the College during standard work hours. In this case, these conditions govern the situation:

1. No more than three (3) credits or three (3) class hours may be registered for in one (1) semester or session.



2. Prior to registration, the employee's supervisor, in writing, must indicate to the Director of Human Resources that:
  - a. the supervisor grants permission,
  - b. the absence of the employee from the work station will not impair the work of the office,
  - c. the office is available to users,
  - d. the employee will make up the time consumed in class during the time specifically listed in the supervisor's statement,
  - e. the employee and supervisor must state how the course will increase the employee's knowledge or skills related to the position held by the employee.

### Procedure: Administrative Employees

Administrative employees registering for a course offered by the College are encouraged to take it at hours which would least impair or interrupt the functions of the position. These conditions govern the situation:

1. No more than three (3) credits or three (3) class hours may be registered for in one (1) semester or session;
2. Prior to registration, the employee's supervisor, in writing, must indicate to the Director of Human Resources that:
  - a. the supervisor grants permission,
  - b. the absence of the employee from the office will not impair its work,
  - c. the office is available to users,
  - d. the employee and supervisor must state how the course will increase the employee's knowledge or skills related to the position held by the employee.

### Procedure: Continuing Education Courses

Full-time faculty, full-time employees, regular part-time employees, and their spouses may enroll in courses offered by Continuing Education on a space available basis without charge. An employee's children, stepchildren, adopted and foster children, may take summer camps at a 50% reduction of tuition. Books, materials, fees and any additional costs are to be paid by the employee at the time of enrollment.

### Procedure: Part-Time Faculty

Part-time faculty members are eligible for 100% waiver of tuition and capital fees for credit courses. The waivers for their spouses and eligible children will be pro-rated according to the work schedule of the part-time faculty member as compared to the College standard credit hour teaching requirement in the semester in which the part-time faculty member is working. Part-time faculty members, but not their spouses or children, may enroll in courses offered by Continuing Education on a space available

basis without charge, provided they pay for books, materials, fees and any additional costs at the time of enrollment.

*AMENDED BY THE BOARD OF TRUSTEES -- JUNE 1981, SEPTEMBER 1987, JUNE 2004*

### **3.9 TUITION WAIVER FOR COLLEGE VOLUNTEERS**

A college volunteer (in a position authorized by the appropriate Dean) may be eligible for tuition waiver. To be eligible, the college volunteer must have completed one hundred (100) hours of service (July 1 to June 30). In the subsequent year, the eligible volunteer may enroll in credit courses up to three credits per semester and/or one noncredit course on a space available basis (trips are excluded). Spouses and dependent children are not eligible for this benefit.

College volunteers may elect to pay full tuition to secure a seat but, in doing so, forfeit their tuition waiver for the semester. Students who choose this option should report to a scheduled registration.

To qualify for this nontransferable waiver, volunteers must register during the period designated by the college in its semester registration publications. Proof of college volunteer service will be required. Tuition is waived but all other applicable fees must be paid at registration. Tuition waiver does not include fees, other than capital fee, or charges for textbooks.

#### **Procedure: Volunteers**

Volunteers are eligible for 100% waiver of tuition and capital fees. All other applicable fees are to be paid at the time of registration. A letter of eligibility, signed by the appropriate dean, will be sent to the volunteer. Prior to registration for credit classes, an eligible volunteer should complete a tuition waiver form, which is available in the Human Resources office, and submit it to his/her supervisor for approval. The supervisor will sign the form and forward it to the appropriate dean who will sign approval and forward the form to Human Resources for processing. Volunteers are permitted to register for classes during the period designated for Senior Citizen Registration only, as listed in the college catalog. Registration in non-credit courses must be accompanied by a copy of the letter of eligibility. Registration for volunteers is on a space available basis. Spouses and dependent children are not eligible for this benefit.

*APPROVED BY THE BOARD OF TRUSTEES -- JUNE 12, 1997*

### **3.10 TRAVEL EXPENSES - REIMBURSEMENT**

Official travel on College business requires prior approval of the appropriate administrative officer. In addition, all overnight travel requires the completion of a "Request for Approval: Attendance at Meetings or Conventions" form and approval by Deans' Council and the President's Office.

Travel by an employee shall be by the most expeditious and least expensive means of transportation as is practicable and shall be commensurate with the nature and purpose of the duties involved. Travel by a route other than the usually normal traveled route must be

approved in advance. When, for personal convenience, an employee travels by an indirect route or interrupts travel by a direct route, the extra expenses will be borne by the employee with reimbursement based only on such charges as would have been incurred by the usually traveled route. Reimbursement for transportation costs shall be made only for the portion of the trip properly chargeable to the College with all additional personal expenses being paid by the employee. Excess travel time not justified as necessary will be charged against other appropriate types of leave.

If travel is performed by common carrier, reimbursement will be the amount of rail or airline charges. Receipts must be submitted with the expense voucher. If travel is by private automobile, reimbursement will be at the current IRS mileage rate. Distance will be measured from the College campus to destination and return.

Reimbursement for hotel or motel accommodations will not exceed the rate for a standard room. Receipts must be submitted with the expense voucher. While on approved overnight travel, meals will be reimbursed up to \$ 50.00 per day when substantiated by itemized receipts. For single day trips, meals will be reimbursed up to \$10.00 for breakfast, \$15.00 for lunch, and \$25.00 for dinner when substantiated by itemized receipts.

### Procedure: Approvals

It is the responsibility of the individual approving the Travel and Expense report to ensure the report is accurate, appropriate and in compliance with the policy. All expenses must be approved by the employee's supervisor. An individual may not approve his or her own travel expenses.

All overnight travel for College business requires the completion of a "Request for Approval: Attendance at Meetings or Conventions" form and the prior approval of the Deans' Council and the President's Office. A copy of the conference or meeting schedule must be attached to the form.

Travel expense vouchers will be given final review by the Budget Office. This review will include, but is not limited to, accuracy of calculations, substantiation of expenses, and budgetary considerations.

### Procedure: Travel Advances

For trips in which a traveler's out-of-pocket expenses are estimated to be \$200 or more, a traveler's advance is available up to two weeks prior to the actual travel. All monies extended as a travel advance must be settled within 2 weeks of the return date of the trip, accompanied by the original receipts.

### Procedure: Reimbursement for Expenses

College employees will be reimbursed only for expenses deemed ordinary and necessary expenses of traveling away from home on official college business. All requests for travel reimbursements must be submitted within thirty (30) days of the completion of the trip.

## Procedure: Course or Conference Registration Fees

If employees pre-pay registration fees, they can request reimbursement for the expenditure prior to the date of the trip if they supply the original receipt. A copy of the registration literature that itemizes the fees, plus an itinerary, should be included if available.

## Procedure: Transportation

If employees purchase tickets in advance, they can request reimbursement for the expenditure prior to the date of the trip if they supply the original receipt.

Allowable travel expenses will be based on the following circumstances:

- Only the most direct route by normal modes of transportation will be approved.
- Reimbursement will be made for the most economical means and rates possible.
- Original receipts for air, train, car rental and taxicabs must accompany all requests.
- Online receipts are allowed.

Travel by the employee's automobile is permitted only if a College vehicle is not available. The use of an employee's automobile will be reimbursed at the current IRS mileage rate which is posted on MyBucks. The mileage rate covers all expenses related to the employee's vehicle. Reimbursement for multiple persons traveling in the same vehicle shall be limited to the reimbursement paid to the driver. Parking, bridge tolls and turnpike tolls will be reimbursed if substantiated by original receipts.

Automobile rental is permitted when it is necessary for an employee traveling on behalf of the College. Gasoline charges of the rental will be reimbursed only with an original receipt. Reimbursement of the rental car will be made with the submission of the Expense report accompanied by an original rental agreement.

Air travel fares should be chosen by the lowest price tourist class possible. Only the original airline ticket or itinerary which shows evidence of payment is considered acceptable proof of payment.

Train or taxis are reimbursed only if substantiated by an original receipt.

## Procedure: Lodging

If employees pre-pay for their hotel, they can request reimbursement for the expenditure prior to the date of the trip if they supply the original receipt.

Lodging reimbursement may not exceed the rate for a standard room. If an employee is attending a convention or conference, the use of the conference hotel is appropriate. An original itemized hotel bill and receipt must accompany the request and is limited to the cost of the room and applicable taxes. Online receipts are allowed.

### Procedure: Meals

Alcohol is not permitted for reimbursement. Meal reimbursements for persons other than the traveler must be approved by the supervisor. Their name and amount must be included in the request.

When on overnight travel, meals are reimbursed up to \$50 per day when substantiated by an itemized receipt. For single day travel, meals will be reimbursed at a maximum of \$10.00 for breakfast, \$15.00 for lunch, and \$25.00 for dinner when substantiated by itemized receipts.

Meals and incidentals will be reimbursed at the government per diem rate for those employees traveling for Department of Defense contracted work.

### Procedure: Keeping Adequate Records

You must have documentary evidence, such as receipts, canceled checks, or bills to support your expenses. Documentary evidence ordinarily will be considered adequate if it shows the amount, date, place and character of the expense.

For example, a hotel receipt is enough to support expenses for business travel if it has all of the following information:

- The name and location of the hotel.
- The dates you stayed there.
- Separate amounts for charges such as lodging, meals and telephone calls.

A restaurant receipt is enough to prove an expense for a business meal if it has all of the following information:

- The name and location of the restaurant.
- The date, amount and itemized detail of the expense.
- The names and number of people served (noted by the employee if requesting reimbursement for more than self).

*APPROVED BY BOARD OF TRUSTEES--REVISED JUNE 28, 1990;  
REVISED SEPTEMBER 2010*

## 3.11 LONG-TERM DISABILITY

All new employees will be covered by long-term disability insurance after completing the appropriate qualifying period. (Refer to current contracts and employee agreements for specific information.)

Disability benefits will begin on the 31st consecutive calendar day of illness/disability. The employee, after the 30th consecutive day of illness/disability, will receive 65% of regular salary. Only full-time and regular part-time employees are eligible to participate.

### Procedure: Sick Leave and Disability Programs

All full-time and regular part-time employees will be covered by long-term disability insurance after completing the appropriate qualifying period.

Employees experiencing illness/disability which prevents them from working may have all or part of their income continued through a combination of the following: family medical leave, earned sick leave, other types of earned leave, the College's self-insurance program, and the long term disability program.

Since premiums are paid by the College, long-term disability benefits are subject to taxes. If the disability is such that there is a chance it will last longer than 12 months, it is mandatory to apply for social security disability. If approved, the Social Security disability is integrated with long-term disability benefits and the social security portion is tax free.

#### **Definition of "Self -Insurance"**

The College has created a self-insurance (rather than insurance carrier) program designed to bridge the gap between 30 consecutive calendar days of illness and ninety consecutive calendar days of illness at which point the long term disability insurance carrier program may take effect.

If an employee has accrued leave, the College's self-insurance program would take over if the accrued leave is exhausted before 90 calendar days passes from the onset of the illness/disability. The College's self-insurance program, like the long term disability program, provides an employee income calculated at 65% of base pay. Employees may not receive full pay from accrued leave (sick, vacation and emergency leave) and disability insurance program payments at the same time.

#### **FACULTY SICK LEAVE/DISABILITY COVERAGE**

##### **Sick Leave**

Faculty members are credited with ten (10) works days of paid sick leave at the commencement of each year. Faculty unused sick days may be carried over from one academic year to another to a maximum accumulation of fifty (50) days). Sick leave for faculty is only charged and available during the thirty two (32) week academic year.

##### **Disability**

Faculty who are ill for an extended period may remain in full pay status by using collegial coverage, accrued sick days, spring break, holidays, and semester breaks until these are exhausted or until 90 calendar days have passed from the onset of absence due to illness, whichever comes first.

After thirty (30) consecutive calendar days of absence due to illness, a faculty member may qualify for the College's self insurance. Since disability and Family Medical Leave are coordinated and used simultaneously, a faculty member who cannot obtain collegial coverage and does not have sufficient sick leave to cover the period prior to qualifying for self insurance (30 calendar days after onset of absence due to illness), will maintain insurance coverage during this "no pay status" period via the Family Medical Leave.

Once 90 calendar days have passed from the onset of the absence due to illness/disability, the faculty member may become eligible to apply for the long term disability program. **Actual eligibility is determined by the College's insurance carrier.** Long term disability benefits are calculated at 65% of annual base.

**Note:** Once faculty are in cycle to qualify for the College's self insurance and/or long term disability, sick days are charged on a five day work week basis regardless of individual schedules.

If faculty complete the contracted academic year prior to becoming ill/disabled, the countdown for qualifying for long term disability begins from the first day of illness, regardless of whether they have received balance of contract or are still being paid. At the beginning of a new academic year, sick leave may be utilized to maintain full pay status prior to being provided coverage under the long term disability program. Faculty returning to work from disability prior to the end of a semester will have balance of contract payments calculated on a ratio based on a thirty two (32) week academic year. For example, if they have worked ten (10) weeks, balance of contract will be calculated at  $20/32$  or 62.5% of balance due.

#### **NON-FACULTY EMPLOYEE SICK LEAVE/DISABILITY COVERAGE**

Non-faculty employees experiencing an extended illness/disability may maintain full pay status until all accrued sick leave, emergency leave, and accrued vacation leave have been exhausted, or until 90 calendar days have passed from the onset of absence due to illness, whichever comes first.

Non-faculty employees who have exhausted their accrued leave may become eligible for the College's self insurance program after thirty (30) consecutive calendar days of absence due to illness. Since disability and Family Medical Leave Absence are coordinated and used simultaneously, a non-faculty employee who does not have sufficient accrued leave to cover the period prior to qualifying for self insurance (30 calendar days from the onset of illness), will maintain insurance coverage's during this "no pay status" period via Family Medical Leave.

If the employee does not exhaust all accrued leave and vacation by the time the 90 calendar day qualifying period for long term disability, the College's self insurance may not be utilized. The exhaustion of accrued leave may not be used to extend the ninety (90) day disability qualifying period.

Once 90 calendar days have passed from the onset of absence due to illness/disability, the employee may become eligible to apply for the long term disability program. Actual eligibility is determined by the College's insurance carrier. Long term disability benefits are calculated at 65% of base salary.

Since premiums are paid by the College, long term disability benefits are subject to taxes. If the disability is such that there is a chance it will last longer than 12 months it is mandatory for the disabled employee to apply for social security disability. If approved, the Social security disability is integrated with long term disability benefits and the social security portion is tax free.

*APPROVED BY: BOARD OF TRUSTEES  
DATE OF APPROVAL: 1978 -- REVISED 1981;  
REVISED MARCH 1996*

### **3.12 MILITARY DUTY LEAVE**

A leave of absence shall be granted to all non grant funded full-time and permanent part time employees called for National Guard and Military Reserve Duty. The College will continue benefits in force for such individuals and will maintain the same proportional cost sharing as exists prior to the call up. The College will continue to pay as salary an amount equal to the difference between the individual's College contract salary as computed on a daily basis and the daily pay rate received from the National Guard or Military Reserve. Time on such leave will not constitute a break in any calculation of seniority.

*APPROVED BY THE BOARD OF TRUSTEES – MARCH 13, 2003*

### **3.13 SEXUAL ASSAULT**

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.

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. The procedures are intended to afford a prompt response to charges of sexual assault, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

#### **CAMPUS SEXUAL ASSAULT VICTIMS' BILL OF RIGHTS**

Bucks County Community College will act swiftly to protect the rights of all its members. Students who have been sexually assaulted have a variety of campus and area resources that are available to them. The College supports the victim's right to choose which avenues of assistance



are most appropriate. These resources include: The Office of Security and Safety, to whom all crimes (including sexual assaults) should be reported, the Student Life office, Counseling Services, the Dean of Student Affairs, the local police agency with jurisdiction, NOVA – Network of Victim Assistance, and the emergency department of the local hospital.

Individuals who have been sexually assaulted have the following rights:

1. To be treated with dignity.
2. To be treated in a confidential manner consistent with applicable legal requirements.
3. To contact local police and/or the district attorney to report the crime. Bucks County Community College will assist the student in notifying proper law enforcement officials, if requested.
4. To be informed of mental health counseling services on campus or in the community.
5. To be free from pressure to not report the crime or to report it as a lesser offense.
6. To be transported to the nearest medical facility approved for the collection of sexual assault evidence.
7. To be informed of any federal or state rights to test sexual assault suspects for communicable diseases.
8. To choose whether or not to have the case adjudicated through the College system, the criminal justice system, or both concurrently.
9. To have the same opportunities for representation as the accused, and to have others present in campus proceedings.
10. To be informed about the outcome of any investigation by the Office of Security and Safety including any disciplinary action against the accused.
11. To be afforded alternative class assignment if requested and reasonably available.
12. To be given a copy of the College's sexual assault policy. Individuals have the right to have any questions about College policy and the College judicial process answered.

Due to the violent and extremely serious nature of sexual assault, the College strongly encourages individuals who have been sexually assaulted to contact the police. Reporting the assault to the police soon after the incident occurs may greatly increase the possibility of successful prosecution, should the victim decide to pursue criminal charges. It is extremely important to preserve all evidence of a sexual assault if criminal prosecution is to be considered.

Victims of sexual assault will be offered the opportunity to make a formal complaint through the College's judicial system against the offender under the College's Code of Conduct, if the offender is a member of the BCCC community. The College may pursue code of conduct charges regardless of whether any criminal charges are filed. However, the College's judicial process is not intended to serve as a substitute for the criminal justice system. The College will initiate internal judicial proceedings in incidents of sexual assault when a student requests it and/or when subsequent investigation produces substantial evidence of a violation of College policy. Students will receive a copy of the Student Planner, which includes the College's sexual

misconduct and harassment policies, as well as complete information on the College's judicial process.

If an individual who reports a sexual assault is harassed by anyone in connection with the incident, the harassment should be reported immediately to the Office of Security and Safety. Reporting such harassment will enable the College to investigate the allegations. Individuals have the option to have a victim's advocate and/or any other advisor with them at all times throughout such procedures. Both the accuser and the accused shall be informed of the outcome of any institutional disciplinary proceeding alleging a sexual offense. This includes the College's final determination as well as any sanctions against the accused.

*APPROVED BY THE BOARD OF TRUSTEES -- JUNE 13, 1996  
REVISED July 1, 2011*

### Procedure: Sexual Assault Complaint Resolution

Persons wishing to file complaints of sexual assault will be directed to the Office of Security and Safety, which is responsible for conducting an investigation of these complaints. All complaints will be treated in a confidential manner consistent with applicable legal requirements and customary law enforcement practices and as outlined in the Security and Safety Policy and Procedure Manual (Section 440.1). The Office of Security and Safety will notify the appropriate law enforcement agency of the assault complaint in the event that the nature of the assault may give rise to a criminal complaint.

