

ATTENDANCE PROCEDURES

Students are expected to attend regularly all classes in which they have enrolled. Students have the responsibility to attend class and to consult with their instructor when an absence occurs (see “Absences” below).

Each instructor is responsible for describing his/her attendance policy and procedures to all students enrolled in his/her classes. This information should also be clearly stated in the course syllabus.

These are the standard symbols used within the District, placed on the permanent class rolls.

1. X – Student was Absent
2. (X) – Excused Absence
3. W – The date the student withdrew. Drops should not be considered “official” until the instructor receives a “Class Action Notice”.
4. R – Date student was reinstated. Reinstatements should not be considered “official” until the instructor receives a “Class Action Notice”.

Only use the above symbols with their companion definitions. Instructors will be at liberty to use additional symbols or entries for day-to-day record keeping; however, all symbols or entries must be explained as indicated in the grade book to facilitate any administrative or audit review that might be necessary at some future date. This format will be detailed on the Standard Grade Book Entry form.

ABSENCES

There will be occasions when students may need to be excused from class attendance. Excused absences should be indicated with an X, under the correct date, on the permanent roll. Examples of excused absences are:

- a. Personal reasons such as illness, death in the family, or court appearances. An excused absence in these cases depends upon the judgment of the instructor or on guidelines established by your Division.
- b. Observance of religious holidays. Students who are absent from class for the observance of a religious holiday may take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if, not later than the 15th day of the semester, the student notified the instructor of his/her intent to be absent on that day for a religious holiday.

- c. College sponsored field trips. In these instances the student will have the responsibility of presenting to the instructor a memo prepared by the Division Dean indicating the date and length of the field trip.

CLASS ACTION NOTICE

When a student drops your course, you will receive a “Class Action Notice” via email, informing you of the drop. This information, and the date of the drop, must be recorded on your Permanent Roll with a “W” listed for the student where you would normally record the grade received. These students will receive a “W” for the semester and the “W” will be preprinted on the final roll when you receive it.

DROPPING A COURSE

Instructors are not responsible for dropping a student from their class roll even though the student may never have attended.

Full responsibility for dropping his/her course(s) rests with the student. This procedure must be completed by the student in the Registrar’s office prior to the last drop day of the semester, as published in the class schedule and college catalog.

District policy states: “If a student is unable to complete the course(s) in which he/she is enrolled, it is the student’s responsibility to drop from the course(s) by the appropriate date (this date is published in the college catalog and in each semester’s class schedule). If the student does not drop, he/she will receive a performance grade, usually an “F.”

There may be instances when an instructor believes that an exception to this policy is warranted. Any exceptions should be discussed with your Executive Division Dean and will require the signature of the Executive Division Dean and the Vice President Academic Affairs.

CLASS/GRADE ROLL PROCEDURES

Class Rolls

One roll is distributed during the semester. There will be an instruction sheet from the Vice President Academic Affairs Success sent to the Division offices for credit courses. Please follow those instructions carefully as they will save you and your student’s time and frustration.

Permanent Class Roll

1. The permanent roll, printed on blue and white paper, is printed after the certification date of the semester (the 12th class day for Fall and Spring semesters and 4th day of class for Winter, May term, and Summer semesters). It is a record of all students who have registered and paid for class. It will NOT list the name of

students who have dropped up through the certification date (see Attendance Procedures/Dropping a Course). For CE classes, the certification date is the third class day. Only the students listed on the permanent class roll should be allowed to attend class. BE AWARE that a student not on this roll will not be on the final roll. Students not listed on the permanent roll may not have completed registration (i.e. may not have paid for their course/s) and MUST be sent to the Registrar's office immediately.

The permanent class roll is the official record of each class and is maintained permanently as a legal part of the College records. For this reason, it is imperative that each instructor maintains this record as accurately and clearly as possible.

The permanent class roll should include the following information when it is submitted to the division secretary at the end of each semester.

- a. An accurate account of all student grades or scores. The scores should be identified (i.e., test score, research paper, etc.)
- b. An accurate account of any excused absences (see Attendance Procedures/Absences).
- c. A grade scale, which is clearly defined and will permit interpretation of the grading procedure.
- d. All class action notices, extenuating circumstances forms, incomplete contracts pertinent to students on this roll (See Attendance Procedures/Class Action Notices and Extenuating Circumstances, also, incomplete Contracts and WX Contracts, this section.)
- e. If a sign-in sheet or other monitoring charts are used, these should also be submitted with this roll.
- f. All entries on the permanent class roll should be recorded in ink, not pencil!
- g. Signature of the instructor with a date on each page.
- h. Course letter grade (which is also recorded on the Final Grade roll.)

FINAL GRADE ROLL

Final grades for credit classes are now submitted through the eConnect system. You will gain access choosing the faculty menu and logging in. You will need to complete the process for each section you are teaching.

Classes are visible three business days before the official final day of each class. Grades **must** be entered by the end of the third business day after the official final class day for each student registered in the class. Students without grades by the end of the third business day will automatically be assigned a grade of NR (not-reported). To change NR grades, you must submit a grade change form to the Registrar's Office for **each** student. W grades will appear for any student who has formally withdrawn by the deadline. This grade must be reentered.

You have only **15 minutes** to input and submit your final grades. If you have not submitted your final grades within the 15 minute time period, you will be logged out of this screen and all additions will be lost. You do not have to enter all grades for this class in one session but you must save your changes before the 15 minutes is up in order for new inputs to not be lost.

You will see a confirmation screen indicating that you have partially or completely submitted final grades for this course. Be sure to **print the confirmation screen** for check out with your division dean. You can now choose another class to enter grades, or return to the faculty menu.

END OF COURSE CHECK-OUT PROCESS

All instructors are required to go through a checkout process conducted in the division office at the end of each course. The purpose of this process is to ensure that all college requirements are met. After the required materials (final grade report, attendance and grade records, syllabus and course outline, etc.) have been submitted, a clearance sheet is signed by the Dean, or designee. Faculty teaching evening or weekend classes will check out through the Evening/Weekend office (R Bldg. Room B02).

EXAMINATIONS

Each instructor is expected to prepare and give performance examination/evaluation through the semester. A final exam will normally be given.

Examinations should:

- a. Be directly related to the content of the course and measure the objectives defined at the beginning of the course.
- b. Be so constructed as to assist the students in organizing and synthesizing their learning experiences in the class.
- c. Include some objective reference based upon well-defined instructional objectives, even though they may include some subjective elements.

d. Differentiate among students' relative achievement levels.

GRADES

Grade Assessment

Credit coursework is assigned grades. Continuing Education courses are graded with a “CP” (Completion) or “NC” (Non Completion) on the Continuing Education class roll. Students should be informed of the manner by which grades in your course are assessed. Grading should be objective as possible, and a student should be able to determine his/her standing in class at any time. For credit courses a minimum of four major grades should be assigned to each student per class. Final grades are reported for each student, for every course undertaken, according to the following grading system:

GRADE	INTERPRETATION	POINT VALUE
A	Excellent	4
B	Good	3
C	Average	2
D	Poor	1
E*	Effort	Not computed
F	Failing	0
N	Non-Participation	0
I	Incomplete	Not computed
W	Withdrawn	Not computed
WX	Withdrawn (re-enrollment required)	Not computed
CR	Credit	Not computed

*Used only with developmental studies courses.

Students who withdraw from a mandatory remediation course as a result of TSI remediation must also withdraw from all college-level courses.

