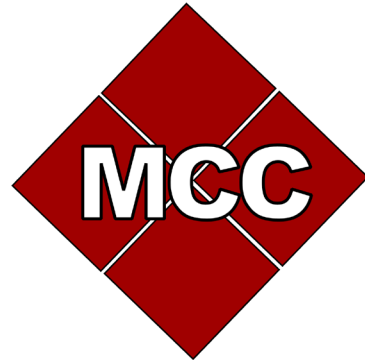




*Academic Affairs
Martin Community College*



MCC Faculty Handbook 2022-2023

Contents

GENERAL INFORMATION FOR FACULTY	5
MISSION STATEMENT	5
COVID-19	5
COVID-19 AND SYLLABUS STATEMENT	5
EMAIL	5
MAILBOXES	6
ONLINE RESOURCES.....	6
IMPORTANT CONTACTS.....	6
HIRING PROCEDURES	7
CONTRACTS	7
<i>Full-Time Faculty</i>	7
<i>Part-Time Faculty</i>	7
<i>Final Paycheck</i>	7
TEACHING SCHEDULE	7
INSTRUCTOR EVALUATIONS	8
ABSENCE OF INSTRUCTOR	8
FULL-TIME FACULTY LEAVE.....	9
PERSONAL LEAVE.....	9
SICK LEAVE	9
CHILD INVOLVEMENT LEAVE	9
PERSONAL OBSERVANCE LEAVE	9
PERSONAL WELLNESS LEAVE	9
STUDENT RELIGIOUS OBSERVANCE ABSENCE	9
INCLEMENT WEATHER.....	10
TEACHING METHOD DEFINITIONS.....	11
TRADITIONAL COURSE – SECTION 10.....	11
ONLINE COURSE - SECTION 50.....	11
HYBRID COURSE - SECTION 60	11
BLENDED COURSE - SECTION 70	11
INFORMATION HIGHWAY COURSE - SECTION 90 / 95	11
SCHEDULE SECTION NUMBER AND MNEMONIC KEY	11
OUTLOOK E-MAIL, MOODLE, AND SELF-SERVICE ACCESS	12
COURSE CANCELLATION DUE TO LOW ENROLLMENT	14
CLASS SCHEDULE TIME	14
TRADITIONAL CLASSES.....	15
ONLINE, HYBRID, AND BLENDED CLASSES.....	15
SCHEDULE CHANGES	15
FIELD TRIPS	15
COURSE SYLLABUS.....	15

COURSE PREREQUISITES AND CO-REQUISITES	17
PRELIMINARY SECTION ROSTERS/REGISTRATION VERIFICATION	17
<i>For Traditional Methods of Instruction.....</i>	<i>17</i>
<i>For Online Method of Instruction.....</i>	<i>17</i>
<i>For Hybrid and Blended Methods of Instruction.....</i>	<i>18</i>
ADMINISTRATIVE WITHDRAWAL POLICY (NEW POLICY BEGINS FALL 2022)	18
REINSTATEMENT	19
DROP/ADD FORMS FOR ONLINE CLASSES	19
ATTENDANCE REPORTS.....	20
WHAT ARE ATTENDANCE ROSTERS USED FOR?	20
HOW DO I COMPLETE AND TURN IN MY ATTENDANCE ROSTERS?	20
FREQUENTLY ASKED QUESTIONS.....	21
ATTENDANCE DOCUMENTATION FOR ONLINE CLASSES ONLY.....	21
FINANCIAL AID VERIFICATION ROSTER.....	21
EARLY WARNING SYSTEM.....	21
GRADES	22
GRADING SYSTEM	22
FINAL EXAMS	22
<i>Day Classes.....</i>	<i>22</i>
<i>Evening Classes.....</i>	<i>22</i>
GRADE APPEAL POLICY AND PROCEDURES	22
STATEMENT OF POLICY	22
PURPOSE AND DEFINITIONS.....	23
FACULTY RESPONSIBILITY	23
STUDENT RESPONSIBILITY	24
INFORMAL GRADE APPEAL PROCESS	24
<i>Step 1 - Consultation with the faculty member.....</i>	<i>24</i>
<i>Step 2 - Consultation with the division chair.....</i>	<i>24</i>
FORMAL GRADE APPEAL PROCESS.....	24
<i>Step 3 - Appeal to the Chief Academic Officer.....</i>	<i>24</i>
<i>Step 4 - Appeal to the President.....</i>	<i>25</i>
CHEATING/PLAGIARISM POLICY AND PROCEDURE	25
CHEATING AND PLAGIARISM ARE UNACCEPTABLE	25
WHAT ARE THE CONSEQUENCES OF CHEATING/PLAGIARIZING?	25
<i>1st offense.....</i>	<i>25</i>
<i>2nd offense.....</i>	<i>26</i>
<i>3rd offense.....</i>	<i>26</i>
AUDIOVISUAL MATERIALS.....	26
PHOTOCOPYING.....	26
COPYRIGHT LAW	26
BOOKSTORE HOURS.....	26
LIBRARY AND COMPUTER LAB HOURS.....	26

For a complete review of all campus policies and procedures, please refer to the Institutional Policies and Procedures Manual located in the Academic Affairs Moodle shell and on the MCC Intranet at <https://www.martincc.edu/intranet-manuals>.

Please speak with HR about any personnel policies and procedures that may be of question.

GENERAL INFORMATION FOR FACULTY

Mission Statement

Martin Community College seeks to build better futures by providing affordable, accessible, quality educational programs and workforce development in a student-centered environment in order to meet the community's needs.

Covid-19

Students affected by COVID-19 are required to text their name and phone number to the COVID text line: 252-217-4273 or call Bebe Major at (252) 789-0323.

Instructors affected by COVID-19 are required to contact Human Resources at 252-789-0224 or mr67256@martincc.edu.

Failure to comply with State and College policies will be considered a violation of the Martin CC Policies and Procedures for students and faculty and will be handled as such.

MCC will be moving forward with the regularly scheduled semester as planned. While wearing a mask and social distancing is encouraged, neither is required. Hand sanitizer and cleaning supplies are available upon request from Facility Services.

Students who are not able to complete online classes or who do not wish to be face-to-face in a lab setting are encouraged to postpone their educational goals until such time they determine it to be safe for themselves to reenter the college setting.