1. Complainants will be encouraged to seek immediate medical treatment at the nearest hospital and to have a special physical examination conducted to collect evidence which would aid a criminal investigation.
2. Complainants will be advised of available College support services, services available from other agencies, as well as legal and administrative options.
3. In the event a complaint is filed, an investigation will be conducted which may involve asking the complainant to respond to questions of very sensitive nature concerning the assault incident.
4. Complainants will also be informed about the outcome of any investigation by the Office of Security and Safety and any disciplinary actions against the accused.
5. Under appropriate circumstances the College will inform members of the College community of reported sexual assaults.
6. Sanctions and Disciplinary Actions:
  - Students -- refer to College Catalog Student Code of Conduct.
  - Employees -- Policy and Procedures Manual Section 1.13 Handling Violators of College Policies and Regulations.

### Procedure: Assistance for Victims

At the time a complaint is reported, the Office of Security and Safety will notify the Student Services Center and a counselor will be assigned to provide assistance.

1. Counselors from the Student Services Center will be responsible for counseling and coordinating assistance and support for persons who report having been sexually assaulted, including matters relating to the person's physical and mental health, personal safety, and academic status.
2. The College will make every effort to change the student's/employee's academic and/or work conditions.

### **Procedure: Education and Prevention Programs**

The Office of the Director of Student Life Programs, along with the Office of the Director of Security and Safety, shall be responsible for developing and implementing an education and prevention program on sexual assault. The following activities will occur on a continuous basis:

1. Orientation programs for new students and on-going follow-up programs.
2. Workshops on rape and risk factors associated with sexual assault which are open to the entire college community.
3. Work cooperatively with the Network of Victim Assistance (NOVA) and the counselors of Student Services in providing informative programs, counseling, and referrals.

*APPROVED BY: BOARD OF TRUSTEES  
DATE OF APPROVAL: JUNE 13, 1996*

### **3.14 COPYRIGHT VESTING**

Any materials developed by a College employee, acting within their scope of employment, would be considered "Work Made for Hire" as defined by the Copyright Law, 17 U.S.C. S101 unless they are modified or limited by other agreements made by the College with other legal entities.

### **3.15 FINANCIAL EXIGENCY**

The President of the College will recommend to the Board of Trustees the declaration of financial exigency and/or severe financial conditions. This declaration may encompass the College as a whole or one or more of its branch locations.

The President, in conjunction with the senior leadership of the College, will make necessary decisions to alleviate the situation and/or avert further impairment to the institution. The President and/or senior leadership may seek additional information or input from any or all employee groups in order to reach decisions.

These decisions may include, but are not limited to: reductions in workforce, furloughs, elimination of programs or services, implementation of a hiring freeze, reduction in hours of service and/or work hours, mandated budget cuts, etc. Decisions will be based on immediate and longer term business needs with a focus on preserving functions, services and programs that are critical to the operation and mission of the College.

The College shall provide timely communication to the College community. Any decision related to employment will be made in compliance with federal and state law (s), and in accordance with contractual and handbook obligations.

*APPROVED BY THE BOARD OF TRUSTEES -- MARCH 8, 2012  
APPROVED BY THE BOARD OF TRUSTEES -- MARCH 26, 1992*

### **3.16 CREDIT UNION**

Payroll deductions by employees are approved through the College's payroll system in order to conduct business with the established credit union office for savings and loans transactions.

Responsibility and/or liability of establishing and operating said credit union is solely the responsibility of the elected office holders and members under the State of Pennsylvania charter that establishes this credit union.

The established credit union will be allowed the use of office space, if available, and provided it does not interfere with the operations of the College or its programs.

### **3.17 VIOLATION OF STATE OR FEDERAL LAW**

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.

*APPROVED BY THE BOARD OF TRUSTEES -- FEBRUARY 12, 2004*

### **3.18 PRE-EMPLOYMENT BACKGROUND CHECKS**

The Human Resources Office of Bucks County Community College shall perform an appropriate background check on every new full-time employee, every new part-time and per diem employee, and returning adjunct faculty who have not exercised their renewal rights within the time prescribed contractually. Current employees applying for new positions will be subject to the background check process. This background check shall be a condition of employment and prospective employees will be notified of this requirement as part of the application process.

## Procedure: Conducting Background Checks

### 1. General Information

In keeping with its goal of providing a safe and secure environment for students, faculty and staff, the College will conduct pre-employment background checks on applicants for positions within specified classifications. The College Human Resources website and job postings will include a statement informing candidates of this requirement.

The Human Resources Office will originate and complete all background checks, with the exception of Act 151 child worker clearances for history of child abuse violations.

At the time of application completion, all applicants will be receive a disclosure of intent to request and obtain a consumer report, a summary of rights under the FCRA, and will be asked to sign an authorization for release of information covered by the FCRA. Individuals unwilling to comply will be eliminated from the selection process.

Following the identification of the preferred candidate for the position, the Human Resources Department will initiate the background check process and notify the candidate that a background check is in progress. With the exception of adjunct faculty where adequate time does not exist to complete the background investigation process, offers of employment will not be made until the background check results have been obtained and reviewed by the Director of Human Resources and shared with the hiring manager.

Current employees applying for new positions at the College will be subject to the background check process. Adjunct faculty who have not exercised their renewal rights within the time frame prescribed contractually will be subject to the background check process.

## 2. Requirements by Employee Classification

- a. **Full time and adjunct faculty, administrative staff:** Social security search and verification and county of residence criminal check. Employment verification will be done if requested by the Dean, and motor vehicle license record will be checked if the position in question requires driving a College vehicle.
- b. Adjunct faculty may be hired pending the successful outcome of the background check process, if the time interval between candidate selection and start of class does not permit the completion of the process. However, the department chairperson, prior to extending an offer of employment, must complete the reference check and employment verification process. Should the outcome of the background check be adverse, the eligibility for continued employment will be reviewed as indicated below.
- c. **Classified and Physical Plant staff:** Social security search and verification, county of residence criminal check. Motor vehicle license record will be checked if the position in question requires driving a College vehicle.
- d. **Security staff:** Social security search and verification, statewide criminal search, and motor vehicle license record.
- e. **Childcare workers:** Social security search & verification and state criminal check completed by Human Resources Office. Act 151 child abuse clearance, required by the Commonwealth, will be obtained by the employee and returned by the Director of the Early Learning Center to the Human Resources Office.
- f. Individuals working with children under the age of 15 in school age programs have legislatively dictated background check requirements. The clearance for these employees typically takes 3 weeks. Childcare workers are permitted to work for 30 days without clearance if they sign the disclosure form provided by the Commonwealth. These employees may be hired pending the successful outcome of the clearance process. Should the outcome of the clearance be adverse, the eligibility for continued employment will be reviewed as indicated below.
- g. **Finance staff and cash-handlers:** Social security search, county of residence criminal check, statewide criminal check, and credit history.
- h. **Per diem & contract staff:** Social security search & verification and county of residence criminal check on as needed basis as determined by hiring manager in consultation with the Director of Human Resources and the area Dean. Determination of need for background check for per diem employees will be made before the recruiting process is initiated.

## 3. Pre-Adverse and Adverse Reports

When an adverse report is received regarding a candidate, the College will notify the applicant via written communication that the background investigation has found records that need further review. The applicant will also be sent the Background Inquiry Statement of Explanation as well as Summary of Rights Under the Fair Credit Reporting Act and will be given a timeframe within which he can dispute the information.

The adverse information obtained from the reporting process will be reviewed by the Director of Human Resources and the area Dean, in consultation with College counsel. The action taken by the College will be determined following a thorough review of the nature of the information received, the relationship to and impact of that information on the mission, welfare, safety, and security of the College and the neighboring community.

If the College declines to hire an individual because of information obtained as a result of a background investigation, the College will complete the actions necessary to comply with existing statutes. The Human Resources Office will notify the candidate that he is not eligible for employment at the College based on information obtained via avenues regulated by the Fair Credit Reporting Act (FCRA) utilizing the Notice of Adverse Action letter which contains the information required by law.

Information obtained via the background investigative process regarding applicants for employment will remain on file in the Human Resources department, along with other materials related to the application process, for the period of time mandated by law.

*APPROVED BY THE BOARD OF TRUSTEES – APRIL 8, 2004.*

### ***3.19 MOTOR VEHICLE RECORD REVIEW FOR DRIVERS OF COLLEGE VEHICLES***

On an annual basis the Security and Safety Office will obtain and review the motor vehicle driving records of all individuals who drive College vehicles during the course of their employment, whether on a consistent or episodic basis. The Security and Safety Office will obtain appropriate authorization and/or release from employees in order to conduct such checks. Furthermore, a review of an employee's motor vehicle driving record will take place whenever an accident occurs involving in a College vehicle. If an employee fails and/or refuses to provide the necessary consent to the Security and Safety Office, that person will no longer be permitted to drive a College vehicle. If driving a College vehicle is an element of the person's employment with the College, they may be discharged from their employment.

Driving records will be evaluated utilizing guidelines established by the College to identify those persons whose records place the College at risk. These guidelines will be uniformly applied to all employee drivers. All employees operating motor vehicles will be informed of the criteria utilized by the College for evaluating their records and the consequences of falling into the marginal or poor review category. Following the identification of individuals with marginal or poor driving records, appropriate action will be taken by the College to address the situation and reduce the risk to the College and the community at large. Said action may include preventing the employee from driving a College vehicle and if driving a vehicle is an element of their employment, they could be subject to termination.

#### ***Procedure: Reviewing Motor Vehicle Records***

At the beginning of each academic year the Security and Safety Office will be responsible for conducting a motor vehicle record review for all College employees who drive College vehicles during the course of their employment. Prior to conducting such review, the Security and Safety Office will obtain the signed authorization of each individual to conduct the review.

Following the receipt of the motor vehicle records, the Security and Safety Office will notify both the Supervisor and the Director of Human Resources of those individuals whose records contain elements which require further review.

Using the MOTOR VEHICLE RECORD REVIEW GUIDELINES which follow, the Supervisor and the Director of Human Resources will review the driving record and determine what course of action should be taken and communicate this to the employee.

Periodic users of trip cars are subject to the same requirement for motor vehicle record clearance and are encouraged to obtain the requisite motor vehicle record review in advance of their need to reserve a vehicle.

### Guidelines: Motor Vehicle Record Reviews

A motor vehicle record may become marginal or poor if one or more of the following exists:

- Three or more accidents (regardless of fault) in the last three years.
- Any combination of accidents and Type B violations that equal 4 or more in the last three years.

A motor vehicle record will become marginal or poor if the following exists:

- One or more Type A violations in the last three years.

Violation Classifications	
<b>Type A Violations</b>	Driving while intoxicated Driving under the influence of drugs Negligent homicide arising out of use of a motor vehicle Using a motor vehicle for the commission of a felony Aggravated assault with a motor vehicle Permitting an unlicensed person to drive Reckless driving Speed contest Hit & run driving
<b>Type B Violations</b>	All moving violations not listed as Type A violations

*APPROVED BY THE BOARD OF TRUSTEES – JUNE 17, 2004*



### **3.20 EMPLOYMENT CONFLICT OF INTEREST**

It is the objective of Bucks County Community College to employ the best qualified persons as members of the faculty and staff. Our commitment to employment practices which create and maintain constructive working relationships requires safeguards against conflicts of interest, whether real or perceived. Employment practices at the College shall not preclude the employment of members of an immediate family. However, to avoid a potential conflict of interest and to promote an optimal work environment for all, guidelines have been established which will be considered in all employment decisions including hiring, transfer and promotion.

The President and Deans are expressly charged with the responsibility of acting to avoid prospective conflicts and to rectify existing conflicts of interest. In previously existing cases, or those arising during the course of employment which do not conform to the established guidelines, the College will make every effort to adhere to these principles and seek resolution when opportunities present themselves within the College. However, the pre-existence of such a relationship shall not be the cause for disciplinary action on the part of the College.

In any case where a conflict of interest exists, or may exist, or the appearance of a conflict of interest may exist, it shall be the duty of the person covered by this policy to disclose his/her interest.

*APPROVED BY THE BOARD OF TRUSTEES – DECEMBER 9, 2004*

#### **Procedure: Employment Conflict of Interest**

Immediate family shall be defined to include spouses, children, step-children, siblings, parents, in-laws, grandparents, grandchildren and significant others involved in a domiciliary relationship, including the immediate family of that significant other. Recognizing that conflict of interest may also exist when there is a romantic or personal relationship in the context of employment, those relationships are subject to the same scrutiny. The guidelines to be followed to limit creation of potential conflicts of interest in employment are:

1. The Human Resources department shall screen applications for potential conflicts of interest and inform hiring managers of potential conflicts within the hiring pool at the beginning of the search.
2. Employees of the College shall not engage in the hiring of persons in their immediate families or persons with whom they are involved in a current or former personal relationship, when the applicant would be directly or indirectly supervised by a family member.
3. Immediate family members or persons involved in personal relationships shall not be employed to work in the same department or in positions where working conditions place them in frequent contact. Department shall be defined as a unit whose head reports to an area Vice President or the Provost. Offers of employment in this category may be made only if recommended by the area Vice President or Provost and approved in writing by the President.
4. Offers of seasonal employment to family members of College staff may be made only if approved by the area Vice President or Provost. The area Vice President or

Provost may not approve summer employment for their own family members in any area of his/her responsibility.

5. Faculty and staff members are not permitted to participate or influence in any way hiring, promotion, termination, salary, performance evaluations or any other decisions concerning the employment of a family member or a close personal associate.
6. Persons who themselves enter into a personal relationship which creates a conflict of interest, or who perceive the existence of a conflict of interest in another relationship, shall make a full disclosure of the facts, circumstances, and relationships as follows. Reports shall be submitted promptly in writing and signed by the person making the disclosure.
  - a. Employees shall report to their immediate supervisors, who shall inform the area Vice President.
  - b. Faculty members shall report to the Assistant Academic Dean, who shall inform the Provost.
  - c. Area Vice Presidents shall report to the President.
  - d. All disclosure reports shall be forwarded to the Human Resources department and a copy maintained in that office.
7. The Executive Director, Human Resources, shall track relationships between immediate family members and those in personal relationships and periodically report to the President employment situations which constitute a potential conflict of interest.

*Revised October 28, 2009*

### **3.21 ADMINISTRATION INVOLVED IN OTHER EMPLOYMENT**

Persons holding appointment to an exempt position shall not engage in outside employment during the contract period without the prior written approval of the appropriate Dean and the President. In the case of the President, approval shall be granted by the Chairperson of the Board of Trustees. Such employment shall not interfere with the duties and responsibilities of the regular functions of the staff member.

### **3.22 ADMINISTRATIVE TEACHING LIMIT**

Persons holding administrative appointments to the College who are qualified to teach and apply to do, using agreed upon departmental procedures, must obtain written approval of their supervisor(s) to be presented to the Department Chair(s). Normally, such instruction will take place outside of the work day and be limited to one course. If the administrative employee and supervisor agree that such instruction can take place during the work day, there will be a written agreement that the employee will use vacation time or will make up an equal number of hours beyond the work day. If the administrative employee and supervisor agree, a second course outside the work day is permissible, provided that a second course is available under the conditions set forth in the Faculty Contract, Appendix H, and in Policy and Procedures on Overload, 2.3.14.

In no case will an administrative employee teach more than two courses during a given semester.

*APPROVED BY BOARD OF TRUSTEES – JUNE 17, 2004*

### **3.23 ADMINISTRATIVE OFFICE HOURS**

The President shall establish the hours during which the College's administrative offices shall be open to conduct the College's affairs. Administrative offices shall perform services beyond the hours established at the direction of the President.

### **3.24 SICK LEAVE**

Sick leave granted for personal illness is determined by the agreements with the various employee groups: Faculty Contract, Maintenance/Custodial Contract, Security Guards Contract, Classified Agreement and Exempt Handbook.

Refer to current contracts and agreements for specific information on sick leave.

#### **Procedure: Illness on Vacation**

Any employee on a vacation who becomes ill and presents proper documentation to the Human Resources Office may have the vacation leave restored due to the illness; thus, allowing the employee to use accrued sick leave instead.

*Regulation reviewed and approved by the Personnel Committee of the Board on March 6, 1986*

### **3.25 TENURE**

Tenure provisions are not extended to any persons holding appointment to management/supervisory positions during the term of that appointment nor should the time served in such a position be counted towards the accrual of tenure if and when, a management/supervisor returns to the faculty unit. Tenure is not applicable to any management/supervisor position. Existing management/supervisor personnel that have been awarded tenure as a faculty member shall retain that faculty tenure status.

Department Chairpersons shall retain and accrue seniority while serving as such and existing Deans and Assistant Deans shall retain and accrue seniority while serving as such. In addition, administrators who are on leave of absence from faculty appointments shall accrue all seniority and salary rights while in administrative positions excluding years toward tenure.

### **3.26 VACATION LEAVE**

Vacation leave for Exempt employees, Classified employees, and Maintenance/Custodial employees, and Security Guards is defined in current contracts and agreements.

Vacation leave is earned bi-weekly on a pro-rated amount of vacation eligibility. Vacation records are kept on a bi-weekly basis.

Vacation leave, when taken, must be reported to the Human Resources Office by use of the Employee Leave/Status Sheet.

### Procedure: College Closing During Employee Vacation

Any college employee who has selected a one-day vacation schedule, and on that day the College closes due to an emergency, s/he will have that vacation day restored to his/her accumulated vacation balance.

Any college employee who has selected more than one vacation day, and during that period of time the College closes due to an emergency, s/he will have no vacation days restored because of the emergency.

*REGULATION REVIEWED AND APPROVED BY THE PERSONNEL COMMITTEE  
OF THE BOARD OF TRUSTEES ON MARCH 6, 1986.*

### 3.27 SALARY PLACEMENT

Service in an administrative position at Bucks County Community College for staff holding faculty rank shall count toward salary placement upon return to full-time teaching.

### 3.28 TUITION ASSISTANCE

REFER TO EMPLOYEE CONTRACT OR HANDBOOK.

### Procedure: Administrative and Classified Employees

Upon completion of approved formal academic programs which are related to their positions at the College, Administrative (Management/Supervisory) and Classified employees will be eligible to receive reimbursement of a portion of their tuition expenses. The Human Resources Department is responsible for administering the program using the following procedures, effective December 1, 2006:

- Tuition assistance will be extended to full-time Classified and full- and part-time Administrative employees in active employment status who have satisfactorily completed twelve (12) months of employment in a benefit-eligible position prior to the first day of courses for which they request tuition assistance.
- All programs of study must be approved for financial assistance by the appropriate dean prior to the employee's enrollment in the program. Approval will be based on the program's relevance to the employee's work assignment or for special training purposes of benefit to the College. Individual courses must be taken on a credit basis and be applicable to the approved program. Institutions attended must have full regional accreditation status. Continuing education (non-credit) programs/courses are not eligible for financial assistance.
- Staff members requesting tuition assistance will complete a form available from the Human Resources Department requesting tuition assistance for an entire fiscal year. The employee's initial application will attach a description of the academic program for approval of the supervisor and dean as well as the courses to be taken in the fiscal year. The application forms for subsequent fiscal years will outline the courses to be taken in the approved program in that year. The completed application must be submitted to the Human Resources Department no later than December 15 preceding the fiscal year for which tuition reimbursement is requested.