WX Grades

The “WX” grade is to be given to students who have not completed the course requirements, but who have made REASONABLE PROGRESS to complete the course in the following regular semester. The “WX” is given at the discretion of the instructor under a contractual agreement with the student. If students do not complete the course requirements, the “WX” is converted to a performance grade. The WX contract form is available from the Division office or the Registrar’s office.

WX Contract Procedures

- a. The instructor completes a WX Contract form stating the work to be completed the following semester. The WX Contract is submitted with the final roll at the end of each semester.
- b. The contract must be agreed upon and signed by the instructor, the student, and the Executive Division Dean. (In certain cases, the contract is submitted without the signature of the student. In those cases, the instructor must include a statement indicating that the student is aware of and in agreement with the contract.)
- c. All students receiving a “WX” grade MUST re-enroll and complete their specified course work in the next regular semester.
- d. The “WX” grade of students who do not re-enroll (and the grade of those who re-enroll and drop without completing) will be converted to the performance grade indicated on the contract. This is usually an “F”.
- e. Students who re-enroll and complete their course work will receive the appropriate performance grade for their second enrollment. The “WX” grade remains on their transcript for their first enrollment.

E Grades

An “E” grade may be given to students when an instructor wishes to indicate that progress has been made in a developmental studies course. An “E” grade is non-punitive and is not computed. The “E” grade provides more flexibility for re-enrollment, particularly for students who do not achieve a C-level grade in a course. An “E” grade indicates that students participated in a course according to TSI guidelines, but were unable to do C-level or passing work that would qualify you to enroll in transfer-level

courses. The E grade indicates below college skill level work, but shows that you participated in and attended the class and attempted to do the work in the courses.

Students on Federal Financial Aid should check with the Financial Aid office concerning E grade(s) and any impact they have on benefits.

N Grades

If a faculty member determines that a student has failed the course, the faculty member assigns either a grade of “N” or “F” based upon the student’s performance **AFTER** the official drop date. If the student “participates” in the class **AFTER** the official drop date, the faculty member assigns a grade of “F”. Participation for this purpose only is defined as:

- Submits or completes an assignment after the official drop date, or
- Attends at least one class after the official drop date.

If a student has not demonstrated one of the above and the instructor determines that the student has failed the course, the student will be assigned a grade of “N” by the faculty member. In such a case, the student’s official transcript and academic record will reflect the “N” grade as an “F”.

Incomplete Grades

An Incomplete (“I” grade) may be given when an unforeseen emergency prevents a student from completing the work in a course.

Incomplete Contract Procedures

- a. The instructor completes an Incomplete Contract form stating the requirements for the satisfactory completion of the course and the grade, which is assigned if such work is not completed. The Incomplete Contract is submitted with the final roll of each semester.

- b. The contract must be agreed upon and signed by the instructor, the student, and the Executive Division Dean. (In certain cases, the contract is submitted without the signature of the student. In those cases, the instructor must include

a statement indicating that the student is aware of and in agreement with the contract).

- c. All “I” grades must be converted to a performance grade within 90 days after the beginning of the next long (or regular) semester. This process is done by completing the bottom section of the “I” Contract which needs to be approved by the Executive Division Dean. These are available from the Vice President of Academic Affairs and Student Success office.

- d. All “I” grades not completed within 90 days will be converted, by the Registrar’s office, to the grade assigned on the Incomplete Contract.

W Grades

When a student drops a course PRIOR to the official drop date, he/she will receive a “W” grade in that course. The “W” will be preprinted on the final grade roll.

The last drop date for regular semester courses is published in the college catalog and in the class schedule. The last drop date for short semester courses may be different and will vary, depending on the length of the course (see “Dropping a Course” in Attendance Procedure section).

Grade Reports

No grade reports are mailed. All credit students can access grades on-line through the Internet, on the DCCCD eConnect web site or through the Telephone Touch-tone system. If the student does not have access to a computer at home they can use the computer labs at the colleges or request a transcript.

Grade Change

ONLY the instructor or the dean of record for a given course may make grade changes.

Students who question a grade they receive should discuss their concerns with their instructor(s). If the discussion with their instructor does not resolve the matter to the student’s satisfaction, the student may appeal to the Division Dean, proceeding on to the Vice President Academic Affairs, then to the President.

In some instances grade changes are initiated and sent to the instructor of record for input by the Registrar’s office. Such changes are initiated when:

- a. A student’s drop request has not been properly input and the student should

have received a “W”.

- b. A grade was incorrectly entered on the computer and the error is being corrected.

Grade Change Procedures

- a. Grade change forms are available from the Division Offices.
- b. The instructor completes the grade change form, including a current address for the student [see (e) below].
- c. The request is sent to the Division Dean for approval, and then forwarded on to the Vice President of Academic Affairs and Student Success.
- d. The Vice President sends the form to the Registrar’s Office to be recorded and the appropriate copies distributed.
- e. The student is sent an updated official transcript reflecting the correct grade.

Extenuating Circumstance Contracts

Extenuating Circumstance Contracts provide an opportunity for a student to change sections of similar subject matter courses after the certification date.

Extenuating Circumstance Contracts are generally initiated because of a work schedule conflict.

Procedures

- a. The student or the instructor picks up the extenuating circumstances contract in the Division office.
- b. The student completes student section and takes it to the present instructor. If the request is approved, the instructor signs and the student takes the form to the future instructor. The instructor of the class to which the student is transferring must also approve the change. (Note: if one or both instructors do not approve the request, the process stops at this point.)
- c. If both instructors approve the request, the student should begin attending the new class/section immediately.
- d. The completed form is sent to the Executive Division Dean for signature (this is usually the responsibility of the last signing instructor).

Reinstatement

Even though students are responsible for their own drops, there are instances when a

student will request reinstatement (though these are rare). Normally, students will not be reinstated after the last day to drop. Students should come by the Registrar's office to initiate this procedure.

Usually the student will be asked to obtain written approval from the instructor and Executive Division Dean and in some cases, from the Vice President Academic Affairs.

INSTRUCTOR'S RESPONSIBILITY FOR CLASSROOM

The first class meeting is an extremely important session to establish the proper learning climate. The instructor should arrive prior to the class and write his/her name on the whiteboard. The course name, number, and section number should also be included.

The instructor should very carefully and critically check the class roll and ask to see each student "fee paid" receipt. If the student does not have a paid receipt, he or she must immediately be sent to the Admissions Office (A130) for credit or Continuing Education Office (A260) to enroll or get verification of enrollment. Do not allow a student to attend class without verification of enrollment.

The instructor must "call the roll" at the first class meeting. However, many instructors call the roll at every class meeting. It is required that the roll be taken. After calling the class roll, the instructor should ask if there are students whose names were not called, and if so, those students should be asked for a fee receipt.

The instructor should distribute and discuss in detail the syllabus and topic outline, learning objectives, due dates, grading policy, attendance requirements, and other pertinent information. The instructor should expect and encourage questions about the syllabus. It is recommended that instructors utilize the first class session to establish a positive and organized learning climate.

Faculty members are responsible for enforcing College policy prohibiting food, drinking and smoking in the classrooms. Instructors should ensure that classrooms are left in a clean and orderly condition.

COURSE SYLLABUS

The instructional staff is responsible for the preparation and maintenance of course outlines and syllabi. Syllabus formats are available in the Division office. Syllabi for technical courses must include the Secretary's Commission on Achieving Necessary Skills (SCANS) documentation.

A complete file of course outlines is to be on file in the office of the Division Executive Dean.

Course outlines are revised at the end of each term and filed again at the beginning of the

next term. Each Executive Division Dean is responsible for the implementation of this policy.