Modifications to this plan will occur if and when it is determined to create another change according to current recommended local Health Department and CDC guidelines.

Covid-19 and Syllabus Statement

The following statement is required on all syllabi:

MCC will be monitoring updates as published in the North Carolina Governor's Executive Order. MCC will adhere to those restrictions in response to the Coronavirus Disease (COVID-19).

STUDENT ATTESTATION:

"I will not come to class if I exhibit any of the symptoms or encounters addressed in the CDC guidelines or state guidelines as they relate to COVID-19. I will be sure to make every effort to contact my instructor within 24 hours from when I begin displaying symptoms or become aware of encounters with others who have tested positive for COVID-19."

Email

All faculty, both part-time and full-time, are required to use their martincc.edu email account only when communicating with students. It is expected that email will be checked daily and that communication responses back to students will occur within 24 hours during the weekdays and 48 hours on the weekend. Moodle messaging can occur in place of email since it sends the message to email. Please note that if a student messages you through Moodle messages, you

should respond via Moodle message instead of the email to ensure the student receives the reply.

Mailboxes

Full-time faculty mailboxes are located in Building 1 on the main campus. Please pick up your mail on a regular basis.

Online Resources

1. Martin Community College's website: <http://www.martincc.edu>.
2. Moodle and email access: <http://www.martincc.edu> and click on the icon at top. Or click on the Outlook app within your online Microsoft 365 account.
3. Martin Community College library's resource catalog: <http://martincc.libguides.com/library/>.
4. Student Forms: <https://www.martincc.edu/help-forms>
5. Upswing online tutoring: <https://martincc.upswing.io/>

Important Contacts

Title	Name	Email	Phone
Online/Distance Learning Coordinator	Kim Barber	kb20182@martincc.edu	252-789-0249
IT Support		it@martincc.edu	252-789-0300
Programs and Scheduling Coordinator/Administrative Assistant II, Academic Affairs	April Wheeler	aw01492@martincc.edu	252-789-0246
Registrar	Camille Richardson	registrar@martincc.edu	252-789-0219
Director of High School Programs	Julie Kolikas	jk0916@martincc.edu	252-789-0312
Admissions, Counseling, and Student Support Services Director	Vanessa Tripp	vt04940@martincc.edu	252-789-0293
Bookstore Manager	Debra Hardison	dh76879@martincc.edu	252-789-0242
President	Wesley E. Beddard	wb07479@martincc.edu	252-789-0222
Executive Vice President	Dr. Brian W. Busch	bb88772@martincc.edu	252-789-0244
Vice President of Academic Affairs/Chief Academic Officer	Dr. Tabitha R. Miller	tm06267@martincc.edu	252-789-0247
Bertie Campus Director	Deborah Morris	dm58204@martincc.edu	252-789-0256

HIRING PROCEDURES

Martin Community College is committed to covering the majority of classes with full-time faculty. However, fluctuations in student enrollment and high demand for certain classes to have multiple sections make it necessary to hire adjunct faculty. Credentials for adjunct faculty are the same as for full-time faculty and in accordance with the guidelines of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

The Division Chairs oversee the search for and hiring of full-time and part-time faculty for their respective areas. The Vice President of Academic Affairs must approve all faculty being recommended for hiring by the Division Chairs. Full-time faculty in charge of their programs will be jointly responsible, with the Division Chair, for supervising adjunct faculty within their content specific areas as well as providing input for hiring.

CONTRACTS

Full-Time Faculty

Contracts are prepared by the Office of the President for full-time faculty. Faculty will be paid once per month at the end of each month for 9 months beginning with the August payroll. Faculty who choose may spread their annual salaries over 12 months. Please notify the Human Resource office if you plan to distribute your pay over 12 months.

Part-Time Faculty

Contracts are prepared by the office of the Vice President of Academic Affairs. The contracts will be emailed to instructors through *DocuSign* for signature. Contracts must electronically signed no later than the 10th of the month to be paid at the end of that month; if turned in after that date, they will be paid the following month. For Fall semester, adjunct payroll checks will be issued at the end of September due to the semester starting after the deadline for August payroll.

Final payment of a contract cannot be processed until all materials and required records have been completed and returned to the appropriate college personnel.

Adjunct faculty do not have expectancy of re-employment at the College. MCC re-employment is based on student enrollment, institutional needs, and faculty adherence to instructional policies and procedures.

Final Paycheck

The last paycheck for the current semester will be retained until final grades and attendance reports have been turned per instructions provided by the CAO and Registrar; other instructional materials and records have been returned to the Division Chair; and all documents (i.e., original transcripts) have been received.

TEACHING SCHEDULE

The Division Chairs are responsible for notifying instructors of their teaching schedules. Full-time faculty must show on their schedule at least 30 hours of on campus work (teaching/office hours). Some programs utilize the full 30 hours for teaching hours; thus, it is important to remember that some faculty may be on campus more than 30 hours for office hours, advising, and administrative duties related to the position. There is no policy requiring on campus work

on Fridays unless an instructor teaches a Friday class or participates in a committee or campus event.

All full-time faculty schedules should be turned into the appropriate program supervisor for review and editing (Director/Division Chair). The VP of Academic Affairs completes a final review of all schedules to ensure appropriate time is allotted for the required 30 hours of on campus work.

Faculty are required to post their finalized teaching/office hours/advising schedule on their door by the first day of classes and send an electronic copy to the appropriate program supervisor (Director/Division Chair) and the Coordinator for Programs and Scheduling.

All full-time faculty are expected to allot time within the 40-hour work week to participate in student advising, campus committees, events, and advise student organizations. This may mean that some weeks the faculty member may be required to be on campus for more than the minimum 30 hours in order to participate in these important college events.

INSTRUCTOR EVALUATIONS

All instructors are evaluated by the students each semester. All instructors receive a performance evaluation/coaching each year by their Division Chair or Director who is their direct supervisor. Performance evaluations include classroom observations, both face to face and online, including an assessment of online instruction per the online instruction assessment rubric.

ABSENCE OF INSTRUCTOR

Instructors must use the faculty-absence email address (faculty-absence@martincc.edu) to notify the College of an absence whether scheduled or not. By using the faculty-absence email, all necessary parties will be made aware of your absence.

Faculty are responsible for developing and providing make-up assignments.