- The College may reimburse an eligible employee's tuition for a maximum of two (2) 3-or 4-credit courses per semester or session. Each employee may be reimbursed for no more than four (4) 3-or 4-credit courses taken during the College's fiscal year.
- Staff eligible for tuition assistance will receive payment in an amount to be determined by the College administration, based on available funds. The proposed payment will be 60% of the tuition charged by Temple University or 60% of the employee's actual tuition, if less. Financial assistance will be calculated solely upon the tuition costs. No payments will be authorized for books, fees, or miscellaneous expenses.
- The Human Resources Department will notify each participating staff member of the amount of tuition assistance he/she may expect to receive by February 1. If a change in the College budget or an economic emergency prevents the College from paying the proposed amount, the Human Resources Department will notify each participating employee of the change in reimbursement as soon as possible. Whenever possible, the proposed payments for summer and fall semester courses will be paid in full.
- Upon completion of each course, staff members whose academic programs have been approved for financial assistance will file a request for reimbursement with the Human Resources Department. The request will include proof of the employee's tuition payments and the final grade(s) received for the course(s). The Human Resources Department will provide forms including the filing and payment dates for tuition assistance.
- Tuition assistance will be paid for courses completed with a passing grade of "C" or better. Failed, withdrawn, incomplete or audited courses are not eligible for tuition assistance.
- Preference for tuition assistance will be given to employees seeking their first College-assisted degree or continuing in an approved terminal degree program.
- Grant or external contract employees' tuition assistance must be accommodated by funding provided in the grant or external contract.

### Procedure: Full-Time Faculty

The Federation of Teachers, Local 2238, American Federation of Teachers, AFL-CIO and Bucks County Community College agree to the following interpretation of Article XX, Tuition Reimbursement. The College will establish a fund each year for tenure track faculty members to be used in an accredited course of study in their teaching discipline or for faculty members participating in the VPL program of retraining as set forth in Article XVII, G, 1. e. Said faculty members will receive tuition assistance applied equitably up to a maximum of the tuition charge for each course, including summer.

- Faculty eligible under the above provisions will receive an equal distribution in an amount to be determined by the administration or 60% of the total cost of tuition (whichever is less). This distribution is made for Fall, Spring, and Summer courses.
- Faculty requesting tuition assistance must complete the proper form (available in the Human Resources Office) and submit it along with a copy of tuition billing,

cancelled check/payment verification and an official report of the final grade for the completed course. This form must be signed by the department chair and the Dean of Academic Affairs, or the President. Deadlines to apply for tuition assistance are January 15 for Fall Semester, June 1 for Spring Semester and September 1 for Summer Semester.

- In June an equitable distribution of the fund established by the Board is made in the following manner:
  1. A percentage of the tuition to be reimbursed is determined by dividing the funded amount by the total cost of tuition (Fall, Spring and Summer) for those eligible for that fund.

[For example:  $\$15,000 : \$20,434 = .7341$ ]

2. A total reimbursable amount is determined for each eligible faculty member.

[For example:  $*\$2,280 \times .7341 = \$1,674$ ]

*\*Total tuition for Fall, Spring and Summer for one faculty member.*

3. The amount already paid for Fall, Spring and Summer is then deducted from the total to be reimbursed.

[For example:  $\$1,674 - \$820 = \$854$ ]

4. A check is issued for the amount of Final Distribution.

### Procedure: Part-Time Faculty

The College will establish a separate fund each year to reimburse part-time faculty members for their tuition expenses for an accredited course of study relevant to their teaching discipline or degree objectives. Each part-time faculty member's courses or professional training must be approved in advance by the Dean of Academic Affairs. Once the program is approved, part-time faculty members will receive tuition assistance applied equitably up to a maximum of the tuition charge for each course, including summer.

Eligible part-time faculty members may apply for tuition assistance, and the College will authorize and make such payments from the available funds using the same forms, procedures and principles described in the preceding procedures concerning tuition assistance for full-time faculty members.

REVISED: JUNE 17, 2004; NOVEMBER 9, 2006

## 3.29 EXEMPT EMPLOYEE LEAVES/VOLUNTARY PARTIAL LEAVES

Exempt employees are eligible to apply for a reduced work load with a commensurate reduction in salary and benefits for a period not to exceed one year. Such a leave may be requested for non-job related activities, professional development, or personal reasons. This option is available to exempt employees upon approval by the Supervisor and recommendation by the appropriate Dean to the President who may, at his discretion, approve the request.

At the employee's initiative, a written request for a reduced work load is submitted to the appropriate supervisor no later than ninety (90) days before the beginning date of the requested leave.

*APPROVED BY BOARD OF TRUSTEES -- MAY 17, 1982*

### ***3.30 PROFESSIONAL DEVELOPMENT LEAVE (EXEMPT EMPLOYEES)***

The Board of Trustees has authorized the establishment of a Professional Development Leave for exempt employees which will be granted at the discretion of the President of the College for training, education, or research deemed to be of value to the College and resulting in increased individual performance and productivity.

No more than three (3) exempt employees shall be on a Professional Development Leave at the same time.

**SEE ADMINISTRATIVE EMPLOYEES' HANDBOOK**

*APPROVED BY BOARD OF TRUSTEES -- JUNE 21, 1982*

### ***3.31 RETIRED VERY IMPORTANT PERSONS (RVIP)***

Employees who have served for six or more years; retired from the College in good standing; and exercised the retirement option under their selected pension shall be granted RVIP status. The following privileges shall be extended upon receiving such status, if desired:

1. Parking privileges of full-time employees.
2. Library privileges of full time employees.
3. Receipt of information on various College activities.
4. Use of gymnasium and other facilities.
5. Attend credit courses without the tuition charge, as long as their enrollment does not displace a tuition-paying student nor does it provide a sufficient number for that course to be offered.
6. Attend non-credit courses without the payment of tuition charges, so long as their enrollment does not displace a paying student nor does it provide a sufficient number for the course to be offered.

*APPROVED BY THE BOARD OF TRUSTEES -- MARCH 20, 1986*

### ***3.32 POSITION CLASSIFICATION***

Position reviews for Administrative and Classified positions are conducted by the Human Resources Department under the leadership of the Executive Director, Human Resources.

Managers, or employees through their manager, may appeal a job evaluation decision to the Director, Compensation, who in tandem with the Executive Director, Human Resources, will review the job and render a final decision to the manager and employee within two weeks of the receipt of the appeal.

*REVISED BY THE BOARD OF TRUSTEES-OCTOBER 8, 2009*

### **3.33 GOOD STANDING**

The Board of Trustees understands that a high performing workforce is key to achieving the goals of the College and wishes to employ practices which reinforce and reward high performance and professional standards of conduct.

For this purpose, the Board of Trustees sets parameters in three categories where Good Standing guidelines will be applied.

#### **3.33.1 Posting for Open Positions**

It is the policy of the College to ensure the most qualified hire for open positions. In addition to any other eligibility requirements, a Classified or Administrative employee must be in Good Standing in order to apply for any open position with the College. Good standing is defined as not being in any stage of the Corrective Action Process..

In certain limited circumstances, a Classified or Administrative employee who has occupied a prior position at the College without performance issues may be allowed to post for open positions even while in the Corrective Action Process. Upon employee request, the matter will be reviewed by the Executive Director, Human Resources in conjunction with the area Vice President and Supervisor where the employee is currently employed and the area Vice President and Supervisor where the open position exists.

#### **3.33.2 Annual Wage Increases and Pay Increments**

It is the policy of the College to award pay increments per annual wage increase or pay increment policies (as outlined in the Classified Employees Handbook, Article 3.5 and 3.6 and the Administrative Employees Handbook, Articles 5 and 8) to eligible classified and administrative employees in Good Standing. Good standing is defined as not being in any stage of the Corrective Action Process.

Classified and Administrative employees must be in Good Standing in order to be eligible for an annual wage increase or other pay increments (Classified Handbook, Article 3.5 and 3.6, Administrative Employees Handbook, Articles 5 and 8). Good standing is defined as not being in any stage of the Corrective Action Process.

#### **3.33.3 Eligibility for Re-Hire**

All former employees of Bucks County Community College will be eligible for rehire if they left the College in Good Standing and/or were not terminated for reasons categorized as misconduct.

An employee who was terminated involuntarily for unsatisfactory performance may apply for open positions. The former employee's documented performance deficiencies will be considered for the nature of the deficiencies as they relate to requirements of the position for which the person is applying.

Additionally, employees who resign their positions with the College must abide by notice policies and have returned all College-owned equipment or property in good condition in order to be considered to have left the employ of the College in Good Standing.

*APPROVED BY THE BOARD OF TRUSTEES – JULY 1, 2011*



### **3.34 CORRECTIVE ACTION PROCESS**

It is the intent of Bucks County Community College to hire and retain a highly-qualified workforce.

Employees who are not meeting performance and/or professional conduct standards will, in most circumstances, be given an opportunity to correct issues and restore their performance to the required acceptable level.

The structured corrective action process defined under this policy will be utilized for all Classified and Administrative employees, (excluding management contract employees). This policy excludes employees whose union contracts define a corrective action/disciplinary procedure - Faculty, Physical Plant and Security.

Where serious violations of College policy occur, action will be taken in accordance with that policy, irrespective of existing union contracts and/or this process.

The College reserves the right to combine or skip steps depending on the facts of each situation and the nature (or severity) of the offense. Corrective actions may also vary. Some factors that may be considered are whether the offense is a reoccurrence, even after coaching, counseling and/or training, the employee's overall work record, whether or not a College Policy was violated, and the impact that the performance issue and/or conduct has on the College.

[See the Corrective Action Process form.](#)

*APPROVED BY THE BOARD OF TRUSTEES – JULY 1, 2011*

## 4. FACULTY

### 4.1 FACULTY APPOINTMENTS

The President is authorized to appoint faculty at his discretion within policies of the Board of Trustees.

#### Procedure: Appointing Faculty

1. When an authorized full-time faculty position becomes vacant, the Dean of Academic Affairs will recommend to the President whether or not the position should be filled.
2. Upon receipt of the President's authorization to fill the position, the Academic Dean will notify the Department Chairperson in writing of the rank and salary range and will consult with the Director of Human Resources prior to the establishment of minimum qualifications and other conditions for the position. The Human Resources Office will receive a copy of the notification from the Academic Dean to department chairpersons.
3. The department chairperson will prepare advertisement for the position and send it to the Academic Dean and to the Director of Human Resources for approval. Advertising will be placed by the Human Resources Office.
4. Applications for a position will be received by the Director of Human Resources who will review them to determine any which fail to meet minimum qualifications. These applications will remain in the office of the Director of Human Resources and be available for review by the Academic Dean or the faculty committee.
5. Applications meeting minimum qualifications will be given to the department chairperson who will send to each applicant the standard College Application for Professional Position and will request each applicant to have written references sent to the chairperson.
6. Upon the expiration of the date for accepting applications, the chairperson will inaugurate the procedure contained in the policy, Faculty Recruitment and Selection.
7. When the screening of applications reduces the number of applicants to a number to be interviewed, each of these applicants will be requested to have official transcripts of their collegiate work sent to the chairpersons. No interviews should take place until the selected applicants' files contain the completed Application for Professional Position, written references (or the written transcription of a chairperson initiated telephone call to references), and official transcripts. (This procedure may be departed from only in those instances when time does not permit their execution and a position must be filled hurriedly; but in such event the chairperson must secure the approval of the Academic Dean and the Director of Human Resources.
8. Department chairpersons, or any member of the Screening Committee, may not make an official salary offer to an applicant but department chairpersons may discuss salary expectations with applicants for use in discussing with the Academic

Dean the contract salary to be recommended to the President by the Academic Dean.

9. The Academic Dean shall use the following criteria in determining a salary offer to be made to the applicant:
  - a. Full-time college teaching  
Each year of full-time college teaching experience should be recognized for placement in rank and salary.
  - b. Part-time college teaching  
The total number of semester hours taught on a part-time basis should be divided by 60 to arrive at an equivalent number of years of full-time college teaching experience.
  - c. High school teaching  
The first four years of teaching experience should be applicable for salary placement. Half of the total number of years beyond these four should be converted to years of college teaching experience, but in no case will the applicant receive more than five (5) years of college teaching experience.
  - d. Other non-college teaching  
Shall be reviewed by the appropriate Dean and credit given for experience, if in his/her judgment such experience is of value to the College program.
  - e. Related industrial, technical, & business experience  
Such experience may be credited toward salary placement if it can be proved that this experience has direct relevance to the teaching position to be filled. Under these conditions, the first eight (8) years should be equated to "four years teaching." Each three years beyond the first eight should be equated to one year of college teaching experience.
10. The Academic Dean will prepare the standard form for recommendation for employment and forward it to the President who will offer the contract to the recommended applicant, after a Title IX review has been made.
11. After receipt of the signed contract, the Office of the President will notify the Academic Dean and the Chairperson. The latter will forward the new faculty member's file to the Academic Dean's office and will keep other applicants' file according to College regulations.

*APPROVED BY: PRESIDENT*

## **4.2 TERMS OF APPOINTMENT**

The terms and conditions of every appointment to the faculty shall be confirmed in writing and a copy of the appointment document will given to the faculty member.

[SEE PROCEDURES](#)

### **4.3 PROMOTION**

Promotion is a significant action for both the faculty member and the College. Promotion is a recognition of the faculty member's superior performance in his/her professional capacity and of remarkable service to the College.

SEE CURRENT NEGOTIATED AGREEMENT WITH FACULTY

### **4.4 WAIVERS**

It is the prerogative of the President to equate non-collegiate teaching experience for the purpose of rank and salary determination.

It is the prerogative of the President to substitute technical, industrial, business or other related experience for the specific minimum requirement.

The Doctorate may be waived, by the Board of Trustees on recommendation of the President, in specialized fields where advanced graduate work may be unusual, or typically not available. Recognized achievement in certain fields may be an acceptable alternative. A license as a professional engineer, or registered architect, or certified public accountant may be an acceptable credential.

**SEE "REGULATIONS, PROCEDURES AND PROCESSES FOR THE EVALUATION OF FACULTY MEMBERS"**

### **4.5 FACULTY OFFICE SPACE**

Each full-time faculty member is assigned a furnished office space by the Dean of Academic Affairs. No alterations are to be made to the office except after approval by the Dean of Administration.

### **4.6 ABSENCES**

The responsibility for the instructional program during the absence of the instructor is primarily the responsibility of the instructor. If it is necessary for a teacher to be absent from class for any reason, the necessary steps must be taken by that teacher to insure that the needs of the instructional program will be met properly. Whenever illness prevents an instructor from meeting the classes, he/she should notify the department chairperson in order that proper coverage of classes can be arranged or should arrange for collegial coverage and notify the department chairperson.

**SEE CURRENT NEGOTIATED AGREEMENT WITH FACULTY**

#### **Procedure: Full-Time Faculty Absences**

1. Classes meeting without a qualified instructor<sup>1</sup> will be considered an absence.
2. If a faculty member is absent for a day, and there is no collegial coverage or make-up classes scheduled, a full sick day is charged no matter how many classes the faculty member was scheduled to teach that day.

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<sup>1</sup> As determined by the Department Chairperson

3. If a faculty member is absent for part of a day, and there is no collegial coverage or make-up classes scheduled, sick leave will be charged for the proportion of classes missed on that day.
4. All overload absences that are not made up, or collegially covered, will be deducted from the faculty member's pay.
5. Missed office hours must be rescheduled.

Further practices implemented by the Director of Human Resources:

- Religious holidays can be given, but not in excess of 3 days collegial coverage.
- If a faculty member is absent from an overload class and is not going to make it up or a substitute is paid for covering, there will be a salary reduction not a deduction in sick leave.
- When a faculty member is absent for a regularly scheduled class (not overload) and a substitute is paid, there is a deduction from sick leave.
- A department chairperson indicates what is to be deducted.
- When a faculty member is absent but the class is covered by collegial coverage or made up in some way (as indicated on the absence form), there is not deduction from sick leave.

*APPROVED BY: PRESIDENT, DATE: MAY 15, 1980*

### **Procedure: Adjunct Faculty Absence**

In the event that a class is not met, the time must be made up by adding additional time to the remaining sessions or by adding an additional session. The department chairperson will provide the necessary form. If the time is not made up, a pay reduction may take place.

For further regulations governing adjunct instructors at Bucks County Community College, see "Adjunct Faculty Handbook."

*APPROVED BY: DIRECTOR OF EVENING PROGRAMS  
REVISED: OCTOBER, 1982*

## **4.7 LABORATORY CLASS ENROLLMENT**

SEE CURRENT NEGOTIATED AGREEMENT WITH FACULTY--APPENDIX A

## **4.8 TEACHING SCHEDULE ASSIGNMENTS**

SEE CURRENT NEGOTIATED AGREEMENT WITH FACULTY--APPENDIX A

## **4.9 FACULTY ATTENDANCE AT CONVOCATION AND GRADUATION**

SEE CURRENT NEGOTIATED AGREEMENT WITH FACULTY--APPENDIX A

## **4.10 SERVICE ON COLLEGE COMMITTEES**

SEE CURRENT NEGOTIATED AGREEMENT WITH FACULTY--APPENDIX A

#### ***4.11 COURSE PREPARATION***

SEE CURRENT NEGOTIATED AGREEMENT WITH FACULTY--APPENDIX A

#### ***4.12 FACULTY CAMPUS HOURS***

SEE CURRENT NEGOTIATED AGREEMENT WITH FACULTY--APPENDIX A

#### ***4.13 FACULTY PARTICIPATION IN REGISTRATION***

SEE CURRENT NEGOTIATED AGREEMENT WITH FACULTY--APPENDIX A

#### ***4.14 ASSIGNMENT OF ADVISEES***

SEE CURRENT NEGOTIATED AGREEMENT WITH FACULTY--APPENDIX A

#### ***4.15 OVERLOAD ASSIGNMENTS***

In no event, however, shall any full-time faculty be assigned more than three overload courses in a given academic year semester (up to 11 credits) except at the discretion of the Department Chairperson(s) in consultation with the Academic Dean.

SEE CURRENT NEGOTIATED AGREEMENT WITH FACULTY--APPENDIX A

##### ***Procedure: Managing Overload Assignments***

1. Faculty members' requests for consideration for the assignment of overload and summer session teaching shall be given to their department chairperson no later than the date upon which the schedule of courses is due in the Dean of Academic Affairs Office from department offices for the semester or summer session for which the request is made.
2. No requests will be honored after that due date.
3. All requests must be made in writing on the College form, "Request for Primary Consideration for Appointment to Overload and Summer Session Teaching".
4. Each department shall establish a process of making assignments so that a fair and equitable distribution of overload and summer session teaching is accomplished. This process shall be available in the department office to each faculty member. The process shall be established according to these guidelines:
  - a. Rotation of faculty members from within a department holding a current full-time appointment;
  - b. Each faculty member from within a department requesting assignment shall be considered before a second overload or summer session teaching assignment is made to another faculty member from the department;
  - c. Those faculty requesting a second overload during an academic year semester shall be given primary consideration after the requests of other departmental faculty for first overloads have been filled.