Periodic audits of Division syllabi will be made. The following is a suggested format/outline for a course syllabus:

Required Elements

- Instructor's name, phone, Internet address (student contact info), and office hours (if applicable).
- Course number, section number, title, number of credit hours or CEU's, lecture and lab hours, semester and year.
- Class days/hours.
- Course description from catalog with prerequisite courses or requirements.
- Course objectives and outcomes.
- Required textbook(s) by title, author and edition plus other required or optional materials. Methods of assessing outcomes, including grading methods (A third person should be able to reconstruct grades).
- Drop procedures with drop date.
- Attendance policy, include any effects attendance has on grades.
- Classroom rules and expectations
- Description of number and types of exams to be given.
- Disability needs, including ADA statement.
- Academic ethics statement (may vary per division).
- Reference to catalog and handbook for grievance procedure beyond any specific program procedure/ ombudsperson services.
- Financial aid statement.
- Disclaimer regarding adjustment of syllabus schedule if necessary.
- For Technical Education courses: SCANS/learning outcomes (objectives)/method of evaluation)
- For Academic Transfer courses: Core curriculum intellectual competencies

- Exemplary educational objectives
- Religious Holiday Statement
- Children in Classes and Unaccompanied Children Policy.

Optional elements might include:

- Topical course outline with dates.
- Computer Center Lab rules Accessing eCampus Available study assistance - learning center, tutors
- Retention or reproduction of student work or projects, if appropriate to the course (i.e., studio courses)
- Space for students to record grades, etc.
- Cell phone or pager policy
- Software copying policy (for applicable classes)
- Additional policies/procedures as needed.

TEXAS SUCCESS INITIATIVE PROGRAM (TSI)

Students may be required to assess by taking one of the TSI state approved assessments prior to enrolling in classes that have prerequisite skills in reading, writing, or math. The college reserves the right to advise students in the appropriate remediation if assessment results indicate a need for improving skills in reading, writing, and/or mathematics. No student shall be exempt or waived from prerequisites without first evidence of academic readiness.

STUDENT GRIEVANCE PROCEDURE

SEXUAL HARASSMENT POLICY/PROCEDURES

1. Definition

Student grievances are a College-related internal problem or condition which a student believes to be unfair, inequitable, discriminatory, or a hindrance to the educational process. This includes sexual harassment that a student may suffer from another student or employee of the District.

2. Scope

This Student Grievance Procedure is not intended to supplant the Student Code of

Conduct, which allows the student procedural due process in disciplinary proceedings initiated by the College. It is designed to provide the student with the opportunity to question conditions, which the student believes impede his or her education or instruction. This procedure is not designed to include changes in policy nor does it apply to grading practices. Recommendations for initiating new policy or changing established policy are handled through normal administrative channels. Problems with grades will be dealt with first by the instructor, then by the Executive Division Dean, and so forth to the President, if necessary.

3. Limitations

The Student Grievance Procedure is not intended to supplant campus administrative procedures that address matters of policy or student grades.

4. Procedures

Students who believe that they have a College-related grievance:

- a. Should discuss it with the college employee most directly responsible for the condition, which brought about the alleged grievance.
- b. If discussion does not resolve the matter to the student's satisfaction, the student may appeal to the next level of authority. The student may consult with the Administrative offices to determine the next level of authority.
- c. If an appeal does not resolve the grievance, the student may proceed to the appropriate Executive Vice President with a written presentation of the grievance.
- d. If the vice presidential level of appeal does not prove satisfactory to the student, the student may appeal the grievance to an appeal committee.
- e. At any time during this process, the student may consult with the ombudsman for advice and assistance.

5. Exception to Procedures Sexual Harassment:

All students shall report complaints of sexual harassment to the College Ombudsperson or the Executive Dean of Students or the President. Employees shall report complaints of sexual harassment to the College Ombudsman or the College Director of Human Resources (See DCCCD Sexual Harassment Policy). Please refer to College Ombudsperson memorandum regarding sexual harassment.

6. Appeal Committee

Procedure

- a. A student who wishes a grievance to be heard must submit a request in writing to the Executive Dean of Students.
- b. The Executive Dean of Students will convene and chair the Appeal Committee.
- c. The committee must hear the appeal within ten class days of the request unless extended with the agreement of both the student and the Executive Dean of Students.
- d. The committee will be adhoc and will consist of two students, two faculty members and one staff member who is either an administrator or a non-contractual employee. It is the responsibility of the President or the President's designee to appoint all committee members.
- e. The Appeal Committee will make its recommendations directly to the President. The decision of the President shall be final.

STUDENT DISCIPLINE PROCEDURES

The instructor has full authority to determine methodology, grading systems, content, etc. In addition, the instructor has the full authority to set any reasonable, fair behavior standards for students in class. If a student fails to comply with these standards, then he/she may legitimately be asked to leave the class until a teacher conference is arranged, or until an alternative action has been taken. If a student has a serious objection to a teacher's classroom requirements, then he/she may informally appeal to the Executive Division Dean, consult with the Ombudsperson for informal assistance, or initiate the grievance process.

HOW WILL A STUDENT BE DISCIPLINED FOR CHEATING?

If any violation of academic standards occurs, e.g., plagiarism, cheating, collusion, etc., the teacher must decide if the violation warrants in-class action (Zero or F grades, make-up work, teacher conference, etc.) and if so, simply take the action. If the violation is serious enough to warrant suspension from a class, program, or the college, then a complaint must be filed with the Executive Dean of Students. Preferably, this complaint would be jointly filed and the penalty jointly recommended by the instructor and his/her Division Dean. The complaint should be clearly outlined and contain specific dates, times, persons involved, witnesses, and other evidence that supports the complaint. The Executive Dean of Students will review the complaint and supporting evidence, confer with the Vice President of Academic Affairs and Student Success, and based on Student Code requirements either proceed with charges against the student, or in conference with complainants, decide to pursue other alternatives.

WHAT HAPPENS IF A STUDENT IS DISRUPTIVE?

If a student engages in any minor disruptive, disrespectful, or otherwise inappropriate behavior, the teacher may warn the student, and then if the behavior continues, ask the student to leave and arrange a teacher conference through the Division office. If the conference is not productive, then a complaint may be filed with the Executive Dean of Students or you may request assistance from the Ombudsperson who would work informally with the student.

Remember that if the Executive Dean of Students takes disciplinary action, it must be based on testimony by the complainant, so a written statement must be in the student's file before any final sanction is imposed. Please see College Ombudsperson memorandum on Discipline and Grievance Information for Students.

WHAT HAPPENS IF A STUDENT ENGAGES IN THREATENING BEHAVIOR?

In case of seriously disruptive or threatening behavior (to self or others) the President or Executive Dean of Students can impose an immediate interim suspension until the complaint is investigated. In such instances, the Executive Dean of Students and/or Campus Safety Officer should be notified as soon as possible. Written statements can be provided at a later time.

In the case of sexual or racial harassment, contact Bettie Tully, Ombudsman, Felicitas "Fela" Alfaro, the Executive Dean of Student and Enrollment Services, or your Executive Division Dean immediately.

There are frequently circumstances that allow for informal resolution of student problems. Please feel free to call on Bettie Tully, Felicitas "Fela" Alfaro, or one of the counselors to work with any student on learning appropriate behaviors and coping skills.

PENALTIES:

If a student is placed on Disciplinary Probation, he/she is warned that any additional offense will likely result in suspension from the college. While on probation, the student must maintain weekly contact with an assigned counselor.