Faculty are responsible for submitting the ***Missed Class Make-up*** form to document how the missed class time was made up. Most often this is done via Moodle. If the Missed Class Make-up form is not completed and submitted, a pay deduction for the class time not made-up will occur.

In the case of an extreme emergency, instructors must contact their immediate program supervisor and Division Chair as soon as possible so arrangements can be made. If you cannot reach your program supervisor and Division Chair, call the Administrative Assistant at (252) 789-0246.

If there is a need for a substitute, the substitute will be given a contract for the appropriate number of hours and paid by MCC, not by the instructor. In this case, the instructor's contract will reflect a pay deduction of the hours missed.

FULL-TIME FACULTY LEAVE

Personal Leave

Full-time faculty may take up to three (3) personal leave days, equal to a total of twenty-four (24) hours, per academic year. The leave should be requested in advance, when possible. Faculty are expected to make arrangements for their classes to be covered in their absence. Faculty are required to submit a leave request to the Division Chair with "personal leave" written on the form. (Board policy adopted June 20, 1984; revised November 18, 2008; revised July 18, 2011; revised December 19, 2017)

Faculty can take personal hours based upon time needed, but if they do not return for the day, they are required to claim a full personal day based on their scheduled hours for the specific day.

Sick Leave

Full-time faculty are granted sick leave based on college and system policies. The minimum amount of sick leave, which may be taken, is one-half hour.

Only scheduled work hours shall be charged in calculating the amount of leave taken. Saturdays, Sundays, and holidays are charged only if they are scheduled workdays. Full-time faculty can take sick hours based upon time needed, but if they do not return for the day, they are required to claim a full sick day based on their scheduled hours for the specific day.

Child Involvement Leave

Child involvement leave shall be taken only upon authorization of the appropriate college official and, when possible, should be scheduled when it will least interfere with the efficient operation of the institution.

Faculty can use Child Involvement Leave based upon time needed, but if they do not return for the day, they are required to claim a full day based on their scheduled hours for the specific day.

Personal Observance Leave

Full-time employees shall be granted one day (8 hours) of Personal Observance Leave each calendar year. Permanent part-time employees will receive a prorated amount. Personal Observance Leave may be used for any single day of personal significance. This includes, but is not limited to, days of cultural or religious importance.

Personal Wellness Leave

Full-time employees shall be granted one day (8 hours) of Personal Wellness Leave each calendar year. Permanent part-time employees will receive a prorated amount. Personal Wellness Leave may be used for any single day in which an employee would like to focus on their personal wellness. Personal Wellness Leave may be used for mental, emotional, or physical wellness reasons.

STUDENT RELIGIOUS OBSERVANCE ABSENCE

In compliance with G.S. 115D-5, MCC policy permits a student to be excused, with the opportunity to make-up any test or other missed work, a maximum of two excused absences

per academic year for religious observances required by a student's faith. The policy limits the excused absences to a maximum of two days per academic year.

Students who wish to be excused for a Religious Observance required by their faith must complete and submit a request form to the instructor(s) prior to the census date of each class. The Request for Excused Absences for Religious Observances can be picked up from Student Services. This does not supersede the college-wide attendance policy as outlined in the college catalog or syllabus, with the exception of a reasonable accommodation for the make-up of missed course work.

INCLEMENT WEATHER

In cases of inclement weather, MCC will announce by 6:15 a.m. the status of opening or closing the College - through appropriate local media outlets; via text, email, or phone call; and/or through an announcement on the College website. The Faculty shall make a concerted effort to make up any hours of instruction which are missed due to inclement weather or unexpected conditions. A variety of approaches shall be utilized for this purpose including the following:

In light of newer digital spaces available and utilized by all faculty and students, faculty are highly encouraged to make up missed class instruction through the Moodle LMS. If this is not possible, other arrangements may be made as long as it does not impede the function of the student in relation to their other courses being taken nor on the operation of the institution:

- Extending the length of the class session meeting times remaining in the semester.
- Conducting classes on Friday nights.
- Conducting classes on Saturdays.
- Extending the length of the semester.
- Extra assignments through Moodle.
- Special arrangements with the instructor of individual classes as approved by their program supervisor, Division Chair, and the Chief Academic Officer.

A ***Missed Class Make-up*** form must be completed by each faculty member whose face-to-face instruction was disrupted by the inclement weather closing.

When the College is in operation, employees who are unable to be present for work due to inclement weather or unexpected conditions, will be required to take annual leave, leave without pay, compensatory leave, or flex time.

TEACHING METHOD DEFINITIONS (based on 10/2019 NCCCS revised definitions)

Traditional Course – Section 10

College curriculum or continuing education course in which 100% of the instruction is delivered face-to-face with the instructor in the physical presence of students. There is an expectation of both the instructor and student to utilize the LMS for grades and course materials in a traditional classroom.

Online Course - Section 50

College curriculum or continuing education course in which 100% of the instruction is delivered online. Courses may have proctored testing at a place convenient to the student or with the use of an online proctoring program; however, as a fully online class, the expectation is that all assignments can be completed online, with no expectation of any face-to-face interaction for the student.

Hybrid Course - Section 60

College curriculum or continuing education course in which greater than 50%, but less than 100% of instruction is delivered online.

Blended Course - Section 70

College curriculum or continuing education course in which less than or equal to 50% of the instruction is delivered online.

Information Highway Course - Section 90 / 95

The North Carolina Information Highway provides television-quality interactive video sessions. An Information Highway course is one that originates either at MCC or another community college. The class is taught by a "live" instructor who interacts with the students either in person or through the use of live video and sound. Students from the different sites will also interact through live video and sound.

SCHEDULE SECTION NUMBER and MNEMONIC KEY

Section Number	Mnemonic Key
10-19 = Traditional Classes	BC = Bertie Campus
20-29 = Directed or Independent Study	BCA = Bethel Christian Academy
30-39 = Credit by exam	BCI = Bertie Correctional Institute
50-59 = Online	BEC = Bertie Early College
60-69 = Hybrid	BG = Bear Grass Charter School
70-79 = Blended	BHS = Bertie High School
90-94 = NCIH offered by another school	E = Evening Class
	LS = Late Start (14-week or 12-week courses)
	M = Mini-Mester offerings (8-week courses)
	NER = NERSBA
	SYN = Synchronous

OUTLOOK E-MAIL, MOODLE, and SELF-SERVICE ACCESS

In trying to build a stronger communication link, Martin Community College has established Office 365 accounts which includes an official Outlook email address for all faculty, staff, and students.