- d. After the second assignment is considered, a chairperson shall consider those faculty members from other department who have requested an overload or summer session assignment;
  - e. Persons other than full-time faculty members shall be considered for a teaching assignment after primary consideration has been given to qualified full-time faculty members.
  - f. Those faculty who wish to teach a third overload assignment during an academic year semester may request to be considered, along with adjunct faculty, and may be assigned a third overload if such assignment meets the needs of the department and the institution.
5. In all cases, the chairperson of the department in which the course is offered shall make the professional judgment about the assignment of any faculty members to teach courses in the department.
  6. Furthermore, it is understood explicitly that the department chairperson making overload assignments may use appropriate measures to assure compliance with the department-approved course syllabus.
  7. Full-time faculty teaching overload in another department will be evaluated by the chairperson of the department in which the overload course is offered. The evaluation shall be solely for the purpose of deciding on future employment in the department in which the overload course is offered. The evaluation shall be conducted in accordance with the department's normal procedure for evaluating part-time faculty.
  8. Full-time faculty members seeking overload appointments in other departments or in other disciplines within their department shall demonstrate that they possess academic training and previous teaching and/or professional experience that qualifies them to teach in the field requested.
  9. Any other assignments of overload in this case shall not be made except in the case of an emergency. In that event, the chairperson shall exercise professional judgment in the assignment.

APPROVED BY:            *PRESIDENT*  
DATE OF APPROVAL:    *DECEMBER 13, 1976*

#### ***4.16 COURSE ASSIGNMENT FOR ADMINISTRATION***

SEE CURRENT NEGOTIATED AGREEMENT WITH FACULTY--APPENDIX A

#### ***4.17 COURSE DESIGN***

SEE CURRENT NEGOTIATED AGREEMENT WITH FACULTY--APPENDIX A

*Template: Course Syllabus*

**BUCKS COUNTY COMMUNITY COLLEGE**

**Newtown, Pennsylvania**

Department of

## **Course Syllabus**

- I. Course Number:  
Course Title:
- II. Number of Credits:
- III. Number of Instructional Minutes:
- IV. Prerequisite or co-requisite:
- V. Other Pertinent Information:  
Date Created/Revised by Department:  
Date Reviewed by CCRR:  
Date Approved by the President:  
Once approved, a copy of this syllabus should be kept in the Department Office, and copies should be sent to:  
Provost and Dean, Academic Affairs (Date Sent):  
Dean, Learning Resources (Date Sent):
- VI. Catalog Course Description (limit to fifty words)
- VII. Required Course Content and Direction
  - A. Learning Goals and Objectives
    - i. Course  
Students will
    - ii. Core (if applicable)  
Students will
  - B. Planned Sequence of Topics and/or Learning Activities
  - C. Assessment Methods for Learning Goals and Objectives
    - i. Course
    - ii. Core (if applicable)
  - D. Reference, Resource, or Learning Material to be used by Students



## Template: Course Format

### **BUCKS COUNTY COMMUNITY COLLEGE**

**Newtown, Pennsylvania**

#### **Course Format**

#### COURSE FORMAT

Instructors are required to distribute their course formats and the official course syllabus to all students during the first class meeting. The course format is to be revised every semester.

#### Required Information

1. College Name, Department Name, Course Name and Number
2. Instructor's Name, Office Hours, Voice-Mail Number, and E-Mail Address
3. Copy of official course syllabus
4. Required Text(s) and Supplementary Materials
5. Assignments/Topics Covered
6. Technology, if any, to be used in this class
7. Testing/Grading Procedures
8. Attendance Policy and Withdrawal Information
9. Disability Accommodations

In compliance with the Bucks County Community College policy and equal access laws, appropriate academic accommodations can be made for students eligible for such support. Students are encouraged to register with the Disability Services Office (215-968-8463) to verify their eligibility for appropriate accommodations. Please speak to your instructor about any requests for academic accommodations or other concerns as early in the semester as possible.

#### 10. Reference to Cheating and Plagiarism Statement in Catalog

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. (Source: BCCC Catalog, College Policy Regarding Cheating and Plagiarism)

#### 11. Student's Responsibility to Retain Course Materials

Students are always responsible for retaining copies of their own work and/or correspondence, including that posted to a web course page. Student access to a Bucks County Community College web course space is available only during the stated semester/session as indicated by the College's academic calendar. All web course sites,

including content, are routinely removed from the server at the conclusion of each semester/session.

#### Optional Information

12. Additional Policies of Instructor
13. Extra Credit/Help Procedures
14. Study Requirements

*APPROVED BY: PRESIDENT*  
*DATE OF APPROVAL: APRIL 29, 1998; revised October 2004, November 2008.*

#### **4.18 TEXTBOOK ROYALTY**

SEE CURRENT NEGOTIATED AGREEMENT WITH FACULTY--APPENDIX A

#### **4.19 FACULTY RECRUITMENT AND SELECTION**

SEE CURRENT NEGOTIATED AGREEMENT WITH FACULTY--APPENDIX A

#### **4.20 DEPARTMENTAL PARTICIPATION IN BUDGET-MAKING**

SEE CURRENT NEGOTIATED AGREEMENT WITH FACULTY--APPENDIX A

#### **4.21 GUIDELINES FOR SCHEDULING**

SEE CURRENT NEGOTIATED AGREEMENT WITH FACULTY--APPENDIX A

##### **Letter of Understanding:**

Under the Board policy "Guidelines for Scheduling" it is understood that there is no requirement that faculty members must be present on campus any minimum number of days each week.

#### **4.22 PERIODIC REVIEW OF PROGRAMS, COURSES, AND ENROLLMENT PATTERNS**

The President is directed to develop appropriate regulations and procedures to implement this policy.

SEE CURRENT NEGOTIATED AGREEMENT WITH FACULTY--APPENDIX A

##### **Guidelines for Program of Study Audit**

The Self-Study Report for a program of study should include the items listed below:

1. Program Description
  - a. Catalog Description
  - b. Program Requirements
2. Program History

- a. Review of Most Recent Audit
  - i. Conclusions from most recent audit
  - ii. Recommendations from most recent audit
  - iii. Description of how recommendations were addressed
- b. Review of other significant changes to this program since the most recent audit
- 3. Enrollment History
  - a. Five-year History of Program Enrollment
  - b. Five-year Graduation/Completion Rate
  - c. Enrollment Trends
  - d. Demographic Information About Students and Graduates
- 4. Program-Related Information
  - a. Courses offered primarily for majors in the program
  - b. Enrollment history of major courses over the past five years
    - i. Significant Patterns
- 5. Assessment
  - a. Goals and Objectives of the Program
    - i. Program goals and objectives
    - ii. Assessment of program goals
  - b. Exit Interviews
  - c. Transfer Reports (Transfer Programs)
  - d. Advisory Board (Occupational Programs)
    - i. Members
    - ii. Minutes
  - e. Expectations of potential employers (Occupational Programs)
  - f. Employment projections (Occupational Programs)
  - g. Enrollment projections
- 6. Conclusions and Recommendations
  - a. Major Strengths
  - b. Major Weaknesses
  - c. Plans for addressing weaknesses with timeline
  - d. Recommendations

### Guidelines for Periodic Course Review

The Department faculty and Assistant Academic Dean shall be responsible for periodic course reviews. The periodic course review shall include the following items:

1. Course title

2. Number of credits
3. Catalog course description
4. Course learning goals
5. Planned sequence of topics or learning activities
6. List of reference, resource or learning materials to be used by students
7. Statement: Was the course delivered by instructors who meet the department's qualifications?
8. Statement: Does the course transfer to accredited four-year colleges and universities (for courses in transfer programs)?

Course reviews shall be attached to program of study audits according to the schedule presented below. The depository of reports shall be the Office of Academic Affairs.

**Course Evaluation Schedule:**

1. In the Fall 2010 semester, each academic department shall review its existing courses and identify to which audit the review for each course will be attached.
2. When creating new and experimental courses after Fall 2010, each academic department shall identify to which audit the new course will be attached.
3. The program of study audit shall include all appropriate course evaluations beginning with audits submitted in the Spring 2011 semester.

*APPROVED BY: PROVOST & DEAN OF ACADEMIC AFFAIRS  
DATE OF APPROVAL: OCTOBER 1979;  
REVISED JANUARY 1995, JUNE 2010*

## **4.23 DEPARTMENT PARTICIPATION**

SEE CURRENT NEGOTIATED AGREEMENT WITH FACULTY--APPENDIX A

### **Procedure: Appointment of Department Chairperson**

1. The Dean of Academic Affairs, after discussion with the faculty committee, will prepare the advertisement for vacant positions in keeping with Title IX regulations after which national advertisements for the position will be placed.
2. Applications for a position will be received by the Director of Human Resources who will review them to determine any which fail to meet minimum qualifications. These applications will remain in the office of the Director of Human Resources and be available for review by the Dean or the faculty committee.
3. Applicants meeting minimum qualifications will receive an official application for a professional position, a copy of the job description, and a copy of the employment conditions for the position. Only applications meeting minimum qualifications will be forwarded to the Dean of Academic Affairs.
4. Selection process continues in accord with current negotiated agreement with faculty--Appendix A, Section Q.

*APPROVED BY: DEAN OF ACADEMIC AFFAIRS      JULY 17, 1978 (REVISED)*

#### ***4.24 OFFICE HOURS FOR FACULTY***

SEE CURRENT NEGOTIATED AGREEMENT WITH FACULTY--APPENDIX A

#### ***4.25 COUNSELORS AND LIBRARIANS***

SEE CURRENT NEGOTIATED AGREEMENT WITH FACULTY--APPENDIX A

#### ***4.26 EVALUATION***

SEE CURRENT NEGOTIATED AGREEMENT WITH FACULTY--APPENDIX A

***SEE "REGULATIONS, PROCEDURES AND PROCESSES FOR THE EVALUATION OF FACULTY MEMBERS"***

#### ***4.27 PROPOSALS ON PROGRAMS OF STUDY AND COURSES***

SEE CURRENT NEGOTIATED AGREEMENT WITH FACULTY--APPENDIX A

##### ***Procedure: Experimental Course Offerings***

An academic department may offer a new course on an experimental basis without submitting a proposal to the Committee on Curricular Revision when the following conditions are met:

1. The syllabus for each experimental course must be approved by a majority of the faculty in the department offering the course. The course shall not duplicate any existing course offerings in the regular Bucks County Community College curriculum, and it should be an appropriate community college offering.
2. The syllabus for each experimental course must be approved by the department chairperson.
3. Experimental courses should be listed as part of the regular semester course offerings in accordance with established dates.
4. All experimental courses shall be specifically designated in appropriate campus publications.
  - a. **Definition/Explanation:** Each semester, the College offers some courses on an experimental basis in response to a specific need, to determine if a student response exists, or to try a course before submitting it for addition to the standard curriculum.

These courses carry standard credit and may be used as elective credits in degree programs. Their transferability is determined by the accepting institution.
  - b. **Identification:** Further, each experimental course will be labeled "experimental" and marked with an asterisk directing readers to the page carrying the printed explanation.
  - c. **Transcripts:** Courses will not be designated "experimental" on students' transcripts.

5. A syllabus for each experimental course must be filed in the department office, in the Academic Dean's office, and in the Library before the publication of course offerings for the semester in which the new course is to be offered.
6. Each department will evaluate each experimental course using the attached guideline. Such evaluations shall be kept on permanent file in the department and a copy forwarded to the Academic Dean.
7. In each 12-month period beginning with the Fall Semester, each department's experimental course offerings shall be subject to the following restrictions:
  - a. A department may offer no more than the prescribed maximum number of experimental course credit hours. The maximum number will be equal to the combined total of twenty (20) percent of the total number of full-time faculty plus one course per department. Multiply this total by three (3) credits; this being the average number of credit hours per course at Bucks County Community College. Then round off. (Note: The number of credit hours will vary proportionately with the number of full-time faculty employed in a particular department.)

This number represents the number of new course credit hours that may be offered in any given year. New experimental courses may be offered for a maximum of three semesters or six sections, whichever occurs first. For example, an experimental course designed to meet an immediate need but not intended to be continued indefinitely could be offered in six sections in a single semester; while another experimental course that is being considered for addition to the curriculum could be offered in a single section over a period of three semesters.

- b. If a department feels there are compelling reasons why any one experimental course should continue to be offered experimentally after it has been taught for three semesters or for six sections, the department shall petition the CCR for permission to offer a maximum of three more sections of the course.

This format should be used when requesting an extension(s):

1. Course Name and Number
    2. Department
    3. History of Past Offerings - Please state during which semesters this course was offered, the number of sections each semester and the number of students completing each section.
    4. Reasons for Extension:
      - a. What objective would be accomplished by offering this course again on an experimental basis?
      - b. What specific circumstances prevented your department from developing a new course proposal?
    - c. Summer sessions, all three combined, are considered one semester within any 12-month period.
8. In order to facilitate administrative monitoring of this policy, the Chairperson of each department will submit a report of experimental course offerings to the

Academic Dean. These reports will be submitted prior to the printing of the course schedule each semester. The Academic Dean will monitor the experimental course offerings.

9. This policy is to be reviewed at five (5) year intervals, beginning on the date of its approval by the President.

#### Related Form:

[Evaluation of Experimental Course Offering](#)

### ***4.28 PROPOSALS ON CHANGES TO PROGRAMS OF STUDY AND COURSES: NEW PROGRAM OF STUDY, NEW COURSE, REVISED PROGRAM OF STUDY, REVISED COURSE, INCLUSION IN A CORE CATEGORY, DELETION FROM A CORE CATEGORY***

The Committee on Curricular Revision and Review is required to receive proposals from departments and make recommendations to the Advisory Council with respect to six different kinds of transactions (New program of study, new course, revised program of study, revised course, inclusion in a core category, deletion from a core category). This document is designed to incorporate into one package all guidelines needed by departments to make any of these six types of proposals, either singly or in combination.

Since the Committee on Curricular Revision and Review has also been responsible for the development of the Procedure for Offering Experimental Courses, this information has also been included even though no consideration by the CCR is necessary for experimental courses.

NOTE: See **Procedures on Experimental Course Offerings**.

APPROVED BY: PRESIDENT. DATE 1/93; REVISED 5/02

#### Procedures Applicable to All Proposals

1. An electronic copy of the proposal shall be submitted to the chairperson of the Committee on Curricular Revision and Review ten days prior to a regularly scheduled meeting. The schedule of meetings will be published by the Committee on Curricular Revision and Review chairperson at the beginning of each semester.
2. Each department shall keep a master copy of all proposals on file for ready duplication if additional copies are requested.
3. Proposals will be considered in the order of their submission. At the time of the decision, the department chairperson will be notified in writing.
4. Proposals stand on their own merit. In unusual circumstances, if additional information is needed, the Committee on Curricular Revision and Review will request it.

#### Procedure: Proposal for New Programs

1. Follow the Program Proposal Format (Appendix A)
2. Submit simultaneously New Course Proposals or Revised Course Proposals (Appendix C) for any new or revised courses needed to give effect to the proposed new program.

3. Use the following guide to determine type of degree request:

**Definitions of degrees:**

- **Associate of Arts Degree** – A program designed specifically for transfer into baccalaureate degree programs in the arts, humanities, social or behavioral science fields, or in professional fields based upon these disciplines.
- **Associate in Science Degree** – A program designed primarily for transfer into baccalaureate degree programs in one of the mathematical, biological, or physical sciences, or into one of the professional fields with these disciplines as its base.
- **Associate in Applied Science** – A program designed to prepare students for immediate employment or career entry, and usually not for transfer into baccalaureate degree programs.

### Procedure: Proposals for Revisions of Existing Programs

1. Follow the Program Revision Proposal Format (Appendix B)
2. Submit simultaneously New Course Proposals or Revised Course Proposals (Appendix C) for any new or revised courses needed to give effect to the proposed revised program.
3. Submit to Committee on Curricular Revision all alterations in the Program of Study Requirements published by the Provost and Dean of Academic Affairs in December 1977 except:
  - a. Rearrangements of the suggested order in which courses may be taken.
  - b. Changes in course titles which do not involve a change in content.
  - c. Changes in course numbers which do not involve a change in course content.
4. Submit simultaneously a Core Master Plan (Appendix E).

### Procedure: Proposals for New Courses

Follow the New or Revised Course Proposal Format (Appendix C) and the Course Syllabus Format (Appendix D).

If the course is to be considered for inclusion in the core, also submit information as requested in Appendix E.

### Procedure: Proposals for Revisions of Existing Courses

1. Follow this procedure when changes to existing courses are relatively minor (e.g., addition or deletion of an instructional objective.) If the changes are so substantial that the essential character or nature of the course is changed (e.g. it would be treated as a different course by a transfer institution), then the procedure for New Course Proposals should be followed. If there is any doubt about which is the appropriate procedure to follow, consultation with the Chair of the Committee on Curricular Revision is appropriate and recommended.
  - a. Attach a copy of the current and a copy of the revised syllabus for the course.



- b. Describe all proposed changes to the course syllabus: additions, deletions, and/or modifications of course themes, goals and instructional objectives.
- c. Describe in detail the rationale for the proposed changes.
- d. Explain how the proposed changes may parallel or overlap the content of other courses in the curriculum.
- e. If this course is being proposed for inclusion in a core subcategory for graduation, submit supporting documentation as set forth in Appendix E, Procedures and Criteria for Amending the List of Courses Satisfying the Subcategories of the Core Curriculum.
- f. Describe the specific budgetary implications of the proposed changes (if any.)
- g. Include documentation of department approval of the proposed changes and a statement of support from the Academic Dean and the Dean, Learning Resources.

### Procedure: Proposals for Adding Courses to a Core Subcategory

1. Follow the Procedures and Criteria for Amending the List of Courses Satisfying the Subcategories of the Core Curriculum. (Appendix E).
2. Submit requests to the Committee on Curricular Revision before November 1 for possible inclusion in the subsequent catalog.

### Procedure: Proposals for Deleting Courses from A Core Subcategory

Follow the Procedures and Criteria for Amending the List of Courses Satisfying the Subcategories of the Core Curriculum (Appendix E).

### Procedures and Criteria for Amending the List of Courses Satisfying the Subcategories of the Core Curriculum

#### 1. ADDING A NEW COURSE TO A CORE CATEGORY

The inclusion of a new course in the list of a core subcategory, if requested by the offering department, will be considered with the course proposal itself.

#### 2. PROCEDURES FOR ADDING OR DELETING EXISTING COURSES TO OR FROM A CORE CATEGORY

##### • APPLICATION PROCEDURES

Requests for addition or deleting courses may come only from departments which have administrative responsibility for those courses or from the Provost and Dean, Academic Affairs.

##### a. Additions

- Submit requests to the Committee on Curricular Revision before November 1 for possible inclusion on the subsequent catalog.
- Include the following items in the request:

- i. The proposed course syllabus, which includes learning goals and objectives for the core subcategory(ies) being requested, evidence of fulfillment of said objectives, and suggested assessment methods. (See Appendix D).
  - ii. Detailed rationale for including the course in a particular core category, to be based on measuring the course content against the chosen Core learning goals (and objectives) noted in the proposed syllabus.
  - iii. Evidence of the support of the majority of the full-time department faculty members.
- Submit a separate request for each course; do not submit package proposals.
- Submit a maximum of three requests in an academic year.