If a student is suspended from the College, he/she will not be allowed on campus for any reason until the suspension period is over. If a student is suspended from a program or class, he/she is not allowed to continue in said program. If a student is expelled he/she is banned indefinitely from enrolling at any DCCCD college. See the Student Code of Conduct in the College Catalog for details.

PEOPLE TO SEE FOR ASSISTANCE:

Bettie Tully, Ombudsperson, Room B302 Ext. 2105

Felicitas "Fela" Alfaro, Executive Dean of Student and Enrollment Services, Room A220 Ext. 2119

ACADEMIC INTEGRITY GUIDELINES

The Student Code of Conduct is the foundation for responding to specific discipline activities which the code addresses. The Task Force on Academic Dishonesty is to develop specific guidelines on academic dishonesty to help faculty respond to incidents of academic dishonesty. The following operating assumptions and guidelines are not meant to enlarge or modify the Code, but are meant as explanation. If there is a discrepancy between this document and the Code, the Code will have precedence.

Basic Operating Assumptions on Academic Dishonesty

1. The El Centro College faculty, staff, and administration commit to creating an environment where academic honesty is the norm. Academic dishonesty is not acceptable student behavior at El Centro College. Instances of academic dishonesty will not be tolerated.
2. The instructor, relying on professional judgment and experience, sets the standards of academic honesty in the classroom learning environment, determines when these standards have been violated, and determines the consequences of that behavior by the student.

When the instructor is carrying out these charges, it should be noted that the Student Code of Conduct purposefully does not infringe upon the academic freedom of the instructor. (The Student Grievance Procedure, as contained in the Code, is not intended to supplant campus administrative matters of policy or student grades.) As a result of academic dishonesty a student may fail a test, or a course, if the instructor so determines.

In addition, after receiving a failing grade in a course, the student may also receive an authorized disciplinary penalty, such as an admonition, warning probation, disciplinary probation, or suspension.

3. Academic dishonesty at El Centro College is defined as any student behavior that results or might result in a student's receiving unearned academic credit. El Centro defines academic dishonesty to include:
 - a. **Cheating-intentionally**- using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
 - stealing tests
 - taking unauthorized notes into the Testing Center or classroom test location

- looking at another student's test during the exam process
 - taking a test for another person
 - b. **Collusion** - unauthorized collaboration with another person preparing work offered for credit.
 - talking during exams
 - taking exams for another student
 - providing exam information to another student
 - working collectively on assignments intended as individual tasks
 - c. **Fabrication** - intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
 - Crediting a reference to a fictitious article or source
 - d. **Plagiarism** - intentionally representing the words or ideas of another as one's own in any academic exercise.
 - Copying another student's work/projects
 - Copying directly from another book without citing credit
 - Reproducing computer programs
4. The role of administration is to provide support for the decisions and actions of the instructor. The administrative support may include the following:
- a. At the instructor's request, serving as a "witness" in discussions with the student.
 - b. Conducting a separate directive admonition conference with the student.
 - c. Initiating additional disciplinary action against a student involved in multiple academic dishonesty incidents, i.e., probation, suspension.
 - d. Blocking a student's records to prevent class withdrawal.

Operating Guidelines

These operating guidelines are intended to provide a series of potential actions for an instructor to adopt, both to prevent academic dishonesty and to implement when instances of academic dishonesty occur.

1. Prevention of academic dishonesty. A basic assumption is that prevention of academic dishonesty is the goal of every instructor. In order to prevent academic dishonesty, possible actions on the part of the instructor are these:

- a. Include a statement concerning academic dishonesty and its consequences in the course syllabus.
- b. Discuss expectations with students in class.
- c. In Class:
 - 1) Proctor exams
 - 2) Give multiple forms of tests (i.e., different colors, random collation of pages)
 - 3) Use original tests, not tests from previous semesters
 - 4) Have students use cover sheets
- d. Out-of-Class:
 - 1) Make the assignments specific
 - 2) Collect drafts, preliminary drafts, or in-progress critiques
 - 3) Validate written work through oral responses in class
- e. Testing Center:
 - 1) Random collation of pages
 - 2) Require permission slips
 - 3) Develop alternative versions of the test (sometimes 3 or 4 versions)
 - 4) Allow only one student to test at a time (one copy of test)
 - 5) Require students to list time-in and time-out on the test
 - 6) Require all scratch paper to be attached to answer sheet

2. Suspicion of academic dishonesty by a student:

a. In class academic dishonesty:

Some Examples:

- 1) Looking on another student's test during the exam process
- 2) Talking during exams
- 3) Tests turned in with similar wrong answers
- 4) Reports from other students

Possible Actions:

- 1) Move the student
- 2) Have all students use cover sheets
- 3) Hold a conference with the student
- 4) Retest the student

b. Out-of-class academic dishonesty:

Some Examples:

- 1) The level of work exceeds previous performance
- 2) The student does not respond specifically to the assignment (topic is more global, inexact)
- 3) The work too closely reflects another student's work
- 4) The time reported is not the time spent (i.e., time in labs, self-paced courses, co-op, etc.)

Possible Actions:

- 1) Hold a conference in which the student must bring in the resources used to construct the paper/project
- 2) Ask specific questions regarding the paper/project
- 3) Have the student redo the work when there is no concrete proof

3. Documentation Process (in more serious cases)

In instances of academic dishonesty, the following process is recommended to document the instances.

- a. Notify the Executive Division Dean and the Vice President Academic Affairs verbally and request that the student's grades be blocked.
- b. Meet with the student.
- c. Determine the penalty for academic dishonesty, i.e., zero on the item, "F" in the course, option of an "F" or dropping the course.
- d. Develop written documentation to include:
 - 1) Student's name
 - 2) Date of incident
 - 3) Course and section
 - 4) Instructor's name
 - 5) Explanation of academic dishonesty (what, where, when, how)
 - 6) Action taken by instructor
 - 7) Further action requested, if any
- e. Review the written documentation with the Executive Division Dean.
- f. Send the written documentation to the Vice President Academic Affairs.

4. Administrative Processes

- a. Initial incident of academic dishonesty:
 - 1) The Vice President may hold a conference with the student in support of the instructor's decision.
 - 2) A file will be maintained in the Vice President for Academic Affairs and Student Success office on all students guilty of academic dishonesty. Access to the file will be limited to those persons directly involved in the incident.
- b. Repeated instances of academic dishonesty:
 - 1) The Vice President Academic Affairs will initiate sanctions against students involved in more than one instance of academic dishonesty.

The college policy concerning outside or guest speakers shall be designed to insure that students hear alternative views on a given topic. If an invited guest is known to adhere to certain controversial or extreme views, it may be advisable to request that time be allowed for a rebuttal or that some other procedure, such as debate, be used to insure that the primary purpose of such programs is information, and not indoctrination. In cases where guest speakers are known to be extremely controversial, or to be inclined to make inflammatory speeches, the faculty member responsible for inviting the speaker on the campus shall request approval from the Marketing/Communications office, the appropriate Vice President, and campus President, in advance of the visitor's arrival and presentation on campus.

APPROVAL OF GUEST SPEAKERS FOR INSTRUCTIONAL AREAS

In the instructional area, the Division Dean must approve guest speakers, for both day and evening classes. It is the responsibility of the Division Dean to assure an opportunity for rebuttal if the speaker is discussing controversial issues.

It is the responsibility of the Division Dean to notify the Vice President when a controversial speaker has been invited to the campus. The Marketing/Communications Office should also be notified of visiting speakers on campus. The Vice President will be responsible for notifying the President of guest speakers.

A Notification of Guest Speaker form is available in the Division office to be filled out prior to the date the speaker is on campus.