You can access your e-mail, Moodle, Intranet, and Self-Service through the homepage <http://www.martincc.edu>. The top of the homepage lists the available icons to direct you to the individual services. If you are signed into the MCC Office 365 through a web-browser, you can also click on the Moodle or Self-Service app inside of your MCC Office 365 account.

Self-Service is the web-based portal in which all rosters for all courses are available, all advisees are listed, all attendance is captured, all final grades will be submitted, and where you respond to student requests for approval of course registration in an upcoming term. You can access Self Service Help on the Internet at: <https://www.martincc.edu/help-ss>.

Access information follows:

If you have **NEVER** accessed your Office 365 account, you must first reset your password through the Internet at: <https://www.martincc.edu/>. Click on **Reset Password** to create/reset your unique password. Then, use that password to sign into your Office 365 account that houses your Outlook email, Moodle, and Self-Service.

The use of your official Outlook email address is required to sign in to Office 365 to access your Outlook Email, Moodle, and Self-Service.

The use of this email account is required to communicate with MCC faculty, staff, students, and all others as related to college business. If you use your personal email account, a response may not be received. Check your email account at least once per day.

To access Outlook Email:

- Click the "Email Access/O365" link on the Internet at: <http://www.martincc.edu>.
- Type your email address as follows:
first initial of first name + first initial of last name + last 5 digits of employee ID@martincc.edu
- Type the password that you set in the Reset Password Portal.
- After logging in, tap the Outlook app.
- Email Address Example: If John Smith had employee ID # of 1234567, then the email address would be the following: js34567@martincc.edu

To access Moodle:

Reminder: If you have NEVER accessed Outlook email or Office 365, you must first reset your password.

- Click the "Moodle" link on the Internet at: <http://www.martincc.edu>.
- Click the Microsoft link.
- Type your email address as follows:
first initial of first name + first initial of last name + last 5 digits of employee ID@martincc.edu
- Type the password that you set in the Reset Password Portal.
- Email Address Example: If John Smith had employee ID # of 1234567, then the email address would be the following: js34567@martincc.edu

Please submit a support ticket on the Intranet if you are experiencing technical problems with your email or Moodle account. Technical issue examples include the inability to login, account being completely inaccessible, or Moodle courses and/or students not appearing. All other Moodle issues, such as asking how to add items to a course or using a feature in Moodle, should be addressed to the Distance Learning department: distancelearning@martincc.edu.

Access MCC's Intranet on the Internet at: <https://www.martincc.edu/intranet>. Sign in using your Outlook email address and unique password. Select Support Portal>Informational Technology. For Moodle technical issues select Moodle/Open LMS Technical Problems. For email technical issues select Hardware & Software Repair. Follow the prompts to complete and submit the form.

Please contact the IT department at (252) 789-0300 or it@martincc.edu if immediate assistance is required during MCC IT Support Hours. MCC IT Support hours are 8:00 am-4:30 pm. Monday-Friday. For additional Moodle Help & Support, please call the following number if you have problems with Moodle: 1-866-833-2953. Moodle Help & Support hours are 24/7.

All courses have a Moodle template shell with required components for initial set-up. Please make sure you have at the least your syllabus, a welcome, the Mandatory Enrollment Assignment, and first assignment posted ready for students on the first day of class. Your Moodle course must be open and ready for the students by 8:00 a.m. on the respective semester course start date. Please make sure courses are set to "Show" to make the course "**available**" to all your students in each of your courses and/or course sections. You are responsible for this task along with setting up your class. Course shells become available as soon as the course becomes available on the schedule so that you will have ample time to prepare and ask for assistance, if needed.

DO NOT make your course available before the course start date. The student cannot be counted for FTE if they take the Mandatory Enrollment Assignment earlier than the first day of class.

The Mandatory Enrollment Assignment is standardized in location and format in all Moodle shells and is required to document enrollment in all online (50) courses. You are responsible for assignment settings. Make sure course start, end and census dates are consistent with your course schedule located on the Internet at <https://www.martincc.edu/curriculumclassschedule>

A student will not be suspended from the class until the appropriate paperwork is submitted to the Registrar's office and processed. You cannot suspend a student in Moodle. Please review your Users for each section to ensure students who should be suspended are actually suspended.

In Moodle the Suspended status indicates the course is unavailable to the student and the student has been officially withdrawn from the course in Colleague. The student data and course work remain in the course as a matter of record.

The Suspended status is automatically applied based on a scheduled report run by IT. Data in the report is generated from Colleague indicating students that have been officially withdrawn from a course as recorded by the Registrar's Office.

There is not an active setting at the course level to suspend a student or otherwise change the enrollment status of a student.

Since instructors cannot suspend students at the course level it is essential to implement the following steps for an instructor initiated Never Attended "NA" or Administrative Withdrawal (AW):

- **Moodle Message** the student from within the Moodle course to let them know that they are no longer eligible to attend class **since they did not complete the census assignment** by the census date.
- **Moodle Message** the student from within the course to let them know an **AW has been submitted**, the effective date, and any activity in the Moodle course after the effective date, while the course is still visible, will not contribute to the student's course grade.

The purpose of using the Moodle Message function in the course is that a record of the communications is created within the course itself and there are two messages generated at once. One goes to the student directly in the course and a duplicate goes automatically to the student's official MCC school email address.

COURSE CANCELLATION DUE TO LOW ENROLLMENT

Instructors are notified in advance, when possible, if the scheduled classes/courses are canceled due to low enrollment.

For evening classes/courses starting during the extended period of registration, students usually register right before class. In this case, it may not be possible to know in advance whether the class will make or not and instructors may be asked to meet the class until a decision is made.

CLASS SCHEDULE TIME

Instructors must meet classes as scheduled. Classes must start on time and run the full length of time scheduled. **Classes should not be canceled unless there is an extenuating circumstance, i.e. sick, family emergency.** In any case, the class must be made up.

Faculty must meet the required hours for the class. Even if the students leave early, the instructor must remain in the classroom for the duration of the class.