**b. Deletions**

- Requests for deletions, with rationales, may be submitted at any time without numerical limit.
- Acceptable rationales will include:
  - i. Abolishing the course.
  - ii. Reviewing course content and concluding that it does not meet the criteria of Section III.
  - iii. Changing course content so that it does not meet the criteria of Section III.

Course syllabi and evidence of department support should be included, where relevant.

• **REVIEW PROCEDURES**

1. Committee on Curricular Revision and Review
  - a. Requests will be considered in order of submission.
  - b. Requests must stand on their own merit; however, at the Committee's discretion, additional information or further clarification will be requested.
  - c. At the Committee's discretion, the limit of three requests a year from each department may be waived.
  - d. The chairperson of the Committee will notify the appropriate department Assistant Academic Dean and the Provost and Dean of Academic Affairs, in writing, when a decision on a request has been made.
  - e. Requests that have been denied will be considered only one additional time unless major changes in course content have been made, or if the criteria change.
2. Advisory Council and President

A favorable recommendation by the Committee on Curricular Revision and Review will proceed to final decision as provided in paragraphs D, E, and F of Article XI of the Agreement between Bucks County Community College and the Bucks County Community College Federation of Teachers.

- **TIMING OF IMPLEMENTATION**

- a. Requests approved by the President will be added to or deleted from the list of a core subcategory effective for the academic year following the approval.
- b. If a course is added to the list of courses satisfying a core subcategory, it will satisfy the core subcategory only for those students who successfully complete it after it was added to the list.
- c. If a course is removed from the list, it will continue to satisfy the core subcategory for those students who registered for it when it was on the list.

- **CRITERIA FOR CORE SUBCATEGORIES**

**Introduction**

Courses may be proposed to the following categories of the core curriculum which was adopted by the College in March, 1991.

Category I: Essential Skills and Perspectives

Subcategory:

1. College Level Writing I
2. Cultural Perspectives
3. Social Perspectives
4. College Level Mathematics or Science
5. Personal Health
6. Creative Expression

Category II: Extended Skills and Perspectives

Subcategory:

1. College Level Writing II
2. Integration of Knowledge

Category III: Specialized Skills

Subcategory:

1. Critical Thinking and Problem Solving
2. Information Literacy
3. International, Gender, and/or Minority Perspectives
4. Collaboration
5. Oral Presentation
6. Responsible Citizenship

All courses within the Core Curriculum share a common philosophical vision. This vision is an integral part of the core curriculum model.

## A DEFINITION OF AN EDUCATED PERSON: A TOUCHSTONE FOR THE CURRICULUM AT BUCKS COUNTY COMMUNITY COLLEGE

### A Statement From the Faculty

*Education can help us live more complete and meaningful lives by nurturing essential values and skills. By valuing uniqueness and diversity, we accept our responsibility for their protection. By valuing open-minded inquiry, we may accept that, while we can seek certainties, perspectives may be the best we can gain. By valuing growth as a lifelong process and recognizing change as inevitable, we may work toward goals whose fruition may lie beyond our lifetime. By valuing the ability to analyze and make reasoned judgments, we may gain insights into ourselves and our world and a greater understanding of the interdependency of all things. By valuing the ability to communicate, we may give expression to our vision of the world where people can work cooperatively to improve their environment and the condition of their lives.*

*We believe that the curriculum of Bucks County Community College must endeavor to nurture such values and foster such skills. It must seek to empower its students by making them aware of the influences that affect their lives and confident of their ability to effect change in their lives and in the world. It must help them to make connections among disciplines, help them develop an integrated view of knowledge, and help them recognize that their use of knowledge always carries consequences, as well as moral and ethical responsibilities.*

#### • **FORMAT FOR SUBMITTING PROPOSALS**

Each course submitted for inclusion within any of the categories must satisfy the criteria for the category as described by goals (and objectives) of each subcategory. A course may be submitted for only **one** area in either Category I or Category II, not both. In addition, a course may be submitted for as many specialize skills and perspectives in Category III as appropriate.

- Master Plan template is to be completed for every new and revised program of study (Appendix F)

*Revised June 2007*

### Related Documents and Forms

Curriculum or Program Proposal  
Revised Program of Study Proposal  
New or Revised Course Proposal  
Course Syllabus Template  
Course Format Template  
Program of Study Master Plan Development Outline

#### ***4.29 FACULTY TEACHING LOAD***

Actual contact hours may vary in certain disciplines where laboratory, studio, or instructional activities do not readily equate with standard lecture sessions. Assignment to evening courses is made within the standard teaching load.

SEE CURRENT NEGOTIATED AGREEMENT WITH FACULTY

#### ***4.30 CLASS SIZE***

The President is authorized to establish the size of classes taught in the College.

#### ***4.31 DEGREES EARNED WHILE IN SERVICE***

Faculty members under contract with Bucks County Community College who earned an advanced degree during the contract year and which ordinarily makes them eligible for a higher salary scale, may have their salary adjusted.

SEE NEGOTIATED AGREEMENT WITH FACULTY

#### ***4.32 GRADUATE WORK***

The College encourages faculty members to pursue work toward advanced degrees and within reason will attempt to arrange teaching schedules conducive to such work. Faculty members requesting special schedule arrangements to facilitate graduate study should consult with the department chairperson before teaching schedules are formed for the semester in which the request will be made.

#### ***4.33 OFF-CAMPUS CENTER MILEAGE***

College professional staff members teaching in-load courses for the College at off-campus locations are reimbursed for travel expense at the currently established rates based upon a round trip from the Newtown campus to the off-campus teaching site. Round trip mileage from the individual's home to the Newtown campus must be deducted from the total miles traveled.

#### ***4.34 BOOKS ORDERED FOR EXAMINATION OR PURCHASE***

Books under examination for adoption for instructional purposes may be ordered on College stationery. Any cost for books for examination purposes must be borne by the person ordering them.

Books purchased for personal professional use are paid for by the person ordering them.

### 4.35 VALID GRADES

These are the valid grades recorded by the College.

Grade		Numerical	Quality Points
<b>A</b>	Excellent	90-100	4
<b>B+</b>		87-89	3.5
<b>B</b>	Good	80-86	3
<b>C+</b>		77-79	2.5
<b>C</b>	Average	70-76	2
<b>D+</b>		67-69	1.5
<b>D</b>	Lowest Passing	60-66	1
<b>F</b>	Failure	Below 60	
<b>W</b>	Withdrawn		
<b>I</b>	Incomplete		
<b>AU</b>	Audit		

#### Advisory Grades

At the midpoint of each semester, an **S** (satisfactory) or **U** (unsatisfactory) grade is reported to each student officially enrolled in a course. This grade is advisory only, indicates the quality of the work up to that point of the semester, and is not a permanent part of the academic record.

#### Administrative Regulations for Grades Earned by Retaking Courses

Students may repeat courses in which they earned grades of "D" or "F" to improve these grades. Students wanting to repeat a course in which a "C" or higher grade was earned must petition the chairperson of the department in which the course is offered for permission to register for the course.

The grade earned by retaking a course is the grade counted in the cumulative grade point average. The previous grade will continue to be recorded on the transcript, but the semester hour and quality points will not be used in computing the total semester hours or cumulative grade point average.

APPROVED BY: PRESIDENT  
DATE OF APPROVAL: JANUARY 22, 1976

### 4.36 INCOMPLETE GRADE

For each incomplete (I) grade given, the teacher must, on the proper form available in the department office, state the reason for the grade and the conditions necessary for the student to remove the incomplete grade and to earn a permanent grade. A copy of this form must be mailed to the student.

A grade of "F" is automatically recorded if required work has not been submitted to and accepted by the faculty member recording the "I" grade within thirty (30) calendar days into the fall semester following the spring semester and summer sessions, or into the spring semester following the fall semester and any intersession.

### Procedure: Issuing an Incomplete Grade

Situations in which the incomplete grade is considered appropriate

- Student illness or injury
- Early transfer
- Job relocation
- Non-completion of independent projects or assignments
- Non-completion of a self-paced or individualized course of instruction

APPROVED BY: (IMPLEMENTED BY) DEAN OF ACADEMIC AFFAIRS

DATE OF APPROVAL:

DATE OF IMPLEMENTATION: JUNE 5, 1978

## 4.37 GRADE CHANGES

No grades will be changed without the consent of the teacher. A request for a change of grade must be submitted on an official grade change form, which can be obtained from the Office of Admissions and Records, and completed according to the procedures established by College Policy.

### Procedure: Changing a Grade

All grade changes must be hand delivered to the Office of Admissions and Records. The grade change can be:

- completed by the instructor in the Office of Admissions and Records,
- completed by the instructor in the Department Office and hand delivered to the Office of Admissions and Records by the Department Chairperson or the department secretary,
- completed in the Evening Dean's office.

No grade changes will be accepted through the mail.

APPROVED BY: (IMPLEMENTED BY) OFFICE OF ADMISSIONS AND RECORDS

DATE OF IMPLEMENTATION: JUNE 22, 1976

## 4.38 GRADE CHALLENGES

The College provides an appeal procedure for students who believe that a recorded grade is not the one earned in a course. Students should first consult the course teacher to resolve the matter. If resolution is not achieved, then the department chairperson should be consulted. The final step in the appeal process is the Committee on Academic Performance. It should be noted that only the teacher of a course makes a grade change. Other steps in the appeal process are advisory. Students are urged to retain all graded work until final grades have been received from the College.

No appeal for a change of a grade will be considered after three years have elapsed since the end of the semester or session in which the grade was received.

#### ***4.39 GRADE VERIFICATION AND RECORDING***

Each teacher recording a grade for a student will verify the official record of the grade according to the procedures established for verification. The verified grade will become the official record and will be used in the event of a student challenge of the record.

#### ***4.40 INTERRUPTION OF SCHEDULED CLASSES FOR SPECIAL CAMPUS ACTIVITIES***

There are occasional special campus activities offered under the auspices of student, faculty, and administration offices or groups and planned and prepared for through standard College channels. Faculty members, exercising their professional judgment that the special activity has content appropriate to the educational objectives of the course and after approval from the Department Chairperson, may request the class to attend the special activity as a substitute for one period of instruction. If students request class instruction, it is the responsibility of the teacher to supply that instruction.

#### ***4.41 DEFINITION OF COLLEGE DAY AND YEAR***

The Pennsylvania Department of Education regulations require that each semester shall include not fewer than 15 weeks. Each summer session shall include not fewer than three weeks of instruction. Registration and orientation periods shall be in addition to the periods described above.

#### ***4.42 TESTING***

The administration, use, and interpretation of standardized instruments for the testing of intelligence, personality, achievement and aptitude are to be pursued under contemporary ethical and professional guidelines.

This policy concerns tests which are commercially prepared and published and are of a psychological/educational nature; it does not speak to teacher- prepared tests measuring achievement in the College's courses.

The President shall develop regulations and procedures for the administration, use, and interpretation of standardized instruments for the testing of intelligence, personality, achievement, and aptitude within contemporary ethical and professional guidelines.



#### ***4.43 ASSIGNMENT OF THOSE HOLDING AN APPOINTMENT TO THE FACULTY***

Persons holding an appointment as a full-time faculty member shall be assigned by the Dean of Academic Affairs to an administrative unit of the College. Assignments shall be made, whenever possible, to an administrative unit containing the disciplines or responsibilities in which the person being assigned is proficient through education, training, or experience.

Requests for a transfer from one administrative unit to another may be considered by the Dean of Academic Affairs when such requests are in writing and explain the reasons for the request and the professional enhancement the person would bring to the requested assignment.

Persons holding an appointment as a full-time faculty member shall be defined to include all those who hold academic rank in the College.

##### ***Procedure: Dual Appointments to the Faculty***

Heretofore it has been a frequent practice for instructors to teach in two or more disciplines that fall within the purview of different academic units.

While the practice is ordinarily a good one, encouraging breadth of experience and knowledge, it has sometimes created minor administrative difficulties because the departmental system has made no official provision for it. The following administrative clarification is recommended to help the situation and to continue encouragement of interdepartmental relationships.

Appointment to faculty positions may consist of assignments to more than one administrative unit. These assignments shall be made by the Dean of Academic Affairs under the authority granted through the policy, Assignment of those Holding an Appointment to the Faculty.

Dual appointments shall be determined and made by the Dean of Academic Affairs. Generally, such appointments will be considered when additional new positions are authorized by the Board of Trustees or when current faculty positions become vacant and need to be filled.

Dual appointments shall consist of primary and secondary Administrative elements which shall be identified and written at the time of original assignment. The two elements may be exchanged or modified subsequently by the Dean of Academic Affairs.

Primary administrative elements are those which define the basic responsibilities of the faculty member. These are matters such as teaching load, evaluation, budgetary support, departmental responsibilities, support services, and the like. Identification of primary administrative elements shall be based upon the quantity of teaching load in an academic discipline assigned to a faculty member. Thus, in an assignment consisting of a majority of a teaching load in English composition and literature courses, the faculty member is responsible to the administrative officer of the unit containing those courses. That officer assumes all of the responsibilities for the faculty member that are applicable to all other faculty members in the administrative unit.

Secondary administrative elements are those connecting the faculty member to the administrative unit in which the smaller portion of the teaching load is assigned.

Evaluation and proportionate budgetary and services support are also responsibilities of this unit. However, departmental responsibilities are less and should be limited only to those matters affecting the courses assigned to the faculty member.

There are, in all likelihood, affairs which will overlap or will be unclear in their proper administrative role. These instances should be resolved by the administrative officers of the units involved but if resolution cannot be achieved, then the Dean of Academic Affairs shall decide upon their resolution.

APPROVED BY:           PRESIDENT  
DATE OF APPROVAL:       JUNE 17, 1975  
DATE OF IMPLEMENTATION:   SAME

#### **4.44 FACULTY EXCHANGE**

The Board of Trustees authorizes a faculty exchange program for the purpose of encouraging continuing professional growth, acquiring new and different insights into teaching and learning, and experiencing teaching in other conditions under other institutional philosophies and approaches. This program shall not incur additional costs to the College.

The President is directed to develop regulations and procedures to implement this policy and to conduct a review of the program two years after its inauguration.

##### **Regulations and Procedures: Exchange for Faculty Members of This College**

1. An exchange may be for a period of up to one academic year.
2. No more than one faculty member from a department may participate at one time.
3. No more than four faculty members may be on an exchange during the academic year.
4. In the event more than four requests for an exchange are submitted, the selection of the four will be made by the Dean of Academic Affairs.
5. An exchange shall not interrupt or delay student progress through a program of study.
6. All of the work for a proposed exchange must be completed so that the proposal can be put before the Department Chairperson for the approval procedure no later than February 1 for the next fall semester and May 1 for the next spring semester.
7. An exchange must be approved by the Department Chairperson, Dean of Academic Affairs, and the President.
8. The salaries and fringe benefits of participating faculty members shall be paid by the home college, just as if the teacher were teaching at the home college.
9. The time spent in exchange shall count toward seniority, tenure, and promotion, if applicable.
10. Faculty members eligible for consideration for promotion or tenure whose evaluation would occur during the period of exchange will be evaluated during the semester following their return to the College.

11. An exchange shall not cause additional instructional cost to the College and no travel or moving expenses shall be paid by the College. The College shall not assume any additional cost attendant to an exchange.
12. The College shall decide upon the person to be accepted in exchange for a faculty member from this campus.
13. A faculty member returning from a leave during the academic year preceding a requested exchange is not eligible for an exchange.
14. Faculty members must make their own arrangements for an exchange.

### **Regulations and Procedures: Exchange for Faculty Members From Other Colleges**

1. A faculty member received by this College in exchange will teach a full standard load and perform other responsibilities expected of faculty members at this College.
2. Salary and fringe benefits shall be paid by the home college.
3. This College will assume no additional cost for an exchange.
4. All requests for an exchange must include a resume and references and must be reviewed by the Department Chairperson and the Dean of Academic Affairs of this College.

These are suggested sources for exchange information:

- Faculty Exchange Center, Box 1091, Lancaster, PA 17604
- AMFEX, P.O. Box 185, Astor Station, Boston, MA 02123
- Community and Junior College Exchange Office, c/o Northwestern Michigan College, Traverse City, MI 49684
- Cooperative Personnel Exchange, American Council of Education, Dr. Thomas M. Stauffer, Director, One Dupont Circle, Washington, DC 20036

This program shall be reviewed and evaluated by a group appointed by the President two years after the program's beginning. The review and evaluation shall conclude with a recommendation to the President on the program's continuance or elimination.

*APPROVED BY BOARD OF TRUSTEES -- JUNE 28, 1990; LAPSED AFTER TWO YEARS*

### **4.45 MASTER FINE ARTS DEGREE**

The Master of Fine Arts (MFA) degree, when awarded by a collegiate institution accredited by one of the national regional accrediting agencies, shall be used for the purpose of promotion and rank.

The MFA degree, for this purpose, applies only to those faculty teaching in studio courses.

*APPROVED BY BOARD OF TRUSTEES -- SEPTEMBER 20, 1982*

#### **4.46 FACULTY EMERITUS**

Faculty who have been granted tenure, have ten (10) years of service at Bucks County Community College, and retire, shall be granted Professor Emeritus status. The following privileges shall be extended upon receiving such status:

1. Parking privileges of full-time faculty.
2. Library privileges of full-time faculty.
3. Receipt of First Class Mail by Academic Departments.
4. Receipt of information on various College activities.
5. Participation in the annual academic procession at Commencement.
6. Use of gymnasium and other facilities.
7. Attend credit courses without the tuition charge, as long as their enrollment does not displace a tuition-paying student; nor does it provide a sufficient number for that course to be offered.
8. Attend non-credit courses without the payment of tuition charges, so long as their enrollment does not displace a paying student nor does it provide a sufficient number for the course to be offered.
9. All Professor Emeriti will be listed in the College Catalog under that category.

*APPROVED BY THE BOARD OF TRUSTEES--DECEMBER 19, 1985*

## 5. Student Policies

### 5.1 ADMISSIONS POLICY

Any person may apply for admission to Bucks County Community College. Admission is generally granted to graduates of accredited secondary schools, to recipients of a high school equivalency diploma and to others who, in the judgment of the College, are likely to benefit from a collegiate experience. Admission is considered first for residents of Bucks County and then for residents of the Commonwealth of Pennsylvania. The admission of students from other geographic areas is considered individually by the Director of Admissions and Records. Admission to some programs of study is limited by available facilities, the number of faculty, or other factors. The College may guide the enrollment of entering students in an effort to improve their opportunity to succeed in college.