FIELD TRIPS

1. Prior to the trip, the trip sponsor must complete the Field Trip Participation Consent (Form #0771) and a Student Travel Advance and Approval Request (Form #0223) to provide coverage for participating students.
2. To minimize the district's liability exposure, the trip sponsor must have students sign a Field Trip Participation Consent (Form #0771).
3. A listing of the students participating and the field trip participation consent (Form #0771) should be attached to the Student Travel Advance and Approval Request (Form #0223), and submitted to the College Business Office prior to the trip.

FIELD COURSES AND INTERNATIONAL STUDY

Field courses and international study provide expanded horizons for the students and staff of the Dallas County Community College District. Learning is enhanced when the content of the course is related to the environment in which study takes place. Such study is rigorous and demanding, both for the student and staff.

SIGN POSTING GUIDELINES

In order to maintain the attractive appearance of El Centro College a sign/advertising policy in regards to the posting of signs, banners and advertisements has been established.

1. The Marketing and Communications office must first approve all notices posted on college bulletin boards. Special bulletin boards are designated for campus events, student/staff classifieds, student housing information and off-campus educational and cultural activities. Notices will remain posted for a couple of weeks before removed.
2. Classified ads may not exceed 8 ½ x 11. All other notices may not half poster board.
3. No information containing commercial advertising will be allowed on campus.
4. Distribution of information on campus must be approved by the Marketing and Communications office.
5. Political advertising will be restricted to certain specific activities, such as a candidate forum. It must be approved by the Marketing and Communications office.
6. El Centro has a *no soliciting* policy of any kind on all three campuses.

FACULTY AND STAFF PUBLICATIONS

Research Projects: Before beginning any research project that relates directly or indirectly to El Centro, its faculty, staff, students or programs, a written or verbal summary of the project, its objectives, methodology, use and intended publication must be submitted for approval to both the Executive Vice President Academic Affairs and to the supervisor of the area affected.

Faculty Publications: Faculty and staff are encouraged to chronicle events, activities, research, programs, instructional models, etc., that relate to El Centro College. However, faculty, staff and students must obtain approval from the Vice President Academic Affairs before submitting manuscripts for publication.

This policy is not designed to limit or censor. Its purpose is to assure accuracy of communication and to insure that research or related activities do not interfere with the instructional program of the College.

This policy does not involve a faculty member's research or publications in an academic discipline or area of interest. Publications dealing with topics not related to El Centro College do not require campus authorization. However, the college administration would appreciate knowing about these so that faculty members can be recognized and the work publicized on campus.

COPYRIGHT

COPYRIGHT – General

The College falls within the scope of “fair use” for materials that are used in a classroom setting. The scope of fair use is, however not without restrictions. In this section some

basic information is provided, but if you have specific question, please research the answers and discuss with the Library Director any concerns. Some examples of specific concerns that you may want to be aware of:

- Personal copies of commercial audio and video materials are not copied for instructor or for personal use.
- Copying of workbooks or other published single-use class materials is illegal.
- Participation in “open source” textbook projects to share in consortial development of textbook materials may be a reasonable approach to minimizing textbook cost.

COPYRIGHT – Fair Use

(The following is an excerpt from section 107 of title 17, United States Code. This is a very tiny part of the large complex of laws that apply to copyright)

Sec. 107. - Limitations on exclusive rights: Fair use

Notwithstanding the provisions of sections 106 and 106A, the fair use of a copyrighted work, including such use by reproduction in copies or phonorecords or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include:

- (1) the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- (2) the nature of the copyrighted work;
- (3) the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- (4) the effect of the use upon the potential market for or value of the copyrighted work.

The fact that a work is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all the above factors.

VIDEOS: Fair Use is limited to “classroom” use. In the case of media that means that videos may not be shown to an audience that goes beyond the students enrolled in a course in their normal classroom setting. One person “sitting in” during a class session

immediately alters the environment to a public showing. Public showings are not possible unless the particular media item has been purchased by the College with public performance rights (PPR). Failure to follow and enforce these strictures may be cause for disciplinary action.

COMMENT: *Copyright is a complex area which makes interpretation of the laws governing it fraught with possible pitfalls for the unwary. Do not assume that a quick reading of excerpts of the law is comprehensive or authoritative. Consult the District website and the resources suggested below. If you are unsure, please contact the Library and ask for advice or ask for assistance from the District legal department.*

DISTANCE EDUCATION

Generally the same strictures that apply to classroom use apply to distance education. Only excerpts of videos and other media materials may be included in class materials. All copyrighted materials stored in Blackboard or otherwise use in distance education must be protected by password access.

COURSE RESERVES

Journal articles and book chapters may be placed on reserve for one semester only. Use beyond one semester is contingent on obtaining permission from the copyright holder.

Books owned by the Library or by the instructor, documents in the public domain, and locally produced class materials may be placed on reserve.

REFERENCES

DCCCD Guidance

<http://www.dccd.edu/Employees/Tools%20and%20Resources/Copyright%20Information%20and%20Resources/Pages/default.aspx>

Fair Use

<http://www.loc.gov/copyright/circs/circ21.pdf>

<http://fairuse.stanford.edu/>

<http://www.copyright.umich.edu/>

<http://www.cetus.org/>

COMPUTER USE POLICY

PURPOSE OF COMPUTER USE POLICY

The District is committed to providing an educational and work climate that is conducive to the personal and professional development of each individual. To fulfill its multiple missions as an institution of higher learning, the District encourages a climate that values and nurtures collegiality, diversity, pluralism, and the uniqueness of the individual within our state, nation, and world. The District also strives to protect the rights and to enhance the self-esteem of all its members. Faculty, staff, and students should be aware that any form of illegal harassment or discrimination against any individual is inconsistent with the values and ideals of our community.

As an institution of higher education, the District encourages, supports, and protects First Amendment rights and an open environment to pursue scholarly inquiry and to share information. Access to networked computer information in general and to the Internet in particular supports the academic community by providing a link to electronic information in a variety of formats and covering all academic disciplines. As with any resource, it is possible to misuse computing resources and facilities and to abuse access to the Internet. The following statements address, in general terms, the District's policies concerning computer use. The Chancellor is authorized to promulgate policies and procedures to implement this policy.

USE OF DISTRICT RESOURCES

Use of District computing resources and facilities requires that individual users act in compliance with District policies and procedures, and failure to comply may result in restriction or revocation of access to District resources. Computing "resources and facilities" include, but are not limited to, District- and College-owned host computer systems, networks, peripheral equipment (such as modems, terminals, and printers), computers and workstations, software, data sets, storage devices (such as CD-ROMS, hard and soft disks, and the like), and all computer communications controlled, administered, or accessed directly or indirectly by the District or by any user.

The District provides users with an account that permits use of the computing resources and facilities within policies and procedures established by the District. Any person who uses District computing resources and facilities through District-owned equipment (such as public access computers at the libraries and computer labs) is also a user and is permitted to use the computing resources and facilities within policies and procedures established by the District.

Users must respect the integrity of computing resources and facilities, respect the rights of other users, and comply with all relevant laws (local, state, federal, and international), District policies and procedures, and contractual agreements. Employees who use District computers or facilities must comply with the Texas Public Information Act and the Local Government Records Act as described in CR (REGULATION). The District reserves the right to limit, restrict, or deny computing resources and facilities for those who violate District policies, procedures, or local, state, or federal laws.

FREEDOM OF EXPRESSION

Censorship is not compatible with the goals of the District. The District shall not limit adult users voluntary access to any information due to its content when it meets the standard of legality. A minor's parent may permit a minor user to have voluntary access to any information that meets the standard of legality.