All classes must meet for the class time provided for the course/section per the course schedule. It is against the academic policies from the state and from MCC if you end class before the specified end date for the class. You may give your final earlier in order to have time to grade; however, students must continue to meet and engage in meaningful activity as it relates to the course and the course outcomes until the last day of class communicated on the official schedule. Your class must meet for the required contact hours provided by the state Combined Course Catalog.

Traditional Classes

If you are teaching a face-to-face class, **you must meet with your class and complete a substantive activity** on the last day of the designated end date on your course schedule and roster. This information is also included on the adjunct contract. The substantive activity does not have to be graded, but it must be content specific and center on the information learned over the course of the semester. Grades and Attendance Rosters can then be finalized through Self-Service once the scheduled class has met for the last time.

Online, Hybrid, and Blended Classes

If you are teaching an Online, Hybrid, or Blended class, **you must have some type of meaningful exchange with your students through the last day of class** as designated on your course schedule and roster. This information is also included on the adjunct contract. This does not have to be a graded activity, but it must be meaningful, content specific, and center on information learned over the course of the semester. As a best practice, this could be a discussion question due the night before the last day of class, that you then respond to the next day. Grades and Attendance Rosters will then be finalized through Self-Service by the stated grades due date.

SCHEDULE CHANGES

Any changes in class schedules such as changes in instructor, classroom number, hours/days a class is taught need to be made official by the VP of Academic Affairs and are not possible after classes start. Changes of classroom for one day should be approved by the appropriate program supervisor and/or Division Chair and posted on the door of the regular classroom.

FIELD TRIPS

If a field trip is planned, be sure appropriate documentation is completed and approved **prior** to leaving the campus. Classes are not to be held off campus unless approved!

COURSE SYLLABUS

Current syllabus templates are available through the *Intranet* and are housed in the *Academic Affairs* Moodle course shell.

Every instructor must turn in their syllabus for each class taught to their Director/Division Chair for review and revision. All syllabi must have the required information as outlined below.

Finalized syllabi are then sent to the Director/Division Chair for final review and then submitted by the supervisor to the office of the Chief Academic Officer. All syllabi are required to be on file per state regulations.

You must give a syllabus with an assignment schedule to each student on the first day of class and post it on Moodle. Each course, even if it is a continuation of a previous course, must have its own syllabus with course objectives, student learning objectives, and a detailed assignment calendar.

Your syllabus reflects chapters and information that should be covered during that semester. The syllabus is written so that students cover appropriate chapters before taking the next class or transferring to another community college. If you do not complete assigned chapters, and it is a sequel class, the student will not be prepared for the next class.

The assignment schedule provides information on due dates for all assignments and assessments. This information is critical so that a student can plan their semester workload accordingly. If deviations from the schedule are warranted, you must clearly communicate the changes in due dates to all of the students in an appropriate amount of time so that they can readjust their workload plan and remain successful in the class.

If you are teaching an Online, Hybrid, or Blended class you must have your syllabus, assignment schedule, and faculty information posted in Moodle by the first day of the class. You must also post a statement of the procedure for student consultations.

MCC has a standard syllabus template. You must use this template for your syllabus. The course outline must contain the following information:

- Faculty contact information
- Course number, name, description, credit, and contact hours
- Designation as in-class, online, or hybrid
- Program learning outcomes
- Student learning outcomes
- Required textbook(s) and suggested references
- Required supplemental resources and/or class materials
- COVID-19 statement
- COVID-19 Student Attestation statement
- Course outline of instruction with due dates for all assignments and activities
- Evaluation criteria
- Grading scale - a 7-point or 10-point scale
- Testing policy
- Attendance policy
- Academic Integrity Statement
- Cheating Policy
- Grade Appeal Policy
- Open Door Policy statement
- Martin Community College Catalog information
- Disability statement
- Statement of who the student should contact if there is an issue with the course: If you cannot reach your instructor, you may contact the Division Chair, xxxxxxxxxx, at xxx-xxx-xxxx.

COURSE PREREQUISITES AND CO-REQUISITES

On the first day of class, be sure all students have met the prerequisites and co-requisites listed on the syllabus for the class. **This is very important.** Remind the students what the prerequisites and co-requisites are for the course and ask them to see their advisors for assistance if they have not met the requirements.

PRELIMINARY SECTION ROSTERS/REGISTRATION VERIFICATION

Course Rosters are provided online via Self-Service. Please verify that students are **officially registered** for class by checking their names on your Course Roster. **If you have a student in class that is not listed on your roster, send him/her to the Registrar's office.**

DO NOT allow a student to remain in your course unless they are on your Official Roster accessed through Self-Service. Make sure to cross-check your Self-Service roster and Moodle rosters throughout the semester to ensure students who are no longer in your class have been suspended in Moodle.

The Self-Service roster is updated daily.

Martin Community College recognizes that academic success is tied to regular attendance and completion of assigned work and tasks in a timely manner. Students are expected to attend a minimum of 80 percent of the total hours for a course, which includes classes, labs, and shops. Some courses and programs have stricter attendance requirements of 85, 90, or 95 percent based upon the difficulty and complexity of the subject matter. General Education and Developmental courses require 85 percent attendance. The syllabus for each course will specify the attendance requirement.

For Traditional Methods of Instruction

Students must be present in at least one class during the first 10 percent of a course in order to be considered enrolled in the class. If a student has not attended at least one class by the ten percent census date, the instructor must give the student a grade of "NA" for never attending. If the student shows up after the 10 percent date, the student **IS NOT ALLOWED TO REMAIN IN THE CLASS.**

For Online Method of Instruction

Students must complete the FTE Enrollment Assignment in Moodle before the end of the 10 percent period in order to be considered enrolled in the class. If a student has not completed the FTE Enrollment Assignment in Moodle or any other assignment by the ten percent census date, the instructor must give the student a grade of "NA" for never attending. Message the student in Moodle to let them know they are being marked as "NA" and are being removed from the course. Mark the student as NA in the online Self-Service Attendance in order for the student to become unavailable in Moodle. If a student completes an assignment after the 10 percent date, the student **IS NOT ALLOWED TO REMAIN IN THE CLASS. It is very important that you verify your census report the day after your census date.**

For Hybrid and Blended Methods of Instruction

It is highly recommended that instructors require the standard FTE Enrollment Assignment in Moodle. This will ensure that students enter successfully before the 10% date. Adverse weather conditions and highly communicable diseases have proven to be an FTE killer when the only method of recording entry is in the face-to-face portion of a hybrid or blended course.