#### Procedure: Full-Time Student Admission

Applicants for admission to full-time student status must submit:

1. An application for admission and a non-refundable application fee. (Forms are available from the Office of Admissions, Records, and Registration and from secondary school counseling centers.) The check or money order for the application fee should be made payable to Bucks County Community College.
2. A final high school transcript or official GED scores must be submitted to the Office of Admissions. An official high school transcript is to be sent directly from the high school of graduation. Applicants for full-time admission are not required to submit their official high school transcript if ten years has elapsed since the date of graduation unless applying to the Nursing major or for Financial Aid. However, full-time applicants must submit all college and/or university transcripts regardless of the time that has elapsed since last attendance.
3. A written recommendation of the secondary school principal or counselor is required for admission to the high school enrichment program or for special admissions.

It is important to note that admission to the College as a full-time student is contingent upon completion of the College's testing program for new students.

#### Procedure: Part-Time Student Admission

A part-time student is one who indicates the intention to register or registers for less than 12 semester hours of credit.

Applicants for admission as a part-time student must submit an official application for admission and a non-refundable application fee. This can be accomplished through evening mail registration (call the Office of Admissions, Records, and Registration or the office of the Director of Evening and Off-Campus Programs for the Mail Registration Brochure) or at Walk-In Registration on the College campus.

Applicants for part-time admission are not required to submit official high school transcripts or official GED scores. However, it is strongly recommended that part-time

applicants submit all transcripts in order to enhance the evaluation and recommendation process.

### Procedure: Transfer Student Admissions

Applicants who attended other colleges and are in good standing will be considered for admission. Applicants must fulfill the College's admission requirements and have an official copy of their transcript sent from all previous colleges attended. Applicants who have left other colleges involuntarily will not be considered for admission until after one semester has elapsed since dismissal. Previous college work will be evaluated for transfer to the College.

Some programs of study may have additional requirements for admission. Further information is available from the Office of Admissions, Records and Registration or the appropriate academic department.

### Procedure: Full-Time Early Admission

To be considered for Early Admission on a full-time basis, an applicant must:

1. Be a Bucks County resident;
2. Be currently enrolled in high school and have completed the eleventh grade;
3. Submit the standard application for admission, clearly marking "Early Admission, Code 91" under "Curriculum to Which You Seek Admission" on page two of the application;
4. Submit non-refundable application fee with the application form;
5. Submit the application for admission prior to the application deadline;
6. Rank in the upper 20 percent of his/her class;
7. Must have no final grade below a "C" or the numerical equivalent in grades nine, ten, and eleven;
8. Meet the admission requirements for the area of study in which you wish to take courses (example: audition for the music curriculum);
9. Submit a recommendation from the high school principal, director of guidance, or headmaster which should include those courses required by the high school to complete graduation requirements;
10. Complete an interview with the Admissions officer of the College (parents are requested to attend this interview);
11. Maintain a minimum Cumulative Grade Point Average of 2.0 to continue eligibility in the Early Admission program.

## Procedure: Special Majors

Although admission to the College is open for Bucks County residents, there is not open admission to all curricula. For example, Fine Arts, Chef Apprenticeship, Fine Woodworking, and Nursing all have specific admission requirements. The Office of Admissions, Records, and Registration should be contacted for current admission restriction.

*APPROVED BY: (IMPLEMENTED BY) OFFICE OF ADMISSIONS & RECORDS  
REVISED: FEBRUARY 23, 1983*

## 5.2 TUITION

The Board of Trustees establishes tuition and fees in accordance with State laws and regulations.

## 5.3 NON-RESIDENT TUITION EXPENSES

Part-time and full-time applicants to Bucks County Community College who reside in a county within Pennsylvania, but outside of Bucks County, and whose county does not sponsor a community college, will pay twice the tuition amount that a Bucks County resident will pay to attend Bucks County Community College.

Part-time and full-time applicants who reside in a county other than Bucks County and whose county does sponsor a community college will pay two times the tuition cost of a Bucks County resident except that a full-time applicant in this category shall request, in writing, permission to attend Bucks County Community College from the President of his county's community college. If and when permission is granted, tuition cost to that full-time applicant will be that of a Bucks County "resident" student instead of the two times cost charged for attending such institution without permission. Curriculum choice and space availability will determine acceptance.

All out-of-state applicants, both part-time and full-time will pay three times the tuition costs of a Bucks County resident as well as the applicable capital fee.

Any specialized problems not covered by the above policies are subject to the decisions of the College President and the Board of Trustees.

## 5.4 AUDITING

Students auditing courses are expected to attend classes regularly, do not take examinations, and receive no grade or credits for the courses. Standard tuition and fees are charged for audit registration.

## 5.5 TUITION WAIVER - AGE 65

Bucks County residents who have reached the age of 65 shall be permitted to enroll in credit or non-credit courses on a tuition-free, space-available basis. Enrollment may be accomplished under these conditions at times prescribed by the Office of Admissions, Records, and Registration.

The student may, after presenting evidence of proof of age, register for a course or courses for credit and/or for audit;

The course section will not exceed standard enrollment established by the Administration as the result of this registration.

## **5.6 SHARED PROGRAMS**

Bucks County Community College students may elect to take courses in designated programs of study at Philadelphia, Montgomery, Delaware or other Pennsylvania community colleges where shared program agreements exist. Students who elect to enroll at these community colleges in these designated programs must be authorized by the Director of Admissions, Records & Registration at Bucks County Community College and will pay the host college sponsored student rate for courses that they take at the host college.

## **5.7 STATEWIDE MAJORS**

Act 31 provides State support to community colleges for approved occupational-technical programs. Some of these programs are designated as Statewide Majors and are open to any resident of the Commonwealth of Pennsylvania. The offering college determines the tuition rate to be charged for out-of-county students. A listing of Statewide Majors can be found in the college catalog. For more information on a particular major, write to the college at which the course is offered.

## **5.8 COURSE AND/OR CURRICULAR CHANGES BY STUDENTS**

Students may drop or add a course during a designated period each semester.

Students changing curricula must record the change in the Admissions Office.

## **5.9 WITHDRAWAL**

A student may withdraw from classes during the designated period each session and is expected to follow official withdrawal procedures.

### **Guidelines: Student-Initiated Withdrawal**

A student may withdraw from classes during the designated period each session with a grade of W recorded on the transcript. The course teacher's signature is not required. No course(s) may be added. A grade of "F" will be given for withdrawals made after the deadline. Faculty members may not change official final grades to W.

Failure to attend class is not an official withdrawal. Students who discontinue class attendance and who do not complete the official withdrawal procedures may receive a grade of "F".

Students may withdraw from a course(s) by completing the appropriate form in the Office of Admissions, Records and Registration. Students who are unable to withdraw from class(es) in person may do so by sending written notice, by letter, or appropriate form, to the Office of Admissions, Records and Registration. The withdrawal becomes effective the day the Office of Admissions, Records and Registration receives written notice. It must be received before the deadline which is stated in the College Calendar.



## Guidelines: Withdrawal Related to Active Military Service

The following options are available for students who have been deployed or reassigned for active military service. In all cases, it is the student's responsibility to provide documentation of deployment or reassignment.

- At any time in the semester, the student will be eligible for a full tuition refund. The student must notify the Office of Admissions, Records and Registration before the last day of the semester/session in which the tuition refund is requested.
- At any time in the semester, if the course is one which can be completed online, the student may complete it with online work. The student must consult with the faculty member and/or the Assistant Academic Dean of the department to determine if such action is appropriate for the course. If for any reason the student is unable to complete the course with online work within the established semester/session, the student may request a grade of *Incomplete/Military* as indicated below.
- If the semester/session has reached or passed the mid-point, the student may request a grade of *Incomplete* from the faculty member. The student has one year from the date of return from his/her deployment, as indicated on his/her activation orders, to complete the course. If no date is indicated on the student's orders, the student will have a maximum of three (3) years from the end date of the semester to complete the course work. This follows the existing College policy for time limits for any grade changes. In certain cases (e.g. where laboratory work is required), timing of completion will be determined by the faculty member and/or the Assistant Academic Dean of the department, working with the student. If the course work is not completed within the time periods described above, the *Incomplete/Military* grade will become a grade of F. It is the student's responsibility to contact the faculty member upon his/her return.
- The grade of *Incomplete/Military* (IM) will be used to clearly indicate that the student's incomplete grade is due to Military Activation. The grade of IM will be excluded from routine I to F conversions that take place during a semester.

## Procedure: Student-Initiated Withdrawal

Any student who desires to withdraw from class(es) after the withdrawal deadline, as listed in the College Calendar, shall follow this procedure:

1. The student must meet all the basic criteria for appeals (given below).
2. The student shall file a petition for withdrawal with the Academic Performance Committee. Students who need to withdraw from more than one course must file an appeal for each course. All supporting documents must be attached to the appeal. (Petition forms are available in the Office of Admissions, Records, and Registration - Pemberton Hall. or in the Office of the Director for Evening Programs - Founders Hall).

3. The completed form(s), with the required statements attached, must be returned to the Office of Admissions, Records and Registration, Pemberton Hall, in person or by mail.
4. If the petition is denied by the Academic Performance Committee, the student may not withdraw from the class(es).
5. If the petition is upheld, the Academic Performance Committee will then petition the instructor, in writing to change the grade to withdraw (W). If the instructor agrees, the grade will be changed to W. If the instructor denies the appeal, the grade will not be changed.

### Criteria for Appeal for Withdrawal After Deadline

The criteria for withdrawal appeals are stipulated on the official "Appeal for Student Withdrawal After the Withdrawal Deadline." Students must meet all criteria; failure to do so will result in an automatic denial of the appeal

1. A statute of limitations has been established, in that no appeal will be processed if three (3) years or more has elapsed since receipt of the grade.
2. If the appeal is based on illness, injury or involuntary change in employment hours, there must be a written statement from a physician or employer explaining why the student needs to withdraw after the deadline. The statement must be on letterhead and must be specific as to the dates involved.
3. If the appeal is based on a death of an immediate family member (spouse, parent, son, daughter, sister, or other relative residing in the same household), proof of the death must be submitted.
4. If the appeal is based on any other reason, there must be evidence that can be checked attached to the petition.

APPROVED BY: PRESIDENT  
DATE OF APPROVAL: NOVEMBER 8, 1976  
DATE OF IMPLEMENTATION: FALL, 1977  
(REVISED) FEBRUARY, 1983  
(REVISED) APRIL, 1995  
(Revised) January, 2013

### 5.10 TEACHER-INITIATED WITHDRAWAL

A teacher may withdraw a student from a course during the designated period each semester. These periods are noted in the College Catalog and/or other appropriate College publications. The only reason for a teacher-initiated withdrawal is a student's lack of attendance in the class.

A student may appeal the withdrawal to the Committee on Academic Performance if the student feels the teacher-initiated withdrawal is unjustified.

### 5.11 DRUG AND ALCOHOL POLICY

The unlawful manufacture, distribution, dispensation, possession, or use of alcohol, narcotics, or illicit drugs is prohibited on the campus of Bucks County Community College. Any student or employee of the College discovered to be violating these rules is subject to immediate suspension or dismissal. Such action will be taken independently of any criminal action that may arise from the violation of civil law governing these areas.

## ***5.12 HIGH SCHOOL INSTRUCTIONAL ENRICHMENT PROGRAM***

The College will admit for part-time study, on a limited quota basis, selected high school students from Bucks County secondary schools in accordance with standards and procedures developed and implemented by the College.

### ***Procedure: Application for HS Instructional Enrichment Program***

To be considered for Early Admission on a part-time basis (also classified as High School Enrichment) an applicant must:

1. Be a Bucks County resident;
2. Be currently enrolled in high school and have complete the eleventh grade;
3. Submit the standard application for admission, clearly marking "High School Enrichment, Code 90" under "Curriculum to Which You Seek Admission" on page two of the application. A non-refundable application fee must accompany the application for admission.
4. Submit a written recommendation by your high school counselor or director of guidance;
5. Submit your application for admission prior to the application deadline established by the College;
6. Rank in the upper 40 percent of his/her class;
7. Have no final grade below a "C" or the numerical equivalent in grades nine, ten, and eleven;
8. Meet the admission requirements for the area of study in which you wish to take courses (example: audition for the music curriculum);
9. Contact the high school guidance office and request that they send an official transcript to the Office of Admissions, Records, and Registration;
10. Maintain a minimum Cumulative Grade Point Average of 2.0 to continue eligibility in the High School Enrichment Program.

High School Enrichment Program students may enroll in one or two courses, not to exceed seven credit hours per semester. Students are charged the same tuition and fees as other part-time students. Likewise, they must also make their own arrangements for transportation.

Course selection is flexible and is determined by the student's ability and interest, by the educational level, and by the available course openings.

There are no restrictions limiting high school students from enrolling in evening, Saturday, or summer session courses.

APPROVED BY: (IMPLEMENTED BY) OFFICE OF ADMISSION & RECORDS  
DATE OF APPROVAL:  
DATE OF IMPLEMENTATION: 1970 (REVISED: FEBRUARY, 1983)

## ***5.13 INTERCOLLEGIATE NATIONAL COMPETITIONS FUND***

Inasmuch as the Bucks County Community College provides a program in Health and Physical Education and is dedicated to an education which contributes to the total functioning of the

individual, the Board of Trustees, in keeping with such philosophy, encourages participation in intercollegiate and intramural athletics.

The Intercollegiate National Competition Fund, established by the Board of Trustees March 19, 1979, to cover National SPORTS competitions, shall be expanded to include College CLUBS AND ORGANIZATIONS.

The College Activity Fees collected shall be allocated as follows:

- 33% Sports and Intramural
- 12% Cultural Affairs
- 5% Intercollegiate National Competitions Fund
- 50% Student Association, Clubs, and Organizations

The monies in the Intercollegiate National Competitions Fund shall be in an interest bearing account with an established ceiling of \$28,000. Amounts in excess of the ceiling shall be deposited in the Restricted Funds Account.

The Office of Student Life Programs shall administer the INTERCOLLEGIATE NATIONAL COMPETITIONS FUND, covering sports, clubs, and organizations. The program shall be reviewed annually and an appropriate report shall be made to the Community/Student Relations Committee of the Board of Trustees. The above proposal shall become effective in the Fall of 1980.

### Procedure: Post-Season Athletic Competition

#### 1. Eligibility

Student athletes must meet N.J.C.A.A. eligibility requirements. Every student participating in intercollegiate athletics must have a minimum grade point average of 1.75, must have already completed 12 credit hours, and must carry a current 12 semester hour load.

#### 2. Recruiting

There shall be no recruiting of any sort for intercollegiate athletics other than the opportunities available to all other Bucks County students. There shall be no scholarship aid or financial aid specially designated for athletes.

#### 3. Class Coverage

In the event that a faculty member cannot meet a scheduled class or classes because of an athletic event, collegial coverage is the only acceptable method for class coverage. A written proposal for class coverage must be presented to and approved by the Department Chairperson.

#### 4. Compensation

No additional compensation for coaching shall be given any faculty member throughout the entire sports season. The season shall be defined as the period from the initial practice through possible national competition.

#### 5. Coaching as Part of Teaching Load

The present guidelines concerning the portion of teaching load assigned to coaching shall not be increased without written approval of the Dean of Academic Affairs and the President of the College.

6. Scheduling

Any increase in the number of contests scheduled for any intercollegiate sport must be approved by the President of the College.

7. Projected Growth

The scope of the intercollegiate program shall not be expanded without written approval of the President of the College.

8. Financing

Both the intramural and the intercollegiate athletic programs shall be financed by a designated portion of the College Activity Fee.

APPROVED BY:            *PRESIDENT*  
DATE OF APPROVAL:    *JUNE 15, 1976*  
DATE OF IMPLEMENTATION:    *SAME*

### ***5.14 CUSTODIAN OF EDUCATION RECORDS***

Types of Records	Custodians
<b>Academic and Admissions</b>	Director of Admissions, Records, and Registration
<b>Counseling</b>	Dean of Students Affairs
<b>Disciplinary</b>	Director of Student Life Programs
<b>Financial Accounts of Students</b>	Director of Accounting
<b>Financial Aid</b>	Director of Financial Aid
<b>Placement</b>	Director of Transfer and Placement
<b>Veterans</b>	Director of Admissions, Records and Registration
<b>Plagiarism</b>	Dean of Academic Affairs

### ***5.15 EQUAL OPPORTUNITY IN EDUCATION***

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in any educational program or activity sponsored by the College. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap in any educational program or activity sponsored by the College, and Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race in any educational program or activity sponsored by the College.

It should be further noted that in addition to the above laws and regulations, the College is committed to the premise that all students and applicants for admission are entitled to an equal opportunity to acquire training, education, and skills at Bucks County Community College regardless of their sex, race, national origin, religion, color, sexual orientation, age, or handicapped condition.

The College will not tolerate any behavior by staff or students which constitutes sexual harassment of a student.

If a student feels that his/her rights under the aforementioned laws and regulations have been violated, contact the College Equal Opportunity Employment Officer.

## ***5.16 STUDENT BODY BILL OF RIGHTS AND RESPONSIBILITIES***

### **5.16.1 Rallies, Free Speech, and Communication**

1. The College affirms the right of its students to hold rallies, speeches, and demonstrations after students observe the routine procedures designated by orderly scheduling of facilities and activities. In order to permit the normal and uninterrupted use of buildings, picketing shall be confined to out-of-doors in such a manner as to permit normal and orderly egress and ingress.
2. The placing of signs, posters, and banners shall be in conformity with the regulations set forth in this Catalog.

### **5.16.2 Rights**

1. Freedom of expression in the classroom.
2. Protection against improper academic evaluation.
3. Protection against improper disclosure on the basis of classroom expressions.
4. Confidentiality of student records.
5. Freedom of association.
6. Freedom of inquiry and expression in student organizations.
7. Freedom of responsible expression in student publications.
8. Freedom to exercise citizenship rights.
9. Guarantee of due process in disciplinary proceedings.

### **5.16.3 Responsibilities**

1. Compliance with and support of duly constituted civil authority.
2. Respect for the rights of others and cooperation to ensure that such rights are guaranteed.
3. Cooperation to ensure that the will of the majority is implemented after due consideration has been given to contrary points of view.
4. The exercise of dissent in an orderly manner and within a framework compatible with the orderly resolution of differences.
5. Active support of College regulations established through the joint efforts of students and faculty leaders.

## Procedure: Non-Disruptive Demonstration and Communication

1. Non-disruptive demonstrations are those in which no civil or criminal laws are violated; faculty, or members of the staff in the performance of their tasks and duties, shall not disrupt classes, speeches, lectures, convocations, and other college functions.
2. Disruptive demonstrations are defined as those where civil or criminal laws are violated by participants or where members of the college community are hindered in the performance of their assigned tasks.
3. Participating in non-disruptive demonstrations will not result in disciplinary action. Punishment for the violations of civil or criminal law as a result of participation in disruptive demonstrations is the duty of civil authorities.
4. Disciplinary action will be taken against students where their actions have disrupted the work of the members of the college community. Regardless of the civil action initiated for disruptive on-campus demonstrations, the violation will be handled by the standard college disciplinary procedures.
5. In short, the college administration, faculty and Board will not tolerate disruptive actions which impede the activities of the college

## 5.17 STUDENT CODE OF CONDUCT

### 5.17.1 Student Responsibilities

It is the expectation of the faculty and administration of the College that students will act maturely and develop the ability to lead and govern themselves. In order to provide the maximum opportunity for learning and to support the mutual respect necessary within the teaching/learning environment, students are expected to adhere to the following guidelines within the classroom, laboratories, library, and other College facilities and on College sponsored trips.