PRIVACY

The general right to privacy is extended to the electronic environment to the extent possible. Users have a lessened expectation of privacy when using computer resources and facilities owned by public institutions such as the District. Issuance of a password or other means of access is to ensure appropriate confidentiality of District files and information. It is not a guarantee of privacy nor a license for abuse or improper use of the District's computing resources and facilities. Privacy is mitigated by the Texas Public Information Act, administrative review, computer system administration, audits, and the nature of the electronic medium itself. Contents of electronic files will be examined or disclosed only when authorized by the user, approved by designated District officials, or required by law.

INTELLECTUAL PROPERTY

All users should be aware that property laws apply to the electronic environment. Users must abide by all software licenses, District copyright and software policies and procedures, and applicable federal and state law. Users should assume that works communicated through a network are subject to copyright unless specifically stated otherwise. Unless permission of the author is obtained, use of any electronically transmitted information must comply with the "fair use" principle found in federal copyright law and CR (REGULATION).

CRIMINAL AND ILLEGAL ACTS

Computing resources of the District, which include the hardware, software, and network environment, shall not be used for illegal activities. Any illegal use of these resources will be dealt with by the appropriate District authorities and/or other legal and law enforcement agencies. Criminal and illegal use may involve, but is not limited to: unauthorized access, intentional corruption or misuse of computing resources, theft, defamation, obscenity, child pornography, and harassment based upon race, ethnicity, national origin, disability, age, religion, or sex.

AUTHORIZED USE

Computing resources are provided by the District to accomplish tasks related to the District's mission. Some computers may be dedicated to specific enterprises or teaching missions that limit their use. Incidental personal use of computing resources is acceptable if the use:

1. Imposes no measurable cost on the District;

2. Is not harmful to the District;
3. Is not a hindrance to the daily operations of the District; and
4. Has no adverse effect upon an individual's job or educational performance.

UNAUTHORIZED USE

Unauthorized use of the District's computing resources and facilities includes but is not limited to: illegal activities; failure to comply with laws, license agreements, and contracts governing network software and hardware use; abuse of communal resources; use of computing resources for unauthorized commercial purposes or personal gain; failure to protect the user's password or use of the user's account; breach of computer security, harmful access, or invasion of privacy; use of computing resources for anonymous or identity-masked messages to other District users; or unauthorized encryption.

INDIVIDUAL RESPONSIBILITY FOR USE OF COMPUTING RESOURCES AND FACILITIES

All users must use these resources and facilities in accordance with District policies and procedures as well as all laws. Failure to fulfill these responsibilities may lead to the cancellation of computer access, other disciplinary action by the District, and/or referral to legal and law enforcement agencies, in accord with existing District policies and procedures. Individuals using the District's computing resources or facilities shall:

1. Use District computing resources and facilities in accord with this policy, respect the rights of other computer users, by comply with laws, license agreements, and contracts.
2. Use communal resources with respect for others. Disruptive mailings and print jobs, tying up workstations, and other disproportionate use of computing facilities prevent others from using these resources.
3. Use of District computing accounts must be limited to authorized purposes. Use of District-owned resources and facilities shall be limited to District-related business or incidental personal use as defined in this policy. Use of

computing resources for unauthorized commercial purposes or personal gain is prohibited.

4. Protect the individual's password and use of the individual's account. The user shall not use another person's identification, account or password without his or her permission. Confidential information contained on various computers shall not be shared with others except when those persons are authorized to receive the information. Users shall not intentionally seek read, provide, remove, reconfigure, or modify information in or obtain copies of any files, accounts, software, hardware, programs, or passwords belonging to other computer users or the District without the permission of those other computer users or the District. A user must obtain written permission from the owner of a file to alter or copy a file if the file does not belong to the user or the file has not been sent to the user by the owner.

5. Report improper use of computer resources and facilities which may include:
 - a. Breach of computer security.
 - b. Unauthorized access to computing resources.
 - c. Release of password or other confidential information on computer security.
 - d. Harmful access.
 - e. Alteration, damage, or destruction of data.
 - f. Injection of a destructive computer virus.
 - g. Invasion of privacy.
 - h. Reading files without authorization.
 - i. Criminal and illegal acts

6. Comply with requests concerning computing from the system operator.

7. Report any incidents of harassment and/or discrimination using District

computing resources and facilities in accord with the District's policy. It may be harassment if the behavior:

- a. Is unwelcomed;
- b. Interferes with the user's ability, or the ability of others, to work or study;
- c. Creates an intimidating, hostile, or offensive environment.

Alternatively, users may file a grievance through appropriate channels.

Respect the forum (talk groups, bulletin boards, public computing facilities) when communicating ideas to others via District computing facilities and resources (includes access to external networks). All communications should reflect high ethical standards and mutual respect and civility. Users may use external network (e.g., BITNET, Internet) links solely for the purposes permitted in these policies and in the external network guidelines. Users are responsible for obtaining and adhering to all of the policies published by the external networks they use. The ability to connect to external systems through the District systems does not imply the right to connect to these systems or to make use of these systems unless properly authorized by the owners of those systems.

COMPUTER SOFTWARE AND COPYRIGHT LAW

The District respects the copyrights of others. With very few exceptions, all computer software and documentation is protected by federal copyright law. The unauthorized or unlicensed use, duplication, or copying of computer software or documentation is contrary to District policy and is a violation of the law. Violators of any copyright are subject to both civil and criminal penalties and/or disciplinary action.

District regulations and procedures will establish guidelines for the use of computer resources and local area networks. The highest-level administrator will ensure that the supervisor or faculty member does not participate in activities or decisions that may either benefit or harm the employee or student.

The District recognizes that the terms "romantic" and "dating" are not capable of precise definition. But the District believes that either or both parties to such a relationship can and will understand the meaning of the terms as they apply to them, and will act in a manner consistent with this memorandum and with appropriate ethical and contractual obligations to the District and each other.

ISOLATED AND UNINTENTIONAL OFFENSES

A student or employee of the District who, without establishing a pattern of doing so, engages in isolated conduct as described in item four above or who exhibits a pattern of engaging in such conduct, but fails to realize that such actions discomfort or humiliate a person, demonstrates insensitivity. Upon learning of such activities, the highest-level administrator at the location shall direct the person engaged in such conduct to participate in an educational program designed to help the person understand the harm of such activities.

If, after participation in the education program or failing to participate after being directed to do so, a student or employee continues to engage in the conduct described in item four above, the person will be deemed to have engaged in a pattern of conduct intended to discomfort or humiliate the one at whom the actions or statements are directed.

FILING OF COMPLAINT

A complaint alleging a violation of one or more of the foregoing provisions in this procedure may be filed by any employee or student affected by the conduct or action, i.e., the complainant. Only a complainant is entitled to utilize the procedures in this memorandum.

REPORTING VIOLATION

Any person may report an alleged violation of this procedure whether or not the person is affected by the conduct or action.

REQUIRED REPORTING

Any administrator who becomes aware that a student or employee is being sexually harassed by a District employee or student is required to report the alleged violation to the officials designated in the section on PROCEDURES—INFORMAL, below.

Any supervisor who becomes aware that one of the supervisor's employees is being sexually harassed by a District employee or student is required to report the alleged violation to the officials designated in the section on PROCEDURES—INFORMAL, below.

Any faculty member who becomes aware that one of the faculty member's students is being sexually harassed by a District employee or student is required to report the alleged violation to the officials designated in the section on PROCEDURES—INFORMAL, below.

If a required report or a report by a third party (not a complainant) is made, the accused and the complainant will be notified of the report.