Students who miss more than six contiguous contact hours or fail to attend the required percentage of total hours without a justifiable absence and verifiable contact with the instructor will be administratively withdrawn from the class by the instructor and may result in a failing grade for the course if after the Last Date to Withdrawal (LDW). The course syllabus will indicate what the instructor considers a justifiable absence and will define "verifiable contact." The last day to officially withdraw without receiving an "F" is published in the academic calendar for each academic term. The official withdrawal date for mini-sessions, block courses, or other nontraditional schedules are available from the registrar.

Make-up work may be allowed at the discretion of the instructor, and the instructor's policy on make-up work will be included in the course syllabus. Students in clinical and work-based learning experiences must complete 100 percent of the required hours to receive a passing grade. Make up hours for clinical and/or work-based learning experience require worksite and instructor approval.

Habitual tardiness and/or early departure in a course may, at the discretion of the instructor, be considered in computing class attendance. The course syllabus will include the instructor's definition of tardiness and early departure.

Students will be counted absent from the date they register for each course.

Note: Under DVA regulations, the enrollment of veterans or dependents will be terminated or adjusted if they are administratively withdrawn or if they officially withdraw.

When a student has been administratively withdrawn from a course, and he/she wishes to be reinstated, he/she must contact the instructor of the course within 5 days of being administratively withdrawn. Reinstatement can only be allowed before the LDW. If the instructor grants the student's request to be reinstated to the course, a *Course Reinstatement* form must be signed by the instructor and submitted to the Registrar.

If an instructor fails to report for a class within 15 minutes of the scheduled beginning time and has not left instructions, those students present should sign a sheet before leaving and designate a student to submit it to the Director/Division Chair or Chief Academic Officer.

ADMINISTRATIVE WITHDRAWAL POLICY (new policy begins Fall 2022)

Students who are administratively withdrawn, per the *Attendance Policy*, before the Last Date for Withdrawal (LDW) will automatically receive a W grade for the course. When a student has been administratively withdrawn from a course and he/she wishes to be reinstated, he/she must contact the instructor of the course within 5 days of being administratively withdrawn.

If the instructor grants the student's request to be reinstated to the course, a *Course Reinstatement* form must be signed by the instructor and submitted to the Registrar.

Students who are administratively withdrawn **after** the LDW will receive an F for the course and instructors should indicate the student's LDA. The Last Date for Withdrawal (LDW) can be found for each term on the *Academic Calendar*.

Faculty are responsible for cross-checking rosters between Self-Service and Moodle to ensure student status is correct in both areas. Any errors should be reported immediately to the direct supervisor for the faculty member in order to correct the error with immediacy to minimize issues.

The Registrar will be placing the new *Withdrawal* form on the *Intranet*. Once posted, it will also be uploaded to the *Academic Affairs* Moodle course shell.

Reinstatement

An instructor may choose to reinstate a student. If an instructor chooses to reinstate a student into the classroom, he/she must complete the *Course Reinstatement* form AND a *Moodle Support Work Order* through the *Intranet Support Portal* to request the student be reinstated within their Moodle shell.

If a student is reinstated, it is the faculty member's responsibility to cross-check the Self-Service roster and the Moodle roster to ensure the student has been unsuspended and is able to resume course work.

DROP/ADD FORMS FOR ONLINE CLASSES

During the Add/Drop period, students will be adding and dropping courses continuously. Students enrolled in online classes may e-mail the instructor stating that they plan to drop the class.

After the census date for the class, students who wish to withdraw from an online class are **required** to e-mail the instructor. **Instructors must respond as soon as possible** to the e-mail because the student cannot complete the process without the instructor's e-mail reply with the Last Date of Attendance (LDA), which counts as your signature. **Your e-mail must include the student's last date of class engagement.**

Example:

Dear Instructor,

I am planning to drop this CIS 111-50 class. Please e-mail my last date of attendance to me so that I may complete the student withdrawal process.

Sincerely,
Student's Name

Example of instructor's response to student:

Dear Student,

Your last date of attendance in this CIS 111-50 class was 00/00/00.

Sincerely,
Instructor's Name

ATTENDANCE REPORTS

All attendance is now captured online through Self-Service.

The accuracy of the report is of great importance. **School budget allocations** by the North Carolina Community College System are based on this report.

What are attendance rosters used for?

Attendance rosters are used to establish FTE and determine income for the college.

Attendance rosters are audited by the North Carolina Community Colleges System Office for accuracy and compliance.

How do I complete and turn in my attendance rosters?

- All attendance will be entered in Self-Service.
- All sections that you are assigned will appear under the "Faculty" tab.
- All census date for each section and the "Certification Opens" date is visible in the right column.
- Within each section is the "Attendance" tab. This is where all attendance will be recorded. NOTE: Pay close attention to the date as you are recording attendance. You can also "Export" here to have an attendance record for your purposes, but this is not required to be submitted.
- Helpful Hints
 - There is no more "E" in Self-Service
 - P=Present, A=Absent (No Excuse), E=Absent (Excused), L=Late
- ALL rosters **MUST** be certified.
 - Do not certify your roster until the day **AFTER** your census date.
 - To certify, click on the Census Tab then click on the "Certify" button.
 - "Certify" serves as an electronic signature and by certifying your roster, you are stating all attendance is correct to the census date.
- Make sure you have recorded attendance BEFORE the census date prior to certifying your attendance.
- For online classes (or a hybrid/blended class with an online component), be sure to click on the calendar to ensure you are entering for the correct date.
- "NA" (Never Attended) grades should be posted in the Grading Tab, Final Grade.
- Attendance for online classes will be recorded weekly.
- ALL online classes will require an Enrollment Assignment Report from Moodle. See page 5) Print the report in alphabetical order (by student last name) on 1 sheet with instructor name and section highlighted. The "P" (Present) should match the date the student

completed the enrollment assignment. All assignment reports should be turned in to your Division Chair (or Designee).