Students are expected to:

6. Report to class on time and remain for the duration of the class.
7. Be responsible for all material covered and announcements made within class, even when absent from class.
8. Come to class prepared (completed homework and readings).
9. Refrain from conversations whenever the instructor or another student is speaking.
10. Maintain an atmosphere conducive to the teaching/learning process.
11. Silence all electronic devices during class.
12. Abide by the College's Guide for Responsible Use of Electronic Communication and not abuse the privileges of access to electronic information and communication.
13. Adhere to classroom policies set by their instructors in the class format/syllabus.

14. Turn in assignments on time (in the proper format), participate in class discussions, and prepare for tests.
15. Adhere to the College's Academic Integrity Policy.
16. Abide by college policies related to children on campus.
17. Refrain from tobacco use in unauthorized areas.
18. Abide by the Student Code of Conduct contained within this document.
19. Abide by all college policies.

### **5.17.2 Infractions/ Violations**

The following student actions are Code of Conduct Violations and may result in sanctions:

- Plagiarism or academic cheating.
- Forgery or alteration of the College identification card or records.
- Destruction of, damage to, malicious misuse of, or abuse of College property, or personal property on campus.
- Assault upon another person or the threat thereof while on campus.
- Theft of College property or personal property on campus.
- Lewd or indecent conduct on campus.
- Possession, use, or sale of unauthorized narcotics or illegal substances on campus.
- Unauthorized use, possession, or sale of firearms or other dangerous weapons on campus.
- Drunk and/or disorderly conduct on campus.
- Possession of alcoholic beverages on campus property except where expressly authorized by the President.
- Sexual harassment
- Violation of other College rules and regulations after publication, distribution, or posting thereof in such a manner to ensure fair notice to the student.
- Willful destruction of the passageway, or exit or entrance to the College campus, of a College building or facility, or any portion thereof.
- Failure to provide proper identification of oneself when requested by a College official including security officers, faculty, and staff members.
- Failure to respond to official correspondence and communication from the College.
- Gambling on College property.
- Smoking in unauthorized locations.
- Disruptive behavior or conduct.
- Misrepresentation of proper identification of oneself in the transaction of College business and dealings with College officials and representatives.
- Unauthorized possession of animals on College premises.



- Abuse of privileges of access to electronic information and communication.

### 5.17.3 Sanctions

If a student is found guilty of a violation(s) one or more of the following sanctions may be imposed:

- **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.
- **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.
- **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 (7) calendar days of the date of the incident or discovery thereof.
- **Monetary Fines:** not to exceed \$125. Notification will appear on the student's financial records and in the official disciplinary file.
- **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.
- **Other Sanctions:** to include disciplinary probation consisting of written letters of reprimand, restrictions upon participation in College activities, requirement of formal apologies, explanations, and assignments of research and/or work projects. Other academic sanctions might include expulsion from a class or instructor initiated withdrawal from a course or courses. See policy on cheating and plagiarism for sanctions related to these violations.

### 5.17.4 Enforcement

Enforcement of a College Code of Conduct requires the cooperation of the college community.

- The ultimate responsibility for enforcement of the Code of Conduct rests with the College President and Board of Trustees.
- The College President may delegate enforcement of the Code of Conduct to appropriate College administrative officials and staff members.
- Chief responsibility for the enforcement of academic-oriented violations rests with the Provost/Dean, Academic Affairs.
- Chief responsibility for the enforcement of non-academic oriented violations rests with the Vice President/Dean, Student Affairs.
- Chief responsibility for official College disciplinary files rests with the Director, Student Life Programs.

- Day-to-day enforcement responsibility rests with all members of the College community including students, faculty, administrators, and staff members.

*REVISION APPROVED BY THE BOARD OF TRUSTEES – SEPTEMBER 10, 2009*

## Student Code of Conduct

Any person 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.

Any member of the College community may charge any other member of the College community with a Code of Conduct violation.

### 1. Violations

All Code of Conduct violations must be filed in writing within seven (7) calendar days of their occurrence:

- Non-academic (non-classroom) violations must be filed with the Director, Student Life Programs in the Office of Student Life Programs.
  - Academic violations regarding plagiarism and cheating must be filed with the Provost/Dean of Academic Affairs.
  - Academic violations regarding classroom offenses must be filed with the appropriate Assistant Academic Dean in the Academic Affairs Division. Academic violations regarding classroom offenses in Integration of Knowledge (INTG) classes must be filed with the INTG Coordinator.
2. **Non-classroom oriented violations** are filed with the Director, Student Life Programs in the Office of Student Life Programs.

The following procedure will take place after a non-classroom Code of Conduct violation:

- When a Code of Conduct violation is filed, the Director, Student Life Programs will issue written notice of the code violation to the alleged code violator(s) within seven (7) calendar days of receiving the code violation incident report. This notification will include the alleged violator (s) and date, time, and location of the disciplinary hearing.

There are two options for a hearing in a non-classroom oriented violation:

#### i. Option #1 for disciplinary hearing:

The alleged code violator(s) may choose to have the hearing with the Director, Student Life Programs. The Director, Student Life Programs will meet with the alleged code violator(s) in a one-on-one setting. Once all evidence has been reviewed, the Director, Student Life Programs has the option of deciding any sanctions at that time. The Director, Student Life Programs will inform the alleged code violator(s) of the official College ruling in writing no later than seven (7) calendar days following the disciplinary hearing.

#### ii. Option #2 for disciplinary hearing:

The alleged code violator(s) may choose to have the hearing with the Student Judiciary. The Student Judiciary is appointed by the President of the College

upon the recommendation of the Student Government Association.  
Involvement of the Student Judiciary regarding a disciplinary matter is the option of the individual(s) charged with a code violation.

### **What is the role of the role of the Student Judiciary?**

The Student Judiciary is a committee of five (5) students who will review the code violation, evidence, and documentation and make a written recommendation regarding findings and sanctions against the alleged code violator(s) to the Director, Student Life Programs. The Director, Student Life Programs will review the recommendation of the Student Judiciary. The Director, Student Life Programs will inform the alleged code violator(s) in writing of the official College ruling no later than seven (7) calendar days following the disciplinary hearing.

- **Academic Violations for cheating and plagiarism.** See College Policy Regarding Cheating and Plagiarism.
- **Academic violations regarding classroom offenses:** Disruptive classroom behavior and other classroom offenses will be filed with the Assistant Academic Dean in the department where the violation occurred, or with the INTG Coordinator for such offenses in INTG classes. Faculty make primary decisions regarding student discipline in the classroom. These decisions are subject to review by the appropriate Assistant Academic Dean responsible for the department, or by the INTG Coordinator for those classes.

The following procedure will take place after a **classroom** Code of Conduct violation:

Faculty member will ask the student to cease the disruptive or code violating behavior.

- a. If student does not cease the behavior, the faculty member may ask the student to leave the class.
- b. If asked to leave a class, the student must meet with the faculty member before the next scheduled class meeting to resolve the behavioral issue before continuing in the class.
- c. If in subsequent classes the student does not change his/her disruptive or code violating behavior, the faculty member will refer the student to the Assistant Academic Dean or the INTG Coordinator responsible for that department or class for a disciplinary hearing.
- d. The Assistant Academic Dean or the INTG Coordinator will give the alleged code violator(s) written notice of what they are accused within seven (7) calendar days of the most recent violation, including the date and time of their hearing.
- e. A disciplinary hearing will be conducted by the Assistant Academic Dean or INTG Coordinator who will determine the sanctions, if any.
- f. The Assistant Academic Dean or the INTG Coordinator will inform the alleged code violator (s) in writing of the official College ruling no later than seven (7) calendar days following the disciplinary hearing.

### **3. Appeals**

- Appeals to all rulings may be made in writing within fourteen (14) calendar days of the disciplinary hearing date.

- All academic oriented appeals will be filed with the Provost/Dean of Academic Affairs
- Non- classroom oriented appeals will be filed with the Dean, Student Affairs
- A subsequent appeal may be made in writing within fourteen (14) calendar days of the Dean level appeal hearing date to the College President. The decision of the College President shall be final.

#### 4. **Disciplinary Records**

Student disciplinary records are kept by the Office of Student Life Programs. These records are:

- Confidential;
- Available for examination by the student upon request;
- Held indefinitely;
- Excluded from an academic transcript and placement record;
- Disclosed to all persons only upon subpoena, by written permission of the student, or as provided for elsewhere in this document.

### **5.18 CHEATING AND PLAGIARISM**

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, maintaining the original copy and forwarding copies to the student(s), the instructor’s Department Chair, and the Dean of Academic Affairs. The Dean will notify the Department Chair of the student’s major. As a component of the course format or syllabus, the instructor is encouraged to acknowledge the Cheating and Plagiarism policy, state its application, and means of enforcement. A reporting period of fourteen days from the incident’s date of discovery is required.

The Office of Academic Affairs will maintain a central record and monitor all policy violations. The Office of Academic Affairs also will notify the Dean of Student Affairs of all policy offenses and actions taken.

#### **Penalties for Cheating and Plagiarism**

##### **1. First Recorded Offense**

The instructor must take one of these 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.

## 2. Second Recorded Offense

Upon notification from the Office of the Dean of Academic Affairs of a second recorded offense, the instructor must take 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.

## 3. Third Recorded Offense

Upon notification from the Office of the Dean of Academic Affairs of a third recorded offense, the College will take the following action.

**Level 5** - Three year suspension from the College.

- Any penalty **except Level 5** shall be levied by the instructor.
- Any incident pertaining to Cheating or Plagiarism 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.
- 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 at Levels One and Two. Appeals pertaining to Levels Three and Four are directed to the Committee on Academic Performance. Appeals pertaining to Level Five are addressed in the Student Body Bill of Rights and Responsibilities - Procedures Related to Policy No. 3.18; Policy Title: Discipline/Code of Conduct.

## 5.19 ACADEMIC RESTART

This program is for students who attended Bucks in the past and compiled an unsuccessful academic record. The Academic Restart program provides certain students with an opportunity to redirect their academic goals or renew their college careers. This one-time-only opportunity option permits students to reset the Bucks County Community College grade point average (GPA) and the cumulative credits earned total to zero.

In order to be eligible for this program the student must meet these criteria:

1. The student has not been enrolled at Bucks County Community College for a period of three (3) consecutive years. The effective date of the restart is the semester the student returns to the College after the three year absence.
2. The student has never been previously granted the Academic Restart option.
3. The student must take the College's battery of assessment tests administered by the Office of Testing and Retention.

Test scores are valid for placement purposes for three years. If a student does not enroll in the College within three years, or register and fulfill courses tested into, new ATP scores will be required.

## Procedure: Academic Restart

The Academic Restart Program provides certain students with an opportunity to re-direct their academic goals or renew their college careers. This one-time-only option permits students to reset BCCC Grade Point Average (GPA) and BCCC Cumulative Credits Earned Total to zero.

If the Academic Restart Option is requested by a student and granted by the College, the following actions are taken:

1. All BCCC credits except those awarded through evaluation\* and BCCC GPA are set to zero. All BCCC courses taken prior to the restart will no longer be part of the calculation of the GPA; specifically the GPA, BCCC credits (except those awarded through evaluation\*) earned accumulator, and BCCC credits attempted accumulator are reset to zero.

NOTE: The record of previously taken BCCC courses and the grades earned in those courses will remain on the student's transcript. The transcript is not cleared.

2. The student's transcript will have the following message posted at the end of the existing record:

ACADEMIC RESTART: BCCC CREDITS AND GPA SET TO ZERO

(Does not include "Credits Awarded Through Evaluation\*")

\*\*\*\*\* EFFECTIVE DATE: M/YR \*\*\*\*\*

3. The student retains the previous student number.

The academic restart is an all-or-nothing program. If a student elects this option, all previous BCCC credits except those awarded through evaluation\* are cleared. The student can not select to retake specific courses and eliminate others.

The steps of the Academic Restart Program are:

1. A student interested in this program must file an “Academic Restart Application” with the Director of Admissions.
2. The student must take the college’s battery of placement tests.
3. The student must meet with the assigned academic advisor.
4. Upon the recommendation of the Director of Admissions and the advisor, the Dean of Academic Affairs will review the application and notify the student in writing of the granting or denial of an Academic Restart.
5. If it is granted, the student must sign a copy of the “Academic Restart Conditions” statement. This statement indicates the student’s understanding that all previously earned BCCC grades and credits except those awarded through evaluation\* will be eliminated from GPA computations. In addition the student will acknowledge that the record of his/her previous course work and the grades earned in those courses will remain on his/her transcript.
6. Copies of both the application and conditions statement will be filed in the student’s folder in the Office of Admissions, Records, and Registration, and the appropriate implementation actions will be taken.

*\*Credits Awarded Through Evaluation: (1) Transfer; (2) CLEP; (3) Credit for Life-Learning Experience; (4) Credit by Exam; (5) Military Experience; (6) Advanced Placement; (7) Corporate Training*

*APPROVED BY THE PRESIDENT -- MARCH 4, 1986*

## **5.20 ACADEMIC SCALE**

Students enrolled at the College are governed by the student academic scale that is published in the College Catalog and/or other appropriate College publications. Students with a minimum cumulative grade point average of 2.0 are considered to be in academic good standing. Students who fall below the minimum standard are considered to be AT RISK and are subject to the terms and conditions that are listed in the College Catalog and/or other appropriate publications.

## **5.21 STUDENTS CALLED TO MILITARY DUTY**

A student unable to complete any semester by virtue of being activated by a military mobilization, other than a training obligation scheduled prior to the beginning of the term, shall be granted, at his/her option, a complete drop or an “Incomplete” for all courses in that term. A student dropping all courses will receive a 100% refund, including fees. A student electing “Incompletes” will be expected to complete courses within the time frame and policy prescribed by college policy.

*APPROVED BY THE BOARD OF TRUSTEES – MARCH 13, 2003*

## **5.22 TRUSTEES SEPTEMBER 11 SCHOLARSHIP**

With knowledge that Bucks County families have been directly affected by the tragic events of September 11, 2001 and their aftermath, the Trustees of Bucks County Community College have created a special scholarship for the families of the Bucks County residents who perished at the World Trade Center, Pentagon, and on Flight 93 on that date.

The Trustees September 11 Scholarship will provide tuition and fees for spouses and dependent children <sup>(1)</sup> of the Bucks County residents who lost their lives on September 11, 2001 for up to 65 credits of courses taken at Bucks County Community College, effective with the Spring semester 2002.

The County of Bucks and the United Way of Bucks County will identify the families, who must have been residents of the County on September 11, 2001. The County and United Way will provide a list of those eligible to the College for its retention and reference in future years. In order to receive the benefits, family members must remain officially domiciled in Bucks County during the period of college attendance, unless other advance arrangements are in place.

Spouses will be eligible for the Trustees September 11 Scholarship to commence their studies prior to January 2005, and dependent children <sup>(1)</sup> will continue their eligibility to commence studies to the semester in which they attain age 21, whenever that may occur. Once studies are commenced, absent other prior approval, the benefits of the scholarship program will be available for up to 48 consecutive months.

Family members shall identify themselves to the Director of Financial Aid who shall maintain the list of those eligible. Registration will be handled in the manner prescribed for other scholarship students and will require the individual family member to be in good academic standing <sup>(2)</sup>. The College will also assist in application for other forms of available financial aid to cover costs of books, supplies and living expenses as a student at Bucks County Community College.

*(1) Dependent children will be per the current IRS definitions*

*(2) In compliance with the Financial Aid Satisfactory Academic Progress Policy*

*APPROVED BY THE BOARD OF TRUSTEES – DECEMBER 13, 2001*

## **5.23 SOLICITATION POLICY**

Bucks County Community College prohibits solicitation by any business, organization, or vendor whose intention is to sell products, register, or establish contracts with Bucks County Community College students, faculty, or staff on any Bucks County Community College campus or site, except as described below. These include, but are not limited to, credit card companies, cellular phone companies, banks, and other vendors.

Student clubs and organizations, and other College-sponsored groups may invite and sponsor organizations and vendors to solicit on Bucks County Community College campuses with prior permission from the Director, Student Life Programs or appropriate Vice President. In some cases the Deans' Council may need to review and approve the request. If the outside company or vendor will be soliciting for profit (ticket sales, merchandise sales, etc), they will agree to relinquish 10% of each day's profits to the sponsoring student club or organization.

A student club or organization may not sponsor businesses that:



- solicit the sale of credit cards, cellular phones, banking products, tobacco products or alcohol or;
- promote the use or sale of illegal substances, or any other product that the College deems inappropriate for Bucks County Community College.

The sponsoring student club or organization will:

- be responsible for the invited business/organization/vendor;
- complete all necessary paperwork with the Director, Student Life Programs;
- explain and enforce all pertinent Bucks County Community College policies and procedures and;
- provide at least one student club or organization representative to shadow the business/organization/vendor while on College property.

*APPROVED BY THE BOARD OF TRUSTEES - SEPTEMBER 11, 2008*

## 6. Information Technology

### 6.1 *RESPONSIBLE USE OF ELECTRONIC RESOURCES*

#### 6.1.1 Scope

Access to the electronic resources of Bucks County Community College is a privilege granted to students, faculty, and staff of the College. The College strives to provide the best possible information systems, services and equipment to members of the campus community. The aim of this policy is to define the responsibilities of all authorized users and providers of electronic information systems and services. All users with system access, either temporary or permanent, are bound by this policy.

This policy applies to all electronic information systems and services provided by Bucks County Community College. Included are all forms of electronically stored information: documents, files, emails, text messages, instant messages, blogs and all other forms of internet based communication. The policy also applies to all equipment including, but not limited to, college-owned personal computers, cellular or desktop telephones, fax machines, photocopiers, printers, cameras, system user accounts, and other network access devices and services.

#### 6.1.2 Appropriate Use

Electronic means of information creation, access, storage, and exchange 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 and business related communication. The College recognizes that there may be occasions for incidental personal use; however, these instances should be limited and infrequent. Frequent personal use of College computer equipment may have tax implications for the user.

Following are the expectations for appropriate use and examples of inappropriate use.

##### **Appropriate Use**

- Use resources for College instructional, research, and business purposes only.
- Safeguard password and physical system access to prevent unauthorized use.
- Change password frequently incorporating unique character combinations.
- Share password with ITS staff for trouble-shooting or support purposes.
- Communicate using professional and personal courtesy.
- Protect the integrity and confidentiality of College information and data.
- Practice good stewardship of College equipment.
- Adhere to copyright and file sharing laws.

##### **Examples of Inappropriate Use**

- Use resources for personal activities on a regular or frequent basis.
- Unauthorized use of password of another user.