IMPROPER REPORTS

A person who is malicious or intentionally dishonest in reporting a violation is subject to disciplinary action.

PROCEDURES

Procedures for filing a complaint are as follows:

INFORMAL

1. At the complainant's option, an informal complaint may be made to the location human resource director or an employee designated by the highest-level administrator at the location or both. Location representatives shall be trained to receive complaints and counsel with complainants. Representatives will be objective in taking a complaint and advising complainant; they will be sensitive to the complainant and accused, if the accused is informed; and they will not attempt to intimidate complainant from pursuing the matter. Information disclosed to representatives is confidential and may not be disclosed without consent of the complainant unless required by law, court order, or to defend the District in legal proceedings.
2. The representative to whom the complaint is made will counsel the complainant as to the options available under this procedure and, at the complainant's request, may assist the complainant informally and/or assist the complainant in drafting a formal complaint if the complainant decides to file a formal complaint.
3. The representative to whom the informal complaint is made will not inform the accused of the complainant's action without the consent of the complainant unless the conduct reported is sufficiently severe or pervasive that the District believes it must investigate the complaint.
4. The representative shall maintain confidentiality with regard to the names of the complainant and the accused, all witnesses, the details for the complaint, and any other information protected by law.
5. One of the goals of the informal complaint process is to resolve less serious matters in an efficient and effective manner.

FORMAL

A complainant wishing to make a formal complaint shall file it, in writing, with the District director of human resources, if the complainant is an employee, or, with the Vice-Chancellor of Education Affairs, if a student. The District person receiving a complaint shall send a copy of the complaint to the highest-level administrator at the location.

INVESTIGATION PRIOR TO FORMAL ACTION

The District human resource office or its designee shall conduct an investigation if the accused is an employee. The Vice-President of Student Development or equivalent position or that person's designee shall conduct an investigation if the accused is a student.

The purpose of the investigation is to establish whether there is a reasonable basis for believing that the alleged violation has occurred. In conducting the investigation, the District human resources investigator shall interview the complainant, the accused, and other persons believed to have pertinent factual knowledge. At all time, the District human resources investigator will take steps to ensure confidentiality during the investigation, including without limitation, requiring all parties to agree, in writing, that information disclosed during the investigation will not be disclosed to others unless required by law, court order, or to defend the District in legal proceedings. A violation of confidentiality shall be grounds for disciplinary action.

The investigation will afford the accused a full opportunity to respond to the allegations.

Possible outcomes of the investigation are:

1. A judgment that the allegations are not warranted.
2. A negotiated settlement of the complaint.
3. Initiation of formal action described in succeeding provisions of this procedure.

PROCESS OF TAKING FORMAL ACTION

Procedures for taking formal action are as follows:

1. The decision to take formal action in cases, in which an employee is charged, will be made by the next to highest level administrator at the location. If, after reviewing the report of the investigation, the next to the highest level administrator at the location concludes that there is a reasonable basis for believing that the alleged violation has occurred and a negotiated settlement cannot be reached, the administrator shall authorize formal action.
2. The decision to take formal action in cases in which a student is charged will be made by the Vice-President of Student Development or equivalent position. If, after reviewing the report of the investigation, the Vice-President of Student Development or equivalent position concludes that there is reasonable basis for believing that the alleged violation has occurred and a negotiated settlement cannot be reached, the Vice-President or equivalent shall authorize formal action. A student accused of a

3. If a complaint involves an administrator who is authorized to take formal action as enumerated in item one above, the decision to take formal action will be made by an administrator of higher rank than the accused administrator. Likewise, any other provision in this procedure involving an accused administrator shall be assigned to an administrator of higher rank than the accused.

FORMAL ACTION

Formal action procedures are as follows:

1. If formal action involving allegations of violations of one or more of the foregoing provisions is required, the highest level administrator at the location shall thoroughly review all evidence gained from the investigation and may request additional evidence (testimonial or documentary, or both) from the complainant, the accused, and other relevant witnesses. The review is not a hearing. Failure of an employee to comply and cooperate with a request from the highest-level administrator may be grounds for disciplinary action, including termination.
2. The highest level administrator shall make a decision, based upon a preponderance of the evidence presented and shall report the decision within 10 working days to the complainant and the accused.
3. Based upon the decision, the highest-level administrator shall promptly take appropriate action, if any, toward the accused and any other persons involved with a complaint. Such action may include, but is not limited to, termination of employment or other action as deemed appropriate. Any action that is adopted shall utilize existing policies and procedures in this manual for implementation, if necessary.

PROTECTION OF COMPLAINANT AND OTHERS

Investigations of complaints will be initiated only with the complainant's consent unless the conduct reported is sufficiently severe or pervasive that the District believes it must investigate the complaint. The complainant will be informed fully of steps taken during the investigation.

All reasonable action will be taken to assure that the complainant and those testifying on behalf of the complainant or supporting the complainant in other ways will suffer no retaliation as a result of their activities in regard to the process. Steps to avoid retaliation may include, but are not limited to:

1. Lateral transfers of one or more of the parties in an employment setting; or
2. Arrangements that employment evaluations concerning the complainant or others be made by an appropriate individual, other than the accused.

In extraordinary circumstances, the next to highest level administrator at the location with the consent of the highest level administrator at the location may, any time during or after an investigation of a sexual harassment complaint, suspend from employment the accused with pay. The next to highest level administrator may suspend an employee from employment after reviewing the allegations and, if necessary, after interviewing the accused and complainant, and, if it seems appropriate, others with pertinent knowledge, and the administrator finds that it is reasonably certain that (1) the alleged sexual harassment has occurred and (2) serious and immediate harm will ensue if the accused continues in employment.

PROTECTION OF THE ACCUSED

At the time the investigation begins, the accused will be informed of the written allegations.

In the event the allegations are not substantiated, all reasonable steps will be taken to restore the reputation of the accused if the proceeding has damaged it. An example of such a step may include, but it's not limited to, publication of the results of the proceeding.

A complainant found to be intentionally dishonest in making the allegations or to have made them maliciously is subject to disciplinary action that may include, but is not limited to termination of employment. An unsubstantiated complaint is not per se malicious or intentionally dishonest.

PROTECTING BOTH PARTIES

To the extent possible, the proceedings will be conducted in a confidential manner calculated to protect the interests of both parties.

After the investigation, the parties will be informed of the facts developed in the course of the investigation.

EDUCATION

Educational efforts are essential to the establishment of a climate that is as free as possible of sexual harassment. The goals to be achieved through education are:

1. Ensuring that all victims (and potential victims) are aware of their rights.
2. Notifying individuals of conduct that is prohibited.
3. Informing administrators and others concerning the proper manner to address complaints of violations.
4. Helping educate the insensitive concerning the problems this policy and procedure addresses. The highest-level administrator at the location responsible for achieving the above-listed goals.

PREPARATION AND DISSEMINATION OF INFORMATION

The District director of human resources is charged with distributing copies of this policy and procedure to all current employees and to all future employees. A copy of this policy and procedure will be included in the college catalog and will be made continually available at appropriate campus centers and offices. It is the responsibility of the highest-level administrator at the location to educate all employees concerning the essential elements of this procedure.

The District director of human resources will develop a series of training sessions for persons who are likely to receive complaints under this procedure. The highest-level administrator at the location is responsible for implementing this training.

The District director of human resources will develop or identify a course or counseling designed to inform those who unintentionally violate the provisions in this procedure. The course or assistance shall be mandated for those in violation of provision 3 of this procedure and may be mandated for persons found to have violated this procedure.