- At the end of each semester (see Due Date below), you will need to accept the "Class Roster Verification Agreement". Along the top banner, click on your name in the right-hand corner and a list will appear. Click on "Required Agreements".
 - Click View and then the Verification Agreement will be visible.
 - Click Accept. The Status will then change to "Accepted" with the date.

Division Chairs (or Designee) will collect all *Enrollment Assignment Reports* for your area, ensure each report is in order (by student last name) and highlighted (instructor name and section), and then submit all reports to the Registrar's Office.

Frequently Asked Questions

- Do you have to enter "P" every day or is it understood the student is present unless you enter an absence?

ANSWER: Leaving a day blank (after an initial entry) means attendance has NOT been recorded.

- For a blended/hybrid class, with class and/or lab hours online, do you enter attendance for the online portion?

ANSWER: Yes, for compliance, attendance should be taken for ALL scheduled time.

- Is attendance necessary on all roster sheets/entries? Even for online classes?

ANSWER: For compliance, yes. Attendance should be taken through the census date.

For example, attendance should be entered daily through the census date then entered weekly throughout the remainder of the term.

ATTENDANCE DOCUMENTATION FOR ONLINE CLASSES ONLY

You **must** assign the required FTE *Enrollment Assignment* in Moodle. The due date must be set for 11:55 p.m. the night before the census date. A Moodle report listing student names in alphabetical order and showing the dates of completion that correspond with your Attendance captured before census must be emailed to your Director/Division Chair.

FINANCIAL AID VERIFICATION ROSTER

Financial aid creates a report after the census date of the class to verify a student's continued eligibility for financial aid. Thus, failure to capture and certify census attendance will affect a student's ability to receive financial aid. Please make sure to enter attendance and certify census within the required timeframe.

EARLY WARNING SYSTEM

If a student misses several classes or has any academic/personal problems which interfere with academic progress, please use a Student Services Referral form to refer him/her to the

Counselor or an Advisor. Forms may be obtained from the Intranet or the Executive Vice President's office located in Building 1, Room 1-22A. The Academic Skills Center Referral form is located on the Intranet and posted on the *Academic Affairs* Moodle course shell. The Disability and Counseling referral forms are also located via Intranet and posted on the *Academic Affairs* Moodle course shell.

GRADES

Final grades will be entered online through Self-Service. For students with "W" grades, dates should match the last date of attendance on your final attendance report. All grades must be reported as a letter grade. All **courses whose end dates correspond with the last day of the semester** have grades **due by 10 a.m.** of the date specified on the academic calendar. All **1st mini-mester and blocked** courses are **due within 48 hours** after the end date of the class.

Grading System

Make students aware on the first day of class whether they'll be graded on a 7-point or 10-point scale. Grading information should be indicated on the syllabus. All sections of a course should use the same scale.

If a student receives an "I" as a grade, please submit an *Incomplete Grade* form along with your grade sheet to the Chief Academic Officer for a signature and to forward to the Registrar's office.

All *Incomplete Change of Grade* forms are due in the Registrar's office by the last day to withdraw without receiving an F. An incomplete ("I") is given only if a student has completed 85 percent of course work. If a grade of Incomplete has been reported to the Registrar's office and needs to be changed after completing the required work (i.e., "I" to "B") you must:

1. obtain an *Incomplete Change of Grade* from the *Intranet* or on the *Academic Affairs* Moodle course shell,
2. fill out completely, and
3. submit to the Chief Academic Officer to be signed and verified, and it will be forwarded to the Registrar's office.

Final Exams

Day Classes

Final exams should be given during the final week of classes. There is no exam schedule distributed. If you have trouble finding a time to give an exam, please consult with your program supervisor and/or Division Chair.

Evening Classes

Final exams are given on the last night of class.

GRADE APPEAL POLICY and PROCEDURES

Statement of Policy

The Grade Appeal Policy and Procedure is intended to provide an orderly and equitable process for resolving differences between students and faculty relating to final course grades. A course grade assigned in a manner consistent with Martin Community College policy can be changed only by the instructor. College administrators can direct a grade to be changed only when it is

determined through the procedure established by this policy that the faculty member assigned the course grade impermissibly or arbitrarily as defined below.

Purpose and Definitions

For purposes of this policy, a course grade is deemed to have been assigned arbitrarily or impermissibly if a student establishes that:

1. The course grade was assigned in a manner not consistent with the standards and procedures for evaluation established by the instructor, at the beginning of the course in the course syllabus but supplemented on occasion during the semester in other clearly documented communication directed to the class; or
2. The course grade was based upon the student's race, color, creed, national origin, sex, age, sexual orientation, disabling condition, or other personal characteristics, or for some other arbitrary or personal reason unrelated to the instructor's exercise of his or her professional academic judgment in the evaluation of the academic performance of the student; or
3. The course grade assigned by the instructor was the result of a clear and material mistake in calculating or recording grades. Individual elements (e.g., assignments, tests, activities, projects) which contribute to a course grade are generally NOT subject to appeal or subsequent review during a grade appeal procedure. However, individual elements may be appealed under these procedures providing all the following conditions are met:
 - a. The student presents evidence that one or more individual elements were graded on arbitrary or impermissible grounds (defined in 1 - 3 above in this section);
 - b. Grounds can be established for determining a professionally sound grade for the appealed element(s); and
 - c. The ensuing grade for each appealed element would have resulted in a different course grade than that assigned by the faculty member.

Faculty Responsibility

It is a fundamental principle of higher education that faculty members are expected to exercise their professional judgment in evaluating student performance. At the first class meeting, regardless of delivery modality, faculty members have the responsibility to specify in each of their courses:

1. Course requirements and expectations for academic performance
2. Procedures for evaluating performance (method(s) of evaluation and grading scales).

Faculty members must clearly document to all students any subsequent additions to or changes in these requirements, standards, and procedures. Finally, faculty members have the responsibility to apply the specified grading criteria equitably to the academic performance of all students in the course regardless of their race, color, creed, national origin, sex, age, sexual orientation, disabling condition, or other personal characteristics.

Student Responsibility

Students have the responsibility to know and adhere to college policies and standards pertaining to them. As students willingly accept the benefits of membership in the Martin Community College academic community, they are obligated to uphold and observe the principles and standards articulated in the Martin Community College Catalog and course syllabi.

A student who believes his/her final grade in a course has been incorrectly assigned may seek corrective action through the following procedure.

Informal Grade Appeal Process

Every reasonable effort should be made to resolve the matter at the informal level and through the following steps:

Step 1 - Consultation with the faculty member:

The student should first request a meeting with the instructor to explain why he/she considers the grade to be incorrect. If the instructor is not available, the student should contact the division chair to schedule an appointment with the instructor. This meeting must occur within the first two weeks of the following semester. The instructor should document the result of the meeting and maintain this record in the event the appeal proceeds further.

Step 2 - Consultation with the division chair:

If the student and the instructor fail to reach a mutual agreement, the student may submit a written appeal to the division chair of the area within five (5) business days following the meeting with the instructor. The division chair will meet with the student, document the results of the meeting and maintain this record in the event the appeal proceeds further.

Formal Grade Appeal Process

If the dispute over the course grade cannot be resolved through the informal process outlined above, the student may submit a *Grade Appeal* Form, available from Student Services/Registrar's office, to the Chief Academic Officer within five (5) business days of the consultation with the division chair.

Step 3 - Appeal to the Chief Academic Officer:

1. Once the formal grade appeal is received, the Chief Academic Officer will appoint a grade appeal committee to hear the appeal within ten (10) business days of the receipt of the appeal.
2. The grade appeal committee will be chaired by the Chief Academic Officer, or a designee, who will be a non-voting member except in the case of a tie. Voting members will consist of at least three (3) and no more than five (5) faculty members not associated with the appeal, one (1) member of the curriculum committee or off-site faculty (if student is from another site), a student representative with a minimum GPA of 2.5 or greater, if student requests such representation, and a department chair of another instructional area.

3. The grade appeal hearing will be conducted in closed session in accordance with the Open Meetings Law unless otherwise requested in writing by the student. Neither the college nor the student will be permitted to have legal representation during the grade appeal hearing.
4. The committee will hear all parties involved and render a written decision within five (5) business days. The decision of the committee will be reviewed by the Chief Academic Officer. The Chief Academic Officer will support the findings of the committee and/or make further recommendations.
5. The student will receive a certified letter from the Office of Academic Affairs regarding the grade appeal decision within ten (10) business days of the hearing.

Step 4 – Appeal to the President

If the student is not satisfied with the decision of the committee and the recommendations (if any) from the Chief Academic Officer, he/she may appeal in writing within 5 business days from receiving the committee response, to the President (or designee) who will review all documents and renderings to make a final decision for the institution. Decisions will be rendered within 10 business days of receiving the appeal request. Decisions from the President are final.

CHEATING/PLAGIARISM POLICY AND PROCEDURE

Cheating and Plagiarism are Unacceptable

Cheating is defined by Merriam-Webster's dictionary (2017) as: "to use unfair or dishonest methods to gain an advantage." Cheating is a form of academic dishonesty that can be intentional or unintentional and includes, but is not limited to: plagiarism, copying from other students and/or paper or online sources, misrepresenting someone else's work as your own, working with others if your instructor explicitly asks you not to, falsifying documents or other records, submitting work under your name that was not done by you, or attempting to recycle your own work from another course or semester.

Students can avoid cheating by following the assignment instructions, clarifying with the instructor when they can and cannot collaborate with others, reviewing their work with a critical eye and honestly asking themselves if the information they are providing is their own work or if someone else should be given credit by citing the work. Library resources are available to learn about cheating, plagiarism, and citations.

What are the consequences of cheating/plagiarizing?

Cheating and plagiarizing are serious offenses and will be cumulative. Incidents of cheating and plagiarism will be reported to the Academic Affairs' Office and will be kept on file as part of the student's academic record. Students who demonstrate a pattern of cheating or plagiarizing at any time during their tenure at Martin Community College will be subject to the following sanctions:

1st offense

Failure (grad of zero) of the assignment in which the action occurred.

2nd offense

Failure of the course in which the action occurred and withdrawn from class.

3rd offense:

Suspended from Martin Community College (MCC) for one full-calendar year.

Students will be given the right to appeal through the regular grievance and grade policy processes. (Note: Specific program policies may supersede this policy)

AUDIOVISUAL MATERIALS

On the main campus, audiovisual equipment and materials such as laptops are available from the Library and must be returned to the Library. Consult the Library for the availability of this equipment. Phone: 252-789-0238; mcclibrary.help@martincc.edu; Hours: M-Thu 8:00am – 7:00pm; Friday 8:00am – 2:30pm.

PHOTOCOPYING

Printing services are available at the Print Shop in Building 1, Room 9. All printing must be completed in the Print Shop and must follow the Print Shop policy on printing. A Print Request form can be found on the MCC Intranet.

Print Shop requests may take up to 72 hours for completion. Please plan ahead accordingly for your printing needs.

Faculty may not utilize their desktop printer as a copier for handouts for any amount over 10 pages in whole. Fiscal responsibility for all employees includes the use of the Print Shop for all copying.

There is a coin-operated photocopier for student use located inside the library.

COPYRIGHT LAW

Beware of restrictions concerning copying of materials protected by the Copyright Law.

BOOKSTORE HOURS

Phone: 252-789-0242
Regular hours: 8:00 a.m.-5:00 p.m. M-TH Summer Hours: May Vary
8:00 a.m.-2:30 p.m. Fridays

LIBRARY AND COMPUTER LAB HOURS

Phone: 252-789-0238
Regular hours: 8:00 a.m.-7:00 p.m. M-TH Summer Hours: 8:00 a.m.-6:30 p.m. M-TH
8:00 a.m.-2:30 p.m. Fridays 8:00 a.m.-12:00 p.m. Fridays

ACADEMIC SKILLS CENTER

The Academic Skills Center utilizes Upswing online tutoring services to assist students. Students may make appointments through Upswing for an Upswing tutor to meet with them online synchronously or asynchronously.

All course testing should be proctored and monitored by the assigned faculty member of the course. The Academic Skills Center space may be utilized for the use of computers for classroom testing if the space is available at the time needed. Faculty are encouraged to secure a computer lab in building 3 if possible. Building 3 computer labs can be scheduled in advance through the Coordinator for Programs and Scheduling/Administrative Assistant II for Academic Affairs at (252) 789-0246 or stop by Building 4, Room 48C

The Academic Skills Center is located in the Library in Building 2.

Current in-person tutoring is unavailable.