- Gain unauthorized access to resources or data or attempt to do so.
- Circumvent or disable system/network security measures or attempt to do so.
- Engage in any activity potentially damaging to the College network.
- Use, download, share, transfer or store any unauthorized software, copyrighted or entertainment material.
- Download or store media resulting in excessive consumption of network resources.
- Install unauthorized software on a College computer.
- Use computer programs to decode passwords or access control information.
- Use the network for unlawful, commercial or for-profit purposes, product advertisement or political lobbying.
- Use or display pornographic images in violation of existing law or College policy.
- Duplicate software or related documentation.

### **6.1.3 Monitoring and Confidentiality**

Pursuant to the Electronic Communications Privacy Act of 1986, notice is given to users that no guarantee of privacy or confidentiality is provided when utilizing the electronic systems and services provided by Bucks County Community College. The College complies with state and federal law regarding certain legally protected confidential information, but makes no representation that any other uses of this system will be private or confidential.

The College has the right and responsibility to monitor activity on its systems, including but not limited to all email and network traffic, as well as Internet access obtained through use of College resources. System administrators have access to all user history and will conduct routine audits and monitoring of system activity. User desk top audits will be conducted with the participation of Internal Audit staff. Users should also be aware that backup copies of messages and documents may exist, despite end-user deletion. The goal of backup and archiving procedures is to ensure system reliability and prevent business data loss.

If Bucks County Community College determines that activities are ongoing which do not comply with applicable laws or this policy, electronic records may be retrieved and used to document the activity. Triggers for record review may include, but are not limited to, investigation of a confidential complaint, investigation of unusual network or server activity, or legal subpoena. In legal matters which involve electronically stored information, the College will follow appropriate federal and state guidelines.

### **6.1.4 Account Activation/Termination**

Faculty and staff system access is controlled through individual accounts and passwords. Each user of College information systems 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, or may be revoked or suspended as a result of inappropriate use as outlined in College procedures. Once the term of employment has

ended, the College is under no obligation to store or forward electronically stored information to individuals.

Student account activation is based on credit course enrollment at the College, as well as enrollment in certain non-credit courses and programs, and through the online application and registration process. Access to student email service and campus computer facilities will terminate during periods of non-enrollment, or may occur as a result of inappropriate use as outlined in College procedures. During periods of non-enrollment students have continued access to online registration systems.

### **6.1.5 Software Purchase/Development**

Software that is purchased and/or developed and maintained for use in College operations must be reviewed in advance of purchase or development by Information Technology Services to determine infrastructure support implications, licensing considerations, and compliance with College policies, standards and procedures. Software that is developed by students and/or faculty as part of instructional activities to satisfy individual course requirements is exempt from this provision. Faculty who plan to develop or acquire software with infrastructure implications should collaborate with Learning Resources and Information Technology Services to discuss their project needs.

### **6.1.6 Plagiarism**

Plagiarism and other forms of academic cheating are unacceptable and are considered as major infractions of the Student Code of Conduct and College Policy. The College policy regarding cheating and plagiarism applies to electronic forms of information and communication as well as to more traditional formats. Penalties for cheating and plagiarism, along with the College policy, are published in the College Catalog.

### **6.1.7 Reporting Misuse**

Any allegations of misuse by faculty or staff of any form of electronic communication should be promptly reported to the area supervisor. Student users should report such abuse to the Director, Information Technology Security at 215-968-8418.

### **6.1.8 Consequences of Failure to Comply with Guidelines for Responsible Use**

Abuse of access privileges to electronic information and communication by students is subject to disciplinary action as specified in the Student Code of Conduct, published in the College Catalog, and according to College Policy. Abuse of privileges by employees is subject to disciplinary action, up to and including termination of employment. In severe cases, disciplinary action may lead to prosecution under the laws and statutes of the Commonwealth of Pennsylvania or under Federal statutes and regulations.

### 6.1.9 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.

Bucks County Community College will not be responsible for any damages suffered by users, including loss of data resulting from delays, non-deliveries, or service interruptions caused by College negligence or user errors or omissions. Use of any information obtained is at the risk of the user.

The College reserves the right to discard incoming mass mailings without notifying the sender or intended recipient and to block all internet communications from sites that are involved in extensive spamming or other disruptive practices, even though this may leave users of the College network unable to communicate with those sites.

The College makes no warranties, expressed or implied, with respect to the content of any advice or information received by a user or cost/charges associated with such information and any cost, liability or damages caused by the way the user chooses to utilize network access.

*APPROVED BY THE BOARD OF TRUSTEES – JUNE 21, 2007  
REVISED – JUNE 18, 2009*

### Procedure: 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 ([link here](#) to current standards which include settings for inbox and attachment size, default settings, client names, etc.) 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.
8. 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.
9. 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.

#### **6.1.10 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.

*APPROVED BY THE BOARD OF TRUSTEES – JUNE 21, 2007*

### Procedure: Reimbursement for Personal Calls on College Phone

1. Because personal use is inevitable in most cases, and it is not always practical to reimburse on a call by call basis, the College will require that any employee with a College cell phone reimburse to the College fifty percent (one half) of all charges in excess of the standard plan amount each month to reflect all personal use for that month.
2. If an employee thinks that a more reasonable reflection of personal use in a given month is to calculate personal usage by the minute, then an employee may add up minutes used for personal calls each month and multiply that sum by the average minute charge for all calls that month. The average minute charge for all calls is calculated by taking the total monthly bill and dividing it by the number of total minutes used for the month. (business and personal)
3. Reimbursement should occur at least on a quarterly basis. For all months that an employee does not exceed the standard monthly plan amount, there is no reimbursement due the College. For this reason, it is imperative that the Provost, Vice President or Dean review the appropriateness of each cell plan on a regular basis to ensure that the majority of minutes utilized for a given plan are business and that personal minutes within a plan are primarily incidental.

### Procedure: Reimbursement for Business Calls on Personal Phone

1. If an employee utilizes a personal cell phone to conduct college business, the employee will be reimbursed for all business calls that are transacted on the personal cell phone.
2. The method utilized to calculate a reimbursement for business use of personal cell phones as follows:
  - a. Subtract all long distance charges, roaming charges, data/messaging charges, and taxes from the total monthly bill to determine the base plan charge.
  - b. Divide the base plan charge by the total number of minutes used that month for both business and personal use. The result is the per-minute charge.
  - c. Multiply the per-minute charge by the number of minutes actually used on College business for the month.
  - d. If applicable and ascertainable, add any roaming or long distance charges pertaining to the College business calls to the total. Do NOT add any taxes (taxes are not reimbursable).
  - e. Attach a copy of the cell phone bill highlighting the College business calls and documenting business nature of those calls.
  - f. Attach appropriate College form.
  - g. Show detailed calculation of the requested reimbursement.
  - h. Submit reimbursement requests at least on a quarterly basis.

## 6.2 *USE OF INFORMATION NETWORK SERVICES*

The Board of Trustees authorizes the President of the College to grant permission to use the equipment in Information Network Services for educational or professional services, as well as usage by or for a local public governmental body or agency. The President is directed to charge a fee according to the use requested on a case by case basis, provided usage is consistent with any contractual arrangement with the vendor of the computer equipment. The President is authorized to permit faculty members the same privilege, under the same conditions, for use of the equipment incidental to any course work in an approved higher degree program.

The President is required to develop administrative rules and regulations to govern this policy.

### *Procedure: Obtaining Internet Access*

Individual accounts are obtained in the following manner:

#### **Bucks County Community College Employees**

Current employees are assigned a user name and password to access resources on the internet/intranet upon notification (verified by the appropriate supervisor) to Information Network Services (INS). Employee accounts expire and are not renewable when the employee leaves College service.

#### **Bucks County Community College Students**

User accounts, which provide access to network resources required for instruction, are established at the beginning of each semester for all credit students. A student's user account will remain active as long as he/she continues to enroll in credit courses. Inactive student accounts will be deleted at mid-semester.

User accounts will be established for students enrolled in non-credit courses upon request of the appropriate department head.

## 6.3 *ELECTRONIC DATA SECURITY*

Maintaining the security, confidentiality, integrity, and availability of information stored in the College's computer networks and data communications infrastructure ("College systems") is a responsibility shared by all users of those systems. All users of College systems are responsible for protecting the information processed, stored, or transmitted, in compliance with the College's Responsible Use of Electronic Communication Policy.

The purpose of this policy is to comply with federal and state regulations governing privacy and security of information, to protect *confidential data* on College systems, and provide guidance in the event of laptop computer or mobile electronic data device loss or theft.

Confidential data, including personally identifiable information (PII), is information protected by statutes, regulations, College policies or contractual language. Any disclosure of *confidential data* must be approved by the area Vice President. Examples of *confidential data* include:



- Medical records
- Student records and other non-public student data per FERPA regulations
- Social Security numbers
- Drivers license numbers
- Passport information
- Bank account numbers and other personal financial information
- Personnel and/or payroll records
- Any data identified by government regulation to be treated as confidential

The College strongly discourages storage of any *confidential data* on any computer or network- attached device that has not been explicitly approved by the VP, Information Technology Services or his/her designee. Secure means, such as encryption and strong passwords must be utilized to transmit and store *confidential data*. Email is not a secure means to deliver information, and consequently should not be used to transmit *confidential data* without proper encryption, passwords, or other security measures.

In the event confidential or other critical information is lost or disclosed to unauthorized parties, or if there is suspicion of such loss, disclosure or unauthorized use, Information Technology Services should be notified promptly. Loss or theft of College computer equipment or mobile devices must also be reported to the Office of Security and Safety.

*APPROVED BY THE BOARD OF TRUSTEES – JUNE 1, 2011*

## 7. Facilities

### 7.1 *KEY CONTROL*

The purpose of this policy is to provide for the protection of the property of the College, faculty, staff, and students against loss through fire, vandalism, theft or misuse, by issuing keys under reasonable safeguards with a complete record kept at all times.

The issuance of keys is limited to authorized employees only. Requests for keys must be approved by the appropriate college officials. The Director of Security and Safety will maintain direct control of issuing keys and will review all key requests with the Director of Physical Plant.

The line of approval necessary for the issuance of a key to internal secured doors shall be:

1. Department Chairperson/Director
2. Director of Security and Safety
3. Director of Physical Plant

Keys to external doors shall be extremely limited due to safety and security considerations. Access to secured buildings requires prior notification to the Office of Security and Safety at any time outside the College's regular hours of operation.

### 7.2 *USE OF BUILDINGS AND FACILITIES BY OUTSIDE ORGANIZATIONS*

The physical facilities of the College have been provided to enable the institution to carry out its responsibilities of education and public service in accord with the College's mission.

Under limited circumstances, groups outside the College community may use College facilities provided that such use does not interfere with the normal activities of the institution, and is in accord with the College mission.

Recognizing that the College cannot honor all of the many requests it receives from off-campus groups for the use of facilities, the following policies are established:

#### General

1. **DEFINITION:** Those activities within the broad definition of education and public service, which the College initiates, have priority over all other uses of the institution's physical facilities. College, in this context, means a division, department, or other official administrative or service unit, a recognized employee organization, or recognized student organization.
2. **NON-INTERFERENCE:** The use of College facilities by off-campus groups shall not interfere with or prevent the use of the facilities for the regular instructional program or for other scheduled activities. The College reserves the right to cancel a scheduled use of College facilities at any time in the event of an emergency or other circumstances beyond its control. In this instance, all fees, if any, shall be fully refunded.
3. **LIMIT NUMBER:** The College reserves the right to restrict the number of facility rentals events in any given year dependent upon human and physical resources. The College shall have the sole and exclusive right to determine level of services

needed to support use of facilities by off campus groups. Schedules are developed on a yearly basis; multi-year requests will not be considered.

4. **RESTRICTION:** The College reserves the right to restrict use of facilities to Not for Profit entities only. Such entities will be required to submit proof of Not for Profit status.
5. **COMPENSATION:** Off-campus groups using College facilities must compensate the College for all expenses resulting from the activities including custodial service, labor, security, conference arrangements or other related costs. **The College may require a deposit to cover additional service fees.**
6. **APPROVAL:** The Vice President of Administration and the Vice President of Continuing Education shall receive requests for the use of College facilities by off-campus groups and direct them to the appropriate responsible departments for coordination. All requests must be recommended by the Deans Council and approved by the President.

### Uses Not Appropriate

1. **UNREASONABLE:** The College shall refuse the use of its facilities to off-campus groups that otherwise would be eligible, where the proposed activity would require an unreasonable amount of College supervision or service, or where there is a question concerning the safety of the participants or of College property.
2. **COMPETITION:** The College shall refuse the use of its facilities to off-campus groups where the proposed activity will be in direct competition with local businesses and establishments.
3. **WEDDINGS, ETC.:** The College shall refuse the use of its facilities to off-campus groups or individuals for weddings, private parties or other individual celebrations since these activities do not facilitate the College's mission.

### Provisions of Use

1. **INSURANCE:** With the exception of co-sponsored events, the College shall refuse the use of its facilities to off-campus groups that do not agree to carry insurance insuring the user and the College against claims in a sum not less than \$1,000,000 for an event and not less than \$10,000,000 for an event at which alcohol will be served.
2. **INDEMNITY:** The College may refuse the use of its facilities to off-campus groups that do not agree to indemnify and hold the College harmless against and from any and all claims, damages, costs and expenses, including reasonable attorney's fees, arising from the group's activity or from any act of negligence of the group.
3. **TERMINATION:** The College may refuse the use of its facilities to off-campus groups that do not agree to acknowledge that the College may terminate its agreement with the off-campus group at any time, for reasons beyond the College's control, if it is unable to provide the facilities and services promised.
4. **CULINART:** The College retains an in-house food service caterer. The College requests that off-campus groups consider using the in-house caterer for their catering needs.

5. **ALCOHOL:** It is the policy of Bucks County Community College to maintain a working environment that is free of the ill effects of alcohol. If the user wishes to serve alcohol at the event, permission must be requested from the President of the College. If alcoholic beverages are to be served, the user agrees to indemnify and save harmless the College against all losses, damages or liability growing out of the user's failure or default in the observance of compliance with all laws regulating the sale or provision of alcoholic beverages. In no event, however, will alcoholic beverages be sold at the event. **Groups agree to carry insurance insuring the user and the College against claims in a sum not less than \$10,000,000 for an event at which alcohol will be served.**
6. **FUND RAISING:** The use of College facilities solely for fund-raising purposes by non-college, non-profit agencies shall be limited and may only be approved by the President. The College reserves the right to set the number of fund-raising events in any given year dependent upon human and physical resources.

#### **Fee Schedule – Use of Facilities**

Maintenance	\$50/hr
Electrician	\$50/hr
Custodian	\$50/hr
Security/Safety	\$50/hr
Technical Support Staff	\$50/hr
Event Coordinator	\$50/hr
Teleconference & Live Usage	\$100/hr

**NOTE:** Rental inquiries should be addressed to the Administration Office, Tyler Hall. Special set-up costs and other requests requiring additional staffing, equipment or storage shall be charged. The College shall have the sole and exclusive right to determine levels of service necessary to accommodate an event. The College may require a deposit to cover additional service fees.

Written materials (posters, flyers, announcements and invitations) referencing the event location at Bucks County Community College must be reviewed by the Public Relations Office prior to publication.

#### **Procedure: Use of Buildings and Facilities by Outside Organizations**

The following guidelines will be used to interpret the policy on Use of College Buildings and Facilities by Outside Organizations:

The College will determine if the activity can be accommodated. Consideration will be given to the need for extra custodial and security personnel, space requirements and other auxiliary services.

Additional consideration will be given to the potential problems related to the flow of students, faculty and staff in classrooms, halls, walkways, parking lots, campus roadways, and other College facilities.

The College has not needed many rules and regulations in the safe and orderly administration of the College. Existing rules and regulations are primarily limited to traffic, smoking and student conduct. The same regulations that apply to students will apply to others using the facilities with the approval of the College.

Activities sponsored by outside organizations may not restrict participation on the basis of race, color, religion, age, sex, sexual orientation, national origin, disability, veteran status, or political affiliation.

Programs and activities of a controversial nature will be permitted if the College's neutrality can be maintained by programming equal opportunity for all opposing views and dissenting opinions and a statement is made that the views expressed do not represent the opinions or views of the Board of Trustees or the College community.

A controversial activity is interpreted to mean a program where the philosophy is challenged by one or more ideologies. Organizations sponsoring controversial programs must provide program time to hear opposing views and dissents from other recognized organizations if requested to do so by the College or the opposing organization(s).

The philosophy for interpreting the policy on the use of College buildings and facilities is based on equality and social justice. Nothing in the policy, procedure and guidelines should be interpreted to mean the College will not approve requests from special interest groups and organizations representing limited geographic areas. The College reserves the right to add, delete, or alter these guidelines to meet the philosophy and intent of the policy.

The appropriate form requesting use of college facilities must be completed for all requests prior to any confirmation or approval. This request represents only an inquiry of availability of space. It is important that the President, Vice Presidents, Deans and various departments of the College, i.e. Security and Safety, Physical Plant, etc. be notified, via this form, of all requests for use of facilities.

All room reservations are expected to be entered in the College's reservation system after appropriate clearances are received. All outside organizations sign a standard contract form which provides appropriate legal and insurance coverages for the College and through which the organization acknowledges its awareness of, and responsibility to adhere to, all pertinent College policies. College policy regarding rental rates and recovery of direct expenses for maintenance and security will be followed. College contact persons should familiarize themselves with these practices.

**The College reserves the right to approve or disapprove use of College facilities.**

*APPROVED BY THE BOARD OF TRUSTEES – FEBRUARY 9, 2012  
JUNE 19, 2003*

### **7.3 USE OF BUILDINGS AND FACILITIES FOR PARTISAN POLITICAL PURPOSES**

#### **Principles:**

1. Visiting political leaders are an important part of the Bucks County Community College constituency and should have positive feelings about their experiences on campus.
2. Visits by political leaders are an important enrichment of the academic and extracurricular programs of the institution.
3. Bucks County Community College strives to be impartial in its treatment of candidates for public office.
4. Public spaces on the Bucks County Community College campus are appropriate places of partisan political activities.

#### **Procedures: Use of Buildings for Partisan Political Purposes**

- Campus organizations, entities or individuals sponsoring politicians, government officials, candidates for public office, and guest lectures by governmental or political figures outside of normal classroom periods must seek approval from the President's office at least seven (7) days prior to visiting the campus. This provision applies even if campus space is not sought.
- The room reservation form must include a complete description of the event or visit, including its purpose and all of the individuals who will be visiting the campus.
- First preference will be given to events that provide equal time and similar circumstances to all candidates for a particular position.
- There will be no partisan posters, handbills, campaign signs or paraphernalia posted on any surfaces relating to such visits or to political campaigns or candidacy. Announcements of such visits shall be permitted in accord with existing campus policies.
- The College name, logo, or identification will not be used in conjunction with any political campaign literature or paraphernalia. Such use will be limited to news releases from the College public information office or use of the College logo as background or on a podium.
- No College resources--personnel, materials, equipment--will be used to support partisan political events unless the customary expenses for such are reimbursed to the College by the sponsors from non-operating funds. Those events which are designed as forums for equitably providing information to inform the College community will be considered non-partisan, hence reimbursement will not be required.

*Approved by the Board of Trustees – February 9, 2012  
June 19, 2003*