EDUCATIONAL RESOURCE CENTER (OUR LIBRARIES)

Downtown Library - "B" Building (B200)

BJP Library - Second Floor Room 2300

West Campus Library – First Floor

Reference Desk: 214-860-2174

Circulation Desk: 214-860-2175

Ask-A-Librarian Service: <http://www.elcentrocollege.edu/Library/services/ask.html>
(local-El Centro)

<https://www1.dcccd.edu/library/lrcinfo/refsrch.cfm>

(District)

The mission of the ERC

The Educational Resources Center (ERC) provides resources, instruction, and services supporting the college curriculum and enhancing the intellectual, professional, cultural, and personal growth of the college community. The ERC encourages and nurtures discovery, critical thinking and the life of the mind.

Principal URL: <http://www.elcentrocollege.edu/Library/>

Library Services Hours

Libraries are open Monday through Friday with reduced evening hours in the summer. The Downtown campus library is typically open Saturdays and Sundays through Fall and Spring semesters.

BJP and West Campus hours are separate and vary to meet academic program needs at those locations. Please check links on the library web page for all locations since opening hours may change with academic calendars and staff availability.

Online Materials – The online catalog and over 100 databases provide 24/7 remote access to ebooks, journals, magazines, news, primary documents and image galleries. These are available, either from general database or subject-specific databases, from the library homepage: <http://www.elcentrocollege.edu/Library/>. Subject focused Library Guides provide access to subject-specific materials.

Print Materials - Approximately 68,000 books are available in the El Centro College Libraries to support and supplement course work and provide general information. A collection of reference materials, 100 current journals and magazines, and recreational reading collections are arranged on the main floor (B200).

Ask a Librarian is available for online help to both instructors and students.

Bibliographic Instruction - The District Libraries provide information literacy training for all entering students. Instructors are encouraged to schedule introductory classes for research and information literacy sessions. Librarians work with instructors to provide customized instruction that will assist students to learn how to obtain “hands-on” access to authoritative and credible materials through the online catalog, databases, and the Internet.

Other topics including plagiarism, how to cite resources, choosing or narrowing a topic, or other relevant topics to meet class needs. The Library offers a subscription to NoodleTools, an online citation generator. Instructors of advanced classes will find the Librarians helpful in providing sessions that address subject literatures, where to find authoritative sources, and sources for critiques/reviews. To schedule a session please contact the Reference Desk at 214-860-2174, Ask a Librarian, or use the request form found on the Library Web page.

The Library works cooperatively with instructors to create online instruction materials for your courses/program, including Camtasia videos. We encourage instructors to add librarians to their eCampus course as TAs. We also encourage instructors to link to library Subject or Help Guides. Contact *Ask a Librarian* for additional information.

Contact the Librarians if you would like us to add any information literacy related materials or assignment details to our Library Subject Guides.

Course Reserves – Reserves are available to assist students who may have left a textbook at home or who are temporarily stymied by a Bookstore shortage. Course reserves are limited to 2-hour checkouts, in-library use only. Instructors are encouraged to obtain a copy of the textbook for each course and to place it on reserve. Course syllabi, handouts, PowerPoint presentations, exercises, amendments to assignments, and other faculty-authored materials may be placed on electronic course reserves. Links are easily made from eCampus and official faculty Web pages to those materials and to the Course Reserves search engine. To obtain assistance making links, please contact the Circulation Supervisor or Library Director.

Print Delivery System Students must pay for copying and printing in the labs, Library, Career Center, and some computer classrooms. The system was implemented almost a decade ago and its purposes are to control costs, minimize environmental impact, and to insure that students print responsibly. Cost was the initial concern because students used printing more widely with free availability and with the increasing storage of syllabi and other documents in electronic form. Costs were approaching the point where they would directly affect tuition prices.

The printing system is relatively simple and convenient to use:

- Data for most students is pre-loaded to create an account in the system. Before printing can be done, each student must input money to their account in order to activate the account. Value stations are located in the libraries and principal computer labs.
- The cashier CANNOT input funds!
 - Access to printing accounts is made through student ID numbers and numeric passwords, much like the protocols used with other systems like eConnect.
 - Students should input funds to their printing account before they are needed! This will avoid long lines when due dates are near.

There are several ways that students can minimize the cost of printing:

1. Instructors may allow students to email assignments to them or use eCampus
2. Save journal articles from databases to a floppy disk or flash drive rather

than printing them

3. Use “PRINT PREVIEW” option before printing
4. Use the spell checker!

Electronic Access - A wide variety of services, including direct order of media materials and equipment, requests for library instruction classes, and requests for consideration of additional materials for the collection may be initiated using Web forms. The Web forms are found by accessing the Library Web Page at the following address:

<http://www.elcentrocollege.edu/Library/>

Through the online catalog, patrons may access their library account to renew books and check on the status of intercampus and inter-library loans.

<http://library.dcccd.edu/search/>. → “My Library Account”

Borrowing from Other Libraries - Users may obtain TexShare cards through our Library in order to access the services of other academic libraries in Texas.

Intercampus borrowing of books from other DCCCD campuses may be done directly from the online catalog by clicking on the “Request” button found at the item display page for a particular book. Students, faculty, and staff may also use any of the other DCCCD campus libraries and may check out materials by presenting their El Centro College ID cards.

Faculty Services - A special page of “Faculty Quicklinks” is available at:

<http://libguides.elcentrocollege.edu/faculty>

Faculty may check out digital cameras and the Mobile Laptop Cart for class-related purposes by contacting the Circulation front desk. These items must be checked out and returned in person. The Mobile Laptop Cart can only be used downtown, but laptops can be set up at other locations by special arrangement – for workshops and special events.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects students. **FERPA** also known as the Buckley Amendment is a federal law that applies to educational agencies and institutions that receive federal funds under any program administered by the Secretary of Education. Generally, FERPA prohibits the funding of an educational agency or institution that has a policy or practice of disclosing a student’s educational record (or personally identifiable information contained therein) without the consent of the parent. When a student turns 18 years old or attends a postsecondary institutional at any age, the rights under FERPA transfer from the parent to the student (eligible student).

Disclosing to Students

What is FERPA?

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects students. Also known as the Buckley Amendment, this law gives students four rights.

The right to inspect and review education records.

The right to seek the amendment of education records.

The right to consent to the disclosure of education records.

The right to file a complaint with the FERPA Office in Washington, D.C.

Students are notified of their rights each year by publication in the college catalog. The policy is also published in the [catalog](#) on the college and district websites.

Posting Grades

It is **inadvisable** to post grades in any form. If you feel that posting grades is essential to the pedagogical design of your course, please follow these guidelines:

- Do not post grades by Student ID (social security number) or any other protected identifier or discernible code.
- If you post grades, secure individual student specific permission in writing.
- Post grades for a limited and specified time-frame only.

Returning Student Work

It is **inadvisable** to put student work in a general space for collection. Student grades on individual assignments or courses are protected and can be disclosed only by the student. Some faculty members are accustomed to placing student work in an envelope or box for students to retrieve. If this means that one student could have access to another student's grades, the practice should be revised. Departments should work with faculty teaching large enrolled classes to accommodate the need to distribute work efficiently and the absolute need to comply with FERPA.

Disposal of Student Records

It is advisable to shred, rather than toss, any documents that link student name with any other non-disclosable information (e.g. Student ID).

Communication with Students

It is **inadvisable** to disclose any confidential information to students via telephone. Email may be considered protected, since it operates with a unique user.

WHEN IN DOUBT

- DO NOT release information. Consult with the Legal Office.
- "OOPS" is not acceptable when it comes to disclosure of education